



### Erasmus+ KA171 (partner countries)

#### Selection procedure and process of recognition for outgoing students and staff

JU "UNIVERZITET U ZENICI"	
Responsible Unit	International Relations Office
Address	Fakultetska 3, 72000 Zenica, B&H
Email	<a href="mailto:mms@unze.ba">mms@unze.ba</a>
Web address	<a href="#">General website</a> ; <a href="#">IRO website</a>
Regulations/Law/Rulebook for mobility	<a href="#">Rulebook for mobility</a>

#### I. Selection procedure

Selection of students							
Call for applications	Call for applications are public and transparent and are open and published on our general website ( <a href="#">General website</a> ) and on IRO website ( <a href="#">IRO website</a> )						
Application documents	When applying, the following documents are to be submitted: <ul style="list-style-type: none"> <li>- CV;</li> <li>- Letter of motivation;</li> <li>- Transcript of records;</li> <li>- Confirmation of student status;</li> <li>- Learning agreement for studies;</li> <li>- Copy of their passport</li> <li>- Foreign language certificate/passed exam</li> </ul>						
Selection criteria/Score system		No.	Criteria	Criteria Importance	Points (max)	Max points for criteria	Max points
	1.	1.1.	Biography	The technical appearance (orderliness, transparency, conciseness)	5	15	100
		1.2.		Completeness of the information	5		
		1.3.		Documents of achievements (recognition, certificates, diploma)	5		

		2.1.	Application form	Number of implemented mobilities in one academic year*		15		
		2.2.		Letter of motivation		10		
		2.3.		Students with special needs		5		
		2.4.		GPA**		40		
		2.5.		Foreign language competence (depending on mobility type)***		15		85
Priority	When considering the applications, priority is given to first-time mobility students and those with fewer opportunities							
Selection committee	Selection committee consists of three people. The two members are Vice-rector for the international relations and quality assurance and the Coordinator of the IRO. The third member of the committee is appointed upon call for applications.							

Selection of staff							
Call for applications	Call for applications are public and transparent and are open and published on our general website ( <a href="#">General website</a> ) and on <a href="#">IRO website</a>						
Commission/Responsible Unit	International Relations Office and Vice-rector for international relations and quality assurance or Commission appointed by the Rector of the University						
Selection criteria	No.	Criteria	Criteria Importance	Points (max)	Max points for criteria	Max points	
	1.1.	Teaching program	Mobility importance for internationalization of the institution	15	40	100	
	1.2.		Mobility importance for the improvement of science internationalization	15			
	1.3.		Mobility importance for the improvement of class	10			
	2.1.	Application form	Number of implemented mobilities in one academic year*	15	60		

	2.2.		Letter of motivation		10		
	2.3.		CV/Biography**		10		
	2.4.		Letter of Invitation		10		
	2.5.		Foreign language competence (depending on mobility type)***		15		

Non-teaching/administrative staff:

	No.	Criteria	Criteria Importance	Points (max)	Max points for criteria	Max points
1.	1.1.	Training program	Mobility importance for improving internationalization of the institution	15	40	100
	1.2.		Mobility importance for improving internationalization of the service/department	15		
	1.3.		Mobility importance for improving workplace efficiency	10		
2.	2.1.	Application form	Number of implemented mobilities in one academic year*	15	60	100
	2.2.		Letter of motivation and biography	15		
	2.3.		Level of education**	5		
	2.4.		Letter of invitation	10		
	2.5.		Foreign language competence (depending on mobility type)***	15		

**Priority/Restrictions**  
 Priority is given to first-time mobility staff. When it comes to restrictions, the staff can participate in a mobility programme more than once but the maximum duration of the mobilities is 12 months in 4 years.

**Application documents**  
 When applying, the following documents are to be submitted:

- Defined mobility programme for teaching/training
- Letter of motivation
- CV
- Foreign language certificate

## II. Recognition procedure

Recognition of student mobility	
Documents	<p>The following documents are relevant for the recognition:</p> <ul style="list-style-type: none"> <li>- Learning agreement for studies</li> <li>- Certificate of attendance</li> <li>- Transcript of records from Host Institution</li> </ul>
Procedure	<p>After their mobility period ends, the students are obliged to submit the above-mentioned documents. If signed, the LA for studies is crucial for the recognition of mobility. Using the Rulebook on mobility and ECTS, and the LA for studies, the Sending Institution is obliged to recognise obtained ECTS.</p>

Recognition of staff mobility	
Documents	<ul style="list-style-type: none"> <li>- MA for teaching/training</li> <li>- Report on mobility with conclusion upon returning</li> </ul>
Procedure	<p>Upon returning from the implemented mobility, the staff is obliged to write a Report on mobility (programme, activities, conclusion) which they submit to the IRO and the Rector. Recognition is handled in a fair and transparent way.</p> <p>Mobilities for staff are recognized as a part of yearly work plan and are included in annual performance assessment. Mobilities for teaching staff are taken into account for professional career development and also for performance assessment.</p>