

## Procedure for selecting CxI TUL staff for international tours supported by Erasmus + in 2018

1. The employee applies for the Erasmus program by a timely submission of the application to the CxI program coordinator (Ing. Lenka Bořková tel.: 3962, e-mail: [lenka.borkova@tul.cz](mailto:lenka.borkova@tul.cz)).  
The application form is part of this document's attachment. The mandatory part of the application is a motivation letter.
2. The applicant (staff) must meet qualification conditions presented here: <http://www.tul.cz/document/3639>
3. The applicant must have relevant language skills, the minimum is level B1 and this fact either confirm by a certificate or verify the skill by an online test.
4. After the closing date of the application, the CxI director appoints the commission. The commission is at least 3 members; the program coordinator at the CxI is a member of the commission, and none of the applicants may be members of the commission. Applications will be evaluated by the commission and the order of the candidates will be determined according to their quality. The commission may request additional information from candidates and take them into account.
5. The director of the CxI will confirm and publish the selected staff order or will cancel the competition and declare a new one.
6. Individual tours will be supported consecutively according to the order of submission and according to the available financial resources. The change in the order of applicants is possible only with the consensus of all "skipped" applicants. New candidate cannot be inserted into the order.
7. Further information for the staff selection process are available at <http://www.tul.cz/intranet-zamestnanci/zamestnanci/erasmus>

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