

Europe



- Registration for the selection procedure for outgoing study stays is open to **all students duly enrolled for studies at the Faculty of Arts.**
- Students can use this type of Erasmus for a **minimum of 2 months and a maximum of 12 months.** This period of time **must not be exceeded when on Erasmus.**
- All students are entitled to **360 days on Erasmus per study cycle** (Bc., Mgr., PhD.) and 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 practical internship for the remainder of the period, etc.).
- 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.
- All UK bound students must register themselves in the

ETA system

Available destinations

Apart from the departmental bilateral agreements, the following faculty-wide agreements are also available:

- University of Copenhagen
- Sorbonne University
- Heidelberg University
- Humboldt University of Berlin
- University of Milan
- Utrecht University
- University of Warsaw
- Comenius University in Bratislava
- University of Regensburg
- University of Geneva

Scholarship amount table 2024/25

Selection procedure

Selection procedure for mobility in **winter semester, summer semester and full academic year 2025-26** is held from **15 February to 15 March 2025**. The date of the selection procedure at your department is specified by your departmental coordinator.

Selection procedures take place at individual basic units (departments and institutes) on the dates determined by **departmental coordinators** – information about the exact date of the procedure can be found on the websites of departments and institutes or by contacting the coordinator at your department directly.

Before the selection procedure, you create an **application** for the university abroad at which you would like to study in the

University's app at is.cuni.cz/webapps. It is possible to create up to three applications to three different universities. The app will be open for applications **from 1 February**.

<https://www.youtube.com/embed/0IUp0wARLd8>

General requirements for selection procedures at the Faculty of Arts

- **Brief CV** (in Czech, unless specified otherwise by the basic unit)
- **Cover letter** (determined by the basic unit, and usually in the language in which you will study abroad)
- **Proof of language proficiency** (at least B2 level in the language of tuition)
- **List of study results** (Transcript of Records, generated by the student in the SIS)
- **Other criteria** – the basic unit decides whether the selection procedure is to be extended to include another requirement, e.g. oral interview, specialist activities, etc.

Evaluation criteria for the selection procedure

Formal – whether the student has sent all the required documents within the deadline set by the basic unit

Points-based evaluation:

- Brief CV (1-5 points)
- Cover letter (1-5 points)
- Language proficiency (1-5 points)
- Study average according to the SIS (1-5 points)
- Other criterion (1-5 points)

Points evaluation of study average:

| | |
|-----|-------------|
| 5 b | 1,0 – 1,25 |
| 4 b | 1,26 – 1,50 |
| 3 b | 1,51 – 2,0 |
| 2 b | 2,10 – 2,50 |
| 1 b | 2,51 – 3,0 |
| 0 b | 3,10 -... |

A minimum of 50% of points must be awarded in order for a student to be selected.

Can I study abroad through the contract of another department?

If you would like to study at a university which has a contract with a department other than your own, you must participate in the selection procedure at the department holding the agreement. When you attend the selection procedure you must bring consent to the mobility from the departmental coordinator of your home department.

Furthermore, it is necessary to check with your chosen institution if you will be permitted to study a programme that differs from your actual application.

Pre-departure

https://www.youtube.com/embed/_4fEtdT3Svc

If you succeed in a selection procedure, your nomination will be sent to the receiving institution abroad. The nomination period takes place in March for the winter semester and academic year, and in August/September for the summer semester.

Required pre-departure documents

Before your departure you must obtain several documents at both the **Faculty of Arts** and the **receiving institution**.

Receiving institution documents

Find out (by e-mail or on the partner university's website) which documents the university abroad wants and **check their deadline** so that you send them in time. In general, you will receive an informational e-mail from the university abroad within about a month of your nomination.

Faculty of Arts documents

Learning Agreement (LA)

This document serves as your **application for Erasmus** with us at Charles University. Enter all necessary data for your application in the app.

Dates in the application

- run from the beginning of the orientation week (or the beginning of the semester) to the end of the examination period at the university abroad. If the university organises a preparatory language course (usually about a month before the beginning of the semester), you can also include it in these dates.

Curriculum

- in the first table, enter the subjects that you want to study at the university abroad
- in the second table you enter the subjects that you wish to have recognised in their place at the Faculty of Arts (write these subjects in the SIS). If you are not taking any subjects at the faculty that can be recognised,

write in the second table only “Optional Erasmus credits” and the total number of credits for courses abroad

- if you choose equivalents from departments other than your home department, they must be approved by the coordinator of the given department (e.g. language courses from the Language Center – ladislava.dolanova@ff.cuni.cz, etc.)

The number of credits

- for the subjects you will complete abroad, you should gain **30 credits** or **five subjects in one semester, regardless of the number of credits**. If you write a bachelor’s thesis during your stay, you can bring only 20 credits or three subjects, and if you write a master’s thesis, 15 credits or three subjects regardless of the number of credits. If you are going to study for a doctoral degree, then it is sufficient to complete one subject regardless of the number of credits.

If you apply for a **credit reduction for writing a thesis**, ask your thesis supervisor to send a confirmation e-mail to the International Office at erasmusout@ff.cuni.cz and also send a confirmation of the assignment to the SIS (**at the latest by your departure**, e.g. with a screenshot or a form, which you submit to the Study Department).

After completing the application, including the curriculum, press the green arrow.

Confirmation of the curriculum

- Use the white print icon above the curriculum to **generate a PDF with the subjects and send it to your departmental coordinator**. The coordinator then e-mails

erasmusout@ff.cuni.cz to confirm this document directly. Please ensure that we receive the confirmation by e-mail. If a departmental coordinator is not available, contact the head of the department.

If you have entered equivalents from other departments in the curriculum, have it confirmed by the coordinator of the department.

Deadline for submitting the curriculum:

31 May for the winter semester and the whole year, and 31 October for the summer semester.

After receiving your study plan:

- We generate the entire application for you and have it signed by the Vice-Dean for Studies and Admissions. We send the application back to you after it has been signed.

After it has been signed by you, your departmental coordinator and the Vice-Dean for Studies (this signature is provided by the International Office), **send the Learning Agreement to the institution abroad for signature.**

Euro bank account

In order to receive a scholarship, you need to open a Euro account. The account must be opened at a 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 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

After sending all the necessary documents to the university abroad, you should receive (by e-mail or post) the **acceptance letter** (Letter of Acceptance, Letter of Admission, Attendance Letter), which **you then forward to the Faculty of Arts**. You must also deliver the **Learning Agreement, signed by the university abroad, to the International Office of the Faculty of Arts (by e-mail)**.

Before you send the acceptance letter to the International Office, **check whether the dates you entered in your application in the app match the dates in the acceptance letter**. If not, send information about the change of dates with the e-mail together with the acceptance letter.

After receiving these documents, we will generate a dean's decision for you, which we will upload to the SIS (in the "Documents" tab) after you have signed it. At this point, you check the correctness of the document and then waive the right to a review of the decision.

Participation Agreement

After the dean's decision has been generated, 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. **We will upload all the necessary documents to sign the participation contract to your application in the University's app (Learning Agreement, acceptance letter and the Dean's decision on awarding the scholarship), so you don't have to bring them with you.**

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 one whole semester, 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.

During your stay abroad

How can I change the subjects in my curriculum?

Once you arrive at the university abroad, you enrol for the courses you have entered in the curriculum in your application. In most cases, the subjects you originally chose won't match the ones you enrol for when you arrive. Once the selection of your subjects is final, you create changes to the curriculum in your application in the app.

Creating changes to the curriculum:

For subjects in the curriculum in the app, click on either the red cross (X) to delete a subject or the plus (+) to add a new subject.

After editing the curriculum, a **green print icon appears above it**. Click on this and **e-mail the amended curriculum in PDF to your departmental coordinator, with a copy to erasmusout@ff.cuni.cz**. This is sent back to you after the department has provided the signature.

If you select corresponding subjects from different departments than your home department, it is necessary to have them confirmed by the corresponding departmental coordinator (for example language subject from the Language centre must be approved by ladislava.dolanova@ff.cuni.cz etc.)

Can I extend my stay?

- If you wish to extend your stay for another semester, an

extension is **only possible from the winter semester to the summer semester**. If you would like to stay from the summer semester to the winter semester, you must go through the selection procedure again.

- You can request an extension **no later than one month before the end date of your stay, and the minimum length of an extension is 10 days**.
- Arrange an extension at the international office of the university abroad.
- **Contact your department coordinator** at the Faculty of Arts to nominate you for a further period (at erasmusOUT@ff.cuni.cz)
- Request a **letter of acceptance for the further period from the university abroad** and send it to erasmusOUT@ff.cuni.cz.

You will be issued with a new dean's decision on the awarding of a scholarship, which will be sent directly to the Charles University International Office.

You will receive an e-mail with information about signing the amendment to the Participation Agreement.

The process for adding the curriculum for the further period to the application in the app is the same as for making changes.

After your return

Documents for the FA International Office

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 institution abroad at the end of your stay there. 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.**

Transcript of Records

The last document that must be submitted to the Faculty of Arts upon arrival is the Transcript of Records (a statement of the results of your study stay abroad). You may not receive it until after your return.

Take this document to your **coordinator at the department**, who **records the study result that you have achieved abroad**. Have equivalents to subjects from departments other than your home department recognised at the department to which the subject belongs (following prior agreement before departure).

Recognition of all earned ECTS is mandatory.