**Selection Process and Nomination of Your Outgoing Students**

1. **Announcement**

Announcement should express the application process: how to apply and when to apply (schedule).

The announcement must include:

* Who can apply
* Application criteria
* Evaluation formula
* Description of the activity
* How many beneficiaries will be funded, details about funding
* How to allocate waiting list
* Objection to the results: 15 days should be provided after the first announcement of the results for objection. At the end of 15 days, final list should be announced.
* Where the results will be announced (indicate the webpage) (Please cover the final scores of the applicants in the announcement)
* Application schedule and deadline of the application.

**1.1. Description of the Activity**

* Activity Period: Minimum 3 (except for force-major) maximum 12 months for study. For traineeship activity, minimum activity period is 2 months.
* Students are supposed to plan full-time activity, which is equal to 30 ECTS per semester.
* There should be no interruption other than force-major conditions. (If the beneficiary leaves host country for more than 7 days during mobility period, it is defined as interruption and this period is not funded.)
* Beneficiary could participate to the programme total of 12 months in one cycle. However, there will be cut back on final score during evaluation of the selection process of the second application (an indicator in evaluation formula).

**1.2. Application Criteria (Minimum requirements) and Evaluation Formula**

1- Registration document-student certificate (First, second or third cycle)

1. Minimum GPA for students (recorded by Rectorate)
2. Minimum English Score for students (recorded by Rectorate)

 Also, check for:

* Compatible workload (30 ECTS for one semester, 60 ECTS for one year)
* If there are previous activities, total period should be 12 months maximum.

Consider during evaluation of the final score:

* Previous beneficiaries get -10 point
* Disable applicants get +10 point
* Transcript
* Language certificate
* Oral language exam result could affect max %25 of the final score!

**1.3 Announcement Check List for Application**

1. Who can apply
2. Beginning and end date of application period
3. Where and how to apply
4. Eligible faculties/departments/programs list and quotas
5. Quotas separated to cycles
6. GPA requirements
7. Language skill requirements (if there is, associated with the equivalence links)
8. The documents and forms list, should be delivered during application
9. Evaluation criteria and the percentage of the share over total
10. How much money would be paid to the selected students (individual support-travel support)
11. Every student has the right to renounce from their right to get grant (Include this info!)
12. If the institution applies the language exam by herself and if the student doesn’t attend to the exam, how much reduction from the total score would be done?
13. In the event of cancellation, students should inform the institution during the period of renounce. If they don’t, how much score would be reduced for the probable future applications.
14. Every event or quality which would add or reduce score

Office delivers all the applications; applies an eligibility check for all the applications; informs the students whose applications are not eligible, by an e-mail. Keep a print of the correspondence.

1. **Recording the Decision-Selection Results**

A commission should be built up with the official assignment of rectorate. Number of commission members should be 3 at least or bigger odd numbers. Declaration of conflict of interest should be signed by the commission.

All the pages of the selection results should be signed by the members of the commission and should be kept by the payment unit of the coordinator institution.

**Declaration of conflict of interest**

This document is essentially should be signed by the selection committee and explain that there is no conflict of interest either in the present or in the future between selection committee members and the applicants. This document should also guarantee that the personal information of the applicants will only be used for the current selection process and will not be shared with third parties.

1. **Nomination**

Using the excel form attached; please send all the applicants info, selected applicants and other official documents.

This document must be signed and stamped by the sending institution and sent together with the nomination list

**ERASMUS+ STUDENT EXCHANGE APPLICATION PROCEDURE**

**FROM PARTNER COUNTRIES TO CANKIRI KARATEKIN UNIVERSITY**

|  |
| --- |
| **List of Qualifying Students** |
| **Name** | **Surname** | **e-mail address** | **Department** | **Language Proficiency Indicator** | **Grade Point Average**  | **Study period** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

We hereby confirm that,

* The exchange sheme has been openly advertised to all relevant students\*
* The selection process is fair, transparent and documented.
* The duration of the announcement of the Programme must be at least 20 days\*\*
* All documents related to selection/nomination process will be kept and archived by the sending institution for 5 years.
* Nominated students need to have satisfactorily completed their 1st year at the University
* Minimum GPA for undergraduate students is 2.20/4.00 (58/100) and for graduate students is 2.50/4.00 (65/100)
* The students are to be selected by taking the account of their GPA (%50) and their relevant Language Proficiency Test (%50)
* On their return, all succeeded courses at the host university will be recognised by the sending university and will be considered as part of Exchange students’ mainstream education, and will be counted within the the number of total credits they are expected to collect for graduation from their home institution.

**The procedure complies with the requirements of ECHE principles and KA107 Erasmus+ programme guide.**

**Name:** **Name:**

**Date: Date:**

**Signature:**  **Signature:**

**Institutional Erasmus Coordinator Departmental/Faculty Erasmus Coordinator**

 **Stamp of the Institution**…………………………

**\***It is advisable to nominate students inside of their academic achievement.

**\*\***We would highly appreciate if you could receive a visual of the display of the advertisement.