# **INSTRUCTIONS** **FOR** **ERASMUS+** **COORDINATORS** **FROM PARTNER COUNTRIES**

This document contains instructions for Erasmus + coordinators from partner countries for the preparation and implementation of the mobility within the project Erasmus+ KA107 - International credit mobility.

**a) For your students (from partner country)**

1. APPLICATION

**The complete application has to be sent to the Erasmus+ coordinator or other responsible person of the International Relations Office of the sending institutio.**

The application has to contain:

1. the Learning Agreement for Studies (encompasses the application and the learning agreement) accessible at following link: <https://studentexchange.um.si/>. It has to be confirmed by the student and the Erasmus+ coordinator or responsible person at the department or faculty and the institutional coordinator or responsible person of the sending institution.\*

2. a transcript of records on all passed exams for all levels of study

3. a confirmation of English language knowledge on the level of B1 at least in line with CEFR (<http://www.coe.int/t/dg4/linguistic/cadre1_en.asp> ). Knowledge of English language is proven by a verified confirmation (Attachment 1) by the English teacher at the home department or by presentation of a TOEFL result 42 (IBT) or more, IELTS 4.0 or more, or by another equal certificate

4. a signed declaration on eventual already conducted student mobility (Attachment 2)

5. a signed declaration on the state of residence, birth and citizenship (Attachment 3)
6. a motivation letter up to a max. 1 A4 page signed by the applicant

7. Curriculum Vitae (Europass) with mentioned additional activities (Attachment 4)

8. a valid actual confirmation on enrolment

9. a copy of a valid personal document (passport or ID).

\*Students applying for preparation of a diploma, master or doctoral thesis have to attach also the »Mobility Activity Plan« (Attachment 5) confirmed by the student and the Erasmus+ coordinator or other responsible person at the sending institution to the application.

All documents have to be in PDF format.

Application process will be open from April 1st.

Deadline: April 30, 2016.

2. SECLECTION

Selection of students shall be carried out by partner institution in a just and transparent manner by obeying the following criteria:

1. Motivation – the students shall write a motivation letter to argue for the wish for study (or training)
2. Field of study – in order to reach a balance between academic disciplines, less occupied disciplines shall have an advantage before frequently selected disciplines, in case of equal numbers of applicants, the fields of natural sciences and technologies shall have priority,

3. Gender – in order to provide for equal chances for both genders,

4. Seniority of the candidate – a student of a higher year of study shall have advantage before a student of a lower year, as the second has another chance to be mobile in the next academic year, whereas the senior might have the last chance

5. Average grade – a final criterion of selection that shall also be used, but not exclusively and only in case of equal candidates in all four above mentioned criteria.

The partner institution must send application documents of maximum **five selected students** to the University of Maribor until May 20.

Students will be notified about the selection results by June 15, 2016.

**b) For students from University of Maribor**

BEFORE MOBILITY

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.

- University of Maribor will send application documents of selected students to the partner institution until May 30.

- The partner institution will send signed and stamped **Learning Agreement for Studies**, **Mobility Activity Plan** (only for exchange students, if preparation of diploma, master thesis or doctoral dissertation is planned) and **Acceptance letter** with start and end date of semester within 5 weeks

- Provide incoming mobile participants with information about visa, housing, insurance.

DURING MOBILITY

- Ensure equal academic treatment and services for home students and incoming mobile participants and integrate incoming mobile participants into the institution’s everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.

- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.

AFTER MOBILITY

- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.