

FBME CTU rules for assignment of places in Erasmus+ program – students (valid as of the selection process for the academic year 2019/2020)

1. Places within the individual bilateral agreements are assigned based on the selection process carried out by the:
 - 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) on the dates set by the CTU Rectorate. Each student can apply to three places according to preferences, EITHER to faculty places OR to places based on Rectorate agreements. Students can only apply to places, where the code of the study branch/program corresponds with the studied branch/program of the applicant (possible exception must be discussed in advance with the officer in charge of Erasmus + program). The faculty can limit some bilateral agreements that only students of particular study programs or branches, or of a certain year can apply. The faculty for the individual partner universities on the web pages publishes this limitation. Students can study abroad repeatedly, i.e. it is possible to study abroad in each study stage of studies (Bc., Mgr., PhD), with the sum of lengths in each stage not exceeding 12 months.
4. Faculty will keep the length of the opening of the online application for acceptance of the application forms as declared by CTU Rectorate. Information on the dates will be published on FBME web page in section News.
5. 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 choice of language depends on the language of tuition at the partner school. The students apply for the English or German language test at www.mobility.cvut.cz, together with submission of the application form. After the students passed English or German language test 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.
6. If an additional round for applications is opened, the students follow the same procedure as during the first round.
7. Only students who fulfil the following criteria will be included in the selection process:
 - **bachelor studies:** they successfully passed the language test pursuant to point 5 (both oral and written part of the test) and they have a weighted average for the whole duration of studies maximum **2,3** or lower (in case of students who submit their application in the winter semester of the first year of the bachelor studies, it is the weighted average for the winter semester – i.e. the conditional approval prior to closing the winter semester),
 - **follow up master studies:** they successfully passed the language test pursuant to point 5 (written and oral part of the language test) and their weighted average from the previous studies is maximum **2,3** or lower,
 - **PhD studies:** successfully passed the language test pursuant to point 5 (oral and written part of the language test).

8. 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/program guarantor. The committee in a report, which will then be filed at the International relations department, will record the result of the selection process. The decision of the committee is final.
9. 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 paper, participation in professional competitions, extraordinary work for FBME,
 - weighted average for the whole period of studies,
 - if the student fails to have 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 years 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.
10. Prior to leaving for the partner school, the students of **bachelor and follow-up master study programs** are obliged to have a **"Comparative sheet"** approved by the guarantor of the study branch/program as well as to have a **"Learning agreement"** approved by the vice-dean for studies and pedagogy with the minimum of **20 ECTS recognised credits per semester**.
11. The selected students will be informed that they have been assigned the place by a faculty email. The student must confirm acceptance of this place in writing within 14 days from its assignment. Then the student follows instructions of the ERASMUS + coordinator.
12. Prior to the signature of the participant agreement to study abroad, the students must be enrolled in the subsequent semester or academic year in which they are going to study abroad at the foreign partner school.

Approved by the Dean's Board in its meeting on 2.12.2019.