



Erasmus+ KA171 (partner countries)

Selection procedure and process of recognition for outgoing students and staff

University of Montenegro	
Responsible Unit	International and Relations and Mobility Office
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Regulations/Law/Rulebook for mobility	https://www.ucg.ac.me/skladiste/blog_1023/objava_152210/fajlovi/Pravila%20o%20me%C4%91unarnodnoj%20mobilnosti%20studenata(2).pdf

I. Selection procedure

Selection of students	
Call for applications	<p>The available opportunities for the participation of students in the Erasmus+ mobility programme at partner institution are regularly disseminated from the initial phase of the project implementation. The opportunities for Erasmus+ mobility are promoted at the main page of UoM, the web pages of each university unit, official social media accounts of the University and University units, social media accounts of student organisations within UoM, social media accounts of local ESN organisation.</p> <p>Link:</p> <p>https://www.ucg.ac.me/objava/blog/19379/objava/84245-mobilnost-studenataerasmus-konkursi-objavljeni-u-ljetnjem-semestru-2023-24C</p>
Application documents	<p>Required documents:</p> <ul style="list-style-type: none">○ Certificate of average grade and translation of the certificate into English○ Copy of the last diploma (if any)○ Certificate of studies and translation of the certificate into English○ Proof of knowledge of the English language and/or language of instruction (at least B2 level)○ CV in Europass format○ Motivational letter in English.○ Proposal of the Learning Agreement - with the vice-dean who is responsible for international cooperation, compile a list

	<p>of courses. The LA (Learning Agreement) can be</p> <ul style="list-style-type: none"> ○ changed later, but in the application phase, it is necessary to make an initial proposal that must be signed or approved by the vice dean for international cooperation. ○ Documented extracurricular activities (if any): international student gatherings, activities of student organizations, professional development, attending summer schools, volunteering. ○ Scanned copy of the first page of the passport ○ A statement on previous participation in mobility programs (the current level and year of study and whether the candidate used the Erasmus+ mobility program during the current level of study and how many times).
<p>Selection criteria/Score system</p>	<p><u>Academic merit up to 4</u></p> <ul style="list-style-type: none"> ○ average academic grade x 0.4 <p><u>Motivation letter 0-2</u></p> <ul style="list-style-type: none"> ○ motivational letter addressed to the university and field of study - 2 points ○ less original, more abstract, letter in which the motivation for mobility is less expressed - 1 point ○ unoriginal motivational letter or taken from another author - 0 points <p><u>Extracurricular activities 0-2</u></p> <ul style="list-style-type: none"> ○ participation in volunteer activities, in connection with international events organized by UCG and humanitarian actions - 1 point ○ membership in the Erasmus Student Network (ESN) – 0.5 points ○ other extracurricular activities 0.5 points ○ no activity - 0 points <p><u>Language proficiency 0-1</u></p> <ul style="list-style-type: none"> ○ proof of knowledge of the English language at level C1 or C2 - 0.5 points ○ proof of knowledge of the language of instruction (if it is not English) at least B2 level - 0.5 points <p><u>Previous mobility experience 0-1</u></p> <ul style="list-style-type: none"> ○ no experience in mobility programs - 1 point ○ one experience in mobility programs - 0.5 points ○ two or more experiences in mobility programs - 0 points

Priority	Students with a physical or psychosocial disability, severe and chronic conditions/diseases, unfavourable socio-economic status, students from a rural area, members of the RAE population and a students with a child are given priority in mobility program calls.
Selection committee	<p>The selection of candidates for mobility programs follows a fair and transparent procedure outlined in the Decision on the Criteria for Selection of Students in Mobility Programs. Applicants are evaluated based on published criteria, ensuring transparency. Students and staff submit their applications to their respective faculties, which compile a list of candidates for review by the central International Relations and Mobility Office (IRMO).</p> <p>Upon completion of the Call for applications, the home faculty compiles a ranking list of nominated students in accordance with Rector's Decision 01-1764/1 of March 14, 2024. on criteria for the selection of students in mobility programs. The International Relations and Mobility Offices completes the final list of nominated candidates and sends it to the host university, which makes the final decision on the acceptance of the candidate.</p>

Selection of staff	
Call for applications	https://www.ucg.ac.me/objava/blog/19379/objava/175643-mobilnost-osoblja-erasmus-konkursi-objavljeni-u-ljetnjem-semestru-akademske-2023-2024-godine
Commission/Responsible Unit	International and Relations and Mobility Office
Selection criteria	<p>Title (5 points max) Full professor/ research consultant - 5 Associate professor/ higher research assistant – 4 Assistant professor/ research assistant - 3 Teaching assistant/ lector – 1</p> <p>Work experience at UoM (3 points max) Longer than 15 years -3 From 7 to 15 years - 2 Up to 7 years – 1</p> <p>Number of implemented mobilities for the past three years (4 points max) Without previous participation – 4 Participation up to 5 times - 2 More than 5 mobilities – 0</p>

	<p><u>Contribution to internationalisation (11 points max)</u> Work (teaching) with incoming students – 5 Expanding and enforcing international cooperation by hosting incoming staff – 3 Participation in activities and events related to international cooperation – 3</p> <p><u>Quality and content of application (10 points max)</u> Detailed teaching plan – up to 10 points</p> <p><u>Work experience at UoM (3 points max)</u> Longer than 15 years -3 From 7 to 15 years - 2 Up to 7 years – 1</p> <p><u>Number of implemented mobilities for the past three years (4 points max)</u> Without previous participation – 4 Participation up to 5 times - 2 More than 5 mobilities – 0</p> <p><u>Contribution to internationalisation (11 points max)</u> Participation in activities and events related to international cooperation – 7 Expanding and enforcing international cooperation by hosting incoming staff – 4</p> <p><u>Quality and content of application (10 points max)</u> Detailed teaching plan – up to 10 points</p>
<p>Priority/Restrictions</p>	<p>At least B2 level of English language Employed at the University of Montenegro</p>
<p>Application documents</p>	<ul style="list-style-type: none"> ○ Work plan (Mobility Agreement) with a clearly developed activity plan, signed by the candidate and the dean, along with the proposed term of stay - must include ONLY the mobility period EXCLUDING travel days (forms available in the attachment) ○ CV (in Europass format) with list of publications ○ Passport scan (first page) ○ Motivational letter in which it is necessary to state: Has the candidate previously used Erasmus+ mobility? Benefit for future work in the institution Method and form of dissemination of experience upon return to home institution For mobility that involves teaching, knowledge of the English language at least B2 level or knowledge of the language of the country to which the candidate is going to is at least B2 level is mandatory. ○ Letter of invitation (this letter is not mandatory, but contributes positively to the evaluation of the

	<p>application) Candidates must contact the ECTS school/faculty to which they wish to apply.</p> <ul style="list-style-type: none"> ○ Report on previous mobility (500 characters with an attached photo) (if the candidate used mobility) ○ Certificate of employment at UCG (Form available in the attachment of the competition), duly signed and stamped;
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II. Recognition procedure

Recognition of student mobility	
Documents	<p>Rulebook on Participation in Mobility Programmes</p> <p>Selection Criterion for Participation in Mobility Programmes</p> <p>For outgoing students: Learning Agreement, Confirmation of Recognition</p> <p>For incoming students: Learning Agreement, Transcript of Records, and Certificate of stay.</p>
Procedure	<p>The LA guarantees to the student that the credits successfully achieved during the mobility period will be fully recognized. The Learning Agreement is approved before the mobility and represents the first step for recognition. After completing the mobility period, the host university sends a Transcript of Records to the home university and the student. The student sends a request for recognition to the academic coordinator at the faculty, after which the recognition procedure starts. Recognition is regulated by the Rules on International Student Mobility and is done at the individual university unit's level by the Commission for Mobility, while the Vice-rector and IRMO are open to assisting both, exchange students, and academic coordinators at the units.</p> <p>The procedure for recognizing credits acquired during student mobility is carried out according to the Rules on International Mobility of Students Number: 03-810 dated November 20, 2018.</p>

Recognition of staff mobility	
Documents	<p>Recognition certificate</p> <p>Report on previous mobility</p>
Procedure	<p>The University provides favourable conditions for mobile staff members by allowing flexible teaching schedules.</p>

	<p>Information on Erasmus+ mobility opportunities for staff (application, deadlines, selection procedures, etc.) is published on the University's website. University staff is consulted individually by IRMO or faculty coordinator. Mobility time is seen as a part of an employee's workload.</p>
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