



FACULTY  
OF SOCIAL SCIENCES  
Charles University

**ERASMUS+ 2024/25**

Erasmus+ bilateral agreements of the particular institutes and the International Office (the OZS) will be published in the online application at <https://is.cuni.cz/webapps/?lang=en> The application will open on **8th February 2024** and students can submit their applications **by the 22nd February 2024, 4 p.m..**

1. FSV UK has been assigned financial means for scholarships. The amount of scholarship varies - there are two categories of countries and the amount of scholarship depends on the cost of living in the specific countries.
2. Admission proceedings are held at the institutes (or at the OZS) reflecting two primary criteria  
– **the quality of a student** (students are admitted based on the combination of their study achievements, language knowledge, and academic motivation) and **suitability of the partner university**.
3. The study exchange of students is only guaranteed once partner universities have confirmed the nominations. Students are obliged to become familiar with the requirements of partner universities (language and its required level, an average of study results, fees, etc.).
4. Each applicant is obliged to **open an application form in the online application WebApps**. The log-in passwords for the system are identical to those used for the SIS. Students may submit **up to 3 application forms**.
5. Exchanges are available to **all the regular students at Charles University**, regardless of their citizenship.
6. Within the Erasmus+ programme, the students may undertake a study abroad stay **at any level of their university studies** (Bachelor's, Master's, Ph.D.). The total length of a study stay for each level of study amounts to 12 months at the maximum.
7. For administrative reasons, the students who **interrupted their studies in the summer semester of 2023/2024** are allowed to **travel in the summer semester of 2024/2025**.
8. Part-time students hold the same conditions as regular full-time students.
9. The students enrolled in their **last year of bachelor's studies** who will travel abroad during the 1st year of the continuing master's degree select from the offers of universities designated for master's students or with no distinction (i.e., offers for bachelor's as well as master's students).



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10. Applying for a special purpose scholarship within Erasmus+ study-stays is impossible.
11. Erasmus Mundus Programme students **receiving a scholarship are not eligible** to receive an additional Erasmus+ scholarship **to avoid double funding**.

**Schedule of the admission process**

- **8th February 2024 – opening of the online application** at <https://is.cuni.cz/webapps/?lang=en>, launching of admission proceedings.
- **22nd February 2024 4 p.m. – DEADLINE FOR SUBMITTING THE APPLICATION FORMS AND RELEVANT DOCUMENTS. Closing of the online application.**
- **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" under their application at <https://is.cuni.cz/webapps/?lang=en> and will receive further mobility instructions).

**Applicants will send these forms and documents via e-mail:**

An application form printed out of the online web <https://is.cuni.cz/webapps/?lang=en>. Students will sign the form.

The students may find the length of a study stay according to the academic calendar of a selected university abroad. In the case of Britain or the Netherlands, two trimesters count as one semester. For the time being, **do not complete a "Protocol of a study plan" or your EURO bank account**. Insert Mr. Petr Klimša as the faculty coordinator. The Erasmus code of the faculty is CZ PRAHA07.



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- **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. See more info in [the IES Guidelines](#).

- **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).

**Submission of application forms and documents exclusively via e-mail**

Applications are submitted exclusively in electronic form. Students will print the application out of the online application <https://is.cuni.cz/webapps>, **sign, 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.).

Applications, together with the CV, cover letter, SIS transcript on study results, and documentation of knowledge of the study language (in this order), will be scanned into one standard pdf file named:

**SURNAME\_FIRST NAME \_ ERASMUS.pdf**



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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 listed below:

- Students applying for studies abroad within the competence of bilateral agreements of the **IES** will send the email to **dagmar.schnellerova@fsv.cuni.cz**.
- Students applying for studies abroad within the competence of bilateral agreements of the **IPS** will send the email to **erasmus-ips@fsv.cuni.cz**.
- Students applying for studies abroad within the competence of bilateral agreements of the **IMS** will send the email to **internacionalizace.ims@fsv.cuni.cz**.
- Students applying for studies abroad within the competence of bilateral agreements of the **ISS** will send the email to **terezie.hanzlikova@fsv.cuni.cz**.
- Students applying for studies abroad within the competence of bilateral agreements of the **ICSJ** will send the email to **erasmus.iksz@fsv.cuni.cz**.
- Students applying for study stays with multiple study areas within the competence of the **International Office (OZS)** will send the email to **outgoing@fsv.cuni.cz** (International Office, Hollar building, office no. 216).

Information on the application procedure at the institutes will be provided by the institutes coordinators (find the contacts down the webpage). Information on the admission proceedings at OZS is provided by Mgr. Petr Klimša.

Mgr. Michaela Rudinská  
Head, the International Office

January 23rd, 2024