**MINUTES OF THE SELECTION COMMITTEE**

1. **MEMBERS OF THE SELECTION COMMITTEE**

(Please add/delete as many lines as you need)

|  |  |  |  |
| --- | --- | --- | --- |
| NAME | LAST NAME | POSITION | SIGNATURE |
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All the persons signing above declare absence of conflict of interest in this selection.

Place and date:

1. **LINK TO THE CALL**

Please copy here the link to the website where the call has been published

1. **LIST OF ALL THE APPLICANTS**

Please list here the names of all the students and/or staff who applied

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1. **LIST OF ALL THE VALIDATED APPLICANTS**

Out of the applicants listed above, please list here the names of all those students and/or staff who passed your minimum requirements[[1]](#footnote-1).

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1. **SCALE OF ASSESSMENT USED FOR THE EVALUATION OF THE VALIDATED APPLICANTS**

Please state here which were the criteria used for the evaluation of the validated applicants listed above, and how many points are granted for each criteria[[2]](#footnote-2). You can insert as many lines as needed.

|  |  |
| --- | --- |
| CRITERIA | SCORE |
|  |  |
|  |  |
|  |  |
|  |  |

1. **LIST OF SELECTED APPLICANTS**

Out of the validated applicants listed above, please list the selected applicants with the scores obtained, according to the criteria listed above. Feel free to add or delete columns if needed.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NAME and Last name | EMAIL ADDRESS | PASSPORT Nº | AREA OF STUDIES | MOBILITY PERIOD[[3]](#footnote-3) | SCORE FOR CRITERIA 1 | SCORE FOR CRITERIA 2 | SCORE FOR CRITERIA 3 | SCORE FOR CRITERIA 4 | TOTAL SCORE(descending order) |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

1. **RESERVE LIST**

Out of the validated applicants listed above, please list the applicants who were not selected, with the scores obtained, according to the criteria listed before. Feel free to add or delete columns if needed.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NAME and Last name | EMAIL ADDRESS | PASSPORT Nº | AREA OF STUDIES | MOBILITY PERIOD[[4]](#footnote-4) | SCORE FOR CRITERIA 1 | SCORE FOR CRITERIA 2 | SCORE FOR CRITERIA 3 | SCORE FOR CRITERIA 4 | TOTAL SCORE(descending order) |
|  |  |  |  |  |  |  |  |  |  |
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This template shall be filled and signed by all the members of the selection committee. Please send the scanned copy via email to the University of Almería as coordinator of this Erasmus+ project. This will be an evidence of the transparency and fairness of the selection procedure, and will be used for auditing purposes only.

1. Minimum requirements for UAL as hosting institution are:

must be enrolled at least in the second year of their studies

should not have done more than 7 months of Erasmus + or Erasmus Mundus mobility before

should hold a B1 certificate of Spanish or English proficiency

can only belong to the areas agreed on our IIA so please open the call to students belonging only to those degrees.

Feel free to add any other minimum requirement that you may consider (i.e. minimum GPA score) [↑](#footnote-ref-1)
2. This is only an example:

|  |  |
| --- | --- |
|  | **Maximum score** |
| **Average GPA** | 10 |
| **Language knowledge** |  |
| **B2** | 1,5 |
| **C1** | 2 |
| **C2** | 2,5 |
| **No previous Erasmus mobility** | 30 |
| **Interview** | 10 |

 [↑](#footnote-ref-2)
3. First semester (Sept-Feb) or Second semester (Feb-Jun) [↑](#footnote-ref-3)
4. First semester (Sept-Feb) or Second semester (Feb-Jun) [↑](#footnote-ref-4)