# FBME CTU rules for assignment of places in Erasmus+ program – students (valid as of the selection procedure for academic year 2017/2018)

1. Places within the individual bilateral agreements are assigned based on the selection procedure carried out by:
   * CTU Rectorate for places based on agreements concluded by the Rectorate
   * FBME in case of agreements concluded by the faculty
   * FBME after agreement with the relevant department in case of places contracted by this department
2. These rules apply to the assignment of places within the agreements concluded by the FBME and the individual departments of FBME.
3. Students apply through the online application ([www.mobility.cvut.cz](http://www.mobility.cvut.cz/)) on the dates set by the CTU Rectorate. Each student can apply to three places according to preference EITHER to faculty places OR to places based on Rectorate agreements. Students can only apply to places the code of which corresponds with the studied branch of the applicant (possible exception must be discussed in advance with the officer in charge of Erasmus + program). The faculty can set a limit on some bilateral agreements that only students of particular study programs or branches, or of a certain year can apply. This limitation is be published by the faculty for the individual partner universities on the web pages.

Students can study abroad i.e. it is possible to study abroad in each study stage (Bc., Mgr., PhD), with the sum of lengths in each stage not exceeding 12 months.

1. Faculty will adhere to the length of the opening of the online application declared by CTU Rectorate. Information on the dates will be published on FBME web page in section News.
2. Students who apply to places where English or German is required will undergo a written language test at the Rectorate of CTU on the dates set by the Rectorate. The students apply for the English or German language test at [www.mobility.cvut.cz,](http://www.mobility.cvut.cz/) together with submission of the application form. Students wishing to study in Germany but who expect to study in English must successfully pass both tests. After the students passed English or German language tests and gained a sufficient number of points from the test, they will sit for an interview in the given language at FBME. If any other foreign language is required, the student shall submit the confirmation that he/she can pass this long-term stay with the language level requested by the partner university according to the conditions of the bilateral agreement.
3. If an additional round for applications is opened, the students follow the same procedure.
4. Only students who fulfil the following criteria will be included into the selection procedure:
   * They successfully passed the language tests according to point 5 (both written and oral part)
   * They are students of at least **2 nd year of bachelor study program**
   * Their weighted average for the whole period of studies is maximum **2, 0** or less.
5. A 3-member committee appointed by the Dean will decide on the assignment of the individual places. They take into consideration the opinion of the study field guarantor. The result of the selection procedure is recorded in a report, which will then be filed at the International relations department. The decision of the committee is final and conclusive.
6. Places will be assigned according to the following criteria:
   * Special interests of CTU or FBME
   * Excellent study results (e.g. participation in a scientific project, successful publication, participation in professional competitions, extraordinary work for FBME)
   * Weighted average for the whole period of studies
   * If the student fails to reach the language level required by the partner university abroad, he/she can be offered a stay at a different university corresponding with his study focus and level of language proficiency
   * Students of higher year can be given priority, but it is not their automatic right

* Students travelling with Erasmus+ for the first time can be given priority but it is not their automatic right.
* Assignment of a place of second or third choice can be justified by the fact that it allows more students to study abroad.

1. Students of **master or PhD** study programs can travel abroad no sooner than in the **second semester** of the study. The reasons are the following: commencement of new studies, need to orientate oneself in the new study field, choose the compulsory optional subjects and to orientate oneself in the issues concerning the elaboration of the Master/PhD thesis.
2. The selected students will be informed about their assignment of a place by faculty email. The student must confirm acceptance of this place in writing within 14 days of the acceptance. Then the students follow instructions of the ERASMUS + coordinator.

**Approved by the Dean’s Board in its meeting on 10. 10. 2016.**