



## Erasmus+ KA171 (partner countries)

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

Name of the institution	
Responsible Unit	International Relations Office <a href="mailto:Inter-dep@vnu.edu.ua">Inter-dep@vnu.edu.ua</a> +380332728387
Address	13 Voli Avenue
Email	<a href="mailto:Inter-dep@vnu.edu.ua">Inter-dep@vnu.edu.ua</a>
Web address	<a href="https://vnu.edu.ua/uk">https://vnu.edu.ua/uk</a> <a href="https://inter-dep.vnu.edu.ua/">https://inter-dep.vnu.edu.ua/</a>
Regulations/Law/Rulebook for mobility	The intra-university Regulation on Recognition of Learning Results obtained in formal and/or informal education at Lesya Ukrainka Volyn National University (LUVNU) regulates the procedure for recognising academic mobility results ( <a href="#">2024_Визнання_резул_татів_ВНУ_ім._Л.У._ред.pdf (vnu.edu.ua)</a> ). It is also supplemented by another provision, Regulation, on the procedure for realising participants' right to academic mobility in the educational process of Lesya Ukrainka Volyn National University ( <a href="#">Положення-про-реалізацію-права-на-акад.-моб.-2024.pdf (vnu.edu.ua)</a> )

#### I. Selection procedure

Selection of students	
Call for applications	All the required documents should be sent to the International Relations Office of Lesya Ukrainka Volyn National University no later than ____ (dates are specified in each IIA separately). Once accepted as an Erasmus+ participant, you will receive an official acceptance letter and information materials.

	Information about the application procedure is below.
Application documents	<ol style="list-style-type: none"> <li>1. Application form.</li> <li>2. CV.</li> <li>3. Letter of motivation (in English).</li> <li>4. Certificate from the place of study.</li> <li>5. Certificate of knowledge of the relevant foreign language at the B1 level (B2 for studies in English philology or English-language specialities or other supporting documents if an interview does not provide the determination of the level of language proficiency).</li> <li>6. Copy of the first page of the foreign passport.</li> </ol>
Selection criteria/Score system	<p>A person who can apply for the Erasmus+ Program must:</p> <ol style="list-style-type: none"> <li>1. be a full-time or part-time student of a university;</li> <li>2. know foreign language at the level specified in the IIA;</li> <li>3. have an average score in subjects at the level of at least 82 points;</li> <li>4. not be on academic leave at the time of departure.</li> </ol>
Priority	<ol style="list-style-type: none"> <li>1. quality of the application form;</li> <li>2. average score in subjects at the level of at least 82 points;</li> <li>3. knowledge of the relevant foreign language at the B1 level (or as determined at IIA);</li> <li>4. In the exact evaluation of candidates, preference will be given to students with disabilities, internally displaced students, or persons in difficult financial situations.</li> </ol>
Selection Committee	The selection of candidates consists of three stages:

	<p>Stage 1: preliminary selection of candidates based on submitted documents. Creating a rating of candidates.</p> <p>Stage 2: direct selection, which will be carried out by the commission for the selection of candidates for participation in the Erasmus+ program, with representatives of Lesya Ukrainka Volyn National University participating.</p> <p>Stage 3: After the commission selects candidates, the list of selected persons is sent to the partner educational institution, where the final selection decision is made.</p> <p>All candidates will be individually informed about the selection results. If the selected candidate refuses to participate, a person from the reserve list will be given the opportunity to join the program in the next sequence.</p>
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Selection of staff	
Call for applications	All the required documents should be sent to the International Relations Office of Lesya Ukrainka Volyn National University no later than ____ (dates are specified in each IIA separately). Once accepted as an Erasmus+ participant, you will receive an official acceptance letter and information materials. Information about the application procedure is below.
Commission/Responsible Unit	International Relations Office <a href="mailto:Inter-dep@vnu.edu.ua">Inter-dep@vnu.edu.ua</a> +380332728387
Selection criteria	A person who can apply for financing must: to be a scientific-pedagogical (scientific) employee of a university;

	<p>submit an application for a trip to a partner institution within the framework of the relevant field of study (where employed), with which there is a signed Erasmus+ agreement. In order to comply with the selection procedure and further complete the package of documents before the end of the selection period, the individual stay program for the purpose of preliminary approval at the partner institution must first be sent exclusively and directly to the contact person at the university 10 days before the end of the application deadline (at the address given below) without any previous contacts of the candidates with the partner institution. The agreed individual program will be sent to the candidate before the end of the selection period.</p>
<p>Priority/Restrictions</p>	<p>Evaluation of the individual stay program (only fully completed packages of documents, agreed, in the form of signatures, by the head of the relevant structural unit of the university and the head of the structural unit/contact person of the partner institution will be considered);</p> <p>also, preference will be given to scientific and pedagogical workers who took/participated in jointly organized events and/or projects with a partner university.</p> <p>During the candidate selection procedure, men and women, as well as persons with disabilities, will be given equal conditions and chances.</p>
<p>Application documents</p>	<p>Required documents:</p> <p>individual stay program, according to a sample with signatures of both parties (scan</p>

	<p>or fax) (i.e. Staff Mobility for Teaching Mobility Agreement);</p> <p>certificate from the place of work;</p> <p>a certificate/certificate of knowledge of a foreign language at the B2 level, directly certified by the head of the structural unit;</p> <p>a copy of the first page of the foreign passport.</p> <p>Documents should be submitted no later than the deadline for submitting applications to the Department of International Relations of Lesia Ukrainka University, Voli Ave., 13, room 119 (e-mail: inter-dep@vnu.edu.ua).</p>
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## II. Recognition procedure

Recognition of student mobility	
Documents	<p>The basis for recognizing study results is an academic certificate provided by the student, certified by the established procedure, a student's study plan (record book) or an appendix to a diploma of previous education, and a graduate student's individual plan of educational and scientific work.</p>
Procedure	<p>Learning results from educational components are re-enrolled based on a comparison of the study plans of the relevant speciality (educational-professional, educational-scientific program) and the Academic certificate, individual study plan or scorebook, or individual plan of educational-scientific work provided by the Participant. At the same time, during the recognition of the forms of the final control from the educational components, the exam can be counted as a credit with a corresponding grade on the ECTS scale.</p> <p>The Subject Committee (from now on referred to as the Committee), established by the dean (director)</p>

	<p>order, makes decisions regarding the recognition of study periods and credits received in formal education.</p> <p>The Committee can recommend full recognition, limited recognition, and non-recognition.</p> <p>In the Erasmus + program, full automatic recognition of all credits is ensured (based on the European Credit Transfer and Accumulation System—ECTS), as agreed in the Erasmus Charter for Higher Education (ECHE).</p> <p>The intra-university Regulation on Recognition of Learning Results obtained in formal and/or informal education at Lesya Ukrainka Volyn National University (LUVNU) regulates the procedure for recognising academic mobility results (<a href="https://vnu.edu.ua/2024_Viznannya_rezultativ_VNU_im_LU_red.pdf">2024_Viznannya_rezultativ_VNU_im_LU_red.pdf</a> (<a href="https://vnu.edu.ua">vnu.edu.ua</a>)).</p>
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Recognition of staff mobility	
Documents	An academic certificate provided by the participant, certified according to the established procedure, is the basis for recognition of the mobility results.
Procedure	The intra-university Regulation on Recognition of Learning Results obtained in formal and/or informal education at Lesya Ukrainka Volyn National University (LUVNU) regulates the procedure for recognising academic mobility results ( <a href="https://vnu.edu.ua/2024_Viznannya_rezultativ_VNU_im_LU_red.pdf">2024_Viznannya_rezultativ_VNU_im_LU_red.pdf</a> ( <a href="https://vnu.edu.ua">vnu.edu.ua</a> )).