



## Guidelines 1/2019: Erasmus+ exchange

This guideline replaces the former Guideline 1/2017. Effective from February 15, 2019.

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### 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 (as in the notice by International Office), 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.

Students are asked to submit **only ONE cover letter** for all applications to those universities/slots that are administered by the IES. In this cover letter (1-2 pages), students should explain what they expect from the Erasmus+ exchange in general, why they want to study abroad, which universities they choose and why, and which particular courses they intend to study.

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

- a) whether the given university is your 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> 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 3<sup>rd</sup> 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 or have taken an internship with the Erasmus+ program before.

### First-year Bachelor students

Since the academic year 2016/2017, the first-year Bachelor 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 considered eligible:

1. To have passed the following **two 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 be considered eligible for a study exchange. When having all the applications, Selection Committee will decide on the GPA (grade point average) cut-off value necessary for the first-year students to be considered.

The first-year Bachelor students are strongly advised to apply for exchanges in their 4<sup>th</sup> semester because of a tough combination of core courses taken during their 3<sup>rd</sup> semester; they would have to carefully explain their reasons for travelling in their 3<sup>rd</sup> 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 our university ranking for the given academic year. From the academic year 2018/2019, Faculty of Social Sciences expects to receive more funding for study exchanges, so the ranking will not be as binding as in the previous years.

### **Step 1: Ranking of students**

From the academic year 2018/2019, Selection Committee will **no longer invite** students for verbal interviews.

The quality of a student will be assessed based on his or her application 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.) If necessary, a SIS administrator will be asked to retrieve a unified GPA for all the applicants. For Master students, we will use their Bachelor GPA at the IES, when available, otherwise their Master 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.

To make the assessment more comfortable, students will be asked to **fill in an online Google form**.

## Step 2: Matching

Applications will be divided into five groups by priority:

- a) Master students who have not stayed abroad with Erasmus+ yet
- b) Bachelor students (the 2<sup>nd</sup> year and higher) who have not stayed abroad with Erasmus+
- c) The 1<sup>st</sup> 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 (i.e., 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). 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.)

Selection Committee has a right to decide on matching of students from different faculties or institutes. Our students may be given a priority.

In very exceptional cases when none of the preferred universities is available, i.e., when all slots are taken by students from more prioritized groups or with a higher qualitative indicator, students may be **allowed to change their application** to a university with vacant slots. Students may be contacted via phone by Selection Committee to find out which university with vacant slots is preferred. This extra option will might be provided only to those students who have submitted all three applications.

### **Step 3: Financing your stay**

The only criterion for financing is the quality to a university you are applying for, based on our **university ranking for the given academic year**. 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 downward until the finances are exhausted.

An annual update of the ranking is available in the mid of February.

From the academic year 2018/2020, Faculty of Social Sciences expects to receive more funding for the Erasmus+ study exchanges and thus we will we will be able to finance more stays than in the previous years. Therefore, our **university ranking** for the given academic year is expected to be only lightly binding. In other words, we realistically expect to have sufficient funding to support study stays even for universities with very **low positions** in the ranking.

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