



Erasmus+ KA171 (partner countries)

Selection procedure and process of recognition for outgoing students and staff

Name of the institution: Kyrgyz-Turkish Manas University	
Responsible Unit	International Relations Office
Address	Chyngyz Aitmatov Campus (Djal), 720038, Bishkek, Kyrgyz Republic
Email	iro@manas.edu.kg
Web address	https://manas.edu.kg/en/index.php
Regulations/Law/Rulebook for mobility	Kyrgyz-Turkish Manas University Student Exchange Program Regulations https://manas.edu.kg/docs/ktmu-emevzuat.pdf?rndt=1722230559 (p.232-234)

I. Selection procedure

Selection of students	
Call for applications	Calls are usually open on request of coordinating university announcement. The announcement is posted on the official website of the university, as well as on the official website of the International Department. The call is posted on the website for a month. In addition to the website, announcements are also published on the official pages of the university in social networks. All applications are accepted by the International Office of the university.
Application documents	Required documents for students: transcript (GPA must be above 3.00 for bachelor's degree, above 3.5 for master's and doctoral students), English language certificate, resume, motivation letter.
Selection criteria/Score system	GPA: 60% Foreign Language: 30%

	Interview: 10%
Priority	Priority is given to those who have not previously participated in the Erasmus programme.
Selection committee	Selection Committee is generally headed by Vice-Rector of University and composed from the relevant Dean/Deans of the Faculty, Mobility Program Coordinators. After approval by Selection Committee, applications must be approved by the University Senate.

Selection of staff	
Call for applications	Calls are usually open on request of coordinating university announcement. The announcement is posted on the official website of the university, as well as on the official website of the International Department. The call is posted on the website for a month. In addition to the website, announcements are also published on the official pages of the university in social networks. All applications are accepted by the International Office of the university.
Commission/Responsible Unit	The documents are reviewed by a committee consisting of the Vice-Rector for International Affairs, the Coordinator of the International Department, and the Dean of the candidate's faculty.
Selection criteria	Faculty selection is based on academic achievements, publications, and the faculty member's work experience. Particular attention is paid to the benefit that the faculty member will bring to both universities.
Priority/Restrictions	Priority is given to those who have not previously participated in the Erasmus

	programme and full-time employees of the University.
Application documents	Required documents for academic staff: academic portfolio and CV.

II. Recognition procedure

Recognition of student mobility	
Documents	Transcript and Student Mobility Agreement
Procedure	Each department of our university has a mobility coordinator who helps students choose suitable subjects and fill out the mobility agreement correctly. Upon the student's return, the coordinator also fills out a form in which he/she defends all the credits and subjects that the student took while on mobility. As a result, all credits are counted in the student's transcript.

Recognition of staff mobility	
Documents	Certificate of Attendance
Procedure	Academic staff who go on mobility are considered to be on a business trip by the decision of the Academic Council of the University. During mobility, their courses are transferred to other teachers and their salary is not withheld. In other words, mobility within the Erasmus framework is fully recognized by the University.