



GENERAL INSTRUCTIONS FOR PRACTICAL PLACEMENTS

- 1.** The student sends his/her documents requested by the Notice to the International Office (OZS) or the particular institute of FSV UK, together with a Letter of Acceptance.
- 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 (incl. his/her EUR 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) for the approval of the Vice Dean of FSV UK for International Relations.
- 4.** The Dean of FSV UK issues the Decision on the Scholarship.
- 5.** Upon a notice from OZS, the student picks up the documents for the signature of the Financial Agreement.
- 6.** Upon a notice from EK RUK (Ovocny trh 3-5, 116 36 Prague 1) the student signs the Financial Agreement.