



04/2020 Decree of the IMS Director on Selection Proceedings within the Erasmus+ Program at IMS for the 2020/2021 Academic Year

The ERASMUS+ program allows students to study abroad and receive scholarships for this stay. This Decree is based on the [FSV OZS Decree](#) of January 6, 2020.

Within the ERASMUS+ program, the Institute of International Studies distributes by faculty a given number of student months in order to facilitate the maximum number of students. Under this quota, it is possible to finance one-semester or two-semester stays covering even the whole academic year. The scholarship support for successful candidates is guaranteed for a semester, ie up to 5 months (in the case of the UK and the Netherlands, 2 trimesters count as 1 semester).

Depending on the outcome of the selection procedure, scholarship support for a period shorter than the duration of the study stay is admissible, however, in such case, as well as in case of two-semester stay, the co-financing by the saved Charles University funds transferred to IMS during 2020 is possible. In case these funds are not available, the student will co-finance the stay by himself/herself. Nevertheless, it is NOT possible to co-finance the stay within Erasmus+ program by applying for additional funds in the form of a special-purpose scholarship.

Selection procedure:

Students will submit documents (applications for a maximum of three universities) according to the OZS FSV Decree of January 6, 2020. Partner universities will be divided into three groups for the purposes of the selection procedure:

- a) Germany, Austria, Switzerland and the University of Cracow. This group also includes applications from CNS and NSS students.
- b) Western Europe: Belgium, France, Ireland, Italy, the Netherlands, Portugal, Spain, the United Kingdom, with the exception of UCL.
- c) Central, Northern, and South-Eastern Europe and University College London (UCL): Bulgaria, Denmark, Estonia, Latvia, Hungary, Poland, with the exception of the University of Cracow, Romania, Greece, Slovakia, Slovenia, Serbia, and Turkey. Part of the capacity is reserved for applications with an Eastern European focus on SSEES UCL.



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First round:

The Selection Committees for each group (a, b, c) will be appointed by March 2, 2020, at the latest. The Committees will evaluate (without student participation) the applications (including all supporting documents) and will allocate the places available for the first choices based on the score. Students applying in multiple groups will be evaluated by the Selection committee of their first preference. In case of indecisive points or significant demand for certain places, the Committee shall convene meetings with the participation of candidates by March 6, 2020, at the latest. Candidates will be invited to an interview by e-mail specified in the application form. An applicant who does not appear for an interview without apologizing **beforehand** will be excluded from the selection process. Otherwise, the committee will conduct an interview by telephone or Skype (on condition that the student **provided the necessary contact information together with the application**). **In case of a collision between the term of the selection proceeding and the classes, the student is automatically excused from the classes.**

The final ranking will be set up after the first round is closed by all committees. The candidates will be divided (based on the ranking) to a) those who eventually advance to the second round, if required, b) to the waiting list (if all the student applications submitted are filled), and c) to those who fail the selection proceeding. Students on the waiting list may keep waiting if a place in the previous ranking won't get vacated, or they may apply for a free mover, ie a student leaving without Erasmus scholarships to any vacancy remaining after the selection process.

Second round:

On March 6, 2020, an evaluation of student applications for the second round will take place. An applicant applying for more than one study stay (maximum three) within the IMS will only proceed to the second round if the set criteria are met:

- a) did not reach the first choice university in the first round and at the same time
- b) vacancies remain after the first round
- c) the applicant earned a minimum score (see below).



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Evaluation criteria

- a) study average (10 points)
- b) knowledge of the language required for study at a chosen foreign university (10 points)
- c) the level and nature of the motivation expressed in the project (10 points).

For each criterion, the candidate will receive a maximum of 10 points (ie a maximum of 30 points in total).

Each application can receive a bonus if the student submits:

- a) traineeship (this means 'internship' with relevant codes) - 2 points;
- b) significant extra-curricular professional activity related to the study field (2 points).

These bonuses apply only in the case of point equality in each group. If these bonuses are not able to eliminate the point equality, then the study average of candidates with the same number of points is decisive.

It is necessary to obtain at least 10 points out of 30 in the selection proceedings.

Ad A: The study average is determined by the arithmetic mean of the marks according to the SIS transcript, namely:

- a) for applicants-students of the bachelor's cycle for the entire period of study,
- b) for students of the master's degree for the entire duration of the master's degree.

The following points have been set for the study average statement:

Average 1,00 – 1,80	10 points	Average 2,01 – 2,10	4 points
Average 1,81 – 1,90	8 points	Average 2,11 – 2,20	2 points
Average 1,91 – 2,00	6 points	Average 2,21 and above	0 points



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Ad B: To determine the number of points, the mark is based on the language indicated in the SIS transcript or assessment and the level of the submitted language certificate.

Ad C: The level of motivation is determined on the basis of the submitted project (letter of motivation), in which the aim and benefit of the stay should be clearly defined, the list of subjects that the student intends to take, etc. The linking of the study stay to the contribution to the project of qualification (bachelor, master or PhD) thesis is considered as an advantage.

Other provisions

The Committee shall (based on the RUK requirement) draw up a record, indicating the following: the date and place of the selection proceedings, list of the selection committee members, the general selection criteria, the individual student's scores, and their short verbal justification. The selection and posting are further governed by the instructions of the OZS FSV UK and European Office UK.

Prague, February 18th, 2020.

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