Erasmus+ project
Students' Mobility Capacity Building in Higher Education in Ukraine and Serbia / MILETU

Selection criteria for virtual/blended student's mobility programs
DEV 3.1.1

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Dissemination level: PU

2019

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Introduction

According to Erasmus+ International Credit Mobility Handbook for Higher Education Institutions[1], the sending HEI selects participants (in our case, students for virtual/blended mobility runs). The selection procedure should be fair, transparent and well documented; all selection procedures should be made available to all parties involved in the selection process as well as all selection criteria shall be made public. It is also Important that the first criterion for the selection of students from Partner Countries is academic achievement (academic merit, but with equivalent academic level); preferences should be assigned to students with a less advantaged socio-economic background and a lower priority for those students who have already participated in mobility under various granted mobility programmes in the same cycle. Both the sending and the receiving institutions should have a common understanding of the selection procedure of participants. In addition, a basic timeline for selection procedure should be set and the colleagues responsible for selecting students should be identified.

The results of the survey (DEV 1.2.1) revealed that most of the partner HEIs participating in the MILETUS project already have well-developed selection procedures for incoming and ongoing students before the start of the project. The information on the selection procedures for participation in the mobility programs is usually available on the institutional/faculties' websites. However, in order to achieve a common understanding of the selection procedures among all partners, these guidelines have been developed and made available for discussion to all MILETUS project partners. As we believe virtual mobility to be a good starting point for real mobility programmes, some of the criteria adopted from the existing Erasmus+ mobility selection criteria for university students. However, taking into account the fact that virtual mobility programmes should be more easily accessible for students who have no experience of international mobility, we have simplified some criteria for the submission of formal documents, e.g. certificates attesting applicants' proficiency in English, striving to make the application procedure less formal.

In order to achieve maximum transparency of the selection process, the two-level selection procedure has been adopted, while both Programme and Partner Countries universities are involved in the evaluation of students' applications. The potential candidates willing to participate in the virtual/blended mobility programs could submit their applications, including scan copies of confirmation documents, via an electronic application form available on the project website. The electronic applications were collected by the project coordinator, who coordinated the entire two-level selection process. The involvement of the Programme Country universities in the two-level selection procedure has strengthened the trust of potential candidates and enabled to better evaluate their motivation.

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[1] Erasmus+ International Credit Mobility Handbook for Participating Organisations Version 3.0 – December 2018

1. Selection criteria for the MILETUS project virtual/blended mobility programme

1.1. Candidates eligibility criteria

All the participants of the mobility runs must comply with all the following criteria:

- Mobility runs candidates must be registered at the MILETUS project partner HEIs and enrolled as a full/part-time student of one of the following programmes:
  - a Master's programme (for virtual mobility runs);
  - a PhD programme (for blended mobility run).
- Only candidates, who have applied to and been accepted by a Selection Committee in accordance with its specific candidates' application and selection criteria, are eligible for the mobility runs;
- Candidates must have a good command of English. Candidates must be able to prove their English language level. English proficiency must be certified or at least supported by experience in an international environment / courses in English / other experiences, which should be confirmed by the relevant documents (see section 1.2). Student selection criteria, however, should take into account both the relevant language skills at the selection stage and the ability of students to improve their language skills to achieve the minimum required at the start of their mobility abroad.
- Candidates must complete the online application form available on the authorized website and upload all supporting documents in digital form, including the relevant certificates. **No official original documents need** to be submitted on application;
- The following criteria should be taken into account:
  - Quality of Application Form (Application Form is a template that must be completed; all application fields must be completed; all required documents must be submitted);
  - Research experience (motivation/interest for scientific purposes for PhD students);
  - Personal motivation.
- **Higher priority** will be given to students with less-advantaged backgrounds: students with physical, mental or health-related conditions; female students; students, who cannot participate in the real international students' mobility programs, e.g. due to specific working conditions, etc. *(in case of equal score)*;
- **Lower priority** will be given to students who have already participated in the international students' mobility programs *(in case of equal score);*
- Candidates who have already benefited from MILETUS mobility run are eligible for a second mobility run. In this case, candidates for the second virtual mobility run will be selected according to **the same criteria as applied to the other candidates** using the short application form (see Annex II)

1.2. Evaluation scale for student application

Applicants who comply with the mandatory requirements will be evaluated against the following criteria:

- For Bachelor (3rd or 4th year) and Master Students

Bachelor/Master Students	Maximum score 50% - 25 points
High Language Proficiency (English) - minimum recommended **level B1** *Certificate of language course/language school, confirmation letter about communication skills in English (e.g. experience in international environment), English language exam during the university studying); assessment of the application documents*	20% – Up to 10 points
Personal motivation	20% – Up to 10 points
Students from less-advantaged backgrounds	10% – Up to 5 points

- For PhD Students

PhD Students	Maximum score 100% - 50 points
High Language Proficiency (English) - minimum recommended **level B2** *Certificate of language course/language school, confirmation letter about communication skills in English (e.g. experience in international environment), English language exam during the university studying)*	25% – Up to 12,5 points
Personal motivation	30% – Up to 15 points
Research proposal *The structure of the research proposal is as follows:* *- research field, title, short abstract,* *- aims, theoretical framework and methodology,* *- work plan,* *- bibliographical references*	35% – Up to 17,5 points
List of scientific publications	10% – Up to 5 points
Additional score for the language skills applied to the project partner countries, i.e. Italian, German, Ukrainian, Serbian as a foreign language - not an exclusive requirement	0,5% – Up to 0,25 points

Tips for assessment of English proficiency

The assessment of English proficiency based on the confirmation letter is sometimes troublesome. In case of doubt or need for further assessment, the level of English proficiency and communication can be determined by a test or interview.

Each of these criteria is evaluated with a score. The score should be justified on the basis of the documents submitted (see section 1.3).

1.3. Documents required for the application

Applicants must submit an online **application form** (<u>can be found by the link</u>), **curriculum vitae (CV)**, **motivation letter** and other requested documents. The selection should be made by the Selection committees, formed by each of the participating HEIs.
Only complete applications will be evaluated. Incomplete applications may be rejected without further notification.

A complete application consists of:
- **Application form** (personal details about the Candidate);
- **Motivation letter in English** (this letter should present the applicant's motivation to enroll the virtual or blended mobility run, the competencies and skills he / she would like to achieve, future perspectives and aspirations after mobility run, etc.)
- **Curriculum vitae (CV) in English**;
- **Enrollment certificate of current student status issued by home institution** (this document should contain the name of the institution, level of study, field of study, year of study);
- Confirmations on previous experience in mobility projects (not mandatory);
- Disability confirmation (not mandatory);
- List of scientific publications in English - only for PhD students (not mandatory);
- **Research proposal in English** (max. 5 pages) - only for PhD students.

1.4. Call for applications and selection procedure

Two-level selection of candidates for the mobility runs will be conducted in the following manner:

- Applications will be submitted by filling out the online application form available on the authorized website of the MILETUS project.
- The announcement (i.e. Call for applications) about the start of the selection process will be published on the website of the MILETUS project and on the institution/faculties' websites of the project partner universities. The announcement shall contain a brief description of the virtual mobility programme, target group and the main requirements.
  In addition, the **Disability Offices or the representative departments/persons working with students with special needs** must duplicate this announcement, e.g. on their web page or blackboard.
  All news about the event will be posted on the website of the MILETUS project and in social networks in English, Serbian, Ukrainian and Russian.
- Applications submitted after the deadline will not be considered.

Tips for the selection procedure

> *The information flow between the institutional units involved in the selection procedure (International Office, Students Mobility Office, Disability Office, IT Department etc.) should be documented or regulated before launching the Call for applications.*

Two-level selection process is divided into two stages: preselection by Programme Country universities and the final selection by Partner Country universities.

Preselection of all submitted applications will be based on the following documents *(all documents must be in English*):

- Application (in English);
- Curriculum vitae (in English);
- Motivation letter (in English);
- Certificate of the English language level or other appropriate documents (in English);
- Research proposal (in English) - *only for PhD students*;
- List of scientific publications (in English) - *only for PhD students*.

The criteria for preselection are motivation, language skills and social background. In addition, the research proposal and list of publications are evaluated by a preselection of PhD students.

As a result of the preselection phase, the list with the names of the suitable candidates and the recommendations will be provided to the home institutions of candidates for the final selection stage.

Final selection of candidates is carried out by the home institutions on the basis of the following documents (*the documents may be issued in English or in the national language of the home institution*):

- Enrollment certificate issued by the home institution;
- Confirmations on previous experience in mobility projects (not mandatory);
- Disability confirmation (not mandatory);
- Copy of a valid passport or national ID card - *only for PhD students*.

The final selection of candidates for participation in the virtual and blended mobility runs is based on formal requirements. The final selection for PhD students shall also include a personal Interview by the home institution.

The final list with the names of the selected candidates shall be published on the home institution websites at the end of the selection procedure. The list of candidates will be drawn up within three weeks before the start of the mobility run and will only be available for three months.

All selected candidates will be informed by e-mail at the end of the selection procedure.

Reserve candidates should only be contacted if the selected candidate declines to participate in the virtual or blended mobility run. In this case, the next candidate will be selected from the waiting list.

1.5. Evaluation of application form and outcome of the evaluation

The outcome of evaluation procedure based on the aforementioned criteria must be completed by the Selection Committee in the document entitled Summary of the minutes of the Selection committee of the home institution with the signature of the Chairperson of the Selection committee and date.

Name	Surname	Field of study/Subject area	Criterion 1	Criterion 2	Criterion 3	Decision
						QUALIFIED
						WAITING LIST NO 1
						WAITING LIST NO 2

1.6. Application and registration deadlines

Indicative application and admission calendar

Application procedure announcement	10-15 calendar days
Application submission deadline	30 calendar days
Two-level selection process (preselection by EU-partners, final selection by HEIs)	20-30 calendar days (10-15 days for preselection and 10-15 days for the final selection)
Final decision on accepted candidates	10-15 calendar days
Start of mobility run	15-20 calendar days after official decision on accepted candidates in writing form
Total preparation procedures	**85-110 calendar days**

The starting date for the application process for mobility runs shall be additionally agreed between all partners of the MILETUS project.

The duration of each virtual mobility run (first and second virtual mobility runs) is 60 calendar days. This period is also determined as the time during which students can access the internet platform with learning materials. The duration of the blended mobility run is estimated at 5,5 months with the real phase of 60 calendar days.

1.7. Personal data protection

In accordance with data protection and security, personal data of applicants will be treated confidentially. The data will only be made available anonymously for the interim and final reporting required to achieve the project objectives. The personal data will be deleted if the candidate withdraws his/her consent to the storage of the data or if the personal data is no longer required for the purpose for which it was stored.

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Annex I (Application form for Master and Bachelor students for virtual mobility run)

APPLICATION FORM	

PERSONAL DETAILS

Surname	
Name	
Gender	Male ☐ Female ☐
Date of birth *(DD-MM-YYYY)*	
Citizenship	
E-mail address	

HOME INSTITUTION

Name of your institution	
Faculty	
Level of study	Master student ☐ Bachelor student ☐
Field of study	

ADDITIONAL INFORMATION

KNOWLEDGE OF LANGUAGES

English   A1   A2   B1   B2   C1   C2   native speaker
German   A1   A2   B1   B2   C1   C2   native speaker
Italian   A1   A2   B1   B2   C1   C2   native speaker
Other   A1   A2   B1   B2   C1   C2   native speaker
(please specify)
(A1 - beginner A2 - elementary B1 - intermediate B2 - upper-intermediate, C1 - advanced C2 – proficiency)

DO YOU HAVE AN EXPERIENCE OF BEING PART OF THE MOBILITY PROJECT (S)?
YES   **NO**

DO YOU HAVE A DISABILITY/SPECIAL NEEDS?
YES   **NO**

SPECIAL NEEDS SUPPORT COMMENTS (IF RELEVANT):

SUPPORT DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION IN DIGITAL FORM .PDF, .DOC, .DOCX, .XLS, XLSX, .JPG FILES (FILE SIZE NOT MORE THAN 1 MB).
NO ORIGINAL OFFICIAL DOCUMENTS NEED TO BE SENT AT APPLICATION:

MOTIVATION LETTER[2] (IN ENGLISH)
Your motivation letter should present reasoning to participate in the virtual mobility run, the competencies and skills to be expected to achieve, future perspectives and aspirations after mobility run

CV (IN ENGLISH)

CERTIFICATE OF THE ENGLISH LANGUAGE LEVEL OR OTHER APPROPRIATE DOCUMENTS (IN ENGLISH)
Certificate of language course/language school, confirmation letter about communication skills in English (e.g. experience in international environment), English language exam during the university studying, Official Language Certificate).

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[2] Please note that only .pdf, .doc, .docx, .xls, xlsx .jpg files can be submitted electronically with your application.

ENROLLMENT CERTIFICATE OF CURRENT STUDENT STATUS ISSUED BY HOME INSTITUTION *This document should contain the name of your institution, level of study, field of study, year of study*
CONFIRMATIONS ON PREVIOUS EXPERIENCE IN MOBILITY PROJECTS (NOT MANDATORY);
DISABILITY CONFIRMATIONS (NOT MANDATORY)
DECLARATION[3] *I confirm that the information I have given in this application form is true, complete and no information has been omitted. I consent to the processing of my personal data by the university.* *Signature* Place/Date

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[3] According to data protection and security, your personal data will be treated confidentially. The data will be available anonymous only for the interim and final reporting required to achieve the project objectives. Your personal data will be deleted if you withdraw your consent to store the data or if your data is no longer necessary for fulfilling home purpose for which it was stored.

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Annex II (Application form for Master and Bachelor students after the first mobility run)

APPLICATION FORM (for students after the first mobility run[4])	

PERSONAL DETAILS AND HOME INSTITUTION	
Surname	
Name	
Name of your institution	

MOTIVATION FOR THE SECOND MOBILITY RUN (IN ENGLISH) *Your motivation letter should present reasoning to participate in the virtual mobility run, the competencies and skills to be expected to achieve, future perspectives and aspirations after mobility run*
DECLARATION[5] *I confirm that the information I have given in this application form is true, complete and no information has been omitted. I consent to the processing of my personal data by the university.* *Signature*   *Place/Date*

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[4] Candidates who have already benefited from MILETUS first virtual mobility runs are eligible for a second mobility run. In this case, candidates for the second virtual mobility run will be selected using the short registration form on the basis of the same criteria as applied to the other candidates.

[5] According to data protection and security, your personal data will be treated confidentially. The data will be available anonymous only for the interim and final reporting required to achieve the project objectives. Your personal data will be deleted if you withdraw your consent to store the data or if your data is no longer necessary for fulfilling the purpose for which it was stored.

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Annex III (Application form for PhD students for the blended mobility run)

APPLICATION FORM	
PERSONAL DETAILS	
Surname	
Name	
Gender	Male Female
Date of birth *(DD-MM-YYYY)*	
Place of birth	
Address	
Country	
Street	
Zip code	
City	
ID or passport number	
Citizenship	
E-mail address	

HOME INSTITUTION	
Name of your institution	
Faculty	
Level of study	PhD student☐
Field of study	

ADDITIONAL INFORMATION

PLEASE SELECT AN INTERESTED RESEARCH AREA (YOU CAN SELECT SEVERAL DIFFERENT RESEARCH AREAS)[6]:

IF YOU CANNOT FIND YOUR FIELD OF RESEARCH, PLEASE ENTER YOUR RESEARCH INTEREST HERE SO THAT WE COULD PROCESS IT INDIVIDUALLY:

KNOWLEDGE OF LANGUAGES

English   A1   A2   B1   B2 C1 C2   native speaker
German   A1   A2   B1   B2 C1 C2   native speaker
Italian   A1   A2   B1   B2 C1 C2   native speaker
Other   A1   A2   B1   B2 C1 C2   native speaker
(please specify)
(A1 - beginner A2 - elementary B1 - intermediate B2 - upper-intermediate, C1 - advanced C2 – proficiency)

DO YOU HAVE AN EXPERIENCE OF BEING PART OF THE MOBILITY PROJECT (S)?
YES   NO

DO YOU HAVE A DISABILITY/SPECIAL NEEDS?
YES   NO

SPECIAL NEEDS SUPPORT COMMENTS (IF RELEVANT):

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[6] The electronic application form for PhD students contains the classificatory of the research areas defined by the host universities in order to facilitate the allocation of the candidate to one or the other host institution.

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SUPPORT DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION IN DIGITAL FORM .PDF, .DOC, .DOCX, .XLS, XLSX, .JPG FILES (FILE SIZE NOT MORE THAN 1 MB). NO ORIGINAL OFFICIAL DOCUMENTS NEED TO BE SENT AT APPLICATION:
MOTIVATION LETTER (IN ENGLISH) *Your motivation letter should present reasoning to participate in the real mobility run, the competencies and skills to be expected to achieve, future perspectives and aspirations after real mobility run*
CV (IN ENGLISH)
CERTIFICATE OF THE ENGLISH LANGUAGE LEVEL OR OTHER APPROPRIATE DOCUMENTS (IN ENGLISH) *Certificate of language course/language school, confirmation letter about communication skills in English (e.g. experience in international environment), English language exam during the university studying, Official Language Certificate.*
ENROLLMENT CERTIFICATE OF CURRENT STUDENT STATUS ISSUED BY HOME INSTITUTION *This document should contain the name of your institution, level of study, field of study, year of study*
CONFIRMATIONS ON PREVIOUS EXPERIENCE IN MOBILITY PROJECTS (NOT MANDATORY);
DISABILITY CONFIRMATIONS (NOT MANDATORY)
RESEARCH PROPOSAL (IN ENGLISH) MAX 5 PAGES *The structure of your research proposal shall be as follows:* *- research field, title, short abstract,* *- aims, theoretical framework and methodology,* *- work plan,* *- bibliographical references*
LIST OF SCIENTIFIC PUBLICATIONS (IN ENGLISH) (NOT MANDATORY)
DECLARATION[7] *I confirm that the information I have given in this application form is true, complete and no information has been omitted. I consent to the processing of my personal data by the university.* *Signature*   *Place/Date*

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[7] According to data protection and security, your personal data will be treated confidentially. The data will be available anonymous only for the interim and final reporting required to achieve the project objectives. Your personal data will be deleted if you withdraw your consent to store the data or if your data is no longer necessary for fulfilling the purpose for which it was stored.