



**FACULTY
OF SOCIAL SCIENCES**
Charles University

**GENERAL INSTRUCTIONS FOR ERASMUS+ PRACTICAL PLACEMENTS AND
INTERNATIONAL MOBILITIES**

1. The student sends his/her documents requested by the Notice to **the particular institute of FSV UK**, together with all the other documents, where they will be evaluated. Contacts to the institutes can be found below.
2. The OZS coordinator concludes a bilateral agreement with the organization and registers the agreement at is.cuni.cz/webapps application.
3. The student fills in an application form for the practical placement at <https://is.cuni.cz/webapps/> (incl. his/her Czech EUR bank account), signs the application and sends it to the receiving organization for the signature. Then he/she sends it to OZS (outgoing@fsv.cuni.cz).
4. The Vice Dean of FSV UK for International Relations will assess the application.
5. If approved, the Dean of FSV UK issues the Decision on the Scholarship.
6. Upon a notice from OZS, the student picks up the documents for the signature of the Financial Agreement.
7. Upon a notice from European Office of RUK (Ovocny trh 3-5, 116 36 Prague 1) the student signs the Financial Agreement.
8. Erasmus Mundus Programme students receiving a scholarship are not eligible to receive an additional Erasmus+ scholarship to avoid double funding.
9. Students are evaluated based on the submitted documents; in case of the same score in the evaluation process, first-time appliers will be prioritized.



ERASMUS+ PRACTICAL PLACEMENTS and INTERNATIONAL MOBILITIES for the academic year 2023/2024

Practical placements and international mobilities 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.

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

Erasmus+ practical placements and international mobilities 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.

The practical placements and international mobility placements may last from **2 months (at the minimum) up to 12 months (at the maximum)**, short-term Ph.D mobilities **from 5 to 30 days**.

Detailed information on practical placements at <https://fsv.cuni.cz/en/exchange/erasmus/outgoing-students/erasmus-placements>

Detailed information on international mobilities is found at <https://fsv.cuni.cz/en/exchange/erasmus/outgoing-students/erasmus-international-mobility>

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 and international mobility will be held and requirements of the organization. Placements should take place outside students' home countries; preference will be given to placements in a foreign language environment.

The applications are submitted through admission proceedings at institutes.

The applications must contain:

- Letter of Acceptance
- 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.
- Approval of a practical placement signed by Academic Tutor (Director of the Institute if needed)



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OF SOCIAL SCIENCES**
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Admission procedures will take place within the institutes, candidates will be scored according to success based on the following criteria, considering the possibilities of the faculty's financial budget:

- academic performance
- motivation
- suitability of the chosen project for the given field and contribution to the institute
- language skills

Please submit the applications electronically **in one pdf file** to the coordinators listed below: Students will add **ERASMUS PLACEMENTS 23/24** in the subject of the e-mail and send the e-mail with the pdf file to the appropriate contact listed below.

Deadlines for applications are divided by quarters:

For mobility starting in the quarter from January to March 2024, the deadline for applications is 15 November 2023.

For mobility starting in the quarter from April to June 2024, the deadline for applications is 15 February 2024.

For mobility starting in the quarter from July to September 2024, the deadline for applications is 15 May 2024.

The institutes will send the admission reports to the IO within 10 days of the closing dates submission of applications.

Note: Applications for short-term Ph.D Erasmus+ practical placements can also be submitted throughout a year via the institutes.

List of institutional coordinators:

- IES students will send the email to **eliska.krohova@fsv.cuni.cz**. Information on the admission proceedings is provided by Mgr. Eliška Krohová.
- IPS students will send the email to **erasmus-ips@fsv.cuni.cz**. Information on the admission proceedings is provided by PhDr. Malvína Krausz Hladká, PhD.
- IMS students will send the email to **internacionalizace.ims@fsv.cuni.cz**. Information on the admission proceedings is provided by Bc. Jiřina Tomečková.



**FACULTY
OF SOCIAL SCIENCES**
Charles University

- ISS students will send the email to **terezie.hanzlikova@fsv.cuni.cz**. Information on the admission proceedings is provided by Mgr. Terezie Hanzlíková.
- ICSJ students will send the email to **erasmus.iksz@fsv.cuni.cz**. Information on the admission proceedings is provided by Mgr. Jan Miessler.

Mgr. Michaela Rudinská

Head, the International Office

October 2, 2023