

Ph.D. Short Term Mobility

- Trips may have a duration of **5-30 days**.
- The possibility of short-term Ph.D. trips is open to **all students duly enrolled for doctoral studies at the Faculty of Arts**.
- All students are entitled to spend **360 days on Erasmus per study cycle** (Bc., Mgr., Ph.D.). They are entitled to a further 360 days on each subsequent study cycle.
- Stays abroad **can be combined in various ways** (e.g. five-month study stay abroad and then a short-term Ph.D. trip for the remainder of the period, etc.). **There must be an interval of at least one month between short-term Ph.D. stays**.
- The stay is **administered as a practical internship or study stay**.
- Students who fail to fulfil all the obligations specified in the Participation Agreement for their previous trip are not permitted to apply for the subsequent selection procedure.
- **[REDACTED]**
- **[REDACTED]**
- All UK bound students must register themselves in the ETA system.

Scholarship amount table

Current information

- The **University of Vienna does not currently accept** short-term Ph.D. mobility due to internal administrative reasons.

- The **University of Leipzig** requires nominations to be made at least three months prior to a trip
- The **University of Freiburg** requires nominations to be made at least two months prior to a trip
- **Eötvös Loránd University** accepts short-term stays in the form of a **practical internship** only

Selection procedure

Selection procedures are held on a quarterly basis:

- For trips from 1 January to 31 March – application deadline in November of the previous year
- For trips from 1 April to 30 June – application deadline in February
- For trips from 1 July to 30 September – application deadline in May
- For trips from 1 October to 31 December – application deadline in August

To apply for current selection procedure (mobility in the period from 1.1. to 31.3.2025) please send the following documents to erasmusout@ff.cuni.cz – deadline 30.11.2024:

- Motivational letter in Czech or English
- Length of stay (in cover letter or e-mail)
- Consent of the dissertation supervisor (as a PDF or attached e-mail)
- Consent of the departmental coordinator (as a PDF or attached e-mail)

Pre-departure

Short-term Ph.D. stays are administered as a **study stay** or a

practical internship.

Learning/Traineeship Agreement

This document serves as your **application for Erasmus** with us at CU.

Complete your application for a **study stay** according to the instructions here. Please write only the **title of your dissertation** in your curriculum.

Complete your application for a **practical internship** according to the instructions here.

If the complete documentation is not submitted **at least two weeks prior to the scheduled departure date**, the stay will be automatically cancelled.

Euro bank account

In order to receive a scholarship, you need to open a Euro account. This account can be opened with any bank with a branch in the Czech Republic. Once you have opened your account, write down the account number and all the necessary information in the Finance section in the application in the app.

Submit your Learning/Traineeship Agreement, signed by the Vice-Dean for Studies, to the bank as a confirmation of your Erasmus+ trip.

Dean's decision on the awarding of a scholarship

You must request a **letter of acceptance from the institution abroad**. The Dean's decision on the award of the scholarship is generated on the basis of this document and the Learning/Traineeship Agreement, when it has been signed by all parties.

Participation Agreement

After the dean's decision has been issued, a Participation Agreement is prepared at the European Office of the Rectorate. This is also the final document that needs to be obtained before the trip. As soon as the agreement is ready, you will receive an invitation email from the European Office. When going to sign the agreement, you will need the **Learning Agreement, the letter of acceptance and the Dean's decision on the awarding of a scholarship.**

If you are unable to appear in person to sign the Participant Agreement, you can send someone with a power of attorney to sign it on your behalf – download here (notarisation not required).

The scholarship, covering the entire period of the stay, will be transferred to your Euro account in a single payment within two weeks of signature of the Participation Agreement. You must organise insurance for your trip yourself.

After return

Confirmation of Study Period – download here

This form is used to **confirm the length of the stay abroad** and must be confirmed by the coordinator at the end of your stay at the institution abroad. Please deliver it to the CU European Office within 10 days of your return. It is possible to use both our form and that of the university abroad. This document must be submitted **in the original or as a scan and sent by the coordinator abroad to erasmus.outgoing@ruk.cuni.cz with a copy to erasmusout@ff.cuni.cz.**

Evaluation of the internship by the tutor

As you will not be studying any subject abroad, your tutor there should provide you with an assessment of your work. We do not require this in the original.

