Decision about qualification, application procedure and selection criteria for exchange students at the Faculty of Arts and Sciences

It is hereby decided that:

**Qualification**

1. Applicants must possess a minimum of 30 credits from the Faculty of Arts and Sciences when making an application, and must be registered for full-time study at the Faculty of Arts and Sciences. Applicants who intend to go for exchange study within the framework of independent courses must have the intention that the courses from the exchange be part of the future degree. Such applicants must possess a minimum of 30 credits from independent courses taken at the Faculty of Arts and Sciences when making an application.

Students who interrupt their studies during an academic year are qualified, provided that they satisfy the requirements stated above during the term before the interruption in studies. Students from another faculty are considered to be qualified only if interruption in studies at the other faculty has been registered, and the other criteria are satisfied.

2. Applicants are assessed on the qualifications that have been achieved by the final date for application.

3. In order to qualify for study abroad, applicants must have completed a minimum of 75% of full-time study.

4. Students who want to study courses given in English must possess Pass in the upper secondary course in English Level B/English Level 6, or equivalent. In order to study courses given in other languages than English, students must possess Pass in the upper secondary course Stage 3 or equivalent in the relevant language.

Higher or other requirements may apply at some institutions of higher education.

**Application procedure**

1. Announcement of places for exchange students takes place on the website for exchange study. Certain agreements relating to exchange study are intended for specific target groups. These have been selected in consultation with the academic coordinator or programme coordinator.

2. A complete application must be received on or before the final date for application. The final date for application is 1 February for all exchange study planned for the coming academic year. Residual places for the coming academic year are announced in the middle of March, and the final date of application for these is 1 April. Residual places are announced at the beginning of the autumn term, and the final date of application for these is 10 September. Such places are available only for the coming spring term.

3. The requirements for a complete application are given at the website for exchange study.

4. Qualified applicants who are not offered the place for which they have applied may be offered another place, if this is possible.
Selection criteria

1. The selection criteria that have been determined are specified in Appendix 1.

This decision has been taken by the Committee for International Affairs on 8 September 2017. The following members have participated in the decision: Åsa Danielsson, Cecilia Enberg, Per Jansson, Klara Bladh (StuFF), Kristin Zeiler and David Ludvigsson. In addition, Johanna Persson Thor (committee secretary), Kristin Tell (faculty programme director) and Christos Antonopoulos (coordinator) have been present.

Åsa Danielsson
Chair
Appendix 1. Selection criteria

Ranking of applications for exchange study follows the selection points gained by the applicants. The selection criteria and the points scale are given below.

Rate of study: The number of credits possessed by the applicant divided by the number of credits awarded for full-time study on the relevant programme. Only credits awarded during ordinary term periods of the study period of the relevant programme at the Faculty of Arts and Sciences are counted.

- 75%-78% give 1 point
- 79%-82% give 1.5 points
- 83%-86% give 2 points
- 87%-91% give 2.5 points
- 92%-95% give 3 points
- 96%-99% give 3.5 points
- 100% give 4 points

Max: 4 points

Study results: The number of credits awarded with a grade of “Pass with credit” (Väl godkänd) for completed courses divided by the number of credits awarded for full-time study on the relevant programme for which the grade of “Pass with credit” can be achieved. Only credits awarded during the study period of the relevant programme at the Faculty of Arts and Sciences are counted.

- 0% gives 0 points
- 1%-5% give 0.25 points
- 6%-11% give 0.5 points
- 12%-17% give 0.75 points
- 18%-23% give 1 point
- 24%-29% give 1.25 points
- 30%-35% give 1.5 points
- 36%-41% give 1.75 points
- 42%-47% give 2 points
- 48%-52% give 2.25 points
- 53%-58% give 2.5 points
- 59%-64% give 2.75 points
This decision replaces all previous decisions, the most recent of which is Reference No. LiU-2016-00374

65%-70% give 3 points
71%-75% give 3.25 points
76%-80% give 3.5 points
81%-85% give 3.75 points
86%-90% give 4 points
91%-95% give 4.25 points
96%-100% give 4.5 points
Maximum 4.5 points

Language skills: Language courses at university or university college level in excess of the level required for qualification, in a language that is relevant for the intended exchange.
Maximum 0.5 points

Letter of justification: The selection of partner university as relevant to the contents and objectives of the programme, including the possibilities of transferring credits.
Maximum 1 point

Total selection points available: 10
If applicants have equal selection points
- In the event of applicants having equal selection points, highest priority is given to applicants with the greatest number of points from study results.
- Secondly, priority is given to applicants with the greatest number of points from rate of study.
- Thirdly, the commitment of the applicant to internationalisation in societies associated with LiU is considered. In the event that commitment is to be weighted, priority is primarily given for engagement as mentor for exchange students. Engagement for internationalisation in other ways is given priority after this. Other engagements are not considered.

Other information
Applicants who have previously accepted an exchange study place within the same programme and subsequently failed to use it, without having special reasons, are given lowest place in the ranking list.
Applicants who have previously carried out exchange study within the framework of the same programme as the current application are given lowest place in the ranking list.
Applicants who have previously accepted an exchange study place in another programme than the one of the current application, are considered to be new applicants.

Applicants who have taken part of their education at another institution of higher education, where credits gained have subsequently been transferred to the Faculty of Arts and Sciences, may include these credits and grades when applying for exchange study.