PROCEDURE AND CONDITIONS OF COMPETITION FOR FILLING VACANT
STUDENT PLACES IN THE FACULTY OF SOCIAL SCIENCES

1. According to the number of student places that have remained vacant in a curriculum, candidates who have successfully passed the competition for filling vacant student places will be accepted to the vacant student place.

2. Those who wish to participate in the competition for filling vacant student places submit a written application to the head of the respective school, institute or college before the beginning of the new semester at the latest.

3. Students applying from other curricula or higher education institutions and external students have to apply for the evaluation of the accordance of their prior studies with the courses established in the curriculum to which they are applying (hereinafter referred to as curriculum).

4. Vacant student places are filled based on the ranking of the applicants. The ranking of the candidates is organised by the programme director of the curriculum.

5. The ranking of the candidates is based on the percentage of the subjects passed, compulsory for completing the curriculum, by the end of the semester before the competition.

6. Candidates who have completed 100% or more of the compulsory courses prescribed by the curriculum are equal in the ranking for filling vacant student places. If several candidates have equal results in the ranking, the candidate who has the highest weighted average grade based on the compulsory courses prescribed by the curriculum is preferred. If the results are still equal, the candidate who has the highest number of grade points is preferred.

7. If none of the candidates have completed 100% of the compulsory workload prescribed by the curriculum, those candidates are preferred who have the highest weighted average grade based on the compulsory and elective courses they have completed. In the case of equal weighted average grades, the candidate who has the highest number of grade points will be preferred.

8. In the case of candidates from other curricula or higher education institutions and external students, the courses which have been evaluated as appropriate by the committee for recognition of prior learning are taken into account as compulsory and elective courses.

9. The results of the competition are recorded.

10. Student places with tuition-waiver scholarship that have become vacant are filled according to this procedure and conditions.

11. This procedure is effective as of 1 March 2016.