

## GUIDELINES FOR THE SELECTION PROCEDURE OF ERASMUS+ APPLICATIONS

### ELIGIBILITY CHECK AND ACADEMIC EVALUATION PERFORMED BY UAIC'S PARTNER INSTITUTIONS

#### CALL OF APPLICATIONS 2023-2024

Partner universities undertake to follow a **fair, transparent** and **well-documented** selection of their own applicants for an Erasmus+ mobility to *Alexandru Ioan Cuza* University of Iasi. Partner universities closely follow the **internal calendar** of the call of applications recommended by *Alexandru Ioan Cuza* University of Iasi, by:

- 1) Nominating the Erasmus commission(s) at faculty/ university level;
- 2) Announcing the call of applications at faculty/ university level (which includes criteria for eligibility and evaluation, application documents, deadline(s), contact person, etc.);
- 3) Organising the application process (submission and evaluation of applications);
- 4) Communicating the initial results;
- 5) Organising the appeal;
- 6) Communicating the final results;
- 7) Sending the final results + selected applicants' files to UAIC.

#### **I. Before starting the selection process in your home universities, please make sure you have prepared the following DOCUMENTS:**

- 1) **Nomination of the Institutional Erasmus Coordinator** (approved by the legal representative / Senate / Executive Board of your university);
- 2) **Nomination of Erasmus Faculty Coordinators** (approved by the legal representative / Senate / Executive Board of your university) – they will mainly be in charge with the academic counselling of the outgoing and incoming mobility;
- 3) **Nomination of the Erasmus Commissions in charge with the academic evaluation of applications** (approved by the legal representative / Senate / Executive Board of your university);

In the setting up of the Erasmus Commissions, please take into account the following:

- ✓ Each Commission should consist of up to 3 members;
- ✓ Each Commission of student selection should include 1 student (for transparency reasons);
- ✓ Each Commission should include the Erasmus Faculty Coordinator;
- ✓ Several Commissions may function, in accordance with the different types of mobility.

**Translations into English** of the above mentioned documents should also be available for *Alexandru Ioan Cuza* University of Iasi when required.

## II. ELIGIBILITY AND EVALUATION TIMETABLE

Once you have established the structure and nominal composition of the Erasmus Commission(s) in your university, you may proceed with the organisation of the **call of applications, eligibility check** and **academic evaluation** of your outgoing applications.

### II. A) ELIGIBILITY CRITERIA TO BE CHECKED

Within the eligibility verification, the **home university should check the following items:**

- whether the applicants are already enrolled as full-degree students (in case of student mobility)/ employed (in case of staff mobility) in your university;
- whether the applicants' level of study and field of study is covered by the inter-institutional agreement between your university and UAIC;
- whether the applicant has submitted all the mandatory documents, as required by the Erasmus+ project.

The **mandatory documents of the application file** are as follows:

#### **a) For student study / traineeship mobility:**

- 1. ID/ passport**
- 2. Student Application Form** (see form attached)
- 3. Learning Agreement for Studies / Learning Agreement for Traineeships** (filled in with information about the student and the home university, in the section *Before the mobility* – Table A and signed by the student and the home university in the section *Commitment*) (*form attached*)
- 4. Transcript of records from your home university** (issued directly in English or translated into English)
- 5. Language certificate** (internationally recognized certificates are preferred to those issued by universities or other language centres).

#### **b) For staff teaching / training mobility:**

- 1. ID/ passport**
- 2. CV**
- 3. Proof of employment in the home university** issued by the home university (issued directly in English or translated into English)
- 4. Teaching Mobility Agreement / Training Mobility Agreement** signed by the staff member and the home university (*form attached*)

#### **Reasons for deciding that an application is not eligible:**

- the applicant is not enrolled as a full-degree student / employed in your university;
- the applicant's level of study (for students) / position in the institution (for staff) does not match the type of scholarship they apply for;
- the application file does not include all the required documents for the respective type of mobility and level;
- the applicant's field of study is not covered by the inter-institutional agreement between your university and UAIC.

If the applicant is not eligible, you must also state the reasons(s) why their application has been considered non-eligible.

## II. B) ACADEMIC EVALUATION

**The academic selection criteria of applications** should include *the candidate's academic performance, motivation, relevant experience, etc.*

Non-eligible applications and applications which do not get the minimum grade in your university are *rejected*. The others are declared as *admissible*, graded and ranked by their home university.

### Criteria to take into consideration by your university in the selection of participants

The Erasmus+ Programme aims at promoting equity and inclusion by facilitating access to **participants with disadvantaged backgrounds and fewer opportunities** compared to their peers. Therefore, in the case of **student mobility**, partners are encouraged to take other elements beyond academic merit into account to ensure **participation of students from disadvantaged backgrounds**. **In case of equivalent academic level, preference should be assigned to students from less advantaged socio-economic backgrounds (including refugees, asylum seekers and migrants).**

**For students, lower priority** will be given to the applicants who have already participated in mobility actions in the same study cycle under the LLP-Erasmus Programme, Erasmus Mundus Programme or Erasmus+ Programme.

**For staff, lower priority** will be given to the applicants who have already participated in mobility actions under the LLP-Erasmus Programme, Erasmus Mundus Programme or Erasmus+ Programme.

A **student** can go on mobility several times, up to **a maximum of 12 months per study cycle**. Prior experience under LLP-Erasmus Programme, Erasmus+ mobility for higher education students and as scholarship holders of Erasmus Mundus Master Courses and Erasmus Mundus Joint Master Degrees is taken into account for the maximum of 12 months. However, participation in Erasmus Mundus Master Courses and Erasmus Mundus Joint Master Degrees as self-financing participants is not taken into account.

Grade your applications and top them down as **selected/reserve/rejected according to the number of scholarships your university has been allocated during the current call of applications**.

The rejected applications should include the reason for rejection. You may use a "Justification" column in order to make any comments you consider necessary.

#### **Reasons for rejecting an application:**

- the poor quality of the application (e.g. poor academic results);
- lack of required language skills;
- etc.

### III. COMMUNICATION OF FINAL RESULTS TO ALEXANDRU IOAN CUZA UNIVERSITY OF IAȘI

Once the selection process has ended, partner universities fill in and sign/stamp the **Minutes of the Selection**, with all the applications included (selected, reserve and rejected applications), as well as individual **Declarations of Impartiality** by all the **members of the Erasmus Commission(s)** (*forms attached*).

The Minutes of the Selection will be sent to the Erasmus+ Office of UAIC together with **the selected applicants' files** (see the list of mandatory documents above).

**Sending incomplete files of applicants or not meeting the deadline annuls the applications included in the Minutes of the Selection and allows Alexandru Ioan Cuza University of Iasi to re-allocate the funds which thus become available to other partner universities in the respective countries.**

### IV. Annexes - forms

1. Learning Agreement for Studies / Learning Agreement for Traineeships
2. Teaching Mobility Agreement / Training Mobility Agreement
3. Minutes of the Selection
4. Nominal Declaration of Impartiality
5. Student Application Form