



FACULTY  
OF SOCIAL SCIENCES  
Charles University

**ERASMUS+ 2019/20**

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> from 15 till 28 February 2019.

1. FSV UK has been assigned financial means for scholarships. The amount of scholarship varies depending on the living costs of particular countries.
2. Admission proceedings are held at the institutes (or at the OZS) reflecting two basic criteria - **quality of a student** (students are admitted on the basis of the combination of their study achievements, language knowledge and academic motivation) and **suitability of the partner university**.
3. **The study exchange of students is not guaranteed until the nominations have been confirmed by partner universities.**
4. Each applicant is obliged to **open an application form in the online application**. The log-in passwords for the system are identical with those used for the SIS. Students may submit **up to 3 application forms**. It is necessary to attach a separate project (cover letter) to each application form.
5. Exchanges are available to **all the regular students at Charles University** regardless of their citizenships.
6. Within Erasmus+ programme the students may undertake a study abroad stay at **any level of their university studies** (Bachelor's, Master's, PhD). The total length of a study stay for each level of studies amounts to 12 months at the maximum.
7. For administrative reasons, the students who **interrupted their studies in the summer semester of 2018/2019** are allowed **to travel in the summer semester of 2019/2020**.
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 for the study abroad in the course of 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. Since the academic year 2016/2017, **it has not been possible to apply for a special purpose scholarship** within Erasmus+ study-stays.

**Schedule of the admission process**

- **February 15, 2019 – opening of the online application** at <https://is.cuni.cz/webapps>, launching of admission proceedings
- **February 28, 2019 at 3 p.m. – DEADLINE FOR SUBMITTING THE APPLICATION FORMS AND RELEVANT DOCUMENTS. Closing of the online application**
- **March 4 – March 8, 2019 – admission proceedings at the institutes and the OZS**
- **March 11, 2019 – sending protocols and application forms from the institutes to the OZS**
- **April 10, 2019 at the latest – the announcement of final results** (successful students will find “NOMINATED“ under their application at <https://is.cuni.cz/webapps>)

**Applicants will submit as follows:**

- **An application form printed out of the online web <https://is.cuni.cz/webapps>. Students will sign the form and write the following information by hand on its first page:**
  - a) Preference in universities if 2 or 3 application forms have been submitted,
  - b) Students enrolled in the third, or the last year of their bachelor’s studies, will indicate whether they intend to undertake their studies abroad in the next academic year as master’s or bachelor’s students.

The students may find the length of a study stay according to the current academic calendar of a selected university abroad. In case of Great Britain or the Netherlands, 2 trimesters count as 1 semester. For the time being, **do not complete a “Protocol of a study plan” or your EURO bank account.** Insert Mr Radek Kovács as the faculty coordinator. The Erasmus code of the faculty is: CZ PRAHA07.



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- **SIS transcript on the study results at the bachelor/master degree programmes at FSV UK with the value of a total average** (not a weighed average)
- **Curriculum Vitae** in English
- **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)
- **Project (cover letter)** of a study stay in the study language of a university (a recommended length: 1 page of an A4 format)

**Submission of application forms**

- Students applying for studies abroad within the competence of bilateral agreements of the **IES** submit their application forms in the **Secretary's office of the Head of the Institute in Opletalova 26 (Ing. Dagmar Dagmar Schnellarová)**. Information on the admission proceedings is provided by **Dr. Lenka Šťastná**.
- Students applying for studies abroad within the competence of bilateral agreements of the **IPS** submit their application forms in the **Secretary's office of the Institute in Jinonice (Mgr. Jana Krejčíková)**. Information on the admission proceedings is provided by **Dr. Malvína Krausz Hladká**.
- Students applying for studies abroad within the competence of bilateral agreements of the **IMS** submit their application forms in the **Secretary's office of the Institute in Jinonice**. Information on the admission proceedings is provided by **Ing. Magda Pektorová**.
- Students applying for studies abroad within the competence of bilateral agreements of the **ISS** submit their application forms **in the Department of Sociology in Jinonice, building A, office no. 3064, 3<sup>rd</sup> floor**. Information on the admission proceedings is provided by **Mgr. Terezie Hanzlíková**.
- Students applying for studies abroad within the competence of bilateral agreements of the **ICSJ** submit their application forms in the **Hollar building, to Mgr. Gabriela Skalická (office no. 104), or at the Post Office at the entrance**. Information on the admission proceedings is provided by **Mgr. Jan Miessler or Mgr. Jitka Kryšpínová**.



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- Students applying for **study stays with multiple study areas** within the competence of the **OZS** submit their **application forms in the International office in Hollar building, office no. 217**. Information on the admission proceedings is provided by **Ing. Radek Kovács**.

Mgr. Michaela Rudinská  
Head, the International Office

24 January 2019