



FACULTY
OF SOCIAL SCIENCES
Charles University

ERASMUS+ 2023/24

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 to 28 February 2023.

1. FSV UK has been assigned financial means for scholarships. The amount of scholarship varies depending on the living costs of 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 (required language level, an average of study results, fees, etc.).**
4. Each applicant is obliged to **open an application form in the online application**. 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 2022/2023** are allowed to **travel in the summer semester of 2023/2024**.
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.

Schedule of the admission process

- **15 February 2023 – opening of the online application** at <https://is.cuni.cz/webapps>, launching of admission proceedings.
- **28 February 2023, at 23:59 – DEADLINE FOR SUBMITTING THE APPLICATION FORMS AND RELEVANT DOCUMENTS. Closing of the online application.**
- **1 March–7 March 2023 – admission proceedings at the institutes and the International Office (OZS).**
- **10 March 2023 – sending protocols and application forms from the institutes to the International Office.**
- **10 April 2023, at the latest – the announcement of final results** (successful students will find "NOMINATED/READY TO PRINT" under their application at <https://is.cuni.cz/webapps>).

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

- **An application form printed out of the online web <https://is.cuni.cz/webapps>. 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 Great 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. Radek Kovács 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.

- **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,
- 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.

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 23/24** 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**. Information on the admission proceedings is provided by PhDr. Lenka Št'astná, PhD.
- Students applying for studies abroad within the competence of bilateral agreements of the **IPS** will send the email to **erasmus-ips@fsv.cuni.cz**. Information on the admission proceedings is provided by PhDr. Malvína Krausz Hladká, PhD.
- Students applying for studies abroad within the competence of bilateral agreements of the **IMS** will send the email to **internacionalizace.ims@fsv.cuni.cz**. Information on the admission proceedings is provided by Mgr. Ladislav Beneš.
- Students applying for studies abroad within the competence of bilateral agreements of the **ISS** will send the email to **terezie.hanzlikova@fsv.cuni.cz**. 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** will send the email to **erasmus.iksz@fsv.cuni.cz**. Information on the admission proceedings is provided by Mgr. Jan Miessler.
- 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 admission proceedings is provided by Ing. Radek Kovács.

Mgr. Michaela Rudinská
Head, the International Office

January 2, 2023