Eligibility and selection

Eligibility

To apply for an exchange place there are certain terms you need to fulfill. You must

- be a registered and active student at Umeå University or have a registered study break for the academic year when the application is made.
- have completed at least 15 credits at Umeå University at the time of application.
- have completed at least 60 credits at Umeå University to be allowed to go on your exchange.
- have documented language skills in the language of instruction. For English, the requirements are the equivalent of three years of study at upper secondary school with a minimum grade of VG (pass with credit) (upper secondary course A) or a language test (see the information below). For other languages (French and Spanish), a minimum grade of G (pass) is required (upper secondary course B). *From students without diploma from the Swedish upper secondary school (high school) we need a copy of the proof of English language knowledge you sent in when you applied for studies at Umeå University.*
- plan your studies in consultation with your department so that you can transfer your credits to your study programme at Umeå University (your application must also be signed by your study or programme counsellor).

Selection criteria

- **Completed credits at Umeå University at the time of application (maximum 3 points)**

  At least 120 completed credits: 3 points
  60-119 completed credits: 2 points
  15-59 completed credits: 1 point
  0-14 completed credits: not eligible for exchange studies via the central agreements

  *You do not need to state this in your application since this information will be taken from Ladok (study administrative system where all registrations and credits are stated) after the last day of application.*

- **Rate of study at Umeå University (maximum 3 points)**
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UMEÅ UNIVERSITY

Student’s rate of study (number of credits that the student is registered for in relation to the actual number of credits gained):

91-100 percent: 3 points
81-90 percent: 2 points
75-80 percent: 1 point
0-74 percent: not eligible for exchange studies via the central agreements

You do not need to state this in your application since this information will be taken from Ladok (study administrative system where all registrations and credits are stated) after the last day of application.

- **Course selection for each chosen university (maximum 1 point)**

  Course selection for each chosen university: 1 point
  Lack of course selection for chosen university: 0 points

  You receive 1 (one) point for listing at least four course selections at each chosen university. If you choose a university without giving example of relevant courses, your application will receive 0 points.

- **Buddy Programme (maximum 2 points)**

  Group leader in the Buddy Programme: 2 points
  Participation in the Buddy Programme as a buddy: 1 point
  Have not participated in the Buddy Programme (as a buddy or a group leader): 0 points

  Here you state whether you have been a **buddy** or a **group leader** in the Buddy Programme. This information will be verified with the International Office’s student coordinator (who is responsible for the Buddy Programme). Incorrect information will be duly changed. **Note!** If you have been a buddy or a group leader previous to the autumn term 2013, you need to submit a certificate along with your application to get points.

- **Submitted application is complete (maximum 1 point)**

  Submitted application is complete: 1 point
  Submitted application incomplete (or attachments are submitted late): 0 points

  Here you assure that you will submit a complete application in time (latest 15 November 2016). This will award you one (1) point.

You can receive a maximum of 10 points for your application.
What happens if two or more students have the same total number of points?

1. The selection criteria will be examined in the order they are listed above. Firstly, rate of study will be compared. If the points awarded are the same, then the number of completed credits will be compared and so on.

2. If two or more students' total number of points is the same after all the criteria have been compared, the ranking between them will be decided through the drawing of lots.

Please note that lower priority will be given to applicants who have previously been awarded an exchange place through Umeå University’s university-wide or faculty-linked exchange agreements.

When you are satisfied with your application, finalise the application process by clicking on the button with *Send application* written in green, in the bottom right-hand corner. Then you must print off the application form. A link to your application (PDF) will appear on this page too (after you have clicked on “Send application”). You must also attach a photo to the assigned place on the first page of the printed application.