



Guidelines 1/2024: Erasmus+ exchange

This guideline replaces the former Guideline 1/2023. Effective from January 22, 2024.

Applications

Students should follow instructions in Erasmus+ Call for Applications provided by International Office. Students will submit **up to three** applications. The applications will be sent to Ms. Schnelleroová, dagmar.schnellerova@fsv.cuni.cz.

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 1st, 2nd, or 3rd preference choice,
- b) 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

We don't require enclosing transcripts of records as we generate your GPA from SIS automatically.

All the questions related to the Erasmus+ selection procedure at IES should be addressed to the Erasmus coordinator at IES, **Lenka Šťastná**, lenka.stastna@fsv.cuni.cz.

First-year Bachelor students

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 must 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). This requirement holds only for students from IES.
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 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 in their cover letter 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.

Step 1: Ranking of students

The quality of a student will be assessed based on his or her application according to three criteria: **study results based on GPA, language skills, and motivation**. GPA will be calculated automatically by the SIS system. In addition to the GPA from current studies, the committee might also consider Bachelor GPA at the IES for Master students, when available, and the number of credits received from compulsory courses so far (mainly when study results only from the first semester are available).

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.

For students who were nominated in the previous year but did not travel for reasons that were not clearly explained, the committee may decrease the evaluation of motivation. These students are encouraged to provide written explanations for the cancellation of their planned stay in the previous year.

Step 2: Matching

Applications will be divided into three groups by priority:

- a) Master students
- b) Bachelor students (the 2nd year and higher)
- c) The 1st year Bachelor students

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) 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 in their 2nd year and higher) will be sorted according to their quality indicator:

- Students with the indicator **y** (not necessarily 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 group. At the end, students with qualitative indicators below cut-off values may be nominated (the committee might consider their priority group and might decide not to nominate those with a very low quality indicator). 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.

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

Students requesting to be matched together to one university should send their request to Lenka Šťastná before the deadline for submitting applications. Selection Committee does not guarantee matching together.

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 by Selection Committee to find out which university with vacant slots is preferred. This will be possible only in the case that student has submitted **all three** possible applications.

To help students decide which university to choose, we have created a **university ranking** that aims to divide partner universities into several groups according to their quality.

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Director

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