

Selection procedure applied for the selection of students and staff for mobility

Administrative issues related to the selection procedure for academic mobility at the NTU DP are governed by International Academic Mobility Office. This practice is applied to all student groups and staff within the Erasmus projects in which NTU DP participates.

The selection procedure is also defined in the **Academic Mobility Regulations of NTU DP** updated in April 2018.

Selection procedure of outgoing students and staff is performed in the following way.

1. Publication of the promotional information (Students/Staff Mobility Call) on the university website, corporative e-mails, social media, on information boards, and, if possible, using other promotional activities that include student and staff meetings, individual consultations for students providing guidelines for application submission. International Academic Mobility Office is responsible for these activities.
2. Filling application forms by students/staff. This form available on-line includes the questionnaire to identify applicant's personal data, English proficiency level, success rate, previous experience, motivation etc.
3. Review of application forms by a project coordinator for respective mobility call from International Academic Mobility Office.
4. Ranking selected candidates with all members of selection commission. Commission members are established in Academic Mobility Regulations of NTU DP; some members are permanent, the others are involved depending on their expertise area and experience.
5. Final interview with pre-selected applicants in English.
6. Approval of the finally selected students by the selection commission in written and selection result dissemination.
7. Sending a nomination list to the partner university mobility coordinator.

Preparation procedure of outgoing students and staff includes:

1. Consultations and assistance with all mobility application documents of the partner university.
2. Sending an application documents to the partner university (Application Form, Learning Agreement, CV, Transcript of Records and other relevant documents).
3. Consultations to establishing an individual curriculum in the home university within the mobility period for each student after the confirmation from the partner university in the form of Letter of Invitation and Grant Commitment. This item is applied to student mobility only.
4. Consultations concerning visa-application process and travel documents.
5. Processing internal university documents and paperwork for mobility.
6. Supporting activities on improving language preparation.
7. Activities for improving social skills (speaking clubs, meetings with previous mobility students for sharing their international experience, participation in international conferences and seminars).

Responsible persons at the mobility preparation stage are Mobility coordinator at International Academic Mobility Office and Department coordinator of the study program.