



BASIC INFORMATION ABOUT ERASMUS+ INTERNATIONAL CREDIT MOBILITY
FOR STUDENTS

Erasmus+ International Credit Mobility (E+ ICM) is a program within the Erasmus+ framework promoting exchange of students and academics **with partner countries within the Erasmus+ program (i.e. non-EU and non-EFTA countries and non-candidate countries for EU membership).**

The Faculty of Social Sciences (FSS) receives funding for stipends in accordance with the budgets of the Czech Ministry of Education and the EU, with their level being set by the Erasmus+ ICM program.

- 1. All Charles University students, regardless of their nationality and form of study (part time or regular) are eligible for an Erasmus+ exchange.**
2. In general, students may take part in exchanges abroad within both the Erasmus+ and Erasmus+ ICM programs in each study cycle (i.e. at Bachelor and Master levels and Doctoral candidates). The usual duration is one semester. In individual cases it may last two. However, **the total time abroad (both study abroad and traineeships included) may not exceed 12 months within one cycle of study.**
3. Since the 2016/2017 academic year **it is not possible to request extra funding** from the special purpose scholarship for an Erasmus+ exchange.
4. Students nominated by our Faculty may be rejected by the partner university if they do not fulfil their requirements.
5. Respective institutes of the FSS select students based on a combination of **two criteria: the student's competences** (study achievements, language competence, and academic motivation) **and based on his/her suitability for the chosen partner university.**

THE SELECTION PROCESS

The candidates for the selection procedure must provide the following documents:

- A filled-out and signed application form to one Partner University.
- A transcript of results from the SIS (student information system) from their Bachelor or MA studies at the FSS – printed out and with the total average grade highlighted.
- A CV in English.
- An English certificate (B2 level at least); a confirmation of language competence from the Language Centre (<https://fsv.cuni.cz/en/academics/language-centre>) or from a foreign university.
- A cover letter written in English.



SUBMITTING THE APPLICATION FORMS WITH THE FSS INSTITUTES

- Students applying for studies abroad within the competence of bilateral agreements of the **Institute of Economic Studies (IES)** submit their applications at the secretary's office of the Head of IES at: Opletalova street, no 26, to **PhDr. Lenka Šťastná, Ph.D.** (IES international exchange coordinator)
- Students applying for studies abroad within the competence of bilateral agreements of the **Institute of Political Studies (IPS)** submit their applications at the IPS secretariat at Jinonice Campus (3rd floor, building A) to **PhDr. Malvína Krausz Hladká, Ph.D** (IPS international exchange coordinator).
- Students applying for studies abroad within the competence of bilateral agreements of the **Institute of International Studies (IIS, or IMS in Czech)** submit their applications at the IIS secretariat at the Jinonice Campus (3rd floor, building A) to **Ing. Magda Pektorová** (IIS international exchange coordinator).
- Students applying for studies abroad within the competence of bilateral agreements of the **Institute of Sociological Studies (ISS)** submit their applications to the ISS secretariat at Jinonice Campus to **Bc. Lucie Voňavková** (room 3074, 3rd floor, building A). The ISS international exchange coordinator is **Mgr. Terezie Hanzlíková**.
- Students applying for studies abroad within the competence of bilateral agreements of the **Institute of Communication Studies and Journalism (ICSJ, IKSŽ in Czech)** submit their applications at the ICSJ secretariat at the Hollar building to **Mgr. Gabriele Skalické** (místnost č. 104) **or at the mail room by the entrance (Podatelna)**. Information about the selection can be provided by **Mgr. Jan Miessler** (ICSJ international exchange coordinator).