

Student Guideline

❖ Application Process

- ❖ *Filled Application Form*
- ❖ *CV (Europass)*
- ❖ *Transcript of Records*
- ❖ *Motivation Letter*
- ❖ *Foreign passport (if available) (unavailability does not affect evaluation process)*

All documents have to be completed and sent via replying the announcement e-mail (not sending separately) The deadline for application will be no more than 5 days after email is sent.

❖ Selection and Evaluation Process

If successfully completed application process, students will receive an email regarding invitation to interviews.

➤ Interview Stage

- ❖ *Students have to confirm their participation via replying the email*
- ❖ *Students have to select the time slot for interview from Google Doodle form (1 available slot only for one student)*
- ❖ *Interviews will be 15 – 20 minutes long*
- ❖ *Location of the interview will be Erasmus+ and International Programmes Office (Room 365)*
- ❖ *Interview will be done by Vice-Rector for Teaching and Research, Faculty Dean, International Relations Coordinator (IRC) of department, and EIPO Student Coordinator.*
- ❖ *Interview criteria will cover students' self-expression abilities, speaking abilities, patriotism, tolerance, worldview, history knowledge, general awareness of Erasmus+ and the host university.*
- ❖ *Total interview grade will be calculated as an average of individual marks of three interviewers.*

➤ Evaluation Stage

- ❖ *Academic indicators will comprise 40 % of overall mark (it will be clarified from Transcript of Records) The minimum grade valid for application is 80.*
- ❖ *Social Indicators will comprise 40 % of overall mark (it will be evaluated according to CV via collaborating with Student Affairs Department and with IRC of corresponding department)*
- ❖ *Interview results will comprise 20 % of overall mark*

- ❖ *Then ranking list based on grades from highest to lowest (top to bottom) will be prepared. Finally, students with higher ranking grades (considering available slots for mobility) will be selected for mobility.*

❖ **Preparation for Mobility**

➤ **General Required Documents**

After students are selected for mobility following documents must be prepared:

- ❖ *Nomination letter (will be provided by EIPO)*
- ❖ *Application form (will be completed by EIPO and signed by student and IRC of department)*
- ❖ *Language certificate (will be provided by EIPO)*
- ❖ *Passport (the scanned version of foreign passport is required. If it is not available or its validity date has been expired, it is required to apply for passport as soon as student is selected for mobility)*
- ❖ *Learning agreement*
- ❖ *Invitation Letter (will be sent by receiving university after signed and stamped LA is sent to coordinator)*
- ❖ *Grant Agreement (will be sent by receiving university after signed and stamped LA is sent to coordinator)*

➤ **Learning Agreement (LA)**

- ❖ *Firstly, students will be provided with template form of LA specific for their host university.*
- ❖ *Students should fill required sections of the initial general information (about student, sending and receiving institutions) part of LA very attentively.*
- ❖ *Then they have to fill Before the Mobility part which consists of “Study Programme at the Receiving Institution” and “Recognition at the Sending Institution” sections.*
- ❖ *To do so, students should select the relevant courses for the projected semester of mobility from host university’s corresponding syllabus. Students will be provided with the list of the corresponding department’s courses or they can use the web page of the host university for this purpose. Students may get an assistance from previous Erasmus+ students with similar mobility experience to the same receiving university.*
- ❖ *Then students have to contact with the IRC of their department in order to get an approval of selected courses. Approval process has to be implemented with involvement and agreement of Faculty Dean.*
- ❖ *After these sections are dully completed, the “Commitment” part of LA has to be filled and signed by student and IRC of the department.*
- ❖ *The deadline for completing this procedure and getting dully signed LA will be maximum 1 week after the student is selected for mobility.*

➤ Visa Procedure

- ❖ *Visa procedure has to be started as soon as student is selected for mobility*
- ❖ *Student should get in contact with the corresponding Embassy of the country. They can find suitable contact information from the web page of Ministry of Foreign Affairs.
<http://www.mfa.gov.az/en>*
- ❖ *They should list and prepare required documents for Visa.*