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<b>Document applies until:</b> Further notice	<b>Document replaces previous decision:</b> C 2021-1408 Regulation on exchange studies	<b>Document reviewed without change, date:</b>	

## Regulation on the selection process for exchange study applications

### Chalmers policy document

#### Document validity

The regulation is valid from 2022-10-01 until further notice and replaces the Regulation for exchange studies C 2021-1408.

#### Purpose

In the context of the annual assessment, the regulation has been extensively revised in connection with the introduction of the new Global Exchange programme. Among other things, the previous Section 1 (World Wide) and Section 2 (Terzio) have been merged into a single section called Global Exchange. Furthermore, major changes have been made to the principles for assessing qualifications for both Global Exchange and Erasmus. In addition, a new selection group is being added to Global Exchange (students without a Bachelor's Degree or equivalent from Chalmers) and a new principle for distribution between selection groups is being introduced. Section 4 on Nordplus/Nordtek has been removed from the document as Chalmers no longer has any such active exchange agreements. The section on Idea League summer schools has also been removed from the document.

There is a lot of competition for admission to many higher education institutions. It is very important for selection to be carried out in a manner that is compliant with applicable laws and transparent for the students. The regulation clarifies the process, and is divided into rules for the application, requirements and what applies to selection if there is competition for places. The purpose of the

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regulation is to ensure transparent, legally compliant handling of exchange study applications. An additional purpose is to have a unified set of rules that can be presented to the students.

# 1 Global Exchange

Chalmers has a number of bilateral agreements on student exchanges with countries outside Europe (with headquarters outside Europe), which are referred to as Global Exchange. Exchanges within Global Exchange are normally open to the following categories of students at Chalmers:

- Students on a five-year programme, studying to become engineers or architects. The exchange takes place during the fourth year, i.e. the first year of the Master's programme. The length of the exchange is regulated by each agreement. Both full-year and semester exchanges are normally possible.
- For students studying on a Master's programme, the exchange is only possible during semester 3.
- Students studying for a BSc in engineering (H. Ing.). The exchange takes place during the third year of the programme and the length of the exchange is regulated by each agreement.

The exchanges open to each category of students and the length of the exchange are stipulated in each exchange agreement and published in the Student Portal.

Chalmers' agreements with partner universities are reviewed and updated regularly. Information on current agreements is presented in the Chalmers Student Portal. It is always the latest updated information that applies. The exchange universities and number of places may vary from year to year. The current list of possible exchange universities is published when the application period begins.

## 1.1 Applications for exchange studies

- Applications for exchange studies must be submitted at the time and in the manner specified in the information in the Student Portal.
- Applications may contain up to four choices of exchange places.
- Architecture students must attach a portfolio as instructed by the department responsible.

## 1.2 Requirements

The following requirements must be met for a student to be qualified to apply:

- Must be admitted to and at the time of application registered on a 5-year Master of Science programme in Engineering or Architecture at Chalmers and be expected to complete year 3 in the current academic year. Alternatively, have completed the Bachelor's part of such programme in Engineering or Architecture, but not started on a Master's programme, with a registered study break.

May be missing maximum 15 higher education credits compared to full study pace<sup>2)</sup>. This means that, on the deadline for application:

- An applicant who is enrolled in semester 5, year 3, for the first time must have been awarded at least 120 higher education credits, incl. any credit transfer on the current educational programme.

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- An applicant who has completed semester 6, year 3, must have been awarded at least 165 higher education credits, incl. any credit transfer.
- Other applicants must have been awarded at least 150 higher education credits, incl. any credit transfer.
- Applicants must have a weighted grade point average<sup>1)</sup> of 3.70 or higher.
- Or be enrolled in semester 1 of the Master's programme. Only application for semester 3 of the Master's programme is then possible.

Students who have previously studied at Bachelor's/undergraduate level at Chalmers must have a weighted grade point average of 3.70 or higher from these programmes.

- Or be admitted to a 3-year BSc engineering programme (H. Ing.). Be enrolled in year 2 and not have started year 3 of a BSc engineering programme.
- May be missing maximum 15 higher education credits compared to full study pace<sup>2)</sup>. This means that, on the deadline for application:
  - The applicant must be enrolled in semester 3, year 2, and have been awarded at least 60 higher education credits, incl. any credit transfer.
  - The applicant must have completed semester 4, year 2, and have been awarded at least 105 higher education credits, incl. any credit transfer.
  - Applicants must have a weighted grade point average<sup>1)</sup> of 3.70 or higher.

For all categories of students, applicants must have the right educational background for the exchange in question in accordance with the applicable agreements, and must intend to study courses within the field covered by the agreement.

The studies must be transferable to the programme in which the exchange studies are undertaken.

The planned exchange studies must not result in the nominal study period being extended by additional semester(s) at Chalmers (unless there are special circumstances).

The applicant must not previously have been nominated for an exchange organised through Chalmers within Global Exchange (formerly World Wide/Terzio).

Only study results, registrations and decisions available in Ladok on the date of the application deadline may be considered when checking requirements and calculating merit ratings for Chalmers engineering students.

Exemption from the requirements may be granted in exceptional cases after special assessment if there are no others competing for places or there are other special reasons for exemption.

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- 1) Weighted grade point average = calculated grade point average, taking into account the credits for the course.
- 2) Full study pace = 60 higher education credits per academic year

### 1.3 Selection process

A selection process is applied in cases in which there are more qualified applicants for an exchange university than there are places. Selection is based on merit ratings according to the following principles:

- For students studying on an MSc engineering programme or BSc engineering programme at Chalmers, the merit rating is calculated on the weighted grade point average<sup>1)</sup> from studies at Bachelor's/undergraduate level. During selection, only the study results, registrations and decisions available in Ladok on the date of the application deadline are taken into consideration. For this category of students who have started a Master's programme, only previous Bachelor's/undergraduate studies contribute to the merit rating.

Only grades and credits on courses passed in the programme in question are included in the merit rating. Courses that have been credited and completed as part of previous studies are not included in the merit rating.

#### Weighted grade point average:

- Courses with grades 3, 4 and 5 are included.
- Courses with grades U and G are not included.
- Credited courses are not included.
- Consideration is given to the size of the course, i.e. weighting is applied.
- Only grades on courses reported by the application deadline and during the current programme are included in the weighted average grade.
- Courses that are registered and reported as freestanding courses are not included.

In the event of registered study leave, the time for this leave is subtracted from the total study time.

If there are pass results registered during the study leave, they are included in the study time.

Grades raised by retaking an examination affect the merit rating if the grade is higher than the original grade, but do not affect the study time if the grade date is not changed.

If the basis for selection calculation is less than 60 higher education credits, it may be necessary to factor in previous studies if merit ratings are equal.

- External Master's students (without a Bachelor's degree or equivalent from Chalmers) form a separate selection group and may only be allocated an exchange place in proportion to the total population of applicants for each exchange. For exchanges

with at least four exchange places, at least one exchange place is allocated to external Master's students, provided that the merit rating is comparable to that of the other applicants.

These students receive the merit rating from the Hydra system that was assigned to them when they applied for the Master's programme to which they were admitted. For qualification, the student must have been awarded at least the average merit rating among all qualified applicants for the Master's programme to which the student was admitted at Chalmers.

For Master's students admitted late with no merit rating from Hydra, the student's academic qualifications are subject to an overall assessment.

These students are not qualified to apply for an exchange in the country in which the credits for the Bachelor's Degree or equivalent were awarded.

- Selection for students from the Architecture and Architecture and Engineering programmes who apply for architecture places is based on the portfolio submitted.

If several students in the same selection group have the same merit rating in the selection process for an exchange place, places are awarded by drawing lots. If needed to complete the selection process the priority order of the applicants may be taken into consideration.

- 1) Weighted grade point average = calculated grade point average, taking into account the credits for the course.

#### **1.4 Offer of a place**

The selection results are communicated by email to the student's email address registered in the MoveOn application system.

The student must accept the place offered by no later than the date stated in the decision.

Failure to reply will lead to the student being eliminated from all alternatives. If the student declines or fails to accept the place offered, a student on the waiting list will be offered the place. A student who has accepted or declined a place in the current application round will not be offered any other places.

The offer of a place applies only to the university in question and in the current selection round. It cannot be transferred to another semester or academic year.

Chalmers can only nominate students for exchange studies. It is the host university that admits the student. This means that the offer of a place is withdrawn if the exchange is cancelled or the host university does not admit the student nominated.

#### **1.5 Preparation and application to the host university**

- The application to the host university must be submitted as indicated in the instructions and information from the host university.
- The student must ensure that credits for the courses the student plans to study at the

exchange university can to a large extent be transferred to the programme at Chalmers. An application for assessment must be submitted in good time, and **no later than 3** weeks before the application must be submitted to the host university. The assessment is made by the education administrator.

- The student is responsible for ensuring they are informed about what applies in relation to the exchange for which they have been nominated.
- The student must have the right language skills for the exchange in question.
- To be able to enrol in courses at Master's level, the host higher education institution may require the student to present a Bachelor's degree certificate. This is not a requirement for nomination.
- The student is responsible for applying for the Bachelor's degree in time for the start of studies at the higher education institution to which they are applying.
- Admission is by the host university. There is no guarantee that the student nominated will be admitted.

## 1.6 Special circumstances

If special circumstances arise after nomination to the host partner higher education institution, a student may be offered an alternative exchange place. Chalmers has the right to decide what constitutes special circumstances. These special circumstances must be completely beyond the student's control and not foreseeable before any application was started. An alternative exchange place may only be offered when the regular selection round is complete, and there must be no competition for the exchange places. The deadline for nominating students to another partner university must also not have been passed.

Special circumstances that have arisen after the nomination deadline and after selection has been completed in the current selection round enable the student to apply for exchange studies again in the following year without being downgraded in the selection process. Students who are subject to special circumstances and choose to apply to Global Exchange in year 4 for exchange studies in year 5 apply with the same merit rating as in the student's previous application round. However, the selection will be adapted to the applicable merit rating criteria in the current application round.

Full credit transfer on the current programme must be possible.

## 2 ERASMUS+

### 2.1 Applications for exchange studies

- Applications for exchange studies must be submitted at the time and in the manner specified in the instructions in the Student Portal.
- Applications may contain up to four choices of exchange places.
- Architecture students must attach a portfolio as instructed by the department responsible.

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- The application only applies to the exchange time specified. If an extension of an exchange is later desired, a new application must be submitted. The student will then compete for the place on the same terms as for a new application.

## 2.2 Requirements

- Applicants must be enrolled at Chalmers as a degree programme student at the time of application, on a programme that allows full credit transfer after completion of exchange studies. The applicant must either have an active registration on the current programme or have a study break registered.  
MSc in Engineering (civilingenjör)/Architecture students applying for an exchange in year 3 prior to year 1 of the Master's programme are only eligible for exchange places **within the main field of the student's Bachelor's programme**. Students applying for an exchange **outside the main field of their Bachelor's programme** are not eligible to apply for such exchange places.
- Applicants must have been awarded at least 60 higher education credits at Chalmers before starting to study at the partner university. A student enrolled for the first time in a semester at Chalmers must be awarded all 30 higher education credits on the programme at the nominal study pace during the first semester by no later than the date of the application deadline.
- Applicants may not be missing more than 23 higher education credits compared to the full/nominal study pace for the programme (incl. any credit transfers)
- The studies must be transferable to the programme in which the exchange studies are undertaken.
- Applicants must have the right educational background for the exchange in question in accordance with the applicable agreements, and intend to study courses within the field covered by the agreement.
- The planned exchange studies must not result in the nominal study period being extended by additional semester(s) at Chalmers (unless there are special circumstances).
- The Erasmus rules apply in other respects.

## 2.3 Selection process

A selection process is applied in cases in which there are more qualified applicants for an exchange university than there are places. Selection is based on a merit rating calculated based on the weighted grade point average<sup>1)</sup>. During selection, only the study results, registrations and decisions available in Ladok on the date of the application deadline are taken into consideration.

Only grades and credits on courses passed in the programme in question are included in the merit rating. Courses that have been credited or completed as part of previous studies are not included in the merit rating. For students enrolled in a Master's programme at the time of application, only achievements in this programme contribute to the merit rating.

In the event of registered study leave, the time for this leave is subtracted from the total study time.

If there are pass results registered during the study leave, they are included in the study time.



Grades raised by retaking an examination affect the merit rating if the grade is higher than the original grade.

If several students have the same merit rating in the selection process for an exchange place, places are awarded by drawing lots. If needed to complete the selection process the priority order of the applicants may be taken into consideration.

A student previously nominated for an exchange place by Chalmers in another selection round, or who previously participated in an exchange organised by Chalmers may not be offered a new place in the current selection round if there is a competition for places.

If the basis for selection calculation is less than 60 higher education credits (for Bachelor's students), it may be necessary to factor in previous studies if merit ratings are equal. For MSc/BSc engineering students who have started a Master's programme, previous Bachelor's/undergraduate studies contribute to the merit rating if the student has no more than 7.5 higher education credits.

Selection for students from the Architecture and Architecture and Engineering programmes who apply for architecture places is based on the portfolio submitted.

**Weighted grade point average:**

- Courses with grades 3, 4 and 5 are included.
  - Courses with grades U and G are not included.
  - Credited courses are not included.
  - Consideration is given to the size of the course, i.e. weighting is applied.
  - Only grades on courses reported by the application deadline and during the current programme are included in the weighted average grade.
  - Courses that are registered and reported as freestanding courses are not included.
- 1) Weighted grade point average = calculated grade point average, taking into account the credits for the course.

**Merit rating** = Weighted average grade

## **2.4 Offer of a place**

The selection results are communicated by email to the student's email address registered in the MoveOn application system.

The student must accept the place offered by no later than the date stated in the decision. Failure to reply will lead to the student being eliminated from all alternatives. If the student declines or fails to accept the place offered, a student on the waiting list will be offered the place. A student who has accepted or declined a place in the current application round will not be offered any other places. The offer of a place applies only to the university in question and in the current selection round. It cannot be transferred to another semester or academic year.

## **2.5 Preparation and application to the host university**

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- The application to the host university must be submitted as indicated in the instructions and information from the host university.
- The student must ensure that credits for the courses the student plans to study at the exchange university can to a large extent be transferred to the programme at Chalmers. An application for assessment must be submitted in good time, and **no later than 3** weeks before the application must be submitted to the host university. The assessment is made by the education administrator.
- The student is responsible for ensuring they are informed about what applies in relation to the exchange for which they have been nominated.
- The student must have the right language skills for the exchange in question.
- To be able to enrol in courses at Master's level, the host higher education institution may require the student to present a Bachelor's degree certificate. This is not a requirement for nomination. The student is responsible for applying for the Bachelor's degree in time for the start of studies at the higher education institution to which they are applying.
- Admission is by the host university. There is no guarantee that the student nominated will be admitted.

## 2.6 Special circumstances

If special circumstances arise after nomination to the host partner higher education institution, a student may be offered an alternative exchange place. Chalmers has the right to decide what constitutes special circumstances. These special circumstances must be completely beyond the student's control and not foreseeable before any application was started. An alternative exchange place may only be offered when the regular selection round is complete, and there must be no competition for the exchange places. The deadline for nominating students to another partner university must also not have been passed.

Special circumstances that have arisen after the nomination deadline and after selection has been completed in the current selection round enable the student to apply for exchange studies again in the following year without being downgraded in the selection process. Full credit transfer on the current programme must be possible.