



FACULTY OF SOCIAL SCIENCES Charles University

ERASMUS+ PRACTICAL PLACEMENTS for the academic year 2022/2023

Practical placements provide students with another opportunity to travel abroad within Erasmus+ programme.

The applicants can use the list of partner organizations as possible contact points on the web in the section "Bilateral agreements" <https://fsv.cuni.cz/en/exchange/erasmus/outgoing-students/erasmus-placements> or secure a practical placement in an organization of their own.

It may not be performed in the EU institutions and organizations governing the EU programmes.

The applicants address their chosen organization and provide a Letter of Acceptance.

Erasmus+ practical placements are open to all the students registered in accredited bachelor's, masters' or doctoral study programmes, who will be properly registered for the studies at the FSV UK throughout the entire duration of the stay abroad.

A practical placement may last from **2 months (at the minimum) up to 12 months (at the maximum)**.

Admission requirements: a current registration to the 1st year of bachelor's studies at the minimum or 1st year of master's studies at the time the application is submitted; proficient language skills in accordance with the destination where the practical placement will be held and requirements of the chosen organization.

The applications are submitted through an admission proceedings at institutes or during the entire year through the International Office.

The applications sent to the International Office must contain:

- Information of study results at the FSV (SIS results with indicated GPA).
- CV in English (max. 1-2 pages).
- Motivation letter in English demonstrating how the practical placement relates to the study field (max. 1 page).
- Documentation of language proficiency (preferably a language certificate).
- Information on an estimated term of a practical placement, name of a pre-arranged organization and the name, telephone number and email of a contact person.
- **Approvals of a practical placement by the Academic tutor (or the Director of the Institute).**
The form is available here: <https://fsv.cuni.cz/en/exchange/erasmus/outgoing-students/erasmus-placements>.



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The applications within admission proceedings can be submitted by students to the particular institute except for the Institute of Journalism and Communication Studies and the Institute of Political Studies which does not organize the admission proceedings.

The applicants will submit as follows:

- Information on study results at the FSV (SIS results with indicated GPA).
- CV in English (max. 1-2 pages).
- Motivation letter in English demonstrating how the practical placement relates to the study discipline (max. 1 page).
- Documentation of language proficiency (preferably a language certificate).
- Information on an estimated term of a practical placement, name of a pre-arranged organization and the name, telephone number and email of a contact person.

The deadline for the submission of all documents at the respective institutes is **Monday, 31st October 2022 by the end of office hours** (please submit the applications to the coordinators listed below). The time and date of the interviews will be announced by the respective institutes in due time.

The institutes will send the protocols on the admission process to the International Office **by Friday 11st November 2022**.

List of coordinators to whom to submit applications:

- Economic Studies: Mgr. Eliška Krohová (Opletalova 26, eliska.krohova@fsv.cuni.cz)
- International Studies: PhDr. Ladislav Beneš (Pekařská 10, internacionalizace.ims@fsv.cuni.cz)
- Sociology: Mgr. Terezie Hanzlíková (Pekařská 16, office 414, terezie.hanzlikova@fsv.cuni.cz)
- Journalism and Communication Studies: directly via the International Office (Ing. Radek Kovács, Hollar, office 216a, outgoing@fsv.cuni.cz), the Institute does not organize the admission proceedings
- Political Studies: directly via the International Office (Ing. Radek Kovács, Hollar, office 216a, outgoing@fsv.cuni.cz), the Institute does not organize the admission proceedings