

Modern Business School



**SELECTION CRITERIA
FOR STUDENTS, TEACHING, AND NON-TEACHING
STAFF FOR OUTGOING MOBILITY
WITHIN THE ERASMUS + PROGRAMME**

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The Erasmus Commission for students, teaching, and non-teaching staff mobility at Modern Business School (in further text: Erasmus Commission) has defined general rules and conditions for the selection of students, teaching, and non-teaching staff for mobility within the Erasmus+ program.

RULES AND CONDITIONS FOR THE SELECTION OF STUDENTS FOR MOBILITY

The selection of students, who submitted their applications on mobility call, is administered and examined by the Erasmus Commission of Modern Business School, which consists of three professors.

All applications that are received before the deadline are examined and evaluated having in mind the academic achievements of students and their motivation for mobility.

The criteria for the selection of students for outgoing mobility are:

- The academic performance (year of study and average grade);
- The level of language proficiency - regardless of the certificates applicants may have, Modern Business School invites them to take a written and oral test, in order to evaluate and test their language skills;
- Compatibility of the proposed list of courses that student will attend during the mobility period;
- Previous activities in mobility programs – students that have not previously participated in mobility have the advantage expressed with a large number of points;
- Other academic achievements (participation in conferences, published papers in scientific academic journals);
- Student’s motivation letter – student’s willingness to acquire new knowledge and skills, awareness of the wider implications of mobility.

The number of points awarded for the above-mentioned criteria is presented in Table 1.

Table 1. Selection criteria for student mobility

Year of studies	Number of points
Second	1
Third	2
Fourth	3
Fifth	4
Average grade	Number of points
Below 7	1
From 7 to 8	2
From 8 to 9	3
Above 9	4
Language Level	Number of points
B1	1

B2	2
C1	3
C2	4
Compatibility of proposed list of courses	Number of points
Sufficient	1
Good	2
Excellent	3
Participation in mobility	Number of points
More than four times	1
Third time	2
Second time	3
First time	4
Participation in conferences/published papers	Number of points
No participation in conferences/no published papers	0
One conference/published paper	1
Two conferences/published papers	2
Three or more conferences/published papers	3
Motivation Letter	Number of points
Willingness to acquire new knowledge and skills	From 1 to 3
Awareness of the wider implications of mobility	From 1 to 3
Willingness to promote European values after mobility	From 1 to 3

The maximum number of points is 31.

The student with the largest number of points will be selected for mobility. If several students have the same number of points, they will be called for an interview.

The possible reasons for excluding a candidate's application from further examination and evaluation are:

- Application received after the defined deadline;
- Incomplete documentation;
- Insufficient knowledge of the required language and candidate's inability to acquire the necessary level of knowledge before the mobility period.

RULES AND CONDITIONS FOR THE SELECTION OF TEACHING STAFF FOR MOBILITY

The selection of teaching staff is conducted by the Erasmus Commission of Modern Business School, which consists of three professors.

The Erasmus Commission will evaluate and rank teaching staff for outgoing mobility taking into account the following criteria:

- Level of language proficiency needed for mobility - regardless of the certificates that the applicants may have, Modern Business School invites them to take a written and oral test, in order to evaluate and test their language skills;
- Previous activities in mobility – teaching staff members that have not previously participated in mobility have advantage expressed with a large number of points;
- Criteria regarding application such as: the quality of teaching plan, the aim of mobility, proposed ways of dissemination of acquired knowledge, expected results of mobility, added value of mobility for home institution.

Criteria for the selection of teaching staff for outgoing mobility are presented in Table 2.

Table 2. Selection criteria for teaching staff

Language Level	Number of points
C2	4
C1	3
B2	2
Participation in mobility	Number of points
First time	4
Second time	3
Third time	2
More than four times	1
Criteria regarding application for mobility	Number of points
Quality of teaching plan	From 1 to 5
Aims of mobility	From 1 to 5
Proposed ways of dissemination of acquired knowledge	From 1 to 5
Expected results of mobility	From 1 to 5
The added value of mobility for the home institution	From 1 to 5

The maximum number of points is 33.

The candidate with the largest number of points will be selected for mobility. If several candidates have an equal number of points, the advantage will be given to the candidate who has an invitation letter from the relevant department of the receiving institution, higher academic rank, and longer work experience at Modern Business School.

The possible reasons for excluding a candidate's application from further examination and evaluation are:

- Application received after the defined deadline;
- Incomplete documentation;
- Insufficient knowledge of the required language and the candidate's inability to acquire the necessary level of knowledge before the mobility period.

RULES AND CONDITIONS FOR THE SELECTION OF NON-TEACHING STAFF FOR MOBILITY

The selection of non-teaching staff is conducted by the Erasmus Commission of Modern Business School which consists of three professors.

The Erasmus Commission will evaluate and rank non-teaching staff taking into account the following criteria:

- Level of language proficiency needed for mobility - regardless of the certificates that the applicants may have, Modern Business School invites them to take a written and oral test, in order to evaluate and test their language skills;
- Previous activities in mobility – teaching staff members that have not previously participated in mobility have advantage expressed with a large number of points;
- Criteria regarding application such as: the quality of a working plan, the aims of mobility, proposed ways of dissemination of acquired knowledge, expected results of mobility, added value of mobility for home institution.

Criteria for the selection of non-teaching staff for mobility are presented in Table 3.

Table 3. Selection criteria for non-teaching staff

Language Level	Number of points
C2	4
C1	3
B2	2
Participation in mobility	Number of points
First time	4
Second time	3
Third time	2
More than three times	1
Criteria regarding application for mobility	Number of points
Quality of work plan	From 1 to 5
Aims of mobility	From 1 to 5
Proposed ways of dissemination of acquired knowledge	From 1 to 5
Expected results of mobility	From 1 to 5
The added value of mobility for the home institution	From 1 to 5

The maximum number of points is 33.

The candidate with the largest number of points will be selected for mobility. If several candidates have an equal number of points, the advantage will be given to the candidate who has an invitation letter from the relevant department of the receiving institution, higher degree (education) and longer work experience at Modern Business School.

The possible reasons for excluding a candidate's application from further examination and evaluation are:

- Application received after the defined deadline;
- Incomplete documentation;
- Insufficient knowledge of the required language and the inability of a candidate to acquire the necessary level of knowledge before the mobility period.

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

The Erasmus Commission for students, teaching, and non-teaching staff mobility at Modern Business School performs ranking of candidates and their nomination/selection according to the defined criteria and submits the final list of nominated candidates to the partner higher education institution, which will be the receiving institution. The receiving institution performs the final selection of nominated candidates according to the approved number of grants foreseen for Modern Business School.

Modern Business School fully respects the principles of non-discrimination, transparency and inclusion, and ensures equal and equitable access and opportunities to current and prospective participants from all backgrounds.

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

A candidate can submit a complaint against the Decision on nominated/selected candidates to the Erasmus Commission at Modern Business School within 7 days from the date of publishing the selection results. Complaints can be sent to saradnja@mbs.edu.rs or sent by post to the address: Modern Business School, Terazije 27/4, 11000 Belgrade with clear arguments regarding the complaint. The complaint will be examined by the Erasmus Commission in cooperation with the partner receiving higher education institution. The candidate will be informed in written form about the decision regarding his/her complaint within 15 working days from the day when the complaint was received by Modern Business School.

The President of Erasmus Commission at Modern Business School

Dragan Vučinić, Full Professor, Ph.D.