



Erasmus+ KA171 (partner countries)

Selection procedure and process of recognition for outgoing students and staff

Name of the institution	
Responsible Unit	International office (IO), Academic Mobility Unit, IO
Address	Universytetska Street 1, Room 149
Email	ifnul.erasmusplus@gmail.com
Web address	https://international.lnu.edu.ua/
Regulations/Law/Rulebook for mobility	In 2022 IFNUL reviewed the procedure and issued updated Regulations on the procedure for implementing the right to academic mobility at Ivan Franko National University of Lviv dated October 12, 2022 https://international.lnu.edu.ua/wp-content/uploads/2022/11/ifnul_academic_mobility_2022.pdf

I. Selection procedure

Selection of students	
Call for applications	Application process is based on general rules for application (call for application, deadline, Selection Committee from the International Office and Faculties) - http://international.lnu.edu.ua/european-programmes-and-projects/erasmus/key-action-1/ and http://international.lnu.edu.ua/outgoing-mobility/international-office-documents/
Application documents	The selection of students is done on the basis of our internal rules and is divided into two stages at IFNUL. If any other procedure is not agreed with the partner before the announcement of the call, we follow our internal rules. During the first stage, it is obligatory for the candidates to send the part of the

	<p>documents. The selection process is based on 3 criteria: 1) Academic performance ; 2) Language proficiency; 3) Academic profile (CV) .</p> <p>Following mentioned criteria, the rating list of the nominees for the second stage is formed.</p>
Selection criteria/Score system	<p>During the first stage, it is obligatory for the candidates to send the part of the documents. The selection process is based on 3 criteria: 1) Academic performance (max. 30 points); 2) Language proficiency (max. 30 points); 3) Academic profile (CV) (max. 10 points).</p> <p>Following mentioned criteria, the rating list of the nominees for the second stage is formed.</p> <p>At the second stage, the Selection Commission makes a decision and forms an updated rating list considering previous points and 2 other criteria: 1) Motivation letter (max. 10 points); 2) Learning Agreement for Studies (max. 20 points).</p> <p>For selection purposes we use such tools:</p> <p>to apply – sending of all documents in one pdf file to the e-mail ifnul.erasmusplus@gmail.com</p> <p>to assess – preparation of excel-table on the basis of developed criteria and formation of ranking list</p> <p>to preselect – meeting and decision of the Selection Committee</p> <p>to inform all participants – sending emails to selected, reserve and not-selected candidates</p>
Priority	-
Selection committee	<p>The selection of participants in the academic mobility program is carried out by the Competition Commission consisting of the Vice-Rector for Academic Affairs and International Cooperation (Chairman of the Commission), Head of International Office, Head of the Academic Mobility Unit, Outgoing Students and Staff Mobility Officer from the Academic Mobility Unit,</p>

	Coordinators and Student Coordinators of academic mobility at the faculties, participants of which take part in the competition.
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Selection of staff	
Call for applications	We announce a new call for application on our website and Facebook page as well as send it to the IFNUL Faculties and Erasmus+ Faculty Coordinators.
Commission/Responsible Unit	International office (IO), <u>Academic Mobility Unit, IO</u>
Selection criteria	To participate in the competition, Staff must send the following documents in English in electronic form by the specified deadline: <ul style="list-style-type: none"> - application form (Application Form); - resume / CV (Europass format is recommended); - photocopy/scan of the first page of the foreign passport; - a certificate from the place of work according to the established model, signed by the Dean of the Faculty or the Head of the structural unit; - Mobility Agreement for Teaching/Training, signed by Staff and the Coordinator; - Language Assessment Sheet, signed by a foreign language teacher and certified by the dean's office of the Faculty of Foreign Languages (Faculty of International Relations), a certificate confirming knowledge of a foreign language not lower than the level specified in the agreement, or if it is provided for by the terms of the competition; - a letter of support from the receiving partner's higher education institution (if provided for by the competition requirements); - a letter of motivation.
Priority/Restrictions	The winner of the competition for the right to participate in academic mobility among scientific, scientific-pedagogical, pedagogical and other employees of the University's structural subdivisions is the person who scored more points than other participants of the competition
Application documents	1. Academic profile (maximum 12 points). 2. Knowledge of a foreign language (maximum 6 points).

	<p>3. Feasibility and motivation (maximum 3 points).</p> <p>4. Mobility Agreement for Teaching/Training (maximum 3 points).</p> <p>5. A letter of support from Host University - 6 points.</p>
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II. Recognition procedure

Recognition of student mobility	
Documents	https://international.lnu.edu.ua/wp-content/uploads/2022/11/ifnul_academic_mobility_2022.pdf
Procedure	<p>The Academic coordinator at the Faculty takes on the responsibility for the coordination of the curriculum of the participant at the host university with a curriculum at the home university, as well as recognition and re-enrolment of the learning outcomes after returning from the mobility.</p> <p>Learning agreement is signed by the Faculty Academic Mobility Coordinator. It guarantees the results of studies are to be recognized after the mobility period.</p> <p>Students should write a request to the Dean's Office in order to start the process of recognition and reenrolment of study results in order to be included in the Diploma Supplement.</p>

Recognition of staff mobility	
Documents	https://international.lnu.edu.ua/wp-content/uploads/2022/11/ifnul_academic_mobility_2022.pdf
Procedure	https://international.lnu.edu.ua/wp-content/uploads/2022/11/ifnul_academic_mobility_2022.pdf