



SELART INTERNATIONAL EDUCATION AND RESEARCH GROUP

Procedure for Outgoing Summer (in European Countries), Winter (in the UAE), Spring (in the UK: Oxford); and Autumn Schools of the Selart International Education and Research Grouniveup Member Institutions' students.

1. GENERAL PROVISIONS

1.1 The following procedure outlines the steps for the Selart International Education and Research Group member Institutions' students interested in attending short-term programs abroad.

1.2 This procedure is approved and may be amended by the SELART international Education and Research Group and is applicable to all member educational institutions of the group.

1.3 Since education provision is a process of continuous improvement, this procedure may be subject of change and enhancement. SELART member institutions will be notified immediately of any changes.

1.4 Participating in outgoing summer (held in European Countries), winter (held in the UAE), and spring (held in the UK: Oxford); and autumn schools (held in Armenia) allows students to gain international experience, broaden their academic horizons, and develop cross-cultural competencies during their academic breaks.

1.5 These internships provide students with invaluable opportunities to gain international experience, enhance their academic learning, and develop cross-cultural competencies. This procedure outlines the steps for managing such internships between partner institutions.

1.6 By following this procedure, students can effectively plan and participate in enriching summer, autumn, winter, spring school programs abroad, thereby enhancing their academic and personal development.

1.7 Students should explore summer, autumn, winter, spring school programs offered by partner institutions or reputable institutions. Information can be found through:

- The Institution's Mobility Department.
- Official Institution websites, portals, and social media platforms.
- Communications from faculty deans or academic mentors.

1.8 When selecting a program, students should consider:

- Course offerings and academic content.
- Program duration and dates.
- Location and cultural environment.
- Associated costs, including tuition, accommodation, and travel expenses.

2. APPLICATION PROCESS

2.1 Eligibility Criteria:

- Be enrolled as a full-time or part-time student at the sending institution.
- Meet any specific academic requirements set by the sending institution.
- Demonstrate language proficiency (minimum B1 level CEFR).
- Obtain a recommendation from the relevant faculty or department.

2.2 Required Documents:

- Application Form: Completed form specific to the chosen institution.
- Curriculum Vitae (CV)/Resume: Highlighting academic achievements and relevant experiences.
- Motivation Letter: Explaining interest in the institution and expected benefits.
- Academic Transcript: To verify academic standing.
- Language Proficiency Proof: Certificates confirming minimum B1 level proficiency.

2.3 Adhere to application deadlines set by both the sending and receiving institutions.

4. SELECTION AND NOMINATION

4.1 The sending institution reviews applications and selects suitable candidates.

4.2 Selected students receive an official nomination or endorsement from the Mobility Department or relevant department.

4.3 The sending institution communicates the list of nominated students to the receiving institution, if required.

5. PROGRAM CONFIRMATION AND AGREEMENT

5.1 The receiving institution reviews nominations and provides acceptance letters to selected students.

5.2 Students may need to sign a learning agreement detailing:

- Program duration.
- Assessment methods.
- Contact points at both institutions.

5.3 Students must arrange for any required insurance coverage (health, liability, and accident insurance) before departure.

6. FINANCIAL CONSIDERATIONS

6.1 The cost of the educational program is determined at the start of each program project and shared with applicants.

6.2 Students must understand the fee structure, including covered expenses such as tuition, accommodation, meals, and any additional costs.

6.3 Students can explore available scholarships or financial aid options, as some institutions offer specific grants for short-term programs.

6.4 Students must plan for additional expenses such as travel, personal expenses, and excursions to ensure a smooth experience.

7. VISA AND TRAVEL ARRANGEMENTS (IF REQUIRED)

5.1 If the program takes place in a country requiring a visa:

- The receiving institution provides visa support documents (invitation letter).
- The student applies for a student or study visa.

5.2 The student arranges:

- Travel (flights, transportation).
- Accommodation (with assistance from the receiving institution if available).

8. PROGRAM PARTICIPATION AND MONITORING

8.1 Students must attend any orientation sessions offered by the receiving institution to familiarize themselves with the program.

8.2 Students must participate actively in all scheduled academic and cultural activities as part of the program.

8.3 Support services provided by the receiving institution, such as academic advising or counseling, are utilized when needed.

8.4 Student must complete all assessments as required by the receiving institution.

8.5 A certificate of completion or an official transcript is obtained from the receiving institution as proof of participation.

9. POST-PROGRAM FEEDBACK AND EXPERIENCE SHARING

9.1 Students must complete all post-program evaluations or surveys.

9.2 Students must share their experiences through seminars, workshops, or testimonials to inform and inspire future participants.

Is approved by the Board of the SIERG SWITZERLAND
President of the Board of SIERG SWITZERLAND
Doctor, Professor Artur Vahani

(Signature)

[_____, 2025]