



Съфинансиран от програма
„Еразъм+“
на Европейския съюз



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PROCEDURE

for Selection of Participants for Erasmus+ Mobility
of the Medical University – Varna

The procedure for selection of participants in mobility under the Erasmus+ program shall be carried out at the institutional level and shall be organized in such a way as to guarantee impartiality, transparency and fairness of choice, as well as the absence of any conflicts of interest on the part of the persons making the selection.

The procedure for selection of participants in mobility under the Erasmus+ program shall be approved by the Erasmus+ team at MU-Varna.

I. Students' Mobility

1. Conditions for participation

All students and PhD students at MU-Varna who meet the following conditions have the right to participate in mobility under the Erasmus+ program:

- 1.1. Students registered at MU-Varna and enrolled for training leading to the acquisition of a recognized educational degree (Professional Bachelor, Bachelor, Master, PhD) or other recognized qualification for higher education;
- 1.2. The student must be enrolled for at least the second year of their higher education course;
- 1.3. The student must have a minimum grade point average of Very good 4.50 at the time of application;
- 1.4. The student must have successfully passed all exams at the time of application;
- 1.5. The student can conduct more than one mobility, and their total duration for each cycle of studies (Bachelor, Master, PhD) is of maximum of 12 months.
- 1.6. PhD students with a minimum grade point average of Very Good 4.50 from the higher education diploma can apply for participation in the Erasmus+ program;
- 1.7. It is also possible to implement and complete a student internship abroad within one year after student's graduation (Bachelor, Master, PhD). The selection of students for this type of internship takes place during their last year of studies, before taking the last graduation exam/defense of graduation thesis. The duration of the internship by recent graduates is included in the maximum duration for each cycle of education.

1.8. The period of studies/internship abroad is part of the student's program of studies/internship at MU-Varna. Due to the specifics of training in individual specialties, the students can spend the following periods of mobility:

- a) third and fourth year of the specialty of Medicine - for summer internship;
- b) sixth year of the specialty of Medicine - for pre-graduate internship;
- c) third and fourth year of the specialty of Dental Medicine - for summer internship;
- d) second to fifth year of the specialty of Pharmacy - for conducting practical training in elective subjects;
- e) third year of the specialties of Nursing and Midwifery - for conducting internships;
- f) fourth year of the specialties of Nursing and Midwifery - for pre-graduate internship;
- g) Bachelor's programs in Health Management, Health Care Management, Speech therapy, Kinesitherapy - for regular studies, summer internship or pre-graduate internship;
- h) Master's programs: Rehabilitation, Thalassotherapy, Wellness and SPA, Protection and Control of Public Health, Pharmaceutical Management, Pharmaceutical Management and Care, Health Management, Health Management and Health Care Organization, Health Care Management, Optometrist - for conducting practical training in the specialty;
- i) third year of the specialties of the Medical College - for conducting a pre-graduate internship.

1.9. Erasmus mobility requires a minimum level of B1 proficiency in the language to be used during the internship abroad. If the student does not meet this condition, before the internship, they will have free access to an online language course provided by the Erasmus + program to reach the required level.

2. Selection of participants

The selection of candidates for participation in student mobility under the Erasmus+ program from MU-Varna shall be carried out on a competitive basis and goes through the following stages:

2.1. Announcing a campaign to apply for mobility within the Erasmus+ program

At the end of the first semester of each academic year (in December), MU-Varna organizes a campaign to recruit participants in the Erasmus+ program. The students apply for mobilities that will take place in the next academic year.

In case of availability of vacancies for mobilities not occupied in the regular campaign, and if sufficient financial resources are available to provide them, a new campaign is announced in October to recruit participants in mobility in the second semester and for summer internships of the current academic year.

The mobility number and directions are determined on the basis of the bilateral agreements entered into with the partner universities.

The Administrative Coordinator shall post notices (in Bulgarian and English) with a list of available places to apply for, the necessary documents and the deadline for applying on the Erasmus+ Information Board in the International Cooperation Department. The announcements shall be also published on the website of MU-Varna.

2.2. Filing of documents

The following **application documents** are accepted within the announce time limit:

- a) Application form (template);
- b) Certificate from the Education Department for average academic performance for students;
(Copy of the order for enrollment as a full-time PhD student and a copy of the diploma for higher education for PhD students)
- c) Certificate proving the level of language proficiency or a copy of the diploma for profiled language training (high school of foreign languages, high school of mathematics, etc.);
- d) Recommendations in Bulgarian language:
 - for students - by a lecturer at MU-Varna ;
 - for PhD students - by the head of the PhD program;
- e) Declaration on personal data protection in Student Mobility (template).

The documents for participation in Erasmus+ mobility shall be filed to the Erasmus+ Administrative Coordinators in the International Cooperation department.

2.3. Interview with the candidates

After closing the admission of documents, the Administrative Coordinators of the Erasmus+ program shall organize interviews in the languages in which the mobility will take place. The candidates shall be notified of the interview date and place.

The Erasmus+ team shall designate the members of the examination boards who will conduct the interviews of the candidates in a way as to ensure impartiality, transparency and fairness of choice, as well as the absence of conflicts of interest on the part of the interviewers.

During the interview are assessed:

- candidate's reasoned motivation for participation in mobility;
- student's communication skills;
- scientific activities (participation in scientific developments, objectified by publications and participation in scientific forums, including the place taken in the author's team)
- social activity, sports achievements, general culture, initiative, etc.

2.4. Ranking of candidates

The ranking of the candidates shall be based on the score and the order of the indicated universities, which the candidate wants to attend for the mobility.

The score shall be defined as the sum of the grade point average from the course of studies at the time of application and the result of the interview.

Students who have not participated in Erasmus mobility shall be given priority in ranking.

Priority in ranking students who have already participated in the program shall be given to those having shorter previous experience in the host country and in the host institution.

Priority in ranking shall be given to students who, within equal other conditions, have not refused to fulfill their obligations in connection with conducting the student mobility under the Erasmus+ program.

The selection procedure shall end with the preparation of a list of students approved for participation in the program. The ranking of the candidates shall be announced on the information board of the Erasmus+ program and by email to participants within 10 working days of the date of the interviews.

II. Mobility of lecturers and mobility of the non-teaching staff

1. Conditions for participation

Right to participate in the mobility of the teaching and non-teaching staff under the Erasmus+ program have all professors and employees of MU-Varna, regardless of their position and scientific title.

The right to participate in the mobility of teaching and non-teaching staff is granted only once within one academic year.

Erasmus+ teaching mobility takes place in the framework of an inter-institutional agreement on exchange of lecturers.

No prior inter-institutional agreement for Erasmus exchange is required for mobility of teaching and non-teaching staff intended for training.

2. Selection of participants

The selection of lecturers for teaching mobility shall be carried out on the basis of an agreement on Teaching Mobility Agreement provided by the applicant and signed by the sending institution and the host institution.

The selection of lecturers / staff for training mobility shall be carried out on the basis of a Training Mobility Agreement provided by the applicant and signed by the sending institution and the host institution.

The selection of lecturers and staff to participate in the Erasmus+ program shall be carried out by a selection committee, which includes the Erasmus+ Institutional Coordinator and the head of the relevant structure at MU-Varna, where the lecturer / employee is appointed.

Persons applying within the same selection procedure shall be excluded from the selection committee.

The main criteria for the selection of lecturers and staff shall be the established professional contacts with the partner institution, as well as compliance of the mobility goals with the priorities of the MU-Varna.

Priority in the selection shall be given to participants who participate in mobility under the Erasmus+ program for a first time.

This procedure was adopted at a meeting of the Erasmus+ team at MU-Varna on 16.11.2016 (Minutes No. 24 of 16.11.2016), amended by the Erasmus+ team on 04.04.2017 (Minutes No. 25 of 04.04.2017), amended and supplemented by the Erasmus+ team on 28.11.2017 (Minutes No. 26 of 28.11.2017), amended and supplemented by the Erasmus + team on 20.02.2019 (Minutes No. 28 of 20.02.2019), amended and supplemented by the Erasmus+ team on 26.02.2020 (Minutes No. 29 of 26.02.2020).