



## Frequently Asked Questions – International Exchange Program

### 1. Where should I submit my application?

Applications should be titled and submitted to and are evaluated by the Office for International Relations and Erasmus Programme/Committee on International Affairs

### 2. What kind of costs arise during the application process?

There is no application fee at UP MS. In case of successful application, additional charges might be claimed by the exchange institution.

### 3. How should I hand in my scholastic average?

Scholastic averages are requested by the Office for International Relations and Erasmus Programme from the Registrar's Office.

### 4. How are applications evaluated?

All applicants are evaluated individually. Should there be any missing certificates or doubts of any nature, office staff members contact students personally.

### 5. Can I get a point if I have become a demonstrator this semester?

Yes. All certificates are accepted by the end of the first semester of the academic year in which the exchange program is announced. E.g. mentoring activity, being a demonstrator etc. in the semester of application already counts.

### 6. Can I apply for more than one exchange program?

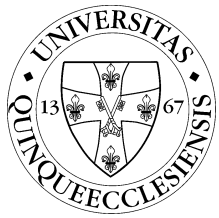
Yes, but you must set an order of priority among your applications.

### 7. If I apply for two exchange programs, is it necessary to hand in two certificates for each activity?

It is enough to submit one certificate for all applications, and we also accept photocopies. Attention! The relevant application form, though, must be submitted separately for each exchange program.

### 8. How can I certify my TDK, demonstrator, mentoring etc. activity?

It is usually your mentor/professor who issues the necessary certificate; in case of TDK, it can also be the president. Sample certificates are accessible on the website of the Office for International Relations. The certificate itself is a simple text with the applicant's name, Neptun code, the starting date/semester of the given activity and the relevant department/institute. The certificate should be authenticated by the signature of the issuing person. Photocopies of such certificates are also accepted.



**9. I have not yet received the certificate of a scholarship I have been awarded with – how can I give proof of it in the application procedure?**

In these cases, forwarded or printed official notifying emails are usually accepted as certificates.

**10. What does it mean that a place is not accredited and what are the consequences?**

Practices carried out at non-accredited exchange places are not going to be considered completed by UP MS and are not indicated as such in Neptun either. It is the student's responsibility to handle this discrepancy. The list of accredited practice places is accessible on the website of the Registrar's Office.

**11. How does the interview take place?**

In case of certain practice places, (e.g.: Keck, Weill) the evaluation of linguistic competences is necessary. Interviews take place at UP MS and are conducted by an ad hoc Committee, even online if reasonable circumstances deem it necessary. In course of the interview applicants are inquired about details on their submitted documents, their motivation etc. The interview takes place in English to grasp the skills, knowledge, motivation and competence of students.

If students apply to one of the above-mentioned practice places, an interview is organized in most instances, except in case of oversubscription, when pre-filtering of the applications is also necessary. Students get officially informed about their status in all circumstances.