



**Faculty of
Business Economics
and Entrepreneurship**

**RULES AND CONDITIONS FOR THE SELECTION OF
STUDENTS, TEACHING AND ADMINISTRATIVE STAFF
FROM THE FACULTY OF BUSINESS ECONOMICS AND
ENTREPRENEURSHIP FOR MOBILITY WITHIN THE
ERASMUS + PROGRAM**

The Council of Faculty of Business Economics and Entrepreneurship, on the basis of the Regulations on the procedure of participation of the Faculty of Business Economics and Entrepreneurship in the Erasmus + credit mobility program, at the assembly held on 29.03.2023., has adopted

RULES AND CONDITIONS FOR THE SELECTION OF STUDENTS, TEACHING AND ADMINISTRATIVE STAFF OF THE FACULTY OF BUSINESS ECONOMICS AND ENTREPRENEURSHIP FOR MOBILITY WITHIN THE ERASMUS + PROGRAM

I RULES AND CONDITIONS FOR THE SELECTION OF STUDENTS

The selection of the candidates, the students who submitted their applications, administers the Faculty of Business Economics and Entrepreneurship Commission (Board of Examiners) for the implementation of mobility programs of the Faculty of Business Economics and Entrepreneurship students, appointed by the Director's decision, based on a proposal given by Vice-director for international relations. The Commission consists of prof. Milan Gavrilović, Head of Council, prof. Tamara Vasić, Head of Self-evaluation and Quality Assessment Commission and Daniela Četković, Head of Legal Service.

In the procedure of the selection of candidates, the Commission for the implementation of students mobility programs of the Faculty of Business Economics and Entrepreneurship will use the criteria foreseen in "Student evaluation form (MA students), Erasmus + mobility".

Faculty Erasmus+ coordinators, following the Call for Erasmus+ credit mobility deadline, receive the application documentations of their respective students and using the said evaluation form, assess the candidates taking into consideration the following criteria:

- academic merit and achievements (40 points)
 - motivation (30 points)
- and additional:
- the number of student mobilities achieved so far, whereby priority is given to a student who has not previously participated in mobility programs;
 - preference is given to candidates with disabilities.

To be considered for further evaluation, student must obtain a minimum of 50 points (out of maximum 70).

In the case that several students from the same faculty receive the same number of points, the Faculty Erasmus+ coordinator will rank the applicants. Preference will be given to candidates with disabilities in case of the same number of points and rank.

Upon completion of the above mentioned procedure, the Faculty Erasmus+ coordinator submits the evaluation forms to the Faculty's Department for International Relations.

The Department of the International relations validates the candidates' certificates of language proficiency and awards points, according to the levels of demonstrated knowledge:

Level	No of points
A1	5
A2	10
B1	15
B2	20
C1	25
C2	30

The following are acceptable language certificates:

- Internationally recognized certificates (TOEFL, IELTS, DAF), not older than one year from the issuing date;
- Certificates issued by registered language schools, not older than one year from the issuing date of issue;
- Language assessment form (Language Assessment Sheet - Annex 1) – is used when the candidate took English course (or other foreign language) during his studies and passed it with a grade 6 to 10. In that case the candidate must submit the language assessment form (Language Assessment Sheet) evaluating the candidate's language skills, which is signed by the language teacher, as well as by the Faculty Erasmus+ Coordinator and certified by Faculty's seal.

The Commission for the implementation of the students mobility at the Faculty of Business Economics and Entrepreneurship, in cooperation with the Department of International Relations, reserves the right to invite applicants for an interview, in order to further evaluate and test their language skills.

Based on the total number of points scored by the mobility candidates, the Commission for the implementation of students mobility at the Faculty of Business Economics and Entrepreneurship conducts the ranking of candidates, their selection and nomination.

III RULES AND CONDITIONS FOR THE SELECTION TEACHING AND ADMINISTRATIVE STAFF

The selection of candidates, i.e. teaching and non-teaching staff is conducted by the Commission, appointed by the Director of the Faculty of Business Economics and Entrepreneurship.

1. The Commission will evaluate candidates (teaching staff) taking into account the following criteria:

- quality of the proposed work plan;
- the importance of the proposed mobility for the professional development of the candidate;
- strategic interest of the Faculty;
- level of language proficiency needed for a mobility;
- the candidate's previous number of completed mobilities, with priority given to the candidate with a smaller number of previously completed mobilities.

The Commission for the implementation of the staff mobility at the Faculty of Business Economics and Entrepreneurship, in cooperation with the Department of International Relations, reserves the right to invite applicants for an interview, in order to further evaluate and test their language skills.

In the event that candidates have equal points, preference is given to the candidate:

- who has an invitation letter from the relevant department of the host institution;
- who has not participated in Erasmus + mobility, or has participated fewer times;
- strategic goals of the Faculty.

2. The criteria for the evaluation and ranking of the Faculty of Business Economics and Entrepreneurship non-teaching staff (Staff mobility - training)

The evaluation and ranking of the Faculty of Business Economics and Entrepreneurship non-teaching staff will be carried out on the basis of the following criteria:

- level of education;
- length of work experience at the Faculty;
- level of language proficiency needed for a mobility.

The Commission for the implementation of the staff mobility at the Faculty of Business Economics and Entrepreneurship, in cooperation with the Department of International Relations, reserves the right to invite applicants for an interview, in order to further evaluate and test their language skills.

In the event that candidates have equal points, preference is given to the candidate:

- who has an invitation letter from the relevant department of the host institution;
- who has not participated in Erasmus + mobility, or has participated fewer times;
- strategic goals of the Faculty.

In the event that the Commission cannot make the selection of candidates despite based on the above listed criteria, the Commission will make a final decision after a detailed analysis of all relevant parameters, as well as taking into consideration the importance of exchange in terms of the realization of strategic goals (e.g. internationalization of the Faculty/University), or the need to acquire additional expertise/skills and knowledge of employees on administrative jobs.

IV THE APPEAL PROCEDURE AGAINST THE DECISION ON NOMINATION /SELECTION OF THE CANDIDATES FOR ERASMUS+ MOBILITY

The Commission (Board of Examiners) for the implementation of the students, teaching and non-teaching staff mobility at the Faculty of Business Economics and Entrepreneurship performs ranking of candidates and their nomination/selection and submits the final list of nominated candidates to partner universities.

Partner universities perform the final selection of nominated candidates according to the approved number of grants foreseen for the Faculty of Business Economics and Entrepreneurship. Incomplete and not duly submitted applications will not be taken into

consideration and candidates have not right to submit a complaint in relation to issue of incompleteness and tardiness.

A candidate can submit a complaint against a Decision on nominated/selected candidates to the Commission for the implementation of the students, teaching and nonteaching staff mobility at the Faculty of Business Economics and Entrepreneurship within 7 days from the date of publishing the selection results.

The complaint is submitted to the Faculty of Business Economics and Entrepreneurship by an e-mail sent to erasmus.office@vspep.edu.rs or by post mail sent to Faculty's address. The complaint will be reviewed by the Commission for the implementation of the students, teaching and nonteaching staff mobility at the Faculty of Business Economics and Entrepreneurship in cooperation with the partner university.

The candidate will be informed in written form about the decision reached in relation to his complaint within 15 days.

HEAD OF COUNCIL
Prof. Milan Gavrilovic, PhD



