

## Programme/Grant selection process card

Student exchanges within bilateral (interuniversity) agreements																			
<b>Applicant type</b> If the selection procedure is not the same, then please complete the two forms separately	<input checked="" type="checkbox"/> <b>outgoing</b> <input type="checkbox"/> incoming <input type="checkbox"/> both																		
<b>Name of coordinator</b>	Petr Boucník																		
<b>Number of people in the selection commission</b> Only a proposal, the recommended minimum is 3 people	3																		
<b>Documents required with application</b>	<ol style="list-style-type: none"> <li>1. Application form (CIC)</li> <li>2. Motivational letter (CIC)</li> <li>3. Recommendation from MU teacher (CIC)</li> <li>4. Proof of language knowledge (CIC)</li> <li>5. Transcript of Records (CIC)</li> </ol>																		
<b>Evaluation criteria for documents</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%; text-align: center;">Evaluation of written documents</th> <th style="width: 20%; text-align: center;">Importance of quality of the selected documents within the overall evaluation.</th> </tr> </thead> <tbody> <tr> <td>1. Application</td> <td style="text-align: center;">10 %</td> </tr> <tr> <td>2. Motivational letter</td> <td style="text-align: center;">35 %</td> </tr> <tr> <td>3. Formal presentation</td> <td style="text-align: center;">5 %</td> </tr> <tr> <td>4. Recommendation from MU teacher</td> <td style="text-align: center;">10 %</td> </tr> <tr> <td>5. Proof of study results (percentile)</td> <td style="text-align: center;">10 %</td> </tr> <tr> <td>6. Proof of language knowledge</td> <td style="text-align: center;">20 %</td> </tr> <tr> <td>7. Year of study</td> <td style="text-align: center;">5 %</td> </tr> <tr> <td>8. Previous study abroad</td> <td style="text-align: center;">5 %</td> </tr> </tbody> </table>	Evaluation of written documents	Importance of quality of the selected documents within the overall evaluation.	1. Application	10 %	2. Motivational letter	35 %	3. Formal presentation	5 %	4. Recommendation from MU teacher	10 %	5. Proof of study results (percentile)	10 %	6. Proof of language knowledge	20 %	7. Year of study	5 %	8. Previous study abroad	5 %
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<b>Interview</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																		
<ul style="list-style-type: none"> <li>• <b>Number of people on the selection commission</b> <b>Participants in the interview</b></li> </ul>	2 to 3																		
<ul style="list-style-type: none"> <li>• <b>Number of applicants participating in interview</b></li> </ul>	According to quality of written applications																		

<b>Motivational letter</b>	
<ul style="list-style-type: none"> <li><b>Number of characters</b> Does not have to be set if it is not necessary</li> </ul>	Minimum ..... Maximum ...3000.....
<ul style="list-style-type: none"> <li><b>Items which have to be part of the content of the motivational letter</b></li> </ul>	<ol style="list-style-type: none"> <li><b>Basic information on the applicant (successes achieved, aims, etc.).</b></li> <li><b>Summary of motivation (academic, professional, personal) which has led to interest in the given region, state and the specific university.</b></li> <li><b>Study/research plan – including planned aims and methodology.</b></li> <li><b>Information on the field that the student wants to study at the given university and ideally also specific subjects.</b></li> </ol>
<b>Language requirements</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li><b>Which language is needed</b></li> </ul>	It depends on the specific country and university. Mostly English, in some cases Spanish, Russian, possibly also Japanese or Chinese.
<ul style="list-style-type: none"> <li><b>Certificate</b> If it is required to have a particular kind of certificate or a minimum number of points, please specify</li> </ul>	It is not required by the CIC, but may be asked for by the receiving university. For the purposes of the CIC selection proceedings the following apply: In the case of studies in English the student must either provide one of the recognised certificates (TOEFL, IELTS or CAE), or take part in the CIC language test. With other languages it is also possible to prove knowledge by other means (graduation in subjects at MU, a language school certificate, testimonial from a language teacher, etc.).
<b>Documents that are seen as a plus for the application, if any</b> Please state in what case these documents are used as selection criteria	The requested documents are sufficient.
<b>Other specific special requirements</b> e.g. (GPA minimum, specific experience, etc.)	Some universities require a set minimum grade average.
<b>Commentary:</b>	Students can apply to more universities in one go (maximum to 3), in which each university carries out a small internal selection procedure. One interview can serve for more small selection procedures.

Updated: 8 November 2019