

ERASMUS+

2024/2025



FACULTY
OF SOCIAL SCIENCES
Charles University

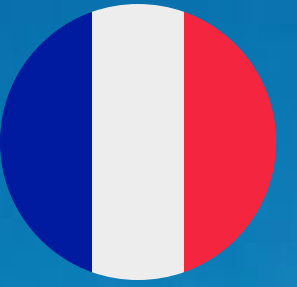


STUDY ABROAD AND GET A UNIQUE OPPORTUNITY

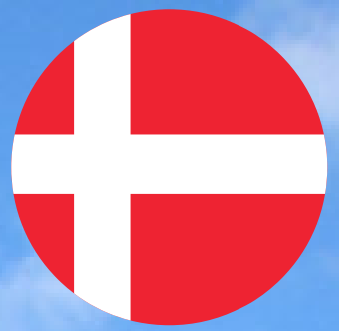




Bournemouth University



Sorbonne University



University of Copenhagen

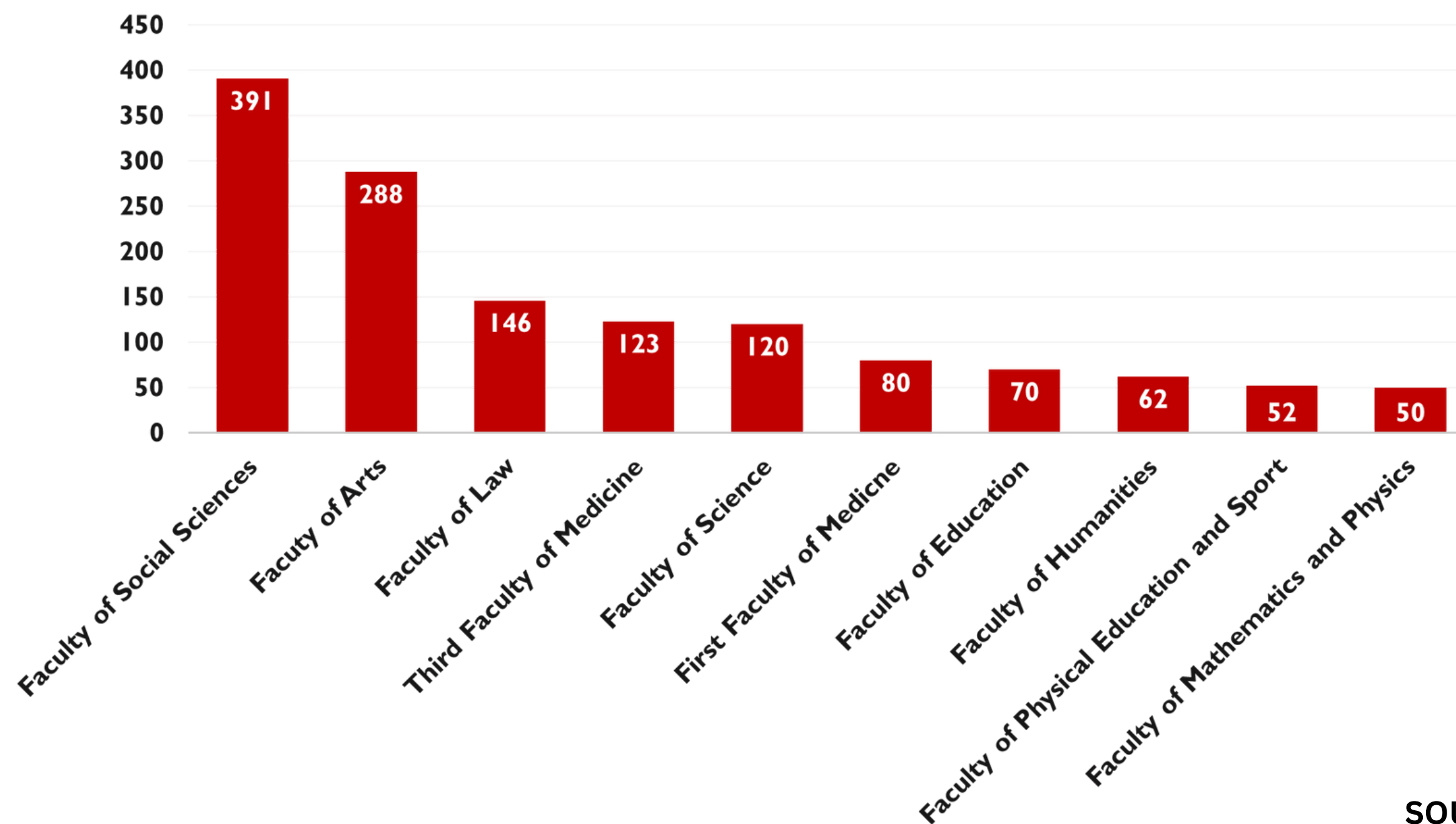
WHY SHOULD YOU PARTICIPATE?

- **GET TO KNOW A FOREIGN CULTURE**
- **IMPROVE YOUR LANGUAGE SKILLS**
- **EXPERIENCE STUDYING AT ANOTHER UNIVERSITY**
- **FIND NEW FRIENDS**
- **IMPROVE YOUR CV**

**MINOR WORRIES OR SETBACKS BEFORE THE DEPARTURE
ARE COMPLETELY NORMAL, BUT IT'S ALL WORTH IT**



10 faculties of the Charles University with the highest amount of outgoing students



SOURCE: RUC



STUDY ABROAD, INTERN AT OR TRAVEL AKA YOUR
LITTLE GUIDE FOR STOCKHOLM



SCHOLARSHIP

It is a contribution to cover your travelling and housing costs.

It is granted automatically based on the submission of all the necessary documents and signature of the Erasmus Agreement.

It is granted in one amount before the start of your mobility.



SCHOLARSHIP

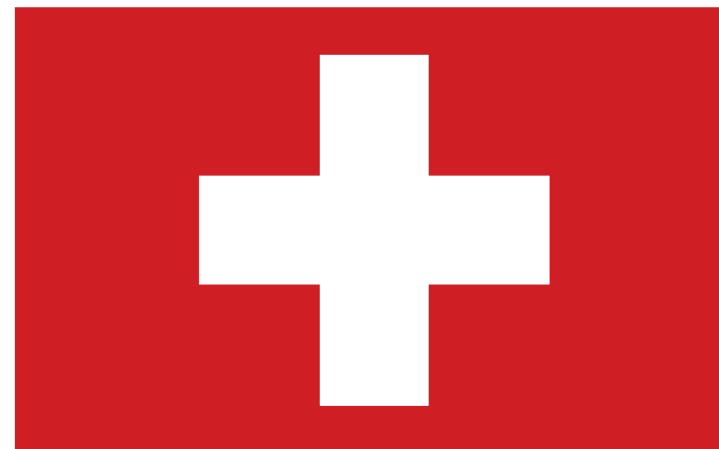
600 EURO/480 EURO

The amount is divided into two categories of countries according to the cost of living.



SCHOLARSHIP - SWITZERLAND

For study stays under bilateral agreements
with Swiss universities,
students receive a scholarship of 350 euros/month
from Charles University and 440 CHF contribution from the Swiss government.



Green Erasmus

- The one-off contribution of EUR 50 for using an environmentally friendlier way of transport
- Eligible means of transport to / from the receiving foreign institution are **train, bus, boat or shared car.**
- The contribution is sent after the end of the mobility and after providing the European Office RUK the accounting document (tickets, proof of payment...)
- Must be specified in WebApps in advance



WEBSITES

**All information can be found
on our website!**



CALL FOR APPLICATIONS 24/25

OPENING OF WEBAPPS

8. FEBRUARY 2024

CLOSING OF WEBAPPS

22. FEBRUARY 2024

16:00

CHANGE FROM PREVIOUS YEARS!



- **23. 2. - 5. 3. 2024** – admission proceedings at the institutes and the International Office (OZS).
- **5. 3. 2024** – sending protocols and application forms of the nominated students from the institutes to the International Office.
- **from 6. 3. 2024 until end of April at the latest** – the announcement of final results in the WebApps (successful students will find "NOMINATED/READY TO PRINT).



Students choose from agreements:

1) linked to their own institute

2) linked to the International Office (OZS)

3) through another institute, but preference may be given to students belonging to that institute in the evaluation process



Where to go?

On the Erasmus+ study stays website you will find
Erasmus Agreement Sheet, out of which you can
choose

	A	B	C	D	E	F	G	H	I	J
1	Institute	Country	ID code	Name of University	Study programme*	Study language, necessary knowledge (subject to be changed) (always check with the hosting university)	OUT (number of nominations) Bc.	OUT (number of nominations) Mgr.	OUT (number of nominations) PhD.	OUT (number of nominations) All study c
2	ISS	Austria	A GRAZ01	Karl-Franzens-Universität Graz	Sociology and cultural studies	English, German (B2)				1
3	ISS	Austria	A KLAGENF01	Alpen-Adria - Universität Klagenfurt	Social and behavioural sciences	German B1 and/or English B2				2
4	IES	Austria	A LINZ01	Johannes Kepler University Linz	Social and behavioural sciences	English, German (B2)				2
5	IKSŽ	Austria	A SALZBUR03	Salzburg University of Education	Education	German, English (B2)	1			
6	IMS	Austria	A SALZBUR01	University of Salzburg	Political sciences and civics	English, German (B2)	1	2		
7	IMS	Austria	A WIEN01	University of Vienna	Political sciences and civics	English, German (B1-B2)				3
8	ISS	Austria	A WIEN01	University of Vienna	Sociology and cultural studies	German, English (B2 for MA)				2
9	IPS	Austria	A WIEN78	Central European University	Political sciences and civics	English, German (B1-B2)	1			4
10	ISS	Austria	A WIEN78	Central European University	Sociology and cultural studies + Political Sciences and civics	English, German (B1-B2)	1 + 1			2 + 2
11	IES	Austria	A WIEN78	Central European University	Economics	English, German (B1-B2)	2			2
12	IES	Belgium	B ANTWERP01	University of Antwerp	Economics	English, Dutch (B2)				2
13	ISS	Belgium	B ANTWERP01	University of Antwerp	Sociology and cultural studies	English, Dutch (B2)				2
14	OZS	Belgium	B ANTWERP01	University of Antwerp, Faculty of Political and Social Sciences	Social and behavioural sciences	English, Dutch (B2)	1	1	1	
15	IKSŽ	Belgium	B BRUSSEL01	Vrije Universiteit Brussel, Department of Communication Science	Journalism and information	English, Dutch (B1)		3		
16	IPS	Belgium	B BRUXEL04	Universite Libre De Bruxelles	Political sciences and civics	French (B1)	2	1		
17	IPS	Belgium	B BRUXEL04	Universite Libre De Bruxelles	Political sciences and civics	French (B1)				3
18	IKSŽ	Belgium	B BRUXEL04	Universite Libre De Bruxelles	Journalism and reporting	French (B1)		1		
19	IKSŽ	Belgium	B BRUXEL84	HAUTE ÉCOLE GALILÉE	Journalism and information	French (B1)	3			
20	IES	Belgium	B BRUXEL86	ICHEC (Institut Catholique des Hautes Etudes Commerciales)	Business and administration	English, French (B2)				3
21	IPS	Belgium	B DIEPENB01	Hasselt University	Political Science and civics	English, Dutch (B2)				2
22	ISS	Belgium	B DIEPENB01	Hasselt University	Sociology and Cultural Studies	English (B2)	2			
23	ISS	Belgium	B LEUVEN01	Katholieke Universiteit Leuven	Sociology and cultural studies.	English, Dutch (B2)				4
24	IES	Belgium	B LEUVEN01	Katholieke Universiteit Leuven	Business and administration	English, Dutch (B2)				1
25	ISS	Belgium	B LIEGE01	Université de Liege	Sociology and cultural studies	French (B2)	1	1		
26	IES	Belgium	B LOUVAIN01	Universite Catholique De Louvain, Faculty of Economics	Economics	English (B2) , French (B1)		3		
27	IMS	Belgium	B LOUVAIN01	Universite Catholique De Louvain, Institut d'etudes européennes	Political sciences and civics	English (B2), French (B1)		2		
28	IPS	Belgium	B LOUVAIN01	Universite Catholique De Louvain	Political sciences and civics	English/French (B2/B1)				2
29	ISS	Belgium	B LOUVAIN01	Universite Catholique De Louvain	Sociology and cultural studies.	English (B2), French (B1)				2
30	IMS	Bulgaria	BG BLAGOEV03	American University in Bulgaria	Political sciences and civics	English (B2), Bulgarian (B1)				



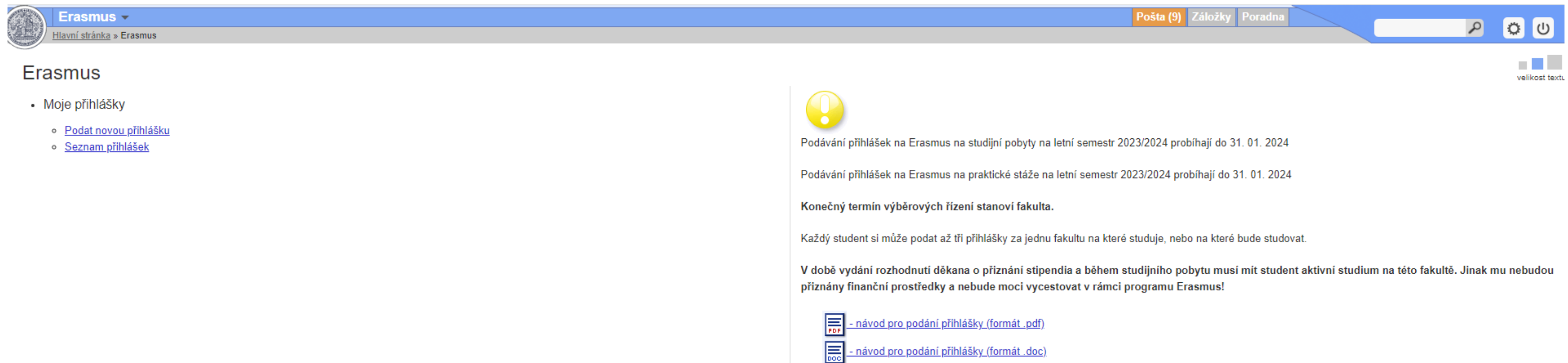
**Log in to WebApps and
find the contract
with your host university.**

**Students can submit
3 applications.**

**The length of stay for each
level of study is a maximum of
12 months.**



This is how WebApps looks from student's point of view



The screenshot shows the Erasmus web application interface. At the top, there is a blue header bar with the Erasmus logo on the left, a dropdown menu labeled "Erasmus", and navigation links "Pošta (9)", "Záložky", and "Poradna" on the right. Below the header, the main content area is titled "Erasmus". On the left side, there is a sidebar with a list of links: "Moje přihlášky", "Podat novou přihlášku", and "Seznam přihlášek". The main content area on the right contains a yellow warning icon, followed by text about the application deadline for the 2023/2024 academic year. It also includes a section for the final selection criteria and a list of links for application guides in PDF and DOC formats.

Erasmus

- Moje přihlášky
 - [Podat novou přihlášku](#)
 - [Seznam přihlášek](#)


Podávání přihlášek na Erasmus na studijní pobyty na letní semestr 2023/2024 probíhají do 31. 01. 2024


Podávání přihlášek na Erasmus na praktické stáže na letní semestr 2023/2024 probíhají do 31. 01. 2024

Konečný termín výběrových řízení stanoví fakulta.

Každý student si může podat až tři přihlášky za jednu fakultu na které studuje, nebo na které bude studovat.

V době vydání rozhodnutí děkana o přiznání stipendia a během studijního pobytu musí mít student aktivní studium na této fakultě. Jinak mu nebudou přiznány finanční prostředky a nebude moci vycestovat v rámci programu Erasmus!

 - [návod pro podání přihlášky \(formát .pdf\)](#)

 - [návod pro podání přihlášky \(formát .doc\)](#)





This is how WebApps looks from student’s point of view

Podat novou přihlášku

Vyberte destinaci:

Filtr

Cílový stát

Okruh (Subject area)

Fakulta

Typ pobytu

Typ studijního programu

☐ Bakalář☐ Magistr☐ Doktorand

Výjezd minimálně na

 měsíců

OK



Vyfiltrujte si nedřívě bilaterální smlouvy z vaší fakulty a typu studijního programu na kterém budete studentem (studentkou) v době výjezdu do zahraničí.

Pokud se přihlásíte na mobilitu, která nebyla uzavřena s fakultou a v typu studijního programu ve kterém budete studovat v době výjezdu, systém Vám neumožní přiznat stipendium a vycestovat v rámci programu Erasmus.

Strana: 1 / 10

Počet záznamů: 241

Stát	ID kód	Cíl	Odkud	Typ pobytu	Typ studijního programu	Subject area	Maximální doba	Volných míst	Přihlášených	Možnosti
Rakouská republika	A WIEN01	University of Vienna	Farmaceutická fakulta	Studijní pobyt	Bez rozlišení	916 - Pharmacy	5 měsíců	1	0	Přihlásit
Rakouská republika	A WIEN01	University of Vienna	Farmaceutická fakulta	Praktická stáž	Bez rozlišení	916 - Pharmacy	6 měsíců	1	0	Přihlásit
Rakouská republika	A GRAZ23	Medical University of Graz	Lékařská fakulta v Hradci Králové	Studijní pobyt	Bez rozlišení	912 - Medicine	10 měsíců	0	0	Přihlásit
Rakouská republika	A GRAZ23	Medical University of Graz	Lékařská fakulta v Hradci Králové	Praktická stáž	Bez rozlišení	912 - Medicine	3 měsíce	2	4	Přihlásit
Rakouská republika	A INNSBRU21	Innsbruck Medical University	Farmaceutická fakulta	Praktická stáž	Bez rozlišení	910 - Health, not further defined	6 měsíců	0	0	Přihlásit
Rakouská republika	A LINZ01	Johannes Kepler University Linz	Přírodovědecká fakulta Katedra organické chemie	Praktická stáž	Bez rozlišení	531 - Chemistry	2 měsíce	1	2	Přihlásit
Rakouská republika	A GRAZ01	University of Graz	Přírodovědecká fakulta Katedra ekologie	Praktická stáž	Doktorand	511 - Biology	1 měsíc	0	0	Přihlásit
Rakouská republika	A INNSBRU01	University of Innsbruck	Přírodovědecká fakulta Katedra genetiky a mikrobiologie	Praktická stáž	Bez rozlišení	511 - Biology	2 měsíce	1	1	Přihlásit
Rakouská republika	A WIENXF326	Joint Research Network Elfriede Jelinek in Wien	Filozofická fakulta Ústav germánských studií	Praktická stáž	Bez rozlišení	230 - Languages, not further defined	2 měsíce	0	0	Přihlásit
Belgické království	B GENTXF300	Ghent University Hospital	Farmaceutická fakulta	Praktická stáž	Magistr	916 - Pharmacy	6 měsíců	0	0	Přihlásit
Belgické království	B GENT01	Ghent University	Farmaceutická fakulta	Praktická stáž	Bez rozlišení	916 - Pharmacy	4 měsíce	0	0	Přihlásit

Parts of applications are:

Curriculum Vitae in English.

- Cover letter of a study stay in the study language of a university (a recommended length: 1 page in an A4 format).

Note: If you apply within the agreements under IES, please submit only one cover letter, including all the selected universities.



How to write a motivation letter?



Sample motivation letter



Parts of applications are:

SIS transcript on the study results at the bachelor/master's degree programmes at FSV UK with the value of a total average (not a weighted average). Note: Not necessary if you apply within the agreements under IES.

Documentation of knowledge of the study language of a university abroad (copy of a certificate or a document from another university or institution, or it is also possible to mark a subject attended in a foreign language in the SIS transcript).



SPECIFICS OF APPLICATIONS FOR THE IES



FOR MORE INFORMATION WE RECOMMEND TO VISIT
THE INDIVIDUAL WEBSITES OF THE INSTITUTES:

IES

IPS

IMS

ISS

IKSŽ



Students will print the application out of the online application and manually complete the following information on the 1st page:

- a) Preference of universities in case of two or three applications, (number 1 as the highest priority)
- b) Students of the third, resp. the last year of bachelor's study will indicate whether they intend to travel abroad as master's or bachelor's students in the next academic year (Bc. or Mgr.).





1. University of Barcelona
2. University of Copenhagen
3. Bournemouth University

MGR./MASTERS

CHARLES UNIVERSITY



Erasmus+

LEARNING AGREEMENT FOR STUDIES

The Student

Last names(s):

XXX

First name(s):

XXX

Application nr.: XXXXXX

Academic year: XXXX/XXXX

Study cycle: XX

Subject area: XXX

ISCED Code: XX

Nationality: XXX

Sex: X

Date of birth: XX/XX/XXXX

Phone: +XXX XXX XXX XXX

E-mail:

XXXXXXXX@XXXXXXXX



The Sending Institution

Charles University

CZ PRAHA07



Applications are submitted exclusively in electronic form

Applications, together with the:

- 1) CV
- 2) cover letter
- 3) SIS transcript on study results
- 4) Documentation of knowledge of the study language (in this order)

will be scanned into one standard pdf file named:

SURNAME_FIRST NAME _ ERASMUS.pdf

Students will add **ERASMUS 24/25** in the subject of the e-mail and send the e-mail with the pdf file to the appropriate contact.



EMAILS TO INSTITUTES AND OZS:

IES: dagmar.schnellerova@fsv.cuni.cz

IPS: erasmus-ips@fsv.cuni.cz

IMS: internacionalizace.ims@fsv.cuni.cz

ISS: terezie.hanzlikova@fsv.cuni.cz

IKSŽ: erasmus.iksz@fsv.cuni.cz

OZS: outgoing@fsv.cuni.cz



**ALL THE INFORMATION REGARDING THE APPLICATION
PROCESS FOR 2024/2025 IS AVAILABLE ON THE FSV
WEBSITES (ERASMUS+ STUDY STAYS)**

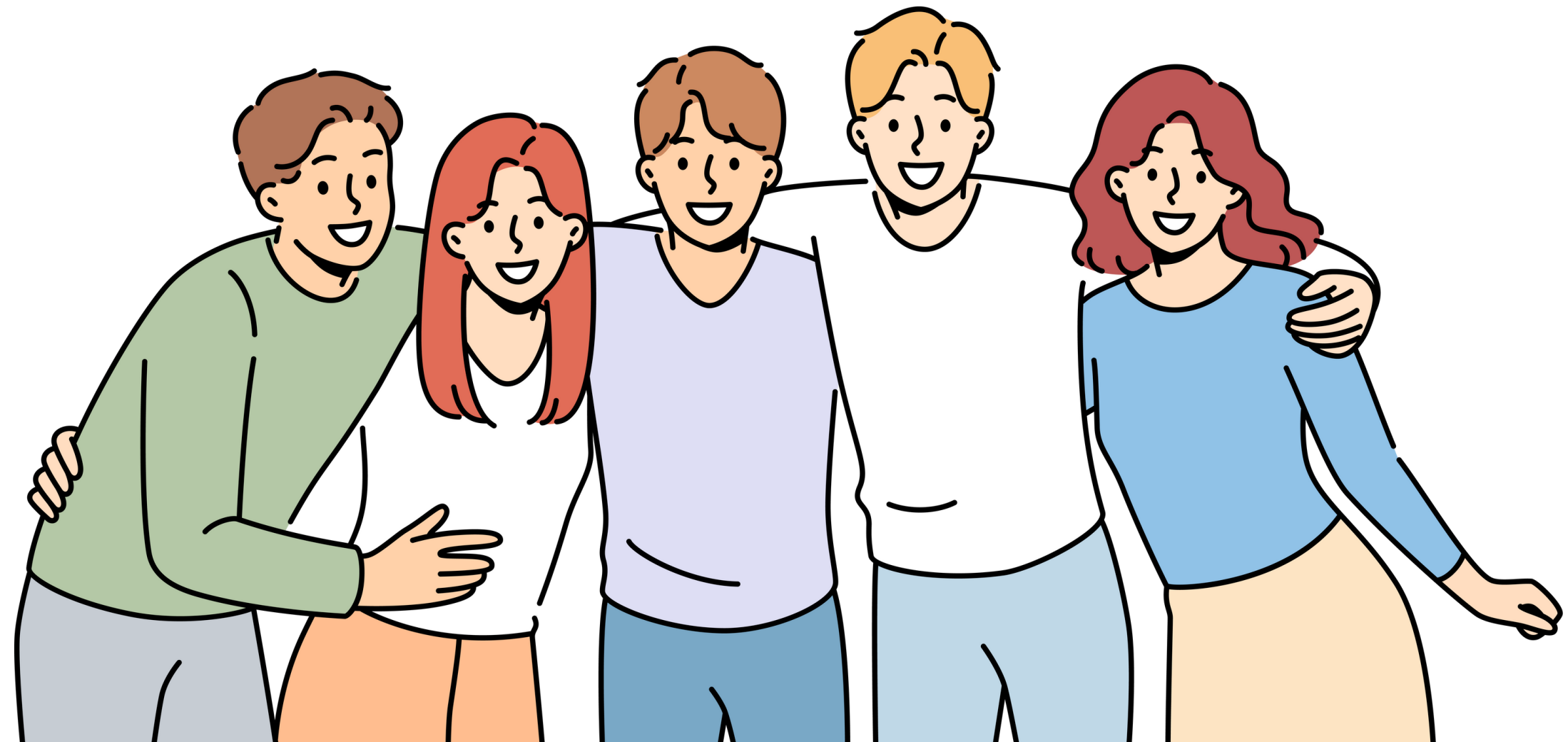
ERASMUS CALLS FOR APPLICATIONS 2024/2025





THE STUDENT MUST HAVE AN ACTIVE STUDENT STATUS
FOR THE WHOLE DURATION OF THE STAY

TIME FOR YOUR QUESTIONS



AFTER THE APPLICATION PROCESS



WebApps

Fill out your **“EURO” bank account with a branch in the Czech Republic, study plan** (courses you plan to take at your host university and their equivalents here at Charles University) and **a link to the courses that the host university offers.**

If you are not able to find an exact equivalent of the course, choose “Zahraniční výjezd” without a code, your guarantor will then determine the number of credits for which the course will be recognized.



WebApps / Study Plan

Students in the Bachelor's programme must obtain at least 20 credits (after recalculation at FSV).

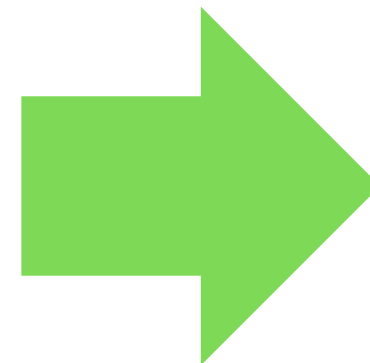
Master's students must obtain at least 15 credits.



WebApps

Generated study plan then
send/bring to your guarantor for approval and
signature
after that send it to outgoing@fsv.cuni.cz

Forward the application to the "Ready to
Print" stage with a
green arrow.





Last name(s): XXXXX First name(s): XXXXX Academic year: XXXX/XXXX
The Sending Institution: Charles University
The Receiving Institution: XXXXXXXXXXXX
Planned period of the mobility: From: XX/XX/XXXX Till: XX/XX/XXXX

Table A: Proposed study programme abroad

Component code (if any)	Component title as indicated in the course catalogue at the receiving institution	ECTS credits	Semester
5PU028	Basic Swedish 1	7.5	autumn
2SK157	Comparative Welfare States	7.5	autumn
2SK146	Gender and Economic Development	7.5	autumn
2SK143	International Politics	7.5	autumn
2SK154	Swedish Politics	7.5	autumn
Total:		37.5	

Table B: Educational components in the student's degree which will be replaced by the study abroad

Component code (if any)	Component title at CU	ECTS credits	Semester	P/PV/V	Academic Tutor Signature
	Comparative Welfare States	7.5	autumn	PV	
	Gender and economic development	7.5	autumn	PV	
	International politics	7.5	autumn	PV	
	Swedish Politics	7.5	autumn	PV	
	Basic Swedish 1	7.5	autumn	V	
Total:		37.5			

In case some educational components would not be successfully completed by the student, the following provisions will apply: _____

[please specify or provide a weblink to the relevant information.]

Web link to the course catalogue at the receiving institution:

<https://www.statsvet.uu.se/education/exchange-students-/selecting-your-courses/>

Language competence of the student

The level of language competence in English that the student already has or agrees to acquire by the start of the study period (for the above-mentioned dates) is: C1

OUTGOING PROCESS

Please communicate with your host university, you may have to fill out their forms of application in their systems. The university may have its own specific requirements.

The host university will send you **a letter of acceptance**, which you then forward to **outgoing@fsv.cuni.cz**



OUTGOING PROCESS

**YOU NEED TO PROVIDE THREE DOCUMENTS BEFORE
THE MOBILITY**

(Learning Agreement)

(Study plan)

(Acceptance Letter)



LEARNING AGREEMENT

This is a Learning Agreement downloaded from WebApps.

The first page is dedicated to **basic information about you**, about the sending institution and the receiving institution.



FAKULTA
SOCIÁLNÍCH VĚD
Univerzita Karlova



CHARLES UNIVERSITY

LEARNING AGREEMENT FOR STUDIES

The Student
Last names(s):
XXX

First name(s):
XXX

Application nr.: XXXXXX



Academic year: XXXX/XXXX

Study cycle: XX

Subject area: XXX

ISCED Code: XX

Nationality: XXX

Sex: X

Date of birth: XX/XX/XXXX

Phone: +XXX XXX XXX XXX

E-mail:

XXXXXXXX@XXXXXXXX

The Sending Institution

Charles University

Faculty of Social Sciences

Smetanovo náb. 6, 11001 Praha 1

XXX

CZ PRAHA07

Country code: CZ

Petr Klimša

outgoing@fsv.cuni.cz

Phone:

222 112 235

The Receiving Institution

XXX

XX XXXXX

Country code:

XXX

XXXXX@XXXXX

Phone:

XX

+XXXXXXXXXX

FILL IN YOUR PERSONAL INFORMATION, SENDING INSTITUTION
INFORMATION AND RECEIVING INSTITUTION INFORMATION

LEARNING AGREEMENT

On the second page is the date and your signature, the signature of the Vice Dean (arranged by the OZS) and the signature and stamp of the receiving institution.

After you have **all these signatures** on your Learning Agreement, **send it to outgoing@fsv.cuni.cz**



FAKULTA
SOCIÁLNÍCH VĚD
Univerzita Karlova

COMMITMENT OF THE THREE PARTIES

By signing this document, the student, Charles University and University of XXX confirm that they approve the proposed Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and receiving institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the inter-institutional agreement for institutions located in partner countries).

University of XXX confirms that the educational components listed in proposed study programme are in line with its course catalogue.

Charles University commits to recognise all the credits gained at the receiving institution for the successfully completed educational components and to count them towards the student's degree as described in proposed study programme.¹

The student and receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme, responsible persons and/or study period.

The student

Signature

YOUR SIGNATURE, DATE

Date:

Responsible person in Charles University, Faculty of Social Sciences:

Name: PhDr. Zuzana Kasáková, Ph.D.

Phone number: +420222112201

Signature

Function: Vice-Dean for International

Relations

E-mail: kasakova@fsv.cuni.cz

Date:

SIGNATURE OF VICE-DEAN FOR INTERNATIONAL RELATIONS

Responsible person² in University of XXX:

Name:

Function:

Phone number:

E-mail:

Signature

Date:

INFORMATION AND SIGNATURE OF THE RESPONSIBLE PERSON OF THE HOSTING
UNIVERSITY + STAMP

¹ Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties.

² An academic who has the authority to approve the mobility programme of incoming students and is committed to give them academic support in the course of their studies at the receiving institution.

EUROPEAN LEARNING AGREEMENT

The European Learning Agreement is very similar to the Czech one; you will again need all three signatures of these three parties:

- student
- Erasmus coordinator
- host university



Erasmus+ Learning Agreement

Student Mobility for Studies

(KA131 International mobility)

General information

[Applicable for all learning agreement types]

Student	Last name(s)	First name(s)	Date of birth	Nationality	Gender
	European Student Identifier (ESI) [Unique electronic identifier for mobile students]		Level of education (EQF level)	Field of education (ISCED code)	<Field of education (clarification)>
Sending Institution	Name	Faculty/Department	Erasmus code/City	Country	Administrative contact person name; email
Receiving Institution	Name	Faculty/Department	Erasmus code /City	Country	Administrative contact person name; email
The level of language competence in _____ [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>					

Learning agreement type and mobility duration

Learning agreement for studies type (select one)	Estimated duration (to be confirmed by the Receiving Institution)
<ul style="list-style-type: none">Long-term mobility <input type="checkbox"/> / Virtual component (only if applicable) <input type="checkbox"/>Short-term mobility with a mandatory virtual component <input type="checkbox"/>Short-term doctoral mobility <input type="checkbox"/> / Virtual component (only if applicable) <input type="checkbox"/>	Planned period of the physical mobility: <ul style="list-style-type: none">Academic year [year/year]from [<day>/month/year]to [<day>/month/year]

Student fills in their personal info. At the “sending institution part”, there should be the Erasmus coordinator, NOT the guarantor.

STUDY PLAN



This is how a study plan generated from WebApps looks like. The first chart is the **list of courses at the hosting university**, the second chart is the **list of equivalent courses at the sending institution (home university)**. Consult the courses with your guarantor.

Send to your guarantor for approval and signature, then send it to outgoing@fsv.cuni.cz



FAKULTA
SOCIÁLNÍCH VĚD
Univerzita Karlova

Last name(s): XXXXX First name(s): XXXXX Academic year: XXXX/XXXX
The Sending Institution: Charles University
The Receiving Institution: XXXXXXXXXX
Planned period of the mobility: From: XX/XX/XXXX Till: XX/XX/XXXX

Table A: Proposed study programme abroad

Component code (if any)	Component title as indicated in the course catalogue at the receiving institution	ECTS credits	Semester
5PU028	Basic Swedish 1	7.5	autumn
2SK157	Comparative Welfare States HOSTING UNIVERSITY	7.5	autumn
2SK146	Gender and Economic Development COURSES	7.5	autumn
2SK143	International Politics	7.5	autumn
2SK154	Swedish Politics	7.5	autumn
Total:		37.5	

Table B: Educational components in the student's degree which will be replaced by the study abroad

Component code (if any)	Component title at CU	ECTS credits	Semester	P/PV/V	Academic Tutor Signature
	Comparative Welfare States EQUIVALENTS	7.5	autumn	PV	ACADEMIC TUTOR SIGNATURE
	Gender and economic development OF SENDING	7.5	autumn	PV	
	International politics INSTITUTION'S	7.5	autumn	PV	
	Swedish Politics COURSES	7.5	autumn	PV	
	Basic Swedish 1	7.5	autumn	V	
Total:		37.5			

In case some educational components would not be successfully completed by the student, the following provisions will apply: _____

[please specify or provide a weblink to the relevant information.]

Web link to the course catalogue at the receiving institution: **Language competence of the student**

<https://www.statsvet.uu.se/education/exchange-students-/selecting-your-courses/>

The level of language competence in English that the student already has or agrees to acquire by the start of the study period (for the above-mentioned dates) is: C1

ACCEPTANCE LETTER



The receiving institution will send you an acceptance letter, it can look like this. The ideal thing is for the acceptance letter to have both the exact date of start and the end of the semester, including exams. If the dates are not there, ask about it at the hosting university.

After receiving the acceptance letter, send it to outgoing@fsv.cuni.cz

Admission letter

We hereby confirm that we have accepted:

XXXXX

as an international student at the University. The student attends the program here at this university 2024 semester. The program begins 2 January and ends 30 June 2024.

Best regards

SIGNATURE

NAME

International Coordinator

email@email.com

+ xxx xxx xxx

STAMP

NAME NAME
+ xxx xxx xxx
xxx@email.com

NAME OF
UNIVERSITY
INFO
INFO

+xxx xxx xxx
website.com

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OUTGOING PROCES

After sending us all the documents, you will be issued **“The Decision On Scholarship”** and you will receive it in few days in your email, **signed by the Dean.**



OUTGOING PROCES

After the European Office of the Charles University's Rectorate sends you an email, you'll go sign the Erasmus Agreement at their office with all the documents.

Learning Agreement

Study Plan

Acceptance Letter

The Decision on Scholarship



DURING YOUR STUDY STAY

Approval of changes to the study plan

Enter the changes into the study plan in WebApps (Table C and D) by pressing either the red cross (X) to delete the subject or plus (+) to add a new subject. Send the changed study plan for approval to your academic tutor who will ensure its delivery to the International Office (outgoing@fsv.cuni.cz).

Extension of the study stay

Deliver a Letter of Acceptance from the foreign university to outgoing@fsv.cuni.cz and get the study plan approved and signed by your academic tutor. The financial agreement must be signed before the start of the summer semester at the relevant foreign university.



DURING YOUR STAY

The extension of your study stay.

Deadline: 30.11.2024 (after this date only based on the possibilities of the budget)

The extension is not eligible - it will be allowed according to budget
(can also travel as ZERO GRANT)



AFTER YOU RETURN

After you return, it is necessary to fill in your final evaluation report and submit the following documents to the International Office of the Faculty of Social Sciences (IO FSV) and to the European Office of RUC (EO RUC):

- **Confirmation of Erasmus Study Period - original to EO RUC, copy to IO FSV**
- **Transcript of Records - copies to both EO RUC and IO FSV**

Documents can also be sent by the coordinator of the foreign university directly to outgoing@fsv.cuni.cz and erasmus.outgoing@ruk.cuni.cz.

Students must also complete the final report at **Charles Abroad**.



AFTER YOU RETURN

The recognitions of Erasmus+ results fall under the responsibility of the Student Services Office and your academic tutor/supervisor.

Find the full information here, search for
“Protocol on fulfilling study obligations:



AFTER YOU RETURN

Write your feedback to our Moodle course “Exchange Experience”,
which is intended just for FSV students!

You can find students reviews from the last year
and perhaps get answer to your other questions!
You can also find information from practical placements or other programmes!

Exchange Experience

Course Settings Participants Grades Reports More ▾

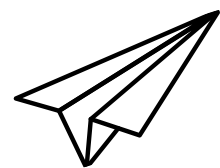
▾ About this project

Collapse all



This page is used to share experiences from an international placement as part of your studies at the Faculty of Social Sciences. The page is managed by the International Office of the Faculty and is accessible only to the students of the Faculty of Social Sciences. You can post anonymously, however, if you allow your email to be published, you will give other students who plan their experience abroad the opportunity to contact you and ask additional questions.





EXCHANGE OFFERS

AT FSV UK

MOBILITY
CALENDAR



STUDENT
EXPERIENCES



DAAD,
AKTION



CEEPUS



ERASMUS+
Study Stays



ERASMUS+
Practicals



FREEMOVER



BILATERAL
INTERNATIONAL
TREATIES



INTER
FACULTY
AGREEMENTS



INTER
UNIVERSITY
AGREEMENTS

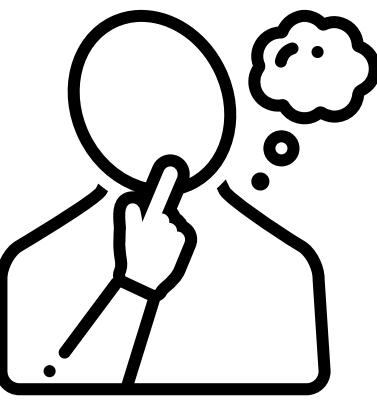


ERASMUS+
ICM



OTHER
POSSIBILITIES





THE EXPERIENCES OF OUR STUDENTS, TIME FOR YOUR QUESTIONS!

