



Guidelines 1/2017: Erasmus+ exchange

Effective from February 15, 2017.

Applications

Students will hand in up to three applications. The applications will be handed in to Ms. Schnellerová, Opletalova 26 (main office). In addition to the required documents, Master students who have studied their Bachelor degree at the IES have to submit their transcript from Bachelor studies which is generated from the SIS.

At the top of the first page of each application, clearly denote

- a) whether the given university is your 1st, 2nd, or 3rd preference choice,
- b) whether you are willing to study in the summer term in the case you became a substitute,
- c) if you are a Bachelor student in the 3rd or higher year of your studies, state whether you will go abroad as a Bachelor student or Master student, and
- d) whether you have studied abroad with the Erasmus+ program before.

First-year students

Since the academic year 2016/2017, the first-year students are allowed to apply for the Erasmus+ study exchange. As they will have passed only one semester of their studies at the time of the application, they have to meet the following **requirements** to be invited for the verbal interview:

1. To have passed the following core courses of the 1st semester: **Mathematics I** (or **Matematika I**) and **Principles of Economics I** (or **Ekonomie I**).
2. To get at least **25 credits** from mandatory courses and elective courses (optional courses do not count).

These requirements must be met at the time of application and must be verifiable in the SIS! These requirements are necessary but not sufficient conditions to get invited for the interview. When having all the applications, the Selection Committee will decide on the GPA (grade point average) the cut-off value necessary for the first-year students to be invited.

The first-year bachelor students are strongly advised to apply for exchanges in their 4th semester because of a tough combination of core courses taken during their 3rd

semester; they would have to carefully explain their reasons for travelling in their 3rd semester during the verbal interview otherwise.

Selection

The selection procedure proceeds in the three steps:

1. Firstly, Selection Committee determines the ranking of students based on their quality indicator.
2. Secondly, students are matched according to their preferences, where matching is based on the ranking of students.
3. Thirdly, finances are assigned according to the ranking of universities.

Step 1: Ranking of students

Selection Committee will invite each student for the verbal interview. (See above for the special case of the first-year students.) All interviews will be held in English. Each student will get an invitation for the interview by email. Email address written in the application will be used.

The quality of a student will be assessed according to three criteria: **GPA, language skills** and **motivation**. GPA will be calculated automatically by the SIS system. (That is, nobody will calculate her or his GPA on her or his own.) For Master students, we will use their Bachelor GPA at the IES, when available, otherwise their first-semester GPA will be considered.

The quality indicator for each student will be computed by the committee by assigning a specific weight to each criterion and aggregating the criteria. The preliminary ranking of students according to their indicator of quality will be determined.

Step 2: Matching

Applications will be separated into five groups by priority:

- a) Master students who have not stayed abroad with Erasmus+ yet
- b) Bachelor students (the 2nd year and higher) who have not stayed abroad with Erasmus+
- c) The 1st year Bachelor students
- d) Master students who were abroad with Erasmus+ before
- e) Bachelor students who were abroad with Erasmus+ before

Note that the study program in the academic year of your study abroad is relevant. (Hence, if you apply in the last year of your Bachelor program, you will be treated as a Master student.)

The most prioritized group (Master students who have not stayed abroad with Erasmus+) will be sorted according to their quality indicator:

- Students with the indicator **x** and higher will be nominated for universities based on their quality indicator and their preferences.
- Example: 4 students (A, B, C and D) applied and their qualitative indicators were 1.2, 1.0, 1.5 and 1.9 respectively (greater than **x**). Each student handed in 3 applications. Student B will be nominated for her 1st preference. Then, student A will be nominated for her 1st preference if there is still slot available at her most preferred university, if not she will be nominated for her 2nd preference. Then, we will check whether 1st choice of student C is available, if yes, he will be nominated for his 1st choice, if not, we will check availability of his 2nd choice, eventually his 3rd choice. Then, we will continue with student D.

The second most prioritized group (Bachelor students who have not stayed abroad with Erasmus+) will be sorted according to their quality indicator:

- Students with the indicator **y** (greater or equal to **x**) and better will be nominated for universities based on their quality indicator and their preferences.

Analogously, we will proceed with students in the third, fourth and fifth group. At the end, students with qualitative indicators below cut-off values may be nominated (but not necessarily). The selection committee will set the cut-off values **x**, **y** and others based on the number and performance of applicants in a given year. If Ph.D. students apply, they will be given priority over Master and Bachelor students. (Then, besides their qualitative indicator, the fact whether they have already stayed abroad with Erasmus is also taken into account.)

Step 3: Financing your stay

The only criterion for financing is the quality of university you are applying for, based on our internal **UNIVERSITY RANKING for the given academic year**. The annual update is available in the mid of February.

In the ranking, we finance stays at universities of high quality. Hence, when students are matched to slots, we start from the top university in our ranking and continue with others below until the finances are exhausted.

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