



Erasmus+ KA171 (partner countries)

Selection procedure and process of recognition for outgoing students and staff

University of Banja Luka	
Responsible Unit	Office for International and Inter-University Cooperation
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Regulations/Law/Rulebook for mobility	https://unibl.org/uploads/files/strane/saradnja/2018/Rulebook%20on%20student%20and%20staff%20international%20mobility%20(1).pdf

I. Selection procedure

Selection of students	
Call for applications	Mobility calls are published at the webpage of the University of Banja Luka, and the applications are received through the online platform.
Application documents	Student's academic merit and seniority, motivation, linguistic competence, Learning Agreement proposal, skills, knowledge and volunteering experiences, etc. (based on candidate's CV).
Selection criteria/Score system	Selection criteria are: the average grade obtained during the entire period of study (from 6 to 10 points), year of study (0.5 points for each year, whereby in higher study cycles the years of study are added to the previous cycles), motivational letter (from 1 to 3 points), language proficiency (languages used at the

	receiving institution, where both languages stipulated by the inter-institutional agreement are scored separately) – B1 – 0.5 points, B2 – 1 point, C1 – 1.5 points, C2 – 2 points), candidate’s CV (volunteering experience – 1 point, relevant knowledge and experience – 1 point and students with disabilities and students from underprivileged backgrounds – 1 point.
Priority	Students with special needs and students from underprivileged backgrounds.
Selection committee	Consists of five members: four members are from among the vice dean for scientific research/art and international cooperation/vice dean for international cooperation and one representative of the Office for International and Inter-University cooperation.

Selection of staff	
Call for applications	Mobility calls are published at the webpage of the University of Banja Luka, and the applications are received through the online platform.
Commission/Responsible Unit	Commission for Selection of Outgoing Students and Staff.
Selection criteria	Language skills: B1 – 0.5 points, B2 – 1 point, C1 – 1.5 points, C2 – 2 points; evaluation of the student survey from the previous academic year: from 1 to 5 points; work experience at University of Banja Luka: 0.2 points for the completed year; candidate’s CV (volunteer experience – 1 point, additional work with students – 1 point); activities in the field of international cooperation (with neighboring

	countries – 0.5 points, with other countries – 1 point).
Priority/Restrictions	Priority is given to staff who did not participate in the Erasmus+ exchange program in the current and previous academic year.
Application documents	Passport copy, CV in Europass form, Mobility Agreement proposal, proof of language proficiency, evaluation of the student survey from the previous academic year

II. Recognition procedure

Recognition of student mobility	
Documents	The relevant Commission is obliged to issue the decision on the recognition of the exchange period no later than seven work days upon submission of a full request and no later than 15 days prior to the beginning of the semester in which the student is to continue their studies at the University.
Procedure	All ECTS credits gained abroad are recognized either as counting towards the degree, or in the Diploma Supplement. The primary criteria for the transfer and recognition of ECTS credits and grades earned during mobility are the learning outcomes, based on the Learning Agreement and Transcript of Records. The recognition of the period of exchange is a procedure by which the relevant Commission for the recognition of the period of exchange carried out abroad determines the results which the student has achieved during mobility and issues a decision on the recognition of passed exams (ECTS credits and grades). The whole procedure is thoroughly described in the Rulebook on student and staff international mobility.

Recognition of staff mobility	
Documents	Report on finished staff mobility
Procedure	Report on finished staff mobility shall be submitted to the dean/director for Outgoing and Incoming Staff at the relevant organizational unit, i.e. to the Vice-Rector for Outgoing and Incoming Staff at the Rectorate, no later than 10 workdays after returning to the Sending Institution.