



OFFICE FOR STUDENT AFFAIRS, UNIT FOR STUDENT SUPPORT  
INTERNATIONAL OFFICE

## Head of Department Decision

No 55/20

20 October 2020

Reg.no C2020/873

**Case:** Selection criteria for exchange studies

**Administrator:** Maria Nilsson

### Background

In order for a student to be eligible for exchange studies at Karlstad University, administered by the International Office, students are required to fulfil a number of criteria. When there is competition for the exchange places a selection process is carried out and seats are allocated based on merit ratings. Student exchanges are handled by the International Office, Unit for Student Support, Office for Student Affairs.

**Codetermination information/  
negotiation:**

No

### Decision

The head of Department for the Office of Student Affairs hereby establishes the following criteria for eligibility and selection for exchange studies:

### Basic criteria for exchange studies

In order to be eligible for a Karlstad University exchange place, administered by the International Office, students should:

- Have studied at least two semesters (of 30 ECTS credits each) at Karlstad University immediately before the start of the exchange period.
- At the time of application, be registered as a Karlstad University student and be admitted to full-time studies.<sup>1</sup>
- Have passed at least 75% of their courses. The percentage is based on completed semesters at Karlstad University.
- Be able to transfer credits from their studies abroad to a degree at Karlstad University.
- Study at least one semester full-time at the receiving higher education institution.

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<sup>1</sup> Full-time study refers to 30 ECTS credits per semester.

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- Follow the semester periods of the receiving institution and ensure that these can be incorporated into their normal studies at Karlstad University.
- Have a good command of English and the language in which tuition is offered (if not English).

If students fail to fulfil one or more of these criteria, they may submit an application for exemption to the International Office together with their application for exchange studies.

### Selection

Exchange places are allocated based on merit ratings. If students have the same merit rating, the International Office will make a decision based on the academic justification for the exchange semester as stated in the motivation letter and allocate places accordingly.

Students who have already been on a semester abroad via Karlstad University may apply again, but their applications will receive a lower priority than the applications of first time applicants.

Students who have started a master's programme at Karlstad University and have a bachelor's degree from another university is allocated 6 extra merit points in the placement process.

If there is competition for exchange places, students will be ranked according to:

- Number of credits from Karlstad University
- Grades on completed courses from Karlstad University
- Motivation letter
- Participation in mentoring activities for international students

Calculating students' merit ratings in the selection process for exchange studies:

ECTS credits	Rating
0-30	1
31-60	2
61-90	3
91-120	4
121-150	5
151-180	6
181-210	7
>210	8

ECTS credits VG/4/5/AB/BA*	Rating
15-30	0.5
31-45	1
46-60	1.5
61-75	2
76-90	2.5
91-105	3
106-120	3.5
121-135	4
* grade VG/4/5/AB/BA in completed course	

### Motivation letter

Academic justification, attitude and the aim of the exchange are assessed.

### Mentoring activities

Students who have participated in mentoring activities for international students receive 1 merit point in the selection process.

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Students can only apply for one semester in each application round and decisions about placement cannot be appealed.

This matter was decided by Helena Pallin and prepared by Maria Nilsson.

Helena Pallin

Maria Nilsson

Copies of the decision are sent to:

- Registry
- The Faculties
- The Office for Student Affairs

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