



**Erasmus+ KA171 (partner countries)**

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

Mariupol State University	
Responsible Unit	International Education Centre
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Regulations/Law/R ulebook for mobility	Mariupol State University Mobility Regulations <a href="https://mu.edu.ua/storage/MSU/documents/strategy/stratehiya_internatsionalizatsiyi.pdf">https://mu.edu.ua/storage/MSU/documents/strategy/stratehiya_internatsionalizatsiyi.pdf</a>

I. Selection procedure

Selection of students	
Call for applications	Announced bi-annually on the university website and via university notice boards.
Application documents	Application form, CV, motivation letter, transcript of records, language proficiency certificate.
Selection criteria/Score system	Academic performance (40%), motivation letter (30%), language proficiency (20%), extracurricular activities (10%).
Priority	Priority is given to students with higher academic performance and stronger motivation letters.
Selection committee	Consists of members from the Office of International Relations, Faculty Deans, and the Erasmus+ coordinator.

<b>Selection of staff</b>	
Call for applications	Announced bi-annually on the university website and via internal email.
Commission/Responsible Unit	International Education Centre
Selection criteria	Relevance of the mobility to professional development (50%), previous international experience (20%), motivation (20%), language proficiency (10%).
Priority/Restrictions	Priority is given to staff members whose mobility aligns with institutional goals and who have not participated in Erasmus+ programs previously.
Application documents	Application form, CV, motivation letter, work plan for the mobility period, language proficiency certificate (optional).

## II. Recognition procedure

<b>Recognition of student mobility</b>	
Documents	Learning Agreement, Transcript of Records from the host institution, recognition form.
Procedure	The recognition procedure is initiated upon the student's return, where the Learning Agreement and Transcript of Records are evaluated by the relevant faculty and the credits are transferred according to the recognition form.

## **Recognition of staff mobility**

Documents	Mobility Agreement, Certificate of Attendance from the host institution, final report.
Procedure	The recognition process begins with the submission of the Mobility Agreement and Certificate of Attendance to the Office of International Relations. The final report is reviewed, and the mobility period is officially recognized in the staff member's professional development record.