



Erasmus+ KA171 (partner countries)

Selection procedure and process of recognition for outgoing students and staff

Name of the institution	
Responsible Unit	Department of International Affairs and European Integration
Address	bd. Ștefan cel Mare și Sfânt, 165, Chisinau, MD-2004, Republica Moldova
Email	relatiexterne@usmf.md
Web address	https://dreie.usmf.md/ro
Regulations/Law/Rulebook for mobility	Methodology of organization of the ERASMUS Programme approved by the Decision of Senate of "Nicolae Testemitanu" University № 14/6 from 19.12.2019

I. Selection procedure

Selection of students	
Call for applications	<ol style="list-style-type: none">Students are informed about the calls for ERASMUS+ Mobilities through the following media:<ol style="list-style-type: none">Department of International Affairs and European Integration - https://dreie.usmf.md/ro/burse-stagii-granturi/burseFacebook page <i>Mobilitatea USMF "Nicolae Testemitanu"</i> - https://www.facebook.com/profile.php?id=100057602343254Internal Student Software Platform SIMU, where each registered student has an account.
Application documents	<ol style="list-style-type: none">Learning agreement.Transcript of records (imported from SIMU)CV – Europass formatLetter of motivationLetter of recommendationLanguage certificate

	7. Other relevant documents (diplomas, extra-curricular activities)
Selection criteria/Score system	<ol style="list-style-type: none"> 1. Average mark from the transcript of records (a). 2. 10 points to students who did not benefit from an ERASMUS+ mobility before (b) 3. Each member of the selection committee analyses the following documents and provides up to 10 points for each category. An average of the score is calculated (c). <ol style="list-style-type: none"> a. CV (c1) b. the letter of motivation (c2), c. letter of recommendation (c3), d. language knowledge (c4) e. extracurricular activities (including research) (c5). $score = \frac{\frac{(a+b)}{2} + c}{2}, \text{ while } c = \frac{c1+c2+c3+c4+c5}{5}$
Priority	Students who did not participate in past Erasmus+ mobilities have a priority.
Selection committee	A selection committee is formed by an academic, an administrative officer and a representative of the Department of International Affairs and European Integration, which analyses each candidate and decides if an interview is required. The selection is documented with a Minute

Selection of staff	
Call for applications	<ol style="list-style-type: none"> 1. Staff are informed about the calls for ERASMUS+ Mobilities through the following media: <ol style="list-style-type: none"> a. Department of International Affairs and European Integration - https://dreie.usmf.md/ro/burse-stagii-granturi/burse b. Facebook page <i>Mobilitatea USMF "Nicolae Testemitanu"</i> - https://www.facebook.com/profile.php?id=100057602343254 c. By sending all academic and administrative staff and email to the following domain @usmf.md
Commission/Responsible Unit	Department of International Affairs and European Integration
Selection criteria	Eligibility criteria: <ol style="list-style-type: none"> a) have a permanent employment contract with USMF <i>Nicolae Testemitanu</i> (minimum 2 years); b) teaching or training mobility agreement

	<p>c) other relevant documents (awards, competitions, participations, conferences, study mobility previous);</p> <p>d) knowledge of English or another foreign language (level B2) to fulfill the requirements the host institution.</p>
Priority/Restrictions	<p>Restrictions:</p> <p>a) having disciplinary sanctions;</p>
Application documents	<ol style="list-style-type: none"> 1. CV – Europass format 2. Letter of motivation 3. Language certificate or proof of knowledge of the language of the host institution 4. Other relevant documents (diplomas)

II. Recognition procedure

Recognition of student mobility	
Documents	Transcript of records.
Procedure	Academic recognition process for mobility activities of Erasmus students is automatically started once the student is returned and submitted his/her final documents (transcript of records).

Recognition of staff mobility	
Documents	<ul style="list-style-type: none"> • Mobility agreement • Certificate of attendance • Final report on activities completed during mobility
Procedure	<ul style="list-style-type: none"> • The recognition process for staff mobility begins once the staff member has returned and submitted their final documents (mobility agreement, certificate of attendance, and final report). • The Department of International Affairs and European Integration evaluates the activities carried out during the mobility period.

	<ul style="list-style-type: none">• The results and experiences are incorporated into the staff member's professional development records at the home institution.
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