



**University of Sarajevo**  
**International Relations office**

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*Selection and Nomination procedure for  
ERASMUS+ KA107: International Credit Mobility*

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For the purpose of transparent implementation of the International Credit Mobility within programs funded by European grants (Erasmus+, etc.) University of Sarajevo publishes all their calls on their official media channels simultaneously:

1. Official web of the institution: [www.unsa.ba/stipendije](http://www.unsa.ba/stipendije),
2. Official University of Sarajevo Erasmus+ page: [www.erasmus.unsa.ba](http://www.erasmus.unsa.ba),
3. Social media (Facebook, Instagram).

In the call we publish all relevant information (the call announcement, host institution, type(s) of mobility, offered study programmes, application documents, deadlines and application procedure). Until given deadline we expect to receive applications from students and staff members who are currently enrolled/employed at the University of Sarajevo.

We respect the decisions of the host institution to make the choices regarding their own criteria (i.e. representatives of certain study fields, preference of certain types of mobilities, etc.). If the host institutions ask us to make selection, depending on the offered number of scholarships and received applications, we organize next activities:

- **if the number of applications is lower than offered mobilities**, central International Relations office checks technical eligibility criteria (see below) and if applications are technically correct, we send all applicants as nominations.
- **if the number of application is higher than offered mobilities**, selection committee is appointed who check applicant's documents and rank according to eligibility criteria creating the list of *nominees* and list of *reserved* candidates.

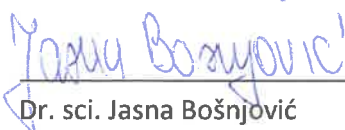
Eligibility criteria are applied in the order as follows:

1. **Technical:** all requested application documents are received as defined in the call (applicable to student and staff applicants)



2. **Previous mobility experience:** preference is always given to those candidates who didn't apply or participated in the Erasmus Mundus/Erasmus+ mobility before (applicable to student and staff applicants).
3. **Special conditions:** selection committee takes into consideration special conditions of the applicants – students/staff with special needs, Roma representatives, social and economic criteria, etc. Applications that fall under these criteria are also previously checked with the potential host institution if their environment is suitable for them (applicable to student and staff applicants).
4. **Academic** (applicable only to student applicants): students are ranked based on their average grade from previous years, including previous cycles – i.e. MA sends transcript of records for 1<sup>st</sup> and 2<sup>nd</sup> cycle, PhD students sends transcript of records for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> cycle.

*Reserved* candidates are often invited to apply for another open calls or we directly nominate them when we receive “urgent” invitation from the partner university to send nominations (with short deadlines) – in that case students who already applied and got into the reserved list, they have the option to be nominated for the second preferred host university. This way, our Office provides opportunity to everyone to spend their semester abroad.



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UNIVERSITY OF SARAJEVO  
INTERNATIONAL RELATIONS OFFICE  
MOBILITY PROGRAMMES