

Minutes of selection

Outgoing candidate selection meeting as part of the Erasmus project

FOR ADMINISTRATIVE 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
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Number of files received: Files.

The committee decided on the following:

Selection criteria:

- Incomplete document (Proof of language certificate, missing the letter of motivation)
- Candidate benefited from an unconsumed mobility grant

No	Designation	Note	
1	Qualifications	PhD, Ing and MA	05
		BA	03
		DUEA	02
		Other	01
2	Interview	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	Motivation letter mentioning the importance of training regarding his scientific background	A	10
		B	07
		C	05
		D	02
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%	

Motivation 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.

INTERVIEW:

Will take in to consideration the content of the motivation letter and candidate fluency in English language

Checking documents

	Name	Application form	Motivation letter	English level certificate	Language of destination	Copy of passport
1		✓				
2		✓				
3		✓				
4		✓				
5		✓				

Evaluation of complete documents

	Name	Qualifications	English level	interview	Motivation letter	Total	Percentage reduction	Note
1								
2								
3								
4								

Results

Name	Rank
	1
	2
	3

Names, qualities and signatures of selection committee members.