
Selection criteria

FOR MOBILITY UNDER INTERUNIVERSITY AGREEMENTS



Students are advised to approach the application responsibly. **You should study both the Charles University criteria and the requirements of the foreign university carefully and in advance.**

Charles University makes sure that the selected applicants are able to represent the university and successfully manage their studies abroad. Sending a suitable candidate takes precedence over trying to fill the places provided to the university. Thus, the student's application could be rejected even if there is no other candidate, and the position would remain vacant.

As a part of the selection procedure, students must submit the following:

- 1. CV
- 2. Motivation Letter
- 3. Language skills certificate
- 4. Study plan
- 5. Transcript of records
- 6. Confirmation of acceptance (only doctoral students)

Personal data consent

All the above documents are **uploaded to the online application in PDF format** and are **a mandatory part of the application**. Please do not upload any documents other than those requested above into the application.

The absence of any documents may be a reason to exclude the candidate from the selection procedure. The same applies to providing false information.

In addition to the correct content, all submitted documents must be free of grammatical and stylistic errors.



CV (in English, unless specified otherwise)

Your structured CV must contain contact information (e-mail address, telephone number), and study history (previous studies + current area of study).

We also recommend including information about study visits and extracurricular activities.



Motivation letter (in English, unless specified otherwise)

For more information, see the section [Motivation for the stay](#).



Language skills certificate

Students must demonstrate their **English language skills** (or skills for the language of instruction at the partner university) **at least at the B2 level**, unless otherwise specified by the partner university.

	<p>The following documents are accepted:</p> <ul style="list-style-type: none">• <i>Language exam certificate (FCE, CAE, CPE, TOEFL, IELTS,...)</i>• <i>Confirmation from the language department</i>• <i>Confirmation from a teacher of the specific language (from student's home faculty) that the B2 level has been reached.</i>• <i>Confirmation from student's home faculty coordinator</i>• <i>Confirmation of a completed language course</i>• <i>Completed language exam/subject taught in a foreign language indicated in your transcripts</i> <p>The only exception to the requirement of presenting a language skills certificate/confirmation is granted to:</p> <ul style="list-style-type: none">• A native speaker of English• A student enrolled in an English taught programme at Charles university
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	<ul style="list-style-type: none"> • A student enrolled in a programme English-american studies or programmes Translation Czech - English / Interpreting Czech - English <p>If a specific language certificate is a condition for admission to a foreign university and the student does not have it at the time of submitting the application, the student confirms by submitting the application that they will obtain it before the start of the application process at the partner university. We recommend that you register for the exam immediately after completing the selection procedure. Partner universities do not allow exceptions to their language requirements during the application process.</p>
	<p>If a native English speaker applies for an exchange stay, an affidavit of this fact must be submitted.</p>



Study plan (in English, unless specified otherwise)

By submitting the study plan, the student confirms what courses they intend to take at the partner university. Compliance of the choice of courses with the curriculum at the student's home faculty is then verified.

	<p>Students submit a list of the courses that they plan to take. They add a short comment to each course summarizing its contribution to their studies at CU. We recommend that students think carefully about the number of courses in the study plan – it should be proportionate to their credit load and length of stay. We recommend three to five courses per semester. Students submit their study plan in a standardized form .</p>
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Transcript of records

The student submits a transcript of records for their **entire university studies** at Charles University or another university. The current transcript from the program in which the student is duly enrolled must **include the grade point average (GPA)**.

	<p>Students enrolled in a post-graduate program submit their GPAs from previous studies.</p>
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Confirmation of acceptance

Confirmation of acceptance from an academic staff member of the partner university is required if the applicant is a student of a Ph.D. programme of study going on a research stay.

Point evaluation

Students can obtain 25 points as part of the selection procedure.

A minimum of 13 points must be obtained to succeed in the selection procedure.

The ranking of the students will be determined according to the number of points obtained and based on this, they will be allocated places at partner universities. Achieving the minimum point threshold does not automatically guarantee a spot. This depends on the order of successful candidates and the number of places. If two candidates obtain the same number of points, priority will be given to the student at a higher level or year in their studies.

Points are assigned according to the following criteria:

Grade point average	5 points
Motivation for the stay	10 points
Year	5 points



Grade point average (0–5 points)

Student submits their **grade point average for their current program of study at CU**. This is the arithmetic GPA that students can find in the exam results in SIS.

To participate in the selection procedure, students must submit a non-zero grade point average and a transcript of records. **Students in the first semester of a bachelor's degree program who cannot demonstrate their merits are excluded from the selection procedure.** Master's students in the first semester of their studies and Ph.D. students provide proof of their merits for their previous degrees (even if they obtained the degree from another university).

Conversion of arithmetic GPA to points

1,0 – 1,49	5
1,5 – 1,99	4
2,0 – 2,39	3
2,4 – 2,69	2
2,7 – 2,89	1
? 2,9	0



Motivation for the stay (0–15 points)

Students should outline their intentions and goals in a motivation letter and CV. These may also be supported by a recommendation from a teacher. The motivation letter should not exceed one A4 page. Students may include the following areas and activities in their motivation letter:

- **Purpose of study abroad**
 - **writing a thesis**
If the stay is directly related to the student's thesis (gathering material, accessing necessary resources, or contacting foreign experts), the student should also describe their research plan and the contribution of the stay to scientific research in their letter of motivation.
 - **motivation for selection of a university abroad**
The student should justify their choice of foreign university and demonstrate that they are familiar with its profile.
 - **declared interest in the language and culture of the host country**
The student declares their interest in the language and culture of the host country. Supporting documents may be included in the attachments to the letter of motivation.
- **Extracurricular activities**
This may include scientific activities, volunteering in the field both within and outside the university environment, and relevant work experience.
- **Activities within Charles University**
Club activities, research activities at the faculty, participation in the buddy program, membership in the academic senate, etc.
- **Language skills**
Courses completed in a foreign language, language exams, study abroad, knowledge of multiple foreign languages



Year (0–5 points)

Bachelor's program of study		Master's program of study	
1 st year	0 points	1 st year	0 points
2 nd year	1 point	2 nd year	1 point
3 rd year (and additional years)	2 points	3 rd year	2 points
		4 th year	3 points
Continuing master's program of study		5 th year (and additional years)	4 points
1 st year	3 points		
2 nd year (and additional years)	4 points		
Ph.D. program of study			
Regardless of the year	5 points		