

APPROVED BY

The Academic Council of  
National Transport University  
November 30, 2017, Protocol No.10

**PROCEDURAL REGULATION FOR THE COMPETITIVE  
SELECTION OF CANDIDATES FOR CREDIT MOBILITY PROJECTS  
UNDER THE ERASMUS+ PROGRAM (KA107)**

**Procedural regulation for the competitive selection of candidates for credit mobility projects under the Erasmus+ Program (KA107), approved by the Academic Council of National Transport University on November 30, 2017, Protocol No. 10**

**1. General regulations**

1.1 The competitive selection is conducted within the framework of the implementation of bilateral academic mobility programs between National Transport University (hereinafter - NTU) and European HEI partners under the Erasmus+ program (KA107).

1.2 General selection parameters - the number of scholarships, the target audience (student, postgraduate student, teaching or administrative staff member), the duration of the academic mobility program, the area of study/internship, funding, additional selection criteria, application deadlines, etc. - are determined by the Inter-institutional Agreement on the implementation of the Erasmus+ program with each individual HEI partner and in correspondence between the persons responsible for the project.

1.3 General principles for the competitive selection arrangement are: honesty, transparency and equal opportunities for all participants.

Information and documentation for each individual competition: selection parameters, terms and conditions of the competition, results of selection and general selection parameters are posted on the NTU Website in the International cooperation section - Erasmus+ program, the announcement is posted on the NTU Website and is sent to the departments/centers and other structural subdivisions of NTU, activities of which correspond to the general selection parameters.

1.4 Selection of participants for each individual project is carried out by the Competition Commission (hereinafter - the Commission) composed of the Vice-Rector, deans of faculties, academic mobility coordinators of faculties, from which application forms were submitted, heads of administering departments, representatives of student self-government bodies and other staff members of the University.

The members of the Commission are approved by the order of the Rector. The Vice-Rector is appointed as Commission Chairman who deals with academic issues, the dean of the faculty from which the application form was submitted – as Deputy Chairman, the academic mobility coordinator of the faculty – as the Secretary of the Commission. All members of the Commission sign the minutes of the meeting and declare absence of conflict of interest. The powers of the Commission are determined by the selection process period at NTU under a certain project.

**2. Purpose of the selection**

2.1 To choose the candidates for the academic mobility program participation within the existing scholarships (with the reserve) that have been allocated under the Erasmus+ program and reflected in the relevant Agreement between the HEI partner and the National Agency in his country (an individual procedure is established for each partnership) and in the Inter-Institutional Agreement between NTU and the HEI partner.

**3. Requirements and selection criteria**

3.1 Students of the 1st level of higher education (starting from the fifth semester of study), 2nd level of higher education, 3rd level of higher education/postgraduate students (hereinafter – postgraduates) studying full-time, and scientific, teaching, administrative staff members working at NTU as the main place of employment, all departments/centers or structural subdivisions specified in the selection parameters for each individual project can participate in the competition.

3.2 The Commission takes into account the belonging of candidates to the category of citizens entitled to benefits (disabled, orphans, etc.). Such candidates have the selection priority in the event of an equal competitive situation with other applicants.

3.3 Every student has the right to participate at the same time in a competitive selection in no more than two projects.

3.4 Each teaching and administrative staff member has the right to participate in no more than two projects within one academic year.

3.5 The amount of quotas for participation in credit mobility projects for teaching and administrative staff members, where there are quotas for internship (for staff training), are distributed evenly if another distribution is not determined by the HEI partner.

If there are quotas for teaching and staff training in one project, the quotas for teaching are distributed among teaching staff members and quotas for staff training are distributed among administrative staff members, if another distribution is not determined by the HEI partner.

If there is one scholarship for staff training, its appointment is determined by the priority of HEI partner.

### 3.6 Students and postgraduates.

A student or postgraduate who applies for an exchange program with a HEI partner under the Erasmus+ program must meet the following requirements. He/She must:

1. Study at the moment of documents submission for the competition at the level of higher education in accordance with which he plans to participate in the exchange program. Furthermore, the student or postgraduate must be an NTU student or postgraduate during the entire period of study at the HEI partner.

2. Have the grade point average not lower than 80 points during entire period of study according to the rating (a component of academic achievement) (**for students**) taking into account the results of all forms of semester control.

3. Have a good command of a foreign language at a level not lower than required by the relevant HEI partner and specified in the Inter-Institutional Agreement on the implementation of the Erasmus+ program, have an appropriate certificate that confirms this or pass the exam at NTU.

| Level  | Number of points |  | Level | Number of points |
|--|------------------|--|-------|------------------|
| B1   | 10               |  | C1    | 30               |
| B2   | 20               |  | C2    | 40               |
| An NTU certificate of language competence provides additional 10 points                        |                  |  |       |                  |
| An internationally recognized certificate of language competence provides additional 20 points |                  |  |       |                  |

4. Have achievements in scientific and research work during studies at HEI (**for postgraduates and for masters at least one item is required**):

#### Articles and patents in the related specialty:

Published article included in the international scientometric database:

Scopus & Web of Science - 5 points; all other articles – 4 points.

Article in Ukrainian publications – 3 points;

Other articles – 1 point;

Patent for invention – 5 points;

Utility model patent – 3 points;

#### Conferences (if there are abstracts in the related specialty):

- participation in an All-Ukrainian or international conference (in Ukraine) – 4 points;

- participation in an international conference (abroad) – 5 points;

- participation in other conferences – 1 point;

- honors for the best report at a conference – 1 point.

#### Olympiads and contests of innovative projects, scientific papers in the related specialty:

- prize-winning place in All-Ukrainian Olympiad/competition – 3 points;

- prize-winning place in other Olympiads/competitions – 1 point.

#### 5. Provide:

- for students: a CV in the EUROPASS format; a motivation letter; a recommendation letter from the head of an administering department ; a certificate of English language competence; a certified transcript; a student has the right to participate in the competition if the number of credits transferred at NTU will be not less than 15 ECTS credits per semester.

- for postgraduates: a Learning Agreement indicating the disciplines/courses, scope of academic work/number of ECTS credits agreed upon by the coordinator of academic mobility at the

faculty/center; or the research plan agreed with the research advisor, coordinator of academic mobility at the faculty/center, signed by the head of doctoral department and agreed with the host institution (the latter, if necessary, except for projects where it is mandatory). A postgraduate student has the right to participate in the competition if the number of credits transferred at NTU is not less than 15 ECTS credits per semester.

**Note 1.** If two students score the same number of competitive points, the student with a higher average score is preferred. The second criterion is linguistic competence.

**Note 2.** If two postgraduate students score the same number of competition points, the postgraduate student with a higher competition point score for scientific activity is preferred. The second criterion is linguistic competence.

### 3.7. Teaching staff members

A candidate must:

1. Have a good command of a foreign language at the level not lower than required by the relevant HEI partner and specified in the Inter-Institutional Agreement on the implementation of the Erasmus+ program.

| Level  | Number of points |  | Level | Number of points |
|--|------------------|--|-------|------------------|
| B1   | 10               |  | C1    | 30               |
| B2   | 20               |  | C2    | 40               |
| An NTU certificate of language competence provides additional 10 points                        |                  |  |       |                  |
| An internationally recognized certificate of language competence provides additional 20 points |                  |  |       |                  |

1) Have a teaching/internship plan agreed upon by the head of the department (provides +2 points) and, if it is possible, agreed upon by the HEI partner.

2) Provide the rating of a teaching staff member over the past academic year, summarizing points received for work and taking into account the following criteria:

#### **Articles, patents in the related specialty, textbooks, teaching aids, monographs:**

A published article in the international scientometric database:

Scopus & Web of Science - 5 points; all other articles – 4 points.

An article published in Ukraine – 3 points;

Other articles – 1 point;

A patent for invention – 5 points;

A utility model patent – 3 points;

A textbook – 5 points;

A teaching aid – 4 points;

A monograph – 4 points;

#### **Conferences** (if there are abstracts in the related specialty):

- participation in an international conference (in Ukraine) – 4 points;

- participation in an international conference (abroad) – 5 points;

- participation in other conferences – 1 point;

#### **Contests of innovative projects, scientific papers in the related specialty:**

- a research supervisor – 10 points;

- a principal investigator – 7 points;

- an executive – 5 points;

3) The letter of support from the selected HEI partner that provides additional 2 points, except for projects where the availability of such a document is mandatory.

**Note 3.** If two teaching staff members score the same number of competitive points, the teaching staff member who has the letter of support is preferred. The second criterion is the rating for the scientific component of the HEI rating, the third – language competence.

### 3.8 Administrative staff

A candidate must:

1. Have a good command of a foreign language at the level not lower than required by the relevant HEI partner and specified in the Inter-institutional Agreement on the implementation of the Erasmus+ program.

| Level  | Number of points |  | Level | Number of points |
|--|------------------|--|-------|------------------|
| B1   | 10               |  | C1    | 30               |
| B2   | 20               |  | C2    | 40               |
| An NTU certificate of language competence provides additional 10 points                        |                  |  |       |                  |
| An internationally recognized certificate of language competence provides additional 20 points |                  |  |       |                  |

2. Have an internship plan agreed with the head of the structural subdivision (provides +2 points) and, if it is possible, agreed with the HEI partner (provides +4 points).

3. A letter of support from the selected HEI partner provides additional 2 points, except for projects where the availability of such a document is mandatory.

**Note 4.** If two candidates score the same number of competitive points, the administrative staff member who has the letter of support is preferred. The second criterion is the rating point for the internship plan, the third – language competence.

### 4. The competition procedure

4.1 The candidate prepares a documentation package by filling the application form and attaching all necessary documents, then submits it in paper form (or in electronic form, if it is impossible to submit in paper one) to the Coordination Center of International Projects within the allotted time.

4.2 CCIP carries out technical expertise of the documentation package and conducts their registration. Candidates receive a registration number directly when submitting the documents to the CCIP. Documents which do not meet the requirements or are submitted after the deadlines are not accepted or registered.

4.3 Registered documentation packages are passed to the Commission, which evaluates them according to the criteria and draws up the selection minutes.

4.4 According to the results of the Commission work the main and reserve lists of the candidates recommended by NTU for participation in the Erasmus+ program are prepared. CCIP sends the selection results to the HEI partners projects coordinators and informs each candidate via e-mail, and posts the results on the Website of NTU with partially coded data.

### 5. Appeal procedure

5.1. The candidate has the right to appeal against the Commission decision within 3 (three) days from the announcement of the selection results. An appeal letter is written to the Commission Chairman and submitted to the Commission Secretary. Within five working days, the Commission should consider the appeal and inform the candidate of the results. The decision of the Commission, taken on the appeal, is final and is not subject to revision.



**ERASMUS+ Program  
CREDIT MOBILITY (KA107)  
STUDENTS/POSTGRADUATE STUDENTS LEARNING MOBILITY**

**APPLICATION FORM  
ACADEMIC YEAR 20\_\_/\_\_**

Submission date : \_\_\_\_\_

Registration number: \_\_\_\_\_

| <b>A. INFORMATION ABOUT THE CANDIDATE</b>   |  |                           |  |
|---|--|---------------------------|--|
| 1   | Full name  |                           |  |
|   | Foreign Passport number and series (with date of expiry)   |                           |  |
|   | e-mail address, telephone number   |                           |  |
| 2   | Faculty/center   |                           |  |
|   | Year of study and group number   |                           |  |
|   | Area of training (specialty and specialization)  |                           |  |
|   | Degree of higher education (bachelor's, master's or postgraduate)  |                           |  |
| 3   | Host institution (according to priority):  |                           |  |
|   | - first HEI partner  |                           |  |
|   | - second HEI partner   |                           |  |
| <b>B. ADDITIONAL INFORMATION</b>  |  |                           |  |
| 4   | Grade point average  |                           | Full name and signature of the academic mobility coordinator:<br>_____   |
| 5   | Have you ever participated in the projects under Erasmus+ credit mobility program?                           | <input type="radio"/> NO  | <input type="radio"/> YES<br>_____<br>(indicate quantity, what projects) |
| 6   | Belonging to the category of citizens entitled to benefits (disabled, etc.)? If «yes», indicate to which one | <input type="radio"/> YES | <input type="radio"/> NO   |
| 7   | <b>FOREIGN LANGUAGE COMPETENCE*</b>  |                           |  |
|   | Level:   | Certificate type:         |  |
| With my signature I consent to the processing of the above mentioned personal data and transfer to third parties (HEI partner) in order to participate in the mobility program. I also certify that all the foregoing is true:<br>..... |  | Date:                     |  |



*The form is completed by a member of the CCIP*

The following documents are attached to the application form:

- a copy of the academic record;
- a certificate confirming the level of foreign language competence;
- for students:** CV in EUROPASS format; a motivation letter; a recommendation letter of the head of the administering department; a certificate of English language competency; the certified transcript certificate; **for postgraduates:** the Learning Agreement indicating the disciplines/courses, scope of academic work/number of ECTS credits; or the research plan agreed with the research advisor, and agreed with the host institution (if it is possible).
- documents certifying the achievements of a student in student and/or research work (**for postgraduates are mandatory**)

| Received points according to the competition                    |  | Rate | Points |
|---|--|------|--------|
| 1.  | Rating   |      |        |
| 2.  | Level of foreign language competence   |      |        |
| 3.  | Achievements in scientific and research work :   |      |        |
|   | <b>Articles and patents in the specialty:</b>  |      |        |
|   | An article in the publication included in the international scientometric database: Scopus & Web of Science (5): all other articles – (4). |      |        |
|   | An article in the publication of Ukraine (3)   |      |        |
|   | Other articles (1)   |      |        |
|   | A patent for invention (5)   |      |        |
|   | A utility model patent (3)   |      |        |
|   | An object of intellectual property right(3)  |      |        |
|   | <b>Conferences on the related specialty topics:</b>  |      |        |
|   | Participation in All-Ukrainian or international conferences (in Ukraine) (4)   |      |        |
|   | Participation in international conferences (abroad) (5)  |      |        |
|   | Participation in other conferences (in Ukraine) (1)  |      |        |
|   | Honors for the best report at the conference (1)   |      |        |
|   | <b>Olimpiads and contests of innovative projects, scientific papers in specialty:</b>  |      |        |
| A prize winning place at international olimpiad/competition (5) |  |      |        |
| A prize winning place at All-Ukrainian olimpiad/competition (3) |  |      |        |
| A prize winning place at other olimpiads/competitions (1)       |  |      |        |
| 4.  | Number of ECTS credits for transferring  |      |        |
| <b>Total score</b>  |  |      |        |



**ERASMUS+ Program  
CREDIT MOBILITY (KA107)  
MOBILITY FOR TEACHING AND ADMINISTRATIVE STAFF**

**APPLICATION FORM  
ACADEMIC YEAR 20\_\_ / \_\_**

**Submission date:** \_\_\_\_\_

**Registration number:** \_\_\_\_\_

| <b>A. INFORMATION ABOUT THE CANDIDATE</b>  |  |                           |   |
|--|--|---------------------------|---|
| 1  | Full name  |                           |   |
|  | Foreign Passport number and series (with date of expiry)   |                           |   |
|  | e-mail address, telephone number   |                           |   |
| 2  | Faculty/center   |                           |   |
|  | Department/structural subdivision  |                           |   |
|  | Position   |                           |   |
|  | Scientific degree and/or academic title  |                           |   |
|  | Work experience (years, at NTU)  |                           |   |
| 3  | Host institution (according to priority):  |                           |   |
|  | - first HEI partner  |                           |   |
|  | - second HEI partner   |                           |   |
|  | Kind of activity within the framework of the mobility (e.g. teaching or internship)                          |                           |   |
|  | Mobility period, if possible, agreed with the host university:   |                           |   |
| <b>B. ADDITIONAL INFORMATION</b>   |  |                           |   |
| 4  | Belonging to the category of citizens entitled to benefits (disabled, etc.)? If «yes», indicate to which one | <input type="radio"/> YES | <input type="radio"/> NO  |
| 5  | Have you ever participated in the projects under Erasmus+ credit mobility program?                           | <input type="radio"/> NO  | <input type="radio"/> YES<br>_____<br>_____<br>(indicate quantity, what projects) |
| 7  | <b>FOREIGNE LANGUAGE COMPETENCE*</b>   |                           |   |
|  | Level:   | Certificate type:         |   |
| With my signature I consent to the processing of the above mentioned personal data and transfer to third parties (HEI partner) in order to participate in the mobility program. I also certify that all the foregoing is true: |  | Date:                     |   |





*The form is completed by a member of the CCIP*

**The following documents are attached to the application form:**

- printed out and signed rating of a teaching staff member (only for a teaching staff member);
- a certificate confirming the level of foreign language competence (if applicable);
- a teaching/internship plan signed by the head of the structural subdivision;
- a letter of support from the HEI partner (if applicable).

| Received points according to the competition                            |  | Rate | Points |
|---|--|------|--------|
| 1.  | Rating of a teaching staff member (only for a teaching staff member)   |      |        |
| 2.  | Level of foreign language competence   |      |        |
| 3.  | Achievements in scientific and research work:  |      |        |
|   | <b>Articles, patents in the related specialty and textbooks, teaching aids, monographs:</b>  |      |        |
|   | An article in the publication included in the international scientometric database: Scopus & Web of Science (5): all other articles – (4). |      |        |
|   | An article in the publication of Ukraine (3)   |      |        |
|   | Other articles (1)   |      |        |
|   | A patent for invention (5)   |      |        |
|   | A utility model patent (3)   |      |        |
|   | An object of intellectual property right(3)  |      |        |
|   | A published textbook (5)   |      |        |
|   | A published teaching aid (4)   |      |        |
|   | A published monograph (4)  |      |        |
|   | <b>Conferences on the related specialty topics:</b>  |      |        |
|   | Participation in All-Ukrainian or international conferences (in Ukraine) (4)   |      |        |
|   | Participation in international conferences (abroad) (5)  |      |        |
|   | Participation in other conferences (1)   |      |        |
|   | Honors for the best report at the conference (1)   |      |        |
| <b>Contests of innovative projects, scientific papers in specialty:</b> |  |      |        |
| A research advisor (10)   |  |      |        |
| A principal investigator of research work(7)                            |  |      |        |
| A research executive (5)  |  |      |        |
| 4.  | A teaching/internship plan:<br>- signed by the head of the department (2)<br>if possible, agreed with HEI partner (4)                      |      |        |
| 5.  | A letter of support (2 points, except for projects where the availability of such a document is mandatory)                                 |      |        |
| <b>Total score</b>  |  |      |        |