

UNIVERSITY OF KRAGUJEVAC



Rules and conditions for the selection of students, teaching and administrative staff from the University of Kragujevac for mobility within the Erasmus + program

The Senate of the University of Kragujevac, on the basis of Article 104 of the University of Kragujevac Statute and Article 13 of the Regulations on the procedure of participation of the University of Kragujevac in the Erasmus + credit mobility program, at the assembly held on December 24, 2015, has adopted

*RULES AND CONDITIONS FOR THE SELECTION OF
STUDENTS, TEACHING AND ADMINISTRATIVE STAFF
OF THE UNIVERSITY OF KRAGUJEVAC FOR MOBILITY WITHIN THE ERASMUS +
PROGRAM*

***I RULES AND CONDITIONS FOR THE SELECTION OF STUDENTS OF THE
UNIVERSITY OF KRAGUJEVAC***

The selection of the candidates, the students who submitted their applications, administers the University of Kragujevac Commission for the implementation of mobility programs of the University of Kragujevac students, appointed by the Rector's decision, based on a proposal given by Vice-rector for international relations.

In the procedure of the selection of candidates, the Commission for the implementation of students mobility programs of the University of Kragujevac will use the criteria foreseen in "Student evaluation form (BA, MA students), Erasmus + mobility".

Faculty Erasmus+ coordinators, following the Call for Erasmus+ credit mobility deadline, receive the application documentations of their respective students and using the said evaluation form, assess the candidates taking into consideration the following criteria:

- academic merit and achievements (40 points)
- motivation (30 points)

To be considered for further evaluation, student must obtain a minimum of 50 points (out of maximum 70).

In the case that several students from the same faculty receive the same number of points, the Faculty Erasmus+ coordinator will rank the applicants.

Upon completion of the above mentioned procedure, the Faculty Erasmus+ coordinator submits the evaluation forms to the University's Department for International Relations.

The Department of the International relations validates the candidates' certificates of language proficiency and awards points, according to the levels of demonstrated knowledge:

Level	No of points
A1	5
A2	10
B1	15
B2	20
C1	25
C2	30

The following are acceptable language certificates:

- Internationally recognized certificates (TOEFL, IELTS, DAF), not older than one year from the issuing date;
- Certificates issued by registered language schools, not older than one year from the issuing date of issue;
- Language assessment form (Language Assessment Sheet - Annex 1) – is used when the candidate took English course (or other foreign language) during his studies and passed it with a grade 6 to 10. In that case the candidate must submit the language assessment form (Language Assessment Sheet) evaluating the candidate's language skills, which is signed by the language teacher, as well as by the Faculty Erasmus+ Coordinator and certified by Faculty's seal.

The Commission for the implementation of the students mobility at the University of Kragujevac, in cooperation with the Department of International Relations, reserves the right to invite applicants for an interview, in order to further evaluate and test their language skills.

Based on the total number of points scored by the mobility candidates, the Commission for the implementation of students mobility at the University of Kragujevac conducts the ranking of candidates, their selection and nomination.

III RULES AND CONDITIONS FOR THE SELECTION OF THE UNIVERSITY OF KRAGUJEVAC TEACHING AND ADMINISTRATIVE STAFF

The selection of candidates, i.e. teaching and non-teaching staff is conducted by the Commission, appointed by the Rector of the University of Kragujevac.

The Commission will evaluate and rank candidates taking into account the following criteria:

1. The criteria for the evaluation and ranking of the University of Kragujevac teaching staff of (Staff mobility - teaching)

The evaluation and ranking of the teaching staff will be carried out on the basis of the following criteria:

11. If it is planned that the candidate will perform a certain number of teaching hours (staff mobility - teaching), for each teaching class the candidate will receive 5 points.

12 Teaching position of a candidate

Position	No of points
Teaching Associate	8
Teacher of vocational subjects	10
Teacher of skills/arts	10
Teacher of a foreign language	10
Lector (Instructor)	10
Professional Associate	10
Higher Professional Associate	12
Independent Professional Associate	14
Teaching Assistant	15
Lecturer	16
Professor of Vocational Studies	25
Higher Lector (Instructor)	25
Docent (Assistant Professor)	30
Associate Professor	40
Full professor	50

13 Level of language proficiency needed for a mobility

Level	No of points
A1	5
A2	10
B1	15
B2	20
C1	25
C2	30

The Commission for the implementation of the staff mobility at the University of Kragujevac, in cooperation with the Department of International Relations, reserves the right to invite applicants for an interview, in order to further evaluate and test their language skills.

14 Length of work experience at the University

No of years	No of points
1-10	10
11-20	15
Over 21	20

In the event that candidates have equal points, preference is given to the candidate:

- who has an invitation letter from the relevant department of the host institution;
- who has not participated in Erasmus + mobility, or has participated fewer times;
- who holds a higher teaching position;
- who has longer working experience.

2. The criteria for the evaluation and ranking of the University of Kragujevac non-teaching staff (Staff mobility - training)

The evaluation and ranking of the University of Kragujevac non-teaching staff will be carried out on the basis of the following criteria:

21. Level of education

Level	No of points
High school	5
College (Higher education school)	10
BA	20
Specialist	22
MA	25
PhD	35

22 Length of work experience at the University

No of years	No of points
1-10	10
11-20	15
Over 21	20

23. Level of language proficiency needed for a mobility

Level	No of points
A1	5
A2	10
B1	15
B2	20
C1	25
C2	30

The Commission for the implementation of the staff mobility at the University of Kragujevac, in cooperation with the Department of International Relations, reserves the right to invite applicants for an interview, in order to further evaluate and test their language skills.

In the event that candidates have equal points, preference is given to the candidate:

- who has an invitation letter from the relevant department of the host institution;
- who has not participated in Erasmus + mobility, or has participated fewer times;
- who holds a higher degree of education;
- who has a higher level of language proficiency;
- who has longer working experience.

In the event that the Commission cannot make the selection of candidates despite based on the above listed criteria, the Commission will make a final decision after a detailed analysis of all relevant parameters, as well as taking into consideration the importance of exchange in terms of the realization of strategic goals (e.g. internationalization of the Faculty/University), or the need to acquire additional expertise/skills and knowledge of employees on administrative jobs.

SENAT OF THE UNIVERSITY OF KRAGUJEVAC

Number: III-01-984/11

Date: 24/12/2015

KRAGUJEVAC

HEAD OF SENAT
OF THE UNIVERSITY OF KRAGUJEVAC

Prof. Nebojsa Arsenijevic, PhD, Rector

The Senate of the University of Kragujevac, on the basis of Article 103 of the University of Kragujevac Statute and Article 13 of the Regulations on the procedure of participation of the University of Kragujevac in the Erasmus + credit mobility program, at the assembly held on June 28, 2017, has adopted

**DECISION
on amending**

RULES AND CONDITIONS FOR THE SELECTION OF STUDENTS,
TEACHING AND ADMINISTRATIVE STAFF OF THE UNIVERSITY
OF KRAGUJEVAC FOR MOBILITY WITHIN THE ERASMUS + PROGRAM

In the Rules and conditions for the selection of students, teaching and administrative staff of the University of Kragujevac for the mobility within the Erasmus+ program, no. III-01-984/11 of 24/12/2015, after the Section

***III RULES AND CONDITIONS FOR THE SELECTION OF THE UNIVERSITY OF
KRAGUJEVAC TEACHING AND ADMINISTRATIVE STAFF***

the following Section is added:

***IV THE APPEAL PROCEDURE AGAINST THE DECISION ON NOMINATION
/SELECTION OF THE CANDIDATES FOR ERASMUS+ MOBILITY***

The Commission for the implementation of the students, teaching and non-teaching staff mobility at the University of Kragujevac performs ranking of candidates and their nomination/selection and submits the final list of nominated candidates to partner universities.

Partner universities perform the final selection of nominated candidates according to the approved number of grants foreseen for the University of Kragujevac.

Incomplete and not duly submitted applications will not be taken into consideration and candidates have not right to submit a complaint in relation to issue of incompleteness and tardiness.

A candidate can submit a complaint against a Decision on nominated/selected candidates to the Commission for the implementation of the students, teaching and non-teaching staff mobility at the University of Kragujevac within 5 days from the date of publishing the selection results.

The complaint is submitted to the University of Kragujevac by an e-mail sent to erasmus@kg.ac.rs or by post mail sent to University's address. The complaint will be reviewed by the Commission for the implementation of the students, teaching and non-teaching staff mobility at the University of Kragujevac in cooperation with the partner university.

The candidate will be informed in written form about the decision reached in relation to his complaint within 10 days.