

O4 Programme Guidelines

O4/A1 Guidelines for Student Selection Procedure

Part 1

Pilot Intensive Programmes in “Advanced Topics”

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Change History

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1. Introduction

The selection procedure for the Intensive Programme will be done at each institution on comparative basis according to the selection criteria. Partner institutions will prepare a short-list with the names of 5 student and reserve a list with another 3 names. The final list of applicants will be selected jointly by the Programme's Directors (PD) at each institution. The body/person responsible for collection of applications and their administration (Administrator of Applications, AoA) will be located at each partner's institution. The consortium values equal treatment of all candidates in the selection process, including applicants with special needs.

The two pilot Intensive Programmes will be held in July 2015 at UNIBO and from 10 July to 23 July 2016 at UAIC.

2. Selection Criteria

The best candidates for the programme are those who are interested in pursuing a career in finance and/or insurance with solid background in quantitative methods, knowledge of English and strong academic background. The selection of the students will be based on the assessment of their previous academic track record (50% in the selection criteria), their motivation (25%) and their knowledge of English (25%). All applicants are evaluated equally solely according to the selection criteria specified below. In case there would be applicants with similar qualification, preference will be given to those bringing additional diversity to the cohort.

In order to apply for the Intensive Programme, students need to submit by e-mail (in PDF files) to the AoA responsible for the collection of applications and their administration the following:

- A confirmed document with GPA (Grade Point Average)
- A motivation letter (max length is 1 page) explaining briefly their personal motivation for taking part in this programme (why it is relevant to them)
- A self-assessment of language skills (it could be done with the support of Europass Language Passport (ELP) found on the web page: [http://europass.cedefop.europa.eu/en/documents/language-passport/templates-](http://europass.cedefop.europa.eu/en/documents/language-passport/templates-instructions)



ELPTemplate-1.doc

[instructions](#)).

Selection criteria (in details):

Selection criterion	Wage	Points	Source of information	Assessment
Study results	50%	0-10	- GPA	The applicants are ranked based on GPA. The method is used to order them from the best to the worst (10 points for the best to 0 points for the worst average). In case of the number of applicants n is higher than 11, the procedure suggests to put them in descending order and rank from n to 0. To receive numbers between 0 and 10 one should divide the result by n and multiply by 10.
Motivation	25%	0/5/10	- Motivation letter	The letters supplied by the candidates will be assessed by one representative of the university, both in terms of content and form. The assessment includes students' interest of the topic and motivation to participate in the programme as well as candidates' language competences.
English knowledge	25%		- Motivation letter - ELP	The grade of assessment could be 0, 5 or 10. In case of two different assessments the final result will be the average.

The final score of the applicant is calculated as a weighted average of the points received from assessment of the student's motivation letter and study results. At this stage all partners take also into consideration the question of equal representation of genders and applicants with special needs.

As a result all four institutions prepare the list with the 5 best students with the highest score regarding the mentioned criteria and a reserve list of remaining students.

In case of situation that one of the partner institutions is not able to send a planned number of students, the remaining free vacancies will be distributed among other institutions which choose those students on the basis of the same criteria (from the reserve-list).

Acceptance will be finalized upon receiving a properly filled and signed students' learning contract.

3. Application Procedure

The application procedure will be done separately at each partner institution. The process, deadlines and responsibilities of the application procedure are specified below.

Application procedure (in details):

Deadline	Action	Responsibility
March 31	Information about the Intensive Programme is sent to potential applicants. Application forms are available on-line among others on the programme website. Only applications submitted electronically by e-mail that meet all formal requirements will be considered.	AoA
April 15	Submission of an application with all required documents.	Applicant
April 22	Review of the applications and exclusion of those that do not meet the formal requirements. Creation of a short-list covering 5 names from each university and a reserve-list.	University's representative
April 30	The final list involving 20 names (15 incoming plus 5 from the host institution) is built. Successful and non-successful applicants are informed based on the approval of the lists. The documents needed for participation in the Intensive Programme are sent to applicants.	AoA
May 15	Applicants confirm their participation in the programme and sign the learning contract.	Applicant