

List of Applicants: Notes of Guidance

Erasmus+ Studies

After the application deadline, Departmental Coordinators receive all application documents submitted in full and by the given deadline, as well as a pre-completed list of applicants for each of their partner institutions.

Selection Criteria

Applications are reviewed with regard to the following selection criteria and the corresponding application documents:

- **motivation** (purpose and goals, study plan, benefit):
free-text fields per stay wish: choice of partner university and academic value
- **subject area consistency** (Studies correspond to the subject area at the host university):
certificate of study
- **academic achievements** (grades, study course and progress):
list of achievements or certificate of graduation, letter of recommendation
- **language proficiency** (proficiency in the language of instruction; if applicable, national language):
curriculum vitae, language certificate

Acceptance and Assignment of Seats

Please assign a **rank (of 1, 2, 3, etc.)** to each applicant you would like to accept. The Department of International Student Affairs will provide exchange seats in accordance with your ranking and the number of exchange seats defined in the respective Inter-Institutional Agreement. Therefore, please do not assign the same rank more than once.

Rejection

If an application is to be rejected, tick the respective box(es) indicating the **reason(s) for rejection** and give further explanation on your decision in the **comment section**, if necessary.

If the study program of an applicant does not match the field of study defined in the Inter-Institutional Agreement and the application is to be rejected for this reason, please select “subject area consistency” as the reason for rejection.

Deadline of Return

Please send back the **signed hard copy** of the list of applicants via in-house mail **by 31 January** (selection for the upcoming winter semester and/or summer semester) or respectively **by 31 July** (selection of the remaining seats in the summer semester).

Once the selection process has been completed, selected students are offered exchange seats. If exchange seats are declined, remaining seats will be offered to lower-ranking students in a follow-up round.