Please delete the explanations highlighted by yellow before sending this document to [icm@yildiz.edu.tr](mailto:icm@yildiz.edu.tr).

**MINUTES OF SELECTION COMMITTEE**

This document has been prepared as a requirement of the inter-institutional agreement signed by **……….... University and Yıldız Technical University** within the scope of Erasmus+ KA-107 ICM program for the project 2020-1-TR01-KA107-087291.

**1-MEMBER OF THE SELECTION COMMITTEE**

There should be at least three people assigned by the rector, which you have already sent us before as rector assignments. If there is a change in the names, you need to revise the rector assignment first.

|  |  |  |  |
| --- | --- | --- | --- |
| NAME | SURNAME | POSITION | SIGNATURE |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

All the people signing above declare that during the evaluation of these applications and at the final decision-making stage, there is no personal relationship between the evaluating staff and the applicants, which may influence the impartiality of the staff assessing. The decision has been made in line with the principles of impartiality and transparency.

Place and Date:

**2-LINK TO THE CALL**

Provide the link to the website the call has been published

(The visuals of the call will be taken and attached in case it may not be reachable at a later date. )

**3-LIST OF ALL THE APPLICANTS**

**Provide the names of all the participants who applied to the call. You can add rows and column if you need.**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No | Name and Surname | Field of study | Degree | Score for 1st criteria | Score for 2nd criteria | Score for 3rd criteria | Score for 4th criteria | Score for 5th criteria | Total Score |
| 1 |  |  | Bachelor |  |  |  |  |  |  |
| 2 |  |  | Master |  |  |  |  |  |  |
| 3 |  |  | PhD |  |  |  |  |  |  |

**3-LIST OF THE SELECTED APPLICANTS**

**Out of the applicants listed above, provide the applicants selected for the mobility**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No | Name and Surname | Field of study | Degree | Mobility type | Mobility period | Total Score | Result | E-mail |
| 1 |  |  | Bachelor | Student Mobility | 5 months |  | Placed |  |
| 2 |  |  |  | Staff mobility for teaching |  |  | Not placed |  |
| 3 |  |  |  | Staff mobility for training |  |  | Not eligible |  |

**3-THE SCALE OF THE ASSESMENT USED FOR THE EVALUATION OF THE APPLICANTS**

**You can set your own criteria which will be fair and equal for all the prospective applicants. These are only samples used by Yildiz Technical University. You do not have to use the same but to add yours.**

|  |  |  |
| --- | --- | --- |
| **Evaluation Criteria for Students Mobility** | | |
| No | Criteria | **Score** |
| 1 | GPA 50% |  |
| 2 | Foreign Language %50 |  |
| 4 | disadvantaged group (physical disability, chronical ilness etc.)\* (+10 pts) |  |
| 5 | Each prior mobility (-10 pts) |  |
| \*There should be original and updated (not older than 3 months) doctor report. | | |

|  |  |  |
| --- | --- | --- |
| **Evaluation Criteria for Staff Mobility** | | |
| 1 | Have you ever benefited from an Erasmus mobility?  If yes, how many? | □ Yes :- 10 pts (for each mobility)  □ No : +50 pts |
| 2 | How long have you been working at your institution? | □ Junior (< 10 years) : +5 pts  □ Intermediate ( 10-19 years ) : +10 pts  □ Senior (20+ years) : +15 pts |
| 3 | Do you have any physical disability or chronical illness?  (A report not older than 3 months must be submitted.) | □ Yes : +10 pts  □ No : 0 pts |
| 4 | Last graduation degree | □ High School +5 pts □ Associate degree:+10 pts  □ Bachelor +15 pts □ Master +20 pts □ PhD +25 pts |
| By relating your answers to 2020 program priorities, explain your motivation of carrying out this mobility with your reasons of choosing type of mobility, relevant institution and country as well as the overall objectives of your mobility. | | |