

Erasmus+ KA171 (partner countries)
Selection procedure and process of recognition for outgoing students and staff

Name of the institution	
Responsible Unit	International Relations Office
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Regulations/Law/Rulebook for mobility	

I. Selection procedure

Selection of students	
Call for applications	Announced every semester on YSU website, FB page, mass emails
Application documents	CV, Motivation Letter, Learning Agreement, Academic Transcript, Language certificate
Selection criteria/Score system	CV (10), Motivation Letter (20), Language Certificate (20), Learning Agreement (25), Academic Transcript (25)
Priority	Priority is given to the student with the highest GPA and motivation
Selection committee	Head of ICO, Deputy Head of IRO, Erasmus+ Institutional Coordinator

Selection of staff	
Call for applications	Announced every semester on YSU website, FB page, mass emails
Commission/Responsible Unit	IRO
Selection criteria	CV (30), Mobility Agreement (50), Language Certificate (20)
Priority/Restrictions	Only main staff members can apply
Application documents	CV, Mobility Agreement, Language Certificate, Certificate of Employment, A Pre-Acceptance Letter

II. Recognition procedure

Recognition of student mobility	
Documents	Academic Transcripts, Certificates of Attendance, After Mobility Agreement
Procedure	The student submits the aforementioned documents to the Institutional Coordinator

Recognition of staff mobility	
Documents	A written report to IRO
Procedure	The Staff member submits the aforementioned document to the IRO