**Document I.A: The Erasmus+ Applicants Nomination Process and Candidate Evaluation Criteria**

**Document connection**: CIT staff and student's mobility manual

**Purpose of the document**: *This document describes the criteria for evaluating student and staff applications for Erasmus + exchange program participation. This document is the annexe to the "CIT staff and student's mobility manual".*

**The process for nominating candidates for the Erasmus + exchange program:**

1. The International Relations and Project office (hereinafter referred to as the International Office) proposes the ad-hoc committee president and members for each Erasmus + program to the Rectorate.
2. The International office announces the Erasmus + exchange opportunity and calls individuals from groups of stakeholders targeted by the specific Erasmus+ program (students, academic or administrative staff) to express their interest at least seven days prior to the interest expression deadline. The International office may use different approaches to inform individuals ranging from e-mails, web, social media announcements to direct contact with target groups.
3. The International office shall enable the collection of individual applications using an official e-mail address [iro@cit.edu.al](mailto:iro@cit.edu.al) and proceed all gathered applications to the ad-hoc committee.
4. The ad-hoc committee shall evaluate candidate applications and decide on nominations the latest seven days after receiving applications. The committee shall prepare the list of nominated individuals and present it to the International office. The nomination criteria for each target group shall be followed as described below. The committee stops existing after the International office accepts the nomination.
5. The International office shall proceed with the Erasmus + procedure with nominated candidates and assist them during the exchange program.
6. After the ad-hoc committee evaluate the candidates (staff or students) and decide on nomination, a copy of Document II.B “The decision for the applicants’ nomination” is made public and send to the Rector Office, International Office, Registrar Office and Deans Office.
7. A detailed plan for the visit shall be prepared from the selected staff after the committee announcement. The plan shall include detailed topics regarding the visit, open lectures, CIT presentation etc. A report shall be prepared after the visit from each Erasmus+ participant in accordance with the detailed plan submitted before leaving CIT.
8. At the same time prior their travel to the hosting university the student/s announced as winners from the committee shall select their pull of courses that they will attend during the Erasmus+ mobility. The student/s should confirm their Selection Plan for attending at least 5 courses per semester from the respective Head of Department. In any case the courses selected by the student/s shall not be new courses or courses that are not included in the education plan (their program) at CIT. The student has the right to attend the course in one academic year only once. Student Selection Plan should include courses that are not attended and evaluated with a passing grade at CIT.
9. Due to an unexpected opening/closing of any course at the host university, student should replace the selected course in student’s selection plan with another one by the permission of the head of department at CIT.
10. Every student who attended an Erasmus+ mobility at the end of the exchange program should submit to the International Office and Registrar the transcript of the courses he/she followed at the host university. Shall no office be responsible for the credit recognition or any delay if the student doesn’t submit the transcript to the designed offices mentioned above.

**Nomination criteria for students:**

1. Academic performance. **70 points**
   * Average grades. **50 points** (Registrar evidence);
   * Academic affairs involvement. Conference participation, study and research involvements, academic competitions etc. **10 points** (a written department evaluation);
   * Good behaviour and discipline: **10** **points** (a written department evaluation);
2. The number of classes and/or training courses that comply with classes/training courses agreed with partnering institutions**. 15 points**. (Learning agreements)
3. Participation in extracurricular activities, sports achievements, achievements in art, participation in international activities, participation in other relevant events, **15 points.** (Written evaluation by Student Affairs Office);

The exclusion criterion is English proficiency (certificates, B1-B2)

**Nomination Criteria for academic staff:**

1. Motivation letter explaining the exchange program's personal, professional, and institutional (CIT) benefits. The explanation of institutional benefits shall include the description of the contribution of exchange to building relations with the hosting university, including cooperation on the level of research and knowledge transfer. **10 points** (motivational letter);
2. Previous experience in the study and research projects and publications. **25 points**. (a scientific relevance of previous work);
3. The proposed Erasmus+ or mobility program is the first exchange experience for the candidate in the last two years. **35 points.** (Written candidate declaration)
4. The number of classes and/or trainings that comply with classes/training courses agreed with partnering institutions**. 15 points.**
5. The academic performance**. 15 points.**

The exclusion criterion is English proficiency (certificates, B2-C1)

**Nomination criteria for administrative staff:**

1. Motivation letter explaining the exchange program's personal, professional, and institutional (CIT) benefits. The explanation of institutional benefits shall include the description of the exchange contribution to building relations with the hosting university, including cooperation on the level of organizational development and building infrastructure for efficient institutional administration. **20 points** (motivational letter);
2. Previous experience in the Erasmus+ and mobilities. **25 points**. (a written Department Evaluation);
3. The proposed Erasmus+ or mobility program is the first exchange experience for the candidate in the last two years. **35 points.** (Written candidate declaration)
4. The description of working place complies to the position agreed with the partner institution. **15 points.**
5. The job performance**. 15 points.**

The exclusion criterion is English proficiency (certificates, B1-C1)

**R E C T O R**

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