



INSTRUCTIONS BEFORE THE STUDY STAY

- 1. Filling in the application on the websites of the foreign university (application process)**
 - fully in charge of a student
 - keep the application deadline
 - give codes, subjects and ECTS of the foreign university
 - Erasmus code : CZ PRAHA07
 - as „Departmental/faculty coordinator“ give Ing. Radek Kovács, tel.: +420 222 112 235, e-mail: outgoing@fsv.cuni.cz
 - as „Institutional coordinator“ give Mgr. Ivana Herglová, Ph.D., tel.: +420 224 494 710, e-mail: ivana.herglova@ruk.cuni.cz
- 2. Approval of a study plan (table A in the application at is.cuni.cz/webapps)**
 - keep the number of ECTS per semester (Bc student 20 ECTS, Mgr and Ph.D. student 15 ECTS) <https://fsv.cuni.cz/opatreni-dekanky-c-152018>
 - assure sufficient ECTS for the next study period
 - give Czech equivalents of foreign subjects and ECTS (<https://karolinka.fsv.cuni.cz>)
 - if there is no equivalent, give "Zahraniční výjezd" with no code, your academic tutor sets the ECTS
 - **fill in the link to the study plan of the foreign university**
 - get the study plan approved and signed by your academic tutor
 - Press the **GREEN ARROW** to set the application in the status of "Připraveno k tisku/Ready to print"
 - deliver the study plan to OZS (usually it is done by your academic tutor)
- 3. Taking the OLS test (On-line Linguistic Support)**
 - upon a notice from EK RUK (Ovocny trh 3-5, 116 36 Prague 1) you take the language test)
- 4. Letter of Acceptance from the foreign university**
 - as soon as you receive a Letter of Acceptance, please forward it to: outgoing@fsv.cuni.cz
 - unless you receive the Letter of Acceptance 3 weeks at latest before your study stay, inform OZS

5. pening of EUR accounts in a bank in the Czech Republic



**FAKULTA
SOCIÁLNÍCH VĚD**
Univerzita Karlova

- after you open an EUR account, please **enter the account number in your web application** (is.cuni.cz/webapps)
- 6. Learning Agreement and Dean's Decision on the Scholarship to pick up at OZS**
- upon the notice from the coordinator, please pick up the Dean's Decision on Scholarship at OZS in the office hours, Smetanovo nabrezi 6, 110 00 Prague 1, office 216
 - **outgoing students in the winter semester must assure a check of the study results for next academic year at the Student Services Office**
 - **if proceeding to a higher stage of study (from Bc to MA or MA or PhD), students must assure a premature enrollment at the Student Services Office**
- 7. An invitation from the European Office of RUK (signing the Financial Agreement)**
- you Learning agreement + Study Plan, Letter of Acceptance, Dean's Decision on Scholarship and sign the Financial Agreement

INSTRUCTIONS DURING THE STUDY STAY

Approval of changes to the study plan (Table C)

- Enter the changes into the study plan at is.cuni.cz/webapps (Table C and D) by pressing either the red cross (X) to delete the subject or plus (+) to add a new subject.
- Send the changed study plan for approval to your academic tutor who will ensure its delivery to the International Office (outgoing@fsv.cuni.cz).

Extension of the study stay

- Deliver a Letter of Acceptance from the foreign university to outgoing@fsv.cuni.cz, get the study plan approved and signed by your academic tutor.



INSTRUCTIONS AFTER THE STUDY STAY

Delivery of “Confirmation of Erasmus+ period“ by 10 days upon receipt

- deliver a copy to OZS (pdf scan na outgoing@fsv.cuni.cz)
- deliver the original to EK RUK (Ovocny trh 3-5, 116 36 Prague 1)

Delivery of “Transcript“

- deliver pdf scan to OZS (pdf scan na outgoing@fsv.cuni.cz) and EK RUK (erasmus@ruk.cuni.cz)

Final Report on the study stay abroad

- fill in the Final report on the web sites of the European Commission (you will receive the link by email from EK RUK)

Recognitions of results from ERASMUS+ study stays

- recognitions fall under the responsibility of your academic tutor and Student Services Office
- hand in the transcript of records to your academic tutor who recognizes the credits and grades and makes out a Protocol which you submit to the Student Services Office
- the Protocol form is found at <https://fsv.cuni.cz/en/academics/study-abroad-opportunities/international-mobility/erasmus-study-stays>