

# O4 Programme Guidelines

## O4/A1 Guidelines for Student Selection Procedure

Part 2  
Intensive Programmes in “Advanced Topics”  
&  
Double Degree Programmes

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## Change History

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## 1. Introduction

The aim of the programme is to join a diversified group of students from four partner universities and to create a cohort with similar needs and interests for the deeper specialisation.

The mobility option in the summer semester 2017 consists of two optional choices: short-term mobility option (Intensive Programme in “Advanced Topics”) offered at each of partner Universities and a Double Degree exchange. For each Intensive Programme 20 places are foreseen (15 for Incoming students from the three sending partner institutions - 5 from each - and 5 for students from the home university). For the Double Degree exchange options the number of offered places is defined in the respective Double Degree agreements.

The first Intensive Programmes in “Advanced Topics” (short term mobility option) will be held from 19 March to 1 April 2017 at each of the partner universities. The first exchange of Double Degree students is (depending on the individual agreements) foreseen to start in the winter term 2016/2017. The selection procedure for the student’s exchange (short-term mobility path and Double Degree exchange) will be done at each institution on comparative basis. The consortium values equal treatment of all candidates in the selection process, including applicants with special needs. Double Degree students are not eligible for short-term mobility grants, even though the course “Advanced Topics” might be part of their study path.

## 2. Short term Intensive Programme

### 2.1 Selection criteria for the Intensive Programmes

Applicants complete the application form dedicated to the short term Intensive Programme. They can opt for a maximum of three partner universities indicating their first and second choice.

The best candidates for the exchange are those who are able to precisely describe their interest of study and connect it with chosen specialisation of the university (Asset Management in UAS, Quantitative Methods in UNIBO, Insurance Management in UEK, Bank Risk Management in UAIC). Students who would like to participate in one of these paths must demonstrate a solid grounding in the chosen discipline, knowledge of English and strong academic background as a whole.

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 exchange students need to submit by e-mail (in PDF files) to the AoA (Administrator of Applications: contact point responsible for the collection of applications and their administration) the following:

1. A confirmed document with GPA (Grade Point Average)
2. A motivation letter (maximum 1 page) that contains a briefly explaining of personal motivation for taking part in the exchange and the preferred partner university
3. A self-assessment of language skills based Europass Language Passport (ELP):  
<http://europass.cedefop.europa.eu/en/documents/language-passport/templates-instructions>).

Selection criteria (in details):

| Selection criterion | Wage | Points | Source of information        | Assessment   |
|---------------------|------|--------|------------------------------|--|
| Study results       | 50%  | 0-10   | - GPA                        | <p>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).</p> <p>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.</p>                      |
| Motivation          | 25%  | 0/5/10 | - Motivation letter          | <p>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 an exchange as well as candidates' language competences.</p> <p>The grade of assessment could be 0, 5 or 10.</p> <p>In case of two different assessments the final result will be the average.</p> |
| English knowledge   | 25%  |        | - Motivation letter<br>- ELP |  |

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

## 2.2 Selection procedure for Intensive Programmes

For the Intensive Programme, each Partner institution will prepare a short-list with the names of 15 outgoing students (equally divided among partner universities) and a reserve list with another 3 names. An Administrator of Applications (AoA) responsible for the collection of applications and their administration will be located at each partner institution.

In case of imbalances due to the fact that one partner university does not have enough applications to fill all available places, the Programme Directors will check jointly for possible shifts or adjustments between the consortium members to ensure that as many students as possible can participate. If the adjustments result in a situation where not all applicants from the reserve lists can be satisfied for one specific Intensive Programme the host institution makes the final decision based on the selection criteria. Should there be applicants with similar qualification, preference will be given to those bringing additional diversity to the cohort.

## 2.3 Application procedure for Intensive Programmes

The application procedure will be managed individually at each partner institution. Only complete applications can be accepted. The deadlines and responsibilities are specified below.

| Deadline     | Action   | Responsibility              |
|--------------|--|-----------------------------|
| September 30 | Information about the Intensive Programme is sent to potential applicants. Application forms are available on the programme website.<br>Only applications submitted electronically by e-mail that meet all formal requirements will be considered. | AoA                         |
| October 15   | Submission of an application with all required documents.  | Applicant                   |
| October 20   | Review of the applications and exclusion of those that do not meet the formal requirements. Creation of a short-list covering 15 names from each university and a reserve-list.  | University's representative |
| October 27   | Exchange of the information about free vacancies. The final list involving 20 names (15 incoming plus 5 from the host institution) is built.   | AoA                         |
| October 31   | 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                         |
| November 10  | Applicants confirm their participation in the programme and sign the learning agreement.   | Applicant                   |

## 3. Double Degree exchange

### 3.1 Selection criteria & selection procedure for the Double Degree programmes

Students fulfilling the following requirements will be entitled to register as Double Degree candidates within the INTQUANT partner universities:

- Documentary proof of academic degree
- Good command of English
- Proof of qualifications in Economics and Mathematics/Statistics
- Written application, test and/or admissions interview

In regards of the general admission for the Double Degree programmes the different requirements and enrolment constraints of the partner institutions are respected. Therefore Double Degree candidates will be selected by the home institution according to their own criteria and modalities.

As a common guiding principle candidates will be selected based on their previous academic track record, past work and extracurricular experiences as well as a demonstration of strong motivation to participate in the programme.

The number of available study places for Double Degree candidates is defined in the respective agreements set up between the INTQUANT partner universities. An overview can be found in the next chapter. In general the exchange should be balanced and involve an equivalent number of Double Degree students from the partner universities.

### 3.2 Application procedure for Double Degree programmes

At all INTQUANT partner universities different application procedures for Double Degree Programmes are in place. Therefore Double Degree candidates have to follow the individual application procedure of their home institution. The following table provides an overview of the different application deadlines and contact persons at every institution. This overview will also be provided in the student handbook to support potential applicants.



| Contact person(s) & application deadlines   | Available Double Degree places...  |
|---|--|
| <p><b>Alexandru Ioan Cuza University of Iași</b><br/> <b>Involved master programme:</b><br/>           Finance and Risk Management (FRM)<br/> <b>Contact person(s):</b><br/>           Dorina Moisă: <a href="mailto:dorina.moisa@uaic.ro">dorina.moisa@uaic.ro</a><br/>           +40 232 201627 (application process)<br/>           Silviu Ursu: <a href="mailto:silviu.ursu@uaic.ro">silviu.ursu@uaic.ro</a><br/>           (study paths, learning agreement)<br/> <b>Application deadline(s):</b> 30 April</p>   | <p><b>Alma Mater Studiorum – Università di Bologna</b><br/>           3. semester (winter semester): 2 places*<br/>           4. semester (summer semester): 2 places*<br/> <b>University of Applied Sciences BFI Vienna</b><br/>           3. semester (winter semester): 2 places<br/>           4. semester (summer semester): 2 places<br/> <b>University of Economics in Katowice</b><br/>           3. semester (winter semester): 2 places<br/>           4. semester (summer semester): 2 places</p>   |
| <p><b>Università di Bologna</b><br/> <b>Involved master programme:</b><br/>           Quantitative Finance (QF)<br/> <b>Contact person(s):</b><br/>           Margherita DeRogatis; <a href="mailto:margherita.derogati2@unibo.it">margherita.derogati2@unibo.it</a><br/>           Maria Luigia Loiudice;<br/> <a href="mailto:marialuigia.loiudice@unibo.it">marialuigia.loiudice@unibo.it</a><br/> <b>Application deadline(s):</b> 15 April</p>  | <p><b>Alexandru Ioan Cuza University of Iași</b><br/>           3. semester (winter semester): 2 places*<br/>           4. semester (summer semester): 2 places*<br/> <b>University of Applied Sciences BFI Vienna</b><br/>           3. semester (winter semester): 2 places<br/>           4. semester (summer semester): 2 places<br/> <b>University of Economics in Katowice</b><br/>           3. semester (winter semester): 2 places<br/>           4. semester (summer semester): 2 places</p>   |
| <p><b>University of Applied Sciences BFI Vienna</b><br/> <b>Involved master programme:</b><br/>           Quantitative Asset and Risk Management (ARIMA)<br/> <b>Contact person(s):</b><br/>           Mag. Claus Inanger; <a href="mailto:claus.inanger@fh-vie.ac.at">claus.inanger@fh-vie.ac.at</a>;<br/>           +43 1 72012 86-22 (application process)<br/>           Prof. (FH) Mag.a Silvia Helmreich;<br/> <a href="mailto:silvia.helmreich@fh-vie.ac.at">silvia.helmreich@fh-vie.ac.at</a>; +43 1 72012 86-972<br/>           (study paths, learning agreement)<br/> <b>Application deadline(s):</b><br/>           Winter semester abroad: 15 March<br/>           Summer semester abroad: 15 September</p>   | <p><b>Alexandru Ioan Cuza University of Iași</b><br/>           3. semester (winter semester): 2 places<br/>           4. semester (summer semester): 2 places<br/> <b>Alma Mater Studiorum – Università di Bologna</b><br/>           3. semester (winter semester): 2 places<br/>           4. semester (summer semester): 2 places<br/> <b>University of Economics in Katowice</b><br/>           2. semester (summer semester): 4 places<br/>           3. semester (winter semester): 2 places<br/>           4. semester (summer semester): 2 places</p>       |
| <p><b>University of Economics in Katowice</b><br/> <b>Involved master programme:</b><br/>           Quantitative Asset and Risk Management (ARIMA)<br/> <b>Contact person(s):</b><br/>           Marta Koziarz; <a href="mailto:marta.koziarz@ue.katowice.pl">marta.koziarz@ue.katowice.pl</a><br/>           +48 32 257 7125; (Erasmus+ scholarships)<br/>           Karolina Borys; <a href="mailto:karolina.borys@ue.katowice.pl">karolina.borys@ue.katowice.pl</a><br/>           +48 32 257 7747; (application process)<br/>           Ewa Dziwok; <a href="mailto:ewa.dziwok@ue.katowice.pl">ewa.dziwok@ue.katowice.pl</a><br/>           (study paths, learning agreement)<br/> <b>Application deadline(s):</b><br/>           Winter semester abroad: 20 April – 1 June<br/>           Summer semester abroad: 15 October – 15 November</p> | <p><b>Alexandru Ioan Cuza University of Iași</b><br/>           3. semester (winter semester): 2 places<br/>           4. semester (summer semester): 2 places<br/> <b>Alma Mater Studiorum – Università di Bologna</b><br/>           3. semester (winter semester): 2 places<br/>           4. semester (summer semester): 2 places<br/> <b>University of Applied Sciences BFI Vienna</b><br/>           2. semester (summer semester): 4 places<br/>           3. semester (winter semester): 2 places<br/>           4. semester (summer semester): 2 places</p> |

\* The indicated number of places in these Double Degree agreements is still provisional.