



FACULTY OF SOCIAL SCIENCES Charles University

GENERAL INFORMATION AND INSTRUCTIONS - ERASMUS+ STUDY STAYS

Please respect the instructions of the:

- International Office of FSV UK (OZS)
- European Office of RUK (EK RUK)
- foreign university.

If you decide to cancel your stay at any stage, please inform immediately OZS with an official application of cancellation giving a thorough justification (outgoing@fsv.cuni.cz)

You can find the complete Erasmus+ outgoing process and information on the websites of FSV UK and RUK

<https://fsv.cuni.cz/en/academics/study-abroad-opportunities/international-mobility/erasmus-study-stays>

<https://www.cuni.cz/UKEN-154.html>

INSTRUCTIONS BEFORE THE STUDY STAY

1. Nomination from a foreign university

- In the event that you obtain more nominations, please keep the given priorities

2. Filling the application on the websites of the foreign university (application process)

- This fully falls under the responsibility of a student
- Keep the application deadline
- Give proper 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



3. Print-out and approval of a study plan (table A)

- 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 then sets the ECTS
- **Fill in the link to the study plan**
- Print the study plan out, get it 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 your academic tutor does so)

4. Approval of the Learning Agreement by the Vice-Dean for International Relations

- Upon a notice from the OZS coordinator, please pick up the approved Learning agreement during the office hours at OZS FSV UK, Smetanovo nabrezi 6, 110 00 Prague 1, office 216

5. 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
- **When proceeding to a higher stage of your study, please assure a premature enrollment at your Student Services Office**

6. Decision of the Dean to Award a Grant

- Upon a notice from the OZS coordinator, please pick up the Decision of the Dean to Award a Grant at OZS in the office hours, Smetanovo nabrezi 6, 110 00 Prague 1, office 216

7. Opening a EURO account in a bank in the Czech Republic

- After you open a EURO account, please **enter the account number in your web application** (is.cuni.cz/webapps)



8. Invitation from the EK RUK (signing the Financial Agreement)

- Upon a notice from EK RUK (Ovocny trh 3-5, 116 36 Prague 1) you take the language test (<https://www.cuni.cz/UK-6710.html#54>)
- Submit requested documents (Learning agreement + Study Plan, Letter of Acceptance, Dean's Decision on Scholarship) and sign the Financial Agreement at EK RUK.

INSTRUCTIONS DURING THE STUDY STAY

Print-out and approval of possible changes to the study plan (Table C)

- Make the changes to the study plan (if there are any) in the web application (is.cuni.cz/webapps) in Table C
- Get Table C approved and signed by your academic tutor and deliver it to OZS

Changes to the length of the study stay

- In the event of extending the stay period, deliver the approval from the foreign university to OZS (the accepted reason is fulfilling study duties)
- In the event of shortening the stay period, inform OZS immediately

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

Delivery of “Transcript“

- Deliver copies both to OZS (pdf scan to outgoing@fsv.cuni.cz) and EK RUK

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