

International University of Struga

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GUIDELINE FOR SELECTING PARTICIPANTS FOR ERASMUS+ PROGRAMME (KA103- Higher education student and staff mobility within programme countries)

This guide is an information tool on the steps to be followed by students, administrative staff and academic staff of the International University of Struga, to be part of the student/staff mobilities with other Universities that IUS has interinstitutional agreement with.

GENERAL CONDITIONS

1. The number of available places for students and staff mobility shall correspond to funding granted by the European Commission to the University.
2. Numbers of mobilities vary from one grant to another.
3. The student mobility will take place during the Fall or Spring Semester, 3-6 months. The staff mobilities and traineeship mobilities will take place upon agreement with other institutions.
4. The sending university will be responsible for nominating their selected participants, as well as organizing the preparation, monitoring and recognition of mobility period.
5. The sending university shall publish call for participation on its website, notify students/staff by email and give maximum publicity by any other suitable advertising medium (website, Facebook, Instagram, poster etc)
6. All participants are advised to read carefully the information contained in this document prior to completing and handing in applications.

GENERAL REQUIREMENTS OF PARTICIPANTS

To participate in this call for mobility Erasmus +, applicants must meet the following requirements:

1. Students: be enrolled at International University of Struga in any of the degree or study programs. Students must be at least in their second year of studies (third semester)

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2. Teaching Staff: Being Employed at International University of Struga for educational purposes.

3. Non-Teaching Staff: Being Employed at International University of Struga.

The mobility must not take place in the country of residence of the participant nor where pursuing studies nor working.

EXECUTION OF APPLICATIONS.

All participants must meet the eligibility requirements for IUS Exchange Program.

For students:

- To be enrolled as full-time student,
- To have a GPA > 7.5,
- To have sufficient knowledge of English language (at least B1 level),

For staff:

- To be employed full-time (administrative or teaching staff) by IUS,
- To have sufficient knowledge of English language (at least B1 level),

SELECTION OF PARTICIPANTS.

The process of selecting participants in the sending University must guarantee the principles of transparency, competition and equal competitive opportunities for all participants. The criteria for selecting participants are described below:

- For students the criteria for selection will be as follows:

Criteria	Points
Average Grade of academic grades (GPA)	40%
Letter of motivation	15%
Level of English language	20%
Any other information specified by the student (additional skills or specific academic interest, vulnerable socioeconomic situation, recommendation letters etc.)	10%
Interview	15%
Total:	100%

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- For administrative and teaching staff the criteria for selection will be as follows:

Criteria	Points
Education and work experience related to the mobility focus	40%
Value of proposed return activity (commitment with ERASMUS Programme)	40%
Level of English language	20%
Total:	100%

Note that, according to the guidelines of the European Commission, the selection of participants in this call should guarantee the principles of equal opportunities (in terms of gender, disadvantaged groups, etc.), competitive and transparent competition.

Interview commission consists of:

- PhD Guximtar Rushani – General Secretary at IUS
- MSc. Armir Ziba – Erasmus+ Institutional Coordinator at IUS
- MSc. Lirinda Vako Abedini – Head of International Relations Office at IUS

All the applicants in timely manner will be informed about acceptance or rejection to their application by International Relations Office.

After the acceptance, International University of Struga will provide students and staff with the list of interinstitutional agreements. The participant (students or staff) with consultation with International Relations will decide of receiving institution, whereby the IUS will proceed with the formal nomination of the student and staff in date presented in the interinstitutional agreement.

OBLIGATIONS OF BENEFICIARIES

Selected applicants who accept ERASMUS+ mobility shall comply with the following obligations:

- ❖ Sign Grant Agreement between the participant and the International University of Struga and any later amendments.
- ❖ Sign the corresponding Learning Agreement (For students) or Mobility Agreement (For teachers) before departure. These agreements contain personal information, sending and receiving institutional information, learning objectives or teaching the period of stay, courses, ECTS, as well as formal recognition provisions and the rights and obligations of the parties.

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- ❖ The minimum period of stay is 3 months for students and 5 days for academic/administrative staff. Non completion of the established period may result in the loss of the right to receive the grant and, subsequent reclaiming of payments made, if applicable
- ❖ Degree students selected must complete a minimum and a maximum of 15 and 30 ECTS credits, respectively, during their stay at host University.
- ❖ Teachers should contact someone in the receiving university before departure to design the corresponding work plan, deliver the document at the International Relations Office for approval. Staff participant must meet a minimum of 8 hours teaching/training a week while in the university.
- ❖ Selected students must submit the Transcript according to the criteria of the European Credit Transfer System (ECTS) of their home university, duly signed and stamped in a maximum of thirty days from the end the period of stay.
- ❖ All participants must complete the form Final report which will be requested by the International University of Struga, and fill out the questionnaire at the request of the European Commission, upon departure, within a maximum period of thirty days of the completion of mobility.

The university will provide logistic and all support necessary requested by the mobility participant.

COMMUNICATION

All communications by the candidates must be made to its home International Relations office. Applicants may contact the International University of Struga through the addresses:

- ❖ a.ziba@eust.edu.mk, Erasmus+ Institutional Coordinator, +389 46 786 160
- ❖ l.vako@eust.edu.mk, Head of IRO, +389 46 786 160
- ❖ erasmus@eust.edu.mk,