**BASIC INFORMATION ABOUT ERASMUS+ INTERNATIONAL CREDIT MOBILITY**

**FOR STUDENTS**

Erasmus+ International Credit Mobility(E+ ICM)is a program within Erasmus+ framework promoting exchange of students and academics **with partner countries of the Erasmus+ programme (i.e. non-EU and non-EFTA countries and not candidate countries for EU membership).**

1. The Faculty of Social Sciences (FSS) receives funding for stipends in accordance with budgets of the Czech Ministry of Education and EU, with their level being set by the Erasmus+ ICM programme.
2. **All regular Charles University students, regardless of their nationality and form of study (part time and regular) are eligible for an Erasmus+ exchange.**
3. In general, students may take part in exchanges abroad within both the Erasmus+ and Erasmus+ ICM programs in each study cycle (i.e. at Bachelor and Master levels and Doctoral candidates). The usual duration is one semester, in individual cases may last two. However, **total time abroad (both study abroad and traineeships included) may not exceed 12 months within one cycle of study**.
4. Since the academic year 2016/2017 **it is not possible to request extra funding** from the special purpose scholarship for an Erasmus+ exchange.
5. Students nominated by our Faculty may be rejected by the partner university if they do not fulfil their requirements.
6. Respective institutes of the FSS select students on the basis of **two criteria combined**: **the student´s quality** (study achievements, language competence, and academic motivation) **and suitability of chosen partner university**.

**Selection procedure**

Candidates for selection procedure provide the following documents:

* Fill-out and signed application form to one partner university
* Transcript of results from the SIS (student information system) from their Bachelor or MA studies at the FSS – printed out and with the total average grade highlighted
* CV in English
* English certificate (at least level B2); confirmation of language competence from the Language Centre (<https://fsv.cuni.cz/en/academics/language-centre>) or from a foreign university suffice
* Cover letter in English

**Submission of application forms at the FSS Institutes**

• Students applying for studies abroad within the competence of bilateral agreements of the **Institute of Economic Studies (IES)** submit their applications to the secretary´s office of the Head of IES at:Opletalova street, no 26, to **PhDr. Lenka Šťastná, Ph.D.** (IES international exchange coordinator)

• Students applying for studies abroad within the competence of bilateral agreements of the **Institute of Political Studies (IPS)** submit their applications to the IPS secretariat at Jinonice Campus (3rd floor, building A) to **PhDr. Malvína Krausz Hladká, Ph.D (**IPSinternational exchange coordinator)**.**

• Students applying for studies abroad within the competence of bilateral agreements of the **Institute of International Studies (IIS, or IMS in Czech)** submit their applications to the IIS secretariat at Jinonice Campus (3rd floor, building A) to **Ing. Magda Pektorová** (IIS international exchange coordinator).

• Students applying for studies abroad within the competence of bilateral agreements of the **Institute of Sociological Studies (ISS)** submit their applications to the ISS secretariat at Jinonice Campus to **Bc. Lucie Voňavková (**room 3074, 3rd floor, building A). Beware, however, that the ISS international exchange coordinator is **Mgr. Terezie Hanzlíková**.

* Students applying for studies abroad within the competence of bilateral agreements of the **Institute of Communication Studies and Journalism (ICSJ, IKSŽ in Czech)** submit their applications to the ICSJ secretariat at Hollar buildingto **Mgr. Gabriele Skalické** (místnost č. 104) **or at the mail room at the entrance (Podatelna)**. Information about the selection proceedings are provided by **Mgr. Jan Miessler** (ICSJ international exchange coordinator).