

Erasmus+ KA171 (partner countries)

Selection procedure and process of recognition for outgoing students and staff

<i>Name of the partner institution</i>	
Faculty of Pharmacy – Alexandria University, Egypt	
Responsible Unit	International Relations and Agreements Office at Faculty of Pharmacy -Alexandria University (IRAO)
Address	1 Ahmed Abd El-Salam, Al Mesallah Sharq, Al Attarin, Alexandria Governorate 5372066
Email	iraoffice@gmail.com
Web address	Alexandria University: https://www.alexu.edu.eg Faculty of Pharmacy: https://pharmacy.alexu.edu.eg/index.php
Regulations/Law/Rulebook for mobility	Regulations for mobility are clarified below

I. Selection procedure

Selection of students	
Call for applications	Call for applications to a 6-months scholarship in Germany funded by the Erasmus+ Staff/Student mobility project KA171- between Saarland University (UdS) Department of Pharmacy and Faculty of Pharmacy-Alexandria University (AU) is announced on the faculty website, on the IRAO Broadcasting WhatsApp group and also circulated to the Head of the academic departments at the faculty of pharmacy for dissemination. The announcement includes the eligibility, the application documents, the selection and review process as well as travel information with dates and deadlines.
Application documents	--A Curriculum Vitae that clearly demonstrates the applicant's research activities and an official copy of transcript for postgraduate courses. --Fresh graduate applicants are required to submit a motivation letter outlining their research interests and the title of their current research project.

	<p>--For the Master's or PhD student applicant, a statement of purpose that defines the objectives the applicant expects to achieve during the visit, as well as a plan of activities (timeline) that the applicant intends to engage in during the mobility period.</p> <p>--A statement of commitment to fully complete the six months period and return thereafter, to maintain contact with the Egyptian supervisory committee, and to submit a report about the mobility period after its completion.</p> <p>--A recommendation letter from the main supervisor supporting/approving travel of the student to Germany to partially fulfil the thesis requirements or to begin thesis work there.</p>
<p>Selection criteria/Score system</p>	<ul style="list-style-type: none"> - Level of completion of studies and CGPA. -High English language proficiency. Basic-to-intermediate German language level is an advantage. -Communication skills, digital skills and personality of the eligible applicants are assessed through a personal interview with the selection committee, followed by an online interview with the UdS programme coordinators. - Plan of work, the applicant intends to engage in during the mobility. Preferably research work that could not be done in the home institute.
<p>Priority</p>	<p>Preference is given to applicants affiliated with departments common in both Saarland and Alexandria Universities (with common Scope of research).</p>
<p>Selection committee</p>	<p>The Faculty Dean, Vice-Dean for Graduate Studies and Research, AU coordinator for the ERASMUS+ project and IRAO director & AU contact person for the ERASMUS+ project.</p>

Selection of staff	
Call for applications	Calls are announced on the faculty website and circulated throughout the different departments and groups. Selection criteria and steps of the selection process are clearly identified in the announcement. Applications are then subjected to a review by the selection committee to make sure they satisfy all specified requirements. Nomination letters and requested documents of the selected candidates are then sent to UdS IRO to proceed.
Commission/Responsible Unit	IRAO – Faculty of Pharmacy, AU
Selection criteria	--Advantage is given to junior PhD holders (Lecturers and assistant professors). Those who got their PhD from home university (AU) and did not benefit from any funded academic opportunity for traveling abroad. --Advantage is given to applications with a clear and specific statement of purpose and detailed plan of activities;
Priority/Restrictions	Priority is given to applicants whose research interests align with the research scope in both AU and UdS departments.
Application documents	--Curriculum Vitae that clearly demonstrates the teaching and/or research activities, personal information, education, training, digital skills, and language proficiency. --A statement of purpose clarifying the objectives that the applicant hopes to achieve from the visit. --A plan of activities that the applicant plans to undertake during the mobility, preferably activities that could not be conducted in the home institute.

II. Recognition procedure

Recognition of student mobility	
Documents	--Learning agreement, and grant agreement (before the mobility). - Certificate of attendance (after completion of the mobility).
Procedure	--Mobility of the student (in 2 nd or 3 rd cycle) depends on a learning agreement agreed upon in advance between the sending (AU) and receiving (UdS) parties. --A certificate of attendance is issued by the receiving institution at the end of the mobility, indicating the dates of mobility period, the student spent in UdS labs. -- According to the regulations of the graduate programmes offered at the Faculty of Pharmacy - Alexandria University, the mobility period is counted in the thesis credit hours of the graduate student.

Recognition of staff mobility	
Documents	Mobility agreement (before mobility) and Certificate of attendance (at the end of mobility).
Procedure	--Staff mobility for training depends on a mobility agreement for staff validated in advance between the sending and receiving parties. --By the end of mobility, a certificate of attendance is issued by the receiving institution and offered to the visiting staff member. --The achievements accomplished during the mobility period are recognized by the sending institution as activities recorded in the staff CV.