



## 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](mailto:outgoing@fsv.cuni.cz)
  - as „Institutional coordinator“ give Mgr. Ester Brožová, tel.: +420 224 494 710, e-mail: [ester.brozova@ruk.cuni.cz](mailto:ester.brozova@ruk.cuni.cz)
2. **Approval of a study plan (table A in the application at [is.cuni.cz/webapps](https://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. There are 3 types of subjects:
    - "P" - obligatory subject
    - "PV" - obligatory-facultative
    - "V" - facultative subject
  - **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](mailto:outgoing@fsv.cuni.cz)
  - unless you receive the Letter of Acceptance 3 weeks at latest before your study stay, inform OZS



**FAKULTA  
SOCIÁLNÍCH VĚD**  
Univerzita Karlova

5. **opening of EUR accounts in a bank in the Czech Republic**
  - after you open an EUR account, please **enter the account number in your web application** ([is.cuni.cz/webapps](http://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)**
  - your 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](http://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](mailto:outgoing@fsv.cuni.cz)).

**Extension of the study stay**

- Deliver a Letter of Acceptance from the foreign university to [outgoing@fsv.cuni.cz](mailto: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](mailto: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](mailto:outgoing@fsv.cuni.cz)) and EK RUK ([erasmus@ruk.cuni.cz](mailto: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>