



## **INSTRUCTIONS FOR ERASMUS+ PRACTICAL INTERNSHIPS**

1. The student sends the invitation letter and documents in accordance with the decree to the relevant FSV UK institute, where the documents are evaluated. You can find the contacts for the individual institutes below.
2. The OZS coordinator will conclude a bilateral agreement with the relevant organization and ensure the registration of the agreement in the [is.cuni.cz/webapps](https://is.cuni.cz/webapps) application
3. The student fills out the application in the application <https://is.cuni.cz/webapps/> (including a euro bank account with a branch in the Czech Republic), prints it, signs it and secures the signature of the receiving institution. He then sends the application to OZS ([outgoing@fsv.cuni.cz](mailto:outgoing@fsv.cuni.cz)).
4. Subsequently, the application will be assessed by the vice-dean of FSV UK for foreign relations.
5. In case of approval, the dean of FSV UK will issue a Scholarship Decision.
6. The student collects the documents for signing the participation contract after being prompted by the OZS.
7. Upon invitation from the RUK European office (Ovocný trh 3-5, 116 36 Prague 1), the student signs the participation agreement.
8. Students from the Erasmus Mundus program who receive a scholarship are not entitled to another scholarship from the Erasmus+ program due to the avoidance of double funding.
9. Students are evaluated on the basis of submitted documents; in case of the same number of points in the evaluation process, priority will be given to applicants who are applying for the first time.
10. Students must have an active student status throughout the practical internship.
11. Students apply in the appropriate application period. If their placement starts in the previous application period, they will only be funded from the start of the current application period.



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*E.g. a student plans to start their placement from 1st January 2026. They did not apply for the placement in the relevant application period (15th August 2025). Therefore they apply in the next application period (15th November 2025). This postponement means that they will be financially supported only from February, since the financial support from January cannot be drawn anymore.*

12. The Erasmus+ mobility participant must have an "active student status" throughout their whole stay and fulfil the obligations arising from this.

13. Joint and double degree students are required to provide confirmation from their universities of the exact time of the Erasmus+ stays abroad already taken in addition to the documents mentioned below.

### **ERASMUS+ practical internships for the academic year 2025/2026**

Erasmus+ practical internships and any student who is enrolled in an accredited bachelor's, master's or doctoral study program and will be duly enrolled to study at FSV during the entire period of stay abroad can participate in an international mobility internship.

Students can contact the institutions listed on the website in the "Bilateral agreements" section <https://fsv.cuni.cz/mobilita/erasmus/erasmus-staze>. It is also possible to arrange your own organization outside the attached list. If you are interested in going on a practical placement at universities in the United Kingdom and Switzerland, please contact the International Office ([outgoing@fsv.cuni.cz](mailto:outgoing@fsv.cuni.cz); well in advance of the selection process) to make sure that the mobility will be possible.

Applicants are required to contact the chosen organization and secure an invitation letter before the selection process. Work internships and international mobility internships can last from 2 months (minimum) to 12 months (maximum), short-term Ph.D mobility from 5 to 30 days.

More detailed information on practical internships available at <https://fsv.cuni.cz/mobilita/erasmus/erasmus-staze>



**Conditions of participation:**

current enrollment in at least the 1st year of the B.Sc. studies or up to the 1st year of the M.Sc. studies at the time of application; very good language skills according to the destination and requirements of the partner organization. Internships should take place outside the students' home countries; stays in a foreign-language environment will be preferred.

**Applications can be submitted as part of the selection process at the relevant institute. The application must include:**

- Acceptance letter issued by the relevant organization.
- Information on study results at FSV (results from SIS with marked study average).
- Curriculum vitae in English (max. 1-2 standard pages).
- A letter of motivation in English including the connection between the practical internship and the field of study (max. 1 standard page).
- Proof of language ability (preferably a language certificate).
- Information about the expected date of the internship, the name of the organization and the name, telephone number and e-mail of the contact person.
- Approval with the practical internship signed by the guarantor (or director of the institute)
- **Declaration of previous Erasmus+ mobility periods** - Students who have already participated in a mobility period during the current study cycle, either at Charles University or at another higher education institution, must complete the aforementioned form and submit it together with the other documents.

**The selection process will take place within the institutes, candidates will be scored according to success based on the following criteria, taking into account the possibilities of the faculty's financial budget:**

- study results
- motivation for the placements
- suitability of the chosen project for the given field and contribution to the institute
- language skills



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Attach all attachments in one PDF. Email the PDF file to the appropriate contact below. Put ERASMUS INTERNSHIP 25/26 in the subject line of the e-mail.

**Submission deadlines are divided by thirds:**

For mobilities starting in October 2025 to January 2026, the application deadline is August 15, 2025.

For mobilities starting in February to May 2026, the application deadline is November 15, 2025.

For mobilities starting in June to September 2026, the application deadline is April 15, 2026.

The institutes will send the protocols of the admissions procedure to the OZS within 10 days of the application deadline.

**Graduate traineeships have identical deadlines as practical placements; refer to the deadlines above.**

**List of coordinators for individual institutes**

- IES students send an email to [eliska.krohova@fsv.cuni.cz](mailto:eliska.krohova@fsv.cuni.cz). Information about the selection procedure is given by Mgr. Eliška Krohová.
- IPS students send an email to [erasmus-ips@fsv.cuni.cz](mailto:erasmus-ips@fsv.cuni.cz). Information about the selection procedure is given by PhDr. Malvína Krausz Hladká, PhD.
- IMS students send an email to [internacionalizace.ims@fsv.cuni.cz](mailto:internacionalizace.ims@fsv.cuni.cz). Information about the competitive admission procedure is given by Mgr. Eva Špriňarová.
- ISS students send an email to [terezie.hanzlikova@fsv.cuni.cz](mailto:terezie.hanzlikova@fsv.cuni.cz). Information about the selection procedure is given by Mgr. Terezie Hanzlíková.
- IKSŽ students send an email to [erasmus.iksz@fsv.cuni.cz](mailto:erasmus.iksz@fsv.cuni.cz). Information about the selection procedure is given by Mgr. Jan Miessler. M.Sc.

Mgr. Michaela Rudinská  
Head of International Office

In Prague, 8th July 2025