

## ENTRY REQUIREMENTS AND SELECTION CRITERIA FOR APPLICANTS TO EXCHANGE STUDIES AND/OR INTERNATIONAL PLACEMENTS AT UNIVERSITY WEST

Students at University West have the opportunity to undertake exchange studies at one of University West's partner universities around the world. This is an important activity that strengthens the intercultural skills of the individual and prepares her/him for an increasingly globalised working life. It is therefore a key factor in the university's internationalisation work, and we work actively to create good conditions for such mobility.

The following rules have been established to ensure that as many students as possible can participate in these activities and that the conditions for allocating places on exchange programmes are transparent and fair.

A student is **eligible** for exchange studies if she/he meets the following criteria:

- The applicant should normally be registered for full-time studies as a student at University West. Exceptions can be made for students who have completed their study programme and who apply to study abroad afterwards, before the qualification has been awarded (1 year) as an extension of their education.
- At the time of application, the applicant shall have completed a minimum of 60 higher education credits for exchange studies/placement at first-cycle level, or at least 30 higher education credits at second-cycle level, on one of University West's degree programmes (or freestanding courses), alternatively credits from other higher education institutions that are credited in Ladok at the time of application.
- The application shall be complete and submitted no later than the last date for applications.
- A fee paying student who wants to go on an exchange must pay the tuition fees to University West for the semester for which she/he is accepted for exchange studies.

In the event of competition for the advertised places, the general selection criteria and ranking system specified below will be used.

General selection criteria as follows:

- Preference will be given to students within the subject area for which the agreement has been drawn up. This applies especially in the case of departments having designated so-called 'preferred partners'.
- Exchange places for which the level (first cycle, second cycle, third cycle) has been defined in the agreement cannot be applied for by students studying at a different level.
- Amount of credits awarded (at University West)
- Students who have completed their study programme but are applying for exchange studies before the qualification has been awarded (1 year) will only be considered for places that have not been allocated to students during the current programme period.

Ranking by point system as follows:

- For every 30 higher education credits completed in addition to the 60 credits (up to 180) that are a basic requirement of exchange studies at University West – 1 to 4 points
- International work at the students' union or other international work at University West (documented) – 2 points
- Personal letter in English, max one A4 page – 1 to 4 points  
The following will be assessed in the personal letter:  
Linguistic ability. How the student justifies her/his choice of higher education institute and country. Thoughts on the studies and links to study choices. What the student expects to get out of the exchange in the form of personal/professional development. Any links to past international experience or expected future work situation.

The ranking is the total of these points. Students can obtain a maximum of 10 points.

In the event of rankings being the same, the following criteria will be decisive:

1. Amount of approved credits at University West
2. Grades on the credits awarded

- Interviews with in-depth justification and argumentation can be used if it has not been possible to differentiate between students after this selection. Interviews may also be considered for applications to the departments' 'preferred partners'.
- For programmes for which it is possible, remaining places can be advertised after the selection has taken place. These may be allocated to the first qualified applicant who submits her/his completed application.
- If a student has been allocated a place in an advertised/admission round, she/he cannot apply to other advertised/admission rounds during the same academic year.

University West has the right to decide on the allocation of exchange places at partner higher education institutions with which mobility agreements have been drawn up. This means that the university also has the right to deny a student an exchange place. The university shall motivate its decision so that the grounds on which it was taken are clear. The basic principle is that exchange studies/placements are not a right but an opportunity for students. The university's allocation decisions cannot be appealed.

Decisions on allocations are made by the department at which the student is enrolled in consultation with the International Office.