

UNIVERSITY OF BANJA LUKA
UNIVERSITY SENATE

**RULES ON THE WORK OF THE COMMISSION AND CRITERIA FOR THE
IMPLEMENTATION OF THE CANDIDATE SELECTION PROCEDURE FOR THE
MOBILITY OF OUTGOING STUDENTS AND STAFF WITHIN THE FRAMEWORK
OF THE ERASMUS+ KA171**

Banja Luka, 25.05.2023.

Based on Article 54 of the Law on Higher Education („Official Gazette of the Republika Srpska“, No. 67/20), Article 34 of the Statute of the University of Banja Luka and Articles 35, paragraph (4) and 41 of the Rulebook on Student and Staff International Mobility, the Senate of the University of Banja Luka, at its 93rd session, held on 25.05.2023, adopted

**Rules on the Work of the Commission and Criteria for the Implementation of the
Candidate Selection Procedure for the Mobility of Outgoing Students and Staff Within the
Framework of the Erasmus+ KA171**

Subject of regulation and scope of application

Article 1.

(1) These Rules regulate in more detail the issues of the composition of the commission for the implementation of the candidate selection procedure for outgoing mobility, the commission's mandate, the candidate selection procedure, and the criteria for selecting candidates for outgoing mobility from among students, academic and administrative staff.

(2) These Rules shall apply to all candidate selection procedures for outgoing mobility within the Erasmus+ KA171, based on calls announced by the Office for International and Inter-University Cooperation after the date these Rules enter into force.

(3) For calls within the Erasmus+ KA171 announced by University of Banja Luka members, the rules of those member, adopted on the basis of Article 35 of the Rulebook on Student and Staff International Mobility, shall apply.

Commission for the Implementation of the Candidate Selection Procedure for Outgoing Mobility

Article 2.

(1) The decision on the selection of candidates is made by the Commission for the Implementation of the Candidate Selection Procedure for Outgoing Mobility (hereinafter "the Commission").

(2) The Commission consists of five (5) members: four (4) members from among the Vice-Deans for Research/Art and International Cooperation/Vice-Dean for International Cooperation and one representative of the Office for International and Inter-University Cooperation.

(3) The Commission is chaired by a member from the Office for International and Inter-University Cooperation.

(4) The Commission is appointed by the Rector for a period of one (1) year upon the proposal of the Vice-Rector for International and Inter-University Cooperation.

Criteria for the Selection of Student Mobility Candidates

Article 3.

(1) The selection of candidates for student mobility is carried out according to the following criteria:

- Average grade achieved during the entire period of study (from 6 to 10 points),
- Year of study (0.5 points for each year, where for higher cycles of study, the years are added to previous cycles),
- Motivation letter (from 1 to 3 points),
- Knowledge of the languages used at the host institution, with both languages specified in the inter-institutional agreement being scored separately (B1 – 0.5 points; B2 – 1 point; C1 – 1.5 points; C2 – 2 points),
- Candidate's CV (volunteer experience - 1 point; relevant knowledge and skills - 1 point),
- Students with disabilities / socially disadvantaged students (1 point).

(2) When selecting candidates for student mobility, in accordance with the Erasmus+ programme rules, priority is given to students who have not previously participated in an Erasmus+ mobility.

(3) If it is not possible to select a candidate using the above criteria, the number of ECTS credits that will be recognized upon completion of the mobility, in accordance with the learning agreement, will be applied as an additional criterion.

Criteria for the Selection of Academic Staff for Teaching and/or Research Mobility

Article 4.

(1) The selection of candidates for academic staff mobility for the purpose of teaching and/or research is carried out according to the following criteria:

- Knowledge of languages used at the host institution, with both languages specified in the inter-institutional agreement being scored separately (B1 – 0.5 points; B2 – 1 point; C1 – 1.5 points; C2 – 2 points),
- Student survey rating from the previous year (from 1 to 5 points),
- Length of service at the University of Banja Luka (0.2 points for each completed year of service),
- Candidate's CV (volunteer experience – 1 point, additional work with students – 1 point),
- Activities in the field of international cooperation (with neighboring countries – 0.5 points, with other countries – 1 point).

(2) When selecting academic staff for teaching and/or research mobility, in accordance with the Erasmus+ programme rules, priority is given to staff who have not participated in an Erasmus+ mobility in the current or previous academic year.

(3) If it is not possible to select a candidate using the above criteria, the following will be applied as an additional criterion:

- Staff who have not previously participated in a mobility at the host institution (1 point).

Criteria for the Selection of Staff for Training Mobility

Article 5.

(1) The selection of candidates for staff training mobility is carried out according to the following criteria:

- Knowledge of languages used at the host institution, with both languages specified in the inter-institutional agreement being scored separately (B1 – 0.5 points; B2 – 1 point; C1 – 1.5 points; C2 – 2 points),
- Length of service at the University of Banja Luka (0.2 points for each completed year of service),
- Candidate's CV (volunteer experience – 1 point, additional work with students – 1 point),
- Activities in the field of international cooperation (with neighboring countries – 0.5 points, with other countries – 1 point).

(2) When selecting staff for training mobility, in accordance with the Erasmus+ programme rules, priority is given to staff who have not participated in an Erasmus+ mobility in the current or previous academic year.

(3) If it is not possible to select a candidate using the above criteria, the following will be applied as an additional criterion:

- The candidate's qualifications, administrative area, and experience align more closely with the mobility program (1 point).

Transitional and Final Provisions

Article 6

Upon the entry into force of these Rules, the Rules on the Work of the Commission and the Criteria for the Implementation of the Candidate Selection Procedure for the Mobility of Outgoing Students and Staff within the Erasmus+ KA107 Programme, number: 02/04-3.649-5/19 of 28.3.2019, and the Decision on Amendments to the Rules on the Work of the Commission and the Criteria for the Implementation of the Candidate Selection Procedure for the Mobility of Outgoing Students and Staff within the Erasmus+ KA107 Programme, number 02/04-3.1669-7/19 of July 11, 2019, shall cease to be valid.

Article 7.

These Rules shall enter into force on the eighth day following their publication on the University's website.

Number: 02/04-3.1153-5/23

Chairman of the Senate

RECTOR

Prof. Dr. Radoslav Gajanin s. r.