**REGULATIONS FOR THE PARTICIPATION OF LECTURERS AND STAFF TO ERASMUS PROGRAM.**

**THE FOLLOWING MUST BE MET FOR A LECTURER/STAFF TO APPLY FOR PARTICIPATION TO ERASMUS PROGRAM**

1. HE/SHE MUST BE MEMBER OF THE LECTURERS/STAFF TEAM AND HAVE A VALID CONTRACT.
2. TO FILL IN THE APPLICATION FORM AND TO SPECIFY THE DATES HE WILL OFFER THE LOST LECTURES AND FOR THE STAFF TO FILL IN THE ANNUAL LEAVE FORM.
3. TO MAKE SURE THAT THE APPLICATION IS FOR A UNIVERSITY/COLLEGE OF WHICH THE COLLEGE HAS A VALID AGREEMENT.
4. TO RECEIVE A WRITTEN INVITATION FROM THE UNIVERSITY/COLLEGE WHICH HE/SHE WILL VISIT.

THE FOLLOWING FACTORS ARE TAKEN INTO ACCOUNT BEFORE TAKING A DECISION.

THE NUMBER OF VISITS DONE BY THE APPLICANT UNDER ERASMUS IF ANY, THE LEVEL OF HIS/HER STATUS, THE NUMBER OF YEARS WITH THE COLLEGE AND HIS/HER LEVEL OF ENGLISH LANGUAGE.

**HOW THE ERASMUS OFFICE OPERATES.**

THE SELECTION PROCESS IS ORGANIZED IN A TRANSPARENT WAY.

THE CRITERIA OF SELECTION ARE BASED OF THE PRINCIPLES OF TRANSPARENCY AND EQUALITY.

THE NUMBER OF PERSONS TO BE APPROVED IS DEPENDANT ON THE FUNDS AVAILABLE,

AND THE SELECTION IS DONE BY THE ERASMUS AND COURSE COORDINATORS.

**DUTIES OF THE ERASMUS OFFICE.**

1. TO INFORM ALL CONCERNED ABOUT THE ERASMUS PROGRAM.
2. TO RECEIVE THE APPLICATIONS FROM STUDENTS LECTURERS AND STAFF FOR THE FALL SEMESTER UNTIL THE END OF JULY AND FOR THE SPRING SEMESTER UNTIL THE END OF NOVEMBER.
3. TO COORDINATE THE PROGRAM,
4. TO ALLOCATE FUNDS,
5. TO ENSURE THAT APPLICANTS WITH DISABILITIES WILL BE ACCEPTED BY UNIVERSITY/COLLEGE WHICH HAS SUCH FACILITIES.

**PERSONS WITH DISABILITIES.**

SUCH PERSONS ARE GIVEN PRIORITY TO ANY OTHER APPLICANT.

THE ERASMUS OFFICE CHECKS/CONTACTS THE RECEVING UNIVERSITY/COLLEGE TO ENSURE THAT THEY HAVE THE FACILITIES FOR SUCH PERSONS.

THE ERASMUS PROGRAM ENCOURAGES PERSONS WITH DISABILITIES TO PARTICIPATE, BY OFFERING THEM EXTRA FINANCIAL MOTIVESSUCH AS COST OF A COMPANION SPECIAL NEEDS FOR TRANSORTATION, ACCOMMODATION AND EQUIPMENT.

THE ERASMUS OFFICE WILL APPLY FOR EXTRA FINANCE FROM THE NATIONAL ERASMUS OFFICE. THE APPLICANT SHOULD KNOW THAT SHOULD SUBMIT THE EVIDENCE OF THE ACTUAL EXPENSES INCURRED SINCE THE PAYMENT TO THEM WOULD BE DONE ON ACTUAL COSTS.