

**Erasmus+ KA171 (partner countries)**

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

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Regulations/Law/Rulebook for mobility	Regulations on academic mobility

**I. Selection procedure**

Selection of students	
Call for applications	<p>Announcements regarding the Erasmus+ scholarship opportunity are usually published on the official website of the University at mnu.kz and the Instagram account @mnu_international.</p> <p>Information about the Erasmus+ opportunity at Saarland University can be found on the official website of the University:  <a href="https://mnu.kz/ru/news/uvazhaemye-studenty/">https://mnu.kz/ru/news/uvazhaemye-studenty/</a></p> <p>Post on the Instagram account @mnu_international:  <a href="https://www.instagram.com/p/C_sCHXbMjTZ/?utm_source=ig_web_copy_link&amp;igsh=MzRIODBiNWFIZA==">https://www.instagram.com/p/C_sCHXbMjTZ/?utm_source=ig_web_copy_link&amp;igsh=MzRIODBiNWFIZA==</a></p>
Application documents	<p>List of required documents:</p> <ul style="list-style-type: none"> <li>● student's application form;</li> <li>● a copy of the passport;</li> <li>● transcript of academic record for the current year of study (Russian and English);</li> <li>● international certificate confirming the level of proficiency in a foreign language (IELTS, TOEFL, Cambridge English, Duolingo);</li> <li>● completed application form;</li> <li>● written consent of the applicant's parents (guardians, legal representatives) to participate in the academic mobility program.</li> <li>● letters of recommendation in Kazakh, Russian or/and English (if available);</li> <li>● copies of certificates, diplomas, received for participation in the republican or international level events (if available);</li> <li>● copies of documents confirming the fact of belonging to the following categories: a family composition document to confirm the student's large family status, a document verifying the student's orphan or left without parental care status and a document confirming the student's disability status.</li> </ul>
Selection criteria/Score system	<p>To be eligible for participation in Erasmus + program, candidates must meet the following criteria:</p> <ul style="list-style-type: none"> <li>● Undergraduate students must have successfully completed a minimum of 60 ECTS credits. Graduate and doctoral students are eligible for participation.</li> <li>● Academic performance: GPA no lower than 3.0.</li> </ul>

	<ul style="list-style-type: none"> <li>● Language proficiency: Minimum B2 proficiency.</li> <li>- The first stage of the selection process involves completing the acceptance document.</li> <li>- Following this, the International Office (hereinafter - IO) organizes the competitive selection process.</li> <li>- The second stage is an interview for applicants held by The Commission.</li> <li>- The nomination of a student for the program is based on the GPA, the level of foreign language proficiency and the results of the interview. Erasmus+ program scholarship will be awarded to the students with higher results.</li> </ul>
Priority	<p>In the event of a tie in points, priority is given to students who provide documentation confirming their affiliation with specific categories, such as:</p> <ul style="list-style-type: none"> <li>● Proof of family composition for students from large families.</li> <li>● Proof of orphan status or absence of parental care.</li> <li>● Documentation of the student's disability status.</li> </ul>
Selection committee	The Commission consists of no more than two representatives from each Schools (faculties) and no more than three employees from the IO. The composition of the Commission is approved by the University Provost (rector) for one academic year.

Selection of staff	
Call for applications	Upon receiving information regarding staff applications, we send out a notification to the Schools via corporate email.
Commission/Responsible Unit	Schools (faculties)
Selection criteria	<p><b>Relevance to position:</b> Alignment with staff's professional role and responsibilities.</p> <p><b>Language skills:</b> Adequate proficiency in the working language (usually English).</p> <p><b>Work plan:</b> Clear objectives and structured teaching/training plan.</p> <p><b>Motivation:</b> Strong motivation with clear goals for the mobility period.</p>
Priority/Restrictions	<p><b>First-time participants:</b> Preference for staff who have not previously benefited from Erasmus+ mobility.</p> <p><b>Equal opportunity:</b> Promoting gender balance and diversity among participants.</p>
Application documents	<ul style="list-style-type: none"> <li>● CV</li> <li>● Motivation Letter</li> </ul>

## II. Recognition procedure

Recognition of student mobility	
Documents	The official transcript from the partner University
Procedure	Following the reception of the official transcript from the partner University, advisers (representatives of the faculties at MNU) initiate the credit recognition process. This recognition procedure is overseen by individual faculties' committees. Subsequent to the completion of the recognition process, the results are forwarded to the International Office for further processing.

Recognition of staff mobility	
Documents	Certificate of participation
Procedure	Report for the HR Department and International Office.