



Erasmus+

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## PROCEDURE

for selection of participants in mobility under the Erasmus+ program

Medical University – Varna

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

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

### **I. Student mobility**

#### **1. Conditions for participation**

All students and doctoral students from MU-Varna who meet the following conditions are eligible to participate in mobility under the Erasmus+ program:

- 1.1. Students registered at MU-Varna and enrolled in studies leading to the acquisition of a recognized educational degree (professional bachelor, bachelor, master, doctorate) or other recognized higher education qualification;
- 1.2. The student must be enrolled in at least the second year of their higher education course;
- 1.3. The student must have a minimum GPA 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 may undertake more than one mobility, with their total duration for each study cycle (bachelor, master, doctorate) being a maximum of 12 months;
- 1.6. Doctoral students with a minimum average grade of "Very good 4.50" from their higher education diploma can apply for participation in the Erasmus+ program;
- 1.7. It is possible to carry out and complete a student internship abroad up to one year after the student's graduation (bachelor's, master's, doctorate). Students are selected for this type of internship during the last year of study, before taking the last state exam/thesis defense. The duration of the internship for recent graduates is included in the maximum duration for each cycle of education.

- 1.8. The period of study/practice abroad is part of the student's study/practice program at MU-Varna. Due to the specifics of the training in the individual specialties, students can spend the following mobility periods:
- a) third and fourth year of the specialty "Medicine" - for conducting a summer practice;
  - b) sixth year of the specialty "Medicine" - for conducting a pre-graduate internship;
  - c) third and fourth year of the specialty "Dental Medicine" - for conducting a summer practice;
  - d) from the second to the fifth year of the specialty "Pharmacy" - for conducting practical training in freely chosen disciplines;
  - e) third year of the specialties "Nursing" and "Midwifery" - for conducting a practice;
  - f) fourth year of the specialties "Nursing" and "Midwifery" - for conducting a pre-graduate internship;
  - g) bachelor's programs "Health Management", "Nursing Management", "Speech Therapy" - for conducting a summer practice or pre-graduate internship;
  - h) Master's programs: "Rehabilitation, Thalassotherapy, Wellness and SPA", "Public Health Protection and Control", "Pharmaceutical Management", "Health Management", "Nursing 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. To carry out an Erasmus mobility, a minimum level of B1 of proficiency in the language that will be used during the internship abroad is required. If the student does not meet this condition, before the start of the internship, he/she has 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 by MU-Varna is carried out on a competitive basis and goes through the following stages:

### **2.1. Announcement of a campaign for applying for mobility under 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. Students apply for mobilities that will take place in the following academic year.

If there are free places for mobility that were not filled during the regular campaign, and if there are sufficient financial resources to secure them, a new campaign is announced in October to recruit participants in mobility in the second semester and summer internships of the current academic year.

The number and fields of mobilities are determined based on the bilateral agreements concluded with the partner universities.

The administrative coordinator posts announcements (in Bulgarian and English) with a list of places for which applications can be made, the required documents and the application deadline on the Erasmus+ information board in the International Cooperation Department. The announcements are also published on the MU-Varna website.

### **2.2. Application documents**

The following application documents are accepted within the announced deadline:

- a) Application form (according to the template);
- b) GPA certificate from the Deans' Office;  
(Copy of the order for enrollment as a full-time doctoral student and a copy of the higher education diploma for doctoral students)
- c) Certificate proving the level of language preparation, or a copy of a diploma for specialized language training (language high school, mathematics high school, etc.);
- d) Recommendations in Bulgarian:
  - for students – from a lecturer at MU-Varna;
  - for doctoral students – from the head of the doctoral program;
- e) Declaration for the protection of personal data for Student Mobility (according to the template).

Documents for participation in mobility under the Erasmus+ program are submitted to the Erasmus+ administrative coordinators in the International Relations Department.

### **2.3. Conducting an interview with candidates**

After the application process is complete, the Erasmus+ administrative coordinators will organize interviews in the languages in which the mobility will be conducted. Candidates will be notified of the date and location of the interview.

The Erasmus+ team determines the members of the examination committees that conduct the interviews of the candidates in such a way as to guarantee impartiality, transparency and fairness of the selection, as well as the absence of conflict of interest on the part of the persons conducting the interviews.

During the interview, it is assessed:

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

### **2.4. Classification of candidates**

The classification of candidates is based on the score and the order of the specified universities in which the candidate wishes to carry out the mobility.

The score is determined as the sum of the grade point average from the studies at the time of application and the result of the interview.

Students who have not participated in Erasmus mobility have an advantage in the classification.

An advantage in classification students who have already participated in the program is given to those with shorter previous experience in the host country and at the host institution..

Students who, under equal conditions, have not refused to fulfill their obligations in connection with student mobility under the Erasmus+ program have an advantage in classification.

The selection procedure ends with the preparation of a list of students approved for participation in the program. The classification of the candidates is announced on the Erasmus+ information board and by e-mail to the participants within 10 working days from the date of the interviews..

## **II. Academic and administrative staff mobility**

### **1. Conditions for participation**

All academic and administrative staff of MU-Varna, regardless of their position and academic title, have the right to participate in mobility for teaching and training under the Erasmus+ program.

Mobility for teaching under the Erasmus+ programme is carried out within the framework of an inter-institutional agreement for the exchange of teaching staff.

For training mobility a prior inter-institutional agreement is not required.

### **2. Selection of participants**

The selection of academic staff for teaching mobility is carried out on the basis of a Teaching Mobility Agreement provided by the lecturer and signed by the sending and receiving institutions.

The selection of academic and administrative staff for training mobility is carried out on the basis of a Training Mobility Agreement provided by the staff member, signed by the sending and receiving institutions.

The selection of academic and administrative staff for participation in the Erasmus+ program is carried out by a selection committee, which includes the Institutional Coordinator for the Erasmus+ program and the head of the relevant department at MU-Varna to which the academic/administrative staff member is appointed.

Persons who apply within the same selection procedure are excluded from the selection committee.

The main criteria for the selection of academic and administrative staff are the professional contacts made with the partner institution, as well as the compliance of the mobility objectives with the priorities of MU-Varna.

Priority in the selection process is given to participants who are undertaking mobility under the Erasmus+ program for the first time.

This procedure was adopted at a meeting of the Erasmus+ program team at MU-Varna on 16.11.2016 (Protocol No. 24/16.11.2016), amended and supplemented by the Erasmus+ program team on 04.04.2017 (Protocol No. 25/04.04.2017), amended and supplemented by the Erasmus+ program team on 28.11.2017 (Protocol No. 26/28.11.2017), amended and supplemented by the Erasmus+ program team on 20.02.2019 (Protocol No. 28/20.02.2019), amended and supplemented by the Erasmus+ program team on 02.10.2023 (Protocol No. 38/02.10.2023).