



CRITERIA:

STUDENT MOBILITY

1. Students who will be selected should be fluent in English language and able to respond to any module's needs using the English language as the basic tool.
2. Students studying towards a Business Administration Degree are eligible to participate in a mobility exchange during the second year of their studies.
3. Students studying towards a Business Computing Degree are eligible to participate in a mobility exchange during the second and third year of their studies.
4. Good academic performance. The students should not have failed in any subject attended during previous semesters.
5. Students with behavioural/ disciplinary problems including notation(s) of the college internal regulation are excluded.
6. Students should be familiar with important European issues.

STAFF MOBILITY (TEACHING AND TRAINING)

1. The staff contribution will form an integral part of the receiving university's/college's degree programmes.
2. The mobility activities will contribute to the production of new teaching material / new working methods and new course development/ideas.
3. The participation of the teacher/staff will help to consolidate, extend and strengthen the relations between the sending and the receiving universities'/colleges' departments and faculties, and in a more global context, will help prepare the pathway for future cooperation.
4. Teacher/Staff Mobility Exchanges should be recognised within the criteria for promoting academic staff.

5. Priority is given to candidates participating for the first time in Erasmus Teaching Staff Mobility.
6. Faculty members and other staff become eligible to participate if they have successfully completed the College's probationary period.
7. The years of service at the University/College are taken into consideration.
8. Relevance of programmes offered by the University/College / Relevance of job description.
9. Priority is given to candidates not being granted any subsidisation from the University/College.
10. Convenient time and duration of the mobility- Summer Term is recommended.

STEPS

Presentations are made to all candidates (staff and students) and the deadline for the submission of the applications is announced during the presentations. Once the applications are received the following steps are taken:

1. The applications are sorted and organized.
2. Each application is checked whether it meets the relevant criteria.
3. The applications are ranked in order of priority according to the criteria.
4. A meeting date for the Erasmus Committee is set.
5. The Committee selects the successful candidates taking into consideration the above criteria by studying the application forms and teaching/training programmes.
6. An e-mail is sent to the successful candidates by the Erasmus coordinator and an appointment is arranged in order to discuss the details.
7. Once the candidate confirms his/her participation decision, the procedure with the other documents (learning agreement, contacts etc.) is commenced.