

Minutes of selection

Outgoing candidate selection meeting as part of the Erasmus project

FOR ACADEMIC STAFF MOBILITY AT THE UNIVERSITY OF COUNTRY:.....

Date :

Location:

Agenda:

Examine the documents of candidates as part of the Erasmus project for mobility at the University of..... .

Presents:

The call for applications was published on:

- The website of
- The official Facebook page of
-

Number of files received: documents .

The committee decided on the following:

Selection criteria:

- Teaching courses content are missing (for teaching category).
- Missing Letter of motivation.
- Candidate benefited from an unconsumed mobility grant

No	Designation	Note	
1	Grade	Professors	05
		MCA	03
		MCB	02
		MAA-MAB	01
2	CV+ List of Publications	10	
3	English language level with certified certification and/or language level of the destination country.	C2	05
		C1	04
		B2	03
		B1	02
4	Expertise on the teaching work plan including the courses he will teach during his mobility (course+ motivation letter)	10	
5	The candidate consumed a mobility grant in the same year.	-50%	
6	The candidate consumed a mobility grant in the previous year N-1	-30%	
7	The candidate consumed a mobility grant in the previous year N-2	-10%	
TOTAL		30 pts	

Motivational letter: The cover letter is an important part of the application file, so it must include the following criteria:

- Value of mobility.
- The impact that mobility will have on the applicant.

Checking documents

	Name	Application form	CV + List of Publications	Motivation letter	Teaching courses content	English level certificate	Language of destination certificate if available
1		✓					
2		✓					
3		✓					
4		✓					
5		✓					

Evaluation of complete documents

	Name	Grade	English level (or language of destination)	Teaching course	Cv+ List of Publications	Motivation letter	Expertise	Total	Percentage reduction	Note
1										
2										
3										
4										

Results

Name	Rank
	1
	2
	3

Names, qualities and signatures of selection committee members.