

*…………………. 15 Nov 2018*

**Comments and highlighter – should be deleted**

**Recruitment protocol for the teaching staff mobilities/and non-academic employees within the Erasmus+ Programme in the academic year 2018/2019**

Faculty/Department of ……………………………..

A Recruitment Committee meeting consisting of the given members was held on the 12th of July 2015:

1……………………………………………………………[e.g. Prof. John Smith, departmental coordinator]

2……………………………………………………………

3……………………………………………………………

The aim of the setting was to recruit and determine a ranking list of employees keen to take part in the Erasmus+ Programme for teaching/ and training purposes.

According to the Policy of the Erasmus+ Programme and ECHE card a person that would like to take part in the mobility should have handed required documents before the given deadline:

− [online] application form

− A scan of *Staff Mobility for Teaching/ Staff Mobility for Training Agreement* previously signed by the proper representatives of both Universities and by the applicant himself/herself.

The following applications were not considered:

* incomplete
* invalid or faulty
* with language declarations below the required level stated in the Inter-Institutional Agreement.

Before the deadline 23 applications were provided.

Because of the formal issues the following applications were rejected:

|  |  |  |  |
| --- | --- | --- | --- |
| No | Surname, name | Type of mobility | Reason of rejection |
| 1 |  | teaching | e.g. lack of signatures |
| 2 |  | training | e.g. invalid level of foreign language |
| 3 |  |  |  |

The rest of the applications were thoroughly looked to.

If an employee handed a couple of applications, only the latest one was taken into consideration/the Recruitment Committee chose one of them, according to their liking.

Applications were evaluated on the basis of theattached *Staff mobility for Teaching Agreement/Staff mobility for Training Agreement.* The Recruitment Committee decided on the scale from 0 to 10 points how concrete and compatible with the Erasmus+ programme the mobility agreement is and what effects it may bring. The employee could receive 1 additional point if he applied for the mobility for the first time. On the scale from 0 to 5 points it was decided how influential the mobility on the internationalization of the faculty/department may be.

Signatures of the Committee Members

1………………………………………………….

2………………………………………………….

3………………………………………………….

Ranking list of the employees for the mobilities within the Erasmus+ programme for teaching/training purposes in the academic year 2018/2019.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Surname, Name | host University | *Staff mobility for Teaching Agreement* /Staff mobility for Training Agreement (points) | First application for the Erasmus+ Programme (points) | Influence on the Internationalization of the Faculty (points) | Total sum of points | Comments |
| 1 |  | UZG |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |

 Approved by the Dean of the Faculty/Vice Rector/President

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Signature and stamp