ERASMUS+ HIGHER EDUCATION STUDENTS AND STAFF MOBILITY

Call for Applications for Staff mobility for training (administrative) at Ca' Foscari University of Venice (UNIVE, Italy)

Academic Year 2017-18

MINUTES OF THE PRE-SELECTION BY
Ca' Foscari University of Venice

This document details the results of the Selection Committee meeting held on the 21st of December 2017 at 11.00 a.m. at Ca' Foscari University of Venice for the pre-selection of candidates for the HEI staff mobility for teaching project with American University-Kogod School of Business (AU, United States), Georgia State University (GSU, United States), San Diego State University (SDSU, United States).

Attending members:
- Mr Jorge Ramón Centurión
- Mr. Giorgio Rocchietto
- Mr Raffaele Rainone

The meeting starts at: 11 a.m.

All members of the Selection Committee have signed a declaration of "Non-conflict of interest" (Annex: Declaration of absence of incompatibility in the Pre-Selection Committee).

The Chairman informs the Selection Committee that at the closing date of November 15th, the Erasmus+ Local Unit at the Ca' Foscari University of Venice received 3 applications.

He reminds that, according with Art. 2 of the Call for applications, the places available under this call are:

a. Incoming staff for training (administrative): 1 place

The Selection Committee performs the eligibility check on the basis of the admission requirements specified in the call for applications. The results are the following:
- 0 applications are ineligible because of inadequate or missing documentation;
- 0 applications are ineligible because of inadequate academic and language qualifications;
- 0 applications are rejected because they were received after the deadline;
- 3 applications are considered for further evaluation.

The Chairman then recalls the evaluation criteria which were agreed with Ca' Foscari University of Venice and listed in the call for applications.
Taking into consideration the percentage defined for each criteria, the Selection Committee undertakes to assess eligible applications on the basis of the following maximum scores:

<table>
<thead>
<tr>
<th>Type of Mobility/Criteria (0-100 points)</th>
<th>Impact of the proposed mobility</th>
<th>Motivation (considering also CV &amp; additional information)</th>
<th>Previous mobility experiences</th>
<th>Language skills</th>
<th>Proposed workplan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff for training</td>
<td>0/20</td>
<td>0/30</td>
<td>0/10</td>
<td>0/15</td>
<td>0/25</td>
</tr>
</tbody>
</table>

Based on the criteria and scores above, the Selection Committee reviews the eligible applications and complete the Evaluation Grid (annex).

The grid should clearly indicate in wording and colouring if the candidates are to consider as:
- pre-selected (green colour),
- reserve list (orange colour),
- rejected (red colour),
- non-eligible (yellow colour).

After final review and discussion, the Evaluation grid is approved by the Selection Committee as in the annexes, which constitutes an integral part of the minutes.

The meeting is closed at 12.00 a.m.

Signed in Venice, on the 21st of December 2017.

The Chairman
Mr. Jorge Ramón Centurión

Member
Mr. Giorgio Rocchettto

Member and secretary
Mr. Raffaele Rainone