

Traineeship for Alumni

If you are going to graduate and wish to also exercise the option of going abroad, you can apply for an Erasmus+ graduate practical internship. Internships are organised by the Educa International consortium.

- A practical internship is defined as **assistance/work for a university or other institution abroad** (company, organisation, self-employed person, etc.), which should have some connection with the field studied at the Charles University Faculty of Arts – **an internship does not include research or study** in any form.
- The option of an outgoing graduate internship is open to **all students of the Faculty of Arts of Charles University who have not yet graduated, are properly enrolled for study** and have a sufficient number of days left to use Erasmus.
- Students can perform internships in any country participating in the Erasmus+ programme, except the Czech Republic.
- Students can go abroad for a graduate practical internship for a **minimum of 2 months and a maximum of 12 months. This period of time must not be exceeded when on Erasmus.** The length of other Erasmus+ stays that the student has already completed in the given study programme must be taken into account (max. 360 days in a single study cycle).
- **NOTE: Until the end of the 2024/25 academic year EDUCA shall provide scholarships for a maximum period of six months.**
- Students are required to take out **ERAPO insurance:** <https://educaops.eu/cs/pojisteni/>
- **Scholarship amount**

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.

Selection procedure

If you intend to go on a practical internship, you must **consult your department coordinator**, who will then nominate you at our e-mail address erasmusout@ff.cuni.cz. **In general, you must find your institution yourself or with the help of the departmental coordinator. Contact your chosen institution first to establish whether you will be accepted for a practical internship.**

General requirements for selection for graduate internship:

- link between the content of the practical internship and the student's field of study at the Faculty of Arts
- knowledge of the language at minimum B2 level
- completion of studies prior to the trip

Create a new application

Once you have been selected for your stay, please fill out the **Application for Graduate Internship** for and the Learning Agreement for Traineeships – **Graduate Internship LA Traineeship**.

Draw up a Learning Agreement for Traineeships on the basis of negotiations with the mentor abroad, the supervisor at the faculty and the guarantor of your study programme, who will sign your application to confirm it ("Responsible person in the Home University").

Please send the completed forms together with your **CV and motivation letter** to Ms. Petra Šmídová at the European Office – petra.smidova@ruk.cuni.cz (+420 224 491 676). Ms. Šmídová will further put you in touch with EDUCA International, to which you should send the completed Learning Agreement.

The EDUCA consortium will then confirm your nomination and inform you about the next steps (insurance obligation, OLS language tests, Participation Agreement, etc.).

Participants in mobility must take out ERAPO insurance – further information at <https://educaops.eu/cs/pojisteni/>.