

## **Procedure for students' selection for the international credit mobility programmes**

1. Students' selection for the international credit mobility programmes is conducted on a competitive basis.
2. On receiving information from a foreign institution, organisation or foundation on the opportunities for participating in the international credit mobility programmes, the International Projects Department announces the call for applications.
3. The announcement of the call for applications is posted on the website of the Institute for International Cooperation in Russian and English in the "Announcements" section.
4. Candidates wishing to participate in the international credit mobility programmes should provide a set of documents to the International Projects Department:
  - passport copy;
  - diploma copy / transcript of records;
  - foreign language proficiency certificate (international certificate or prescribed document filled in by the Heads of the Department of Foreign Languages and Methods of Teaching Foreign Languages / the Department of Foreign Languages / the Department of the English Language / the Department of Translation and Translation Studies / the Department of Romano-Germanic Languages depending on the department where the student studies the foreign language);
  - list of publications, copy of publications (if available);
  - copy of awards, certificates and other documents confirming the achievements in learning and social activity at the university (if available).

5. Students speaking a foreign language at a level not lower than that indicated by the host university are permitted to participate in the call for applications.
6. The documents submitted for the call are considered by the Selection Committee consisting of:
  - Vice-Rector for International Affairs;
  - Dean / head of the department;
  - Coordinator of the credit mobility programme with the Partner University;
  - Head of the International Projects Department.
7. The meeting of the Selection Committee is held within 5 working days from the deadline for submitting applications specified in the announcement of the call.
8. Selection of students is made based on the indicators of their academic performance (grade point average), foreign language proficiency, and additional achievements in scientific and social activities.
9. If the indicators of academic achievement are equal and the requirements for a minimum level of foreign language proficiency established by the host university are met, the priority is given to students from low-income families with unsatisfactory social and economic status.
10. Following the results of the meeting, the Selection Committee completes the Selection Minute, where the decision on each candidate is defined: “recommended to the primary list”, “recommended to the reserve list”, “not recommended”.
11. Students participated in the call are informed of the selection results by the International Projects Department.
12. The selection results are published on the website of the Institute for International Cooperation in Russian and English in the “Announcements” section within 3 days of the date of the Selection Committee meeting.