



## INSTRUCTIONS BEFORE THE STUDY STAY

1. **Filling in the application on the websites of the foreign university (application process)**
  - fully in charge of a student
  - keep the application deadline
  - give codes, subjects and ECTS of the foreign university
  - Erasmus code : CZ PRAHA07
  - as „Departmental/faculty coordinator“ put Mgr. Petr Klimša, tel.: +420 222 112 226, e-mail: [outgoing@fsv.cuni.cz](mailto:outgoing@fsv.cuni.cz)
  - as „Institutional coordinator“ put Mgr. Ester Brožová, tel.: +420 224 494 710, e-mail: [ester.brozova@ruk.cuni.cz](mailto:ester.brozova@ruk.cuni.cz)
  
2. **Learning Agreement**
  - You will receive Learning Agreement signed by Vice-Dean PhDr. Zuzana Kasáková, PhD. from the email [outgoing@fsv.cuni.cz](mailto:outgoing@fsv.cuni.cz); do not contact the Vice-Dean on your own. Please, also sign the Learning Agreement yourself.
  - The hosting university can accept this version of Learning Agreement, but they can also ask for the European version of Learning Agreement (<https://erasmus-plus.ec.europa.eu/resources-and-tools/mobility-and-learning-agreements/learning-agreements-version-ka-131>)
  - European Learning Agreement is signed by faculty coordinator, Mgr. Petr Klimša
  
3. **Approval of a study plan (table A in the application at [is.cuni.cz/webapps](https://is.cuni.cz/webapps))**
  - keep the number of ECTS per semester (Bc student 20 ECTS, Mgr and Ph.D. student 15 ECTS) <https://fsv.cuni.cz/opatreni-dekanky-c-152018>
  - assure sufficient ECTS for the next study period
  - give Czech equivalents of foreign subjects and ECTS (<https://karolinka.fsv.cuni.cz>)
  - if there is no equivalent, give "Zahraniční výjezd" with no code, your academic tutor sets the ECTS. There are 3 types of subjects:
    - "P" - obligatory subject
    - "PV" - obligatory-facultative
    - "V" - facultative subject
  - **fill in the link to the study plan of the foreign university**
  - get the study plan approved and signed by your academic tutor
  - Press the **GREEN ARROW** to set the application in the status of "Připraveno k tisku/Ready to print"
  - deliver the study plan to OZS (usually it is done by your academic tutor)
  
4. **Letter of Acceptance from the foreign university**
  - as soon as you receive a Letter of Acceptance, please forward it to: [outgoing@fsv.cuni.cz](mailto:outgoing@fsv.cuni.cz)
  - unless you receive the Letter of Acceptance 3 weeks at latest before your study stay, inform OZS



5. **opening of Czech EUR accounts in a bank in the Czech Republic**
  - after you open an EUR account, please **enter the account number in your web application** ([is.cuni.cz/webapps](http://is.cuni.cz/webapps))
  
6. **Dean's Decision on the Scholarship**
  - The decision will be sent to your email after The Dean signs it. Do not contact The Dean yourself, all gets done by International Office.
  
  - **outgoing students in the winter semester must assure a check of the study results for next academic year at the Student Services Office**
  
  - **if proceeding to a higher stage of study (from Bc to MA or MA or PhD), students must assure a premature enrollment at the Student Services Office**
  
7. **An invitation from the European Office of RUK (signing the Financial Agreement)**
  - you Learning agreement + Study Plan, Letter of Acceptance, Dean's Decision on Scholarship and sign the Financial Agreement

### **INSTRUCTIONS DURING THE STUDY STAY**

#### **Approval of changes to the study plan (Table C)**

- Enter the changes into the study plan at [is.cuni.cz/webapps](http://is.cuni.cz/webapps) (Table C and D) by pressing either the red cross (X) to delete the subject or plus (+) to add a new subject.
- Send the changed study plan for approval to your academic tutor who will ensure its delivery to the International Office ([outgoing@fsv.cuni.cz](mailto:outgoing@fsv.cuni.cz)).

#### **Extension of the study stay**

- Deliver a Letter of Acceptance from the foreign university to [outgoing@fsv.cuni.cz](mailto:outgoing@fsv.cuni.cz), get the study plan approved and signed by your academic tutor. You must request the extension at least one month before the end of the original study stay and the whole administrative process (including the signature of the addendum) must also be done before the original mobility ends. A study stay can only be extended once. The extension is not guaranteed.



### **INSTRUCTIONS AFTER THE STUDY STAY**

#### **Delivery of “Confirmation of Erasmus+ period“ by 10 days upon receipt**

- deliver a copy to OZS (pdf scan na [outgoing@fsv.cuni.cz](mailto:outgoing@fsv.cuni.cz))
- deliver the original to EK RUK (Ovocny trh 3-5, 116 36 Prague 1)

#### **Delivery of “Transcript“**

- deliver pdf scan to OZS (pdf scan na [outgoing@fsv.cuni.cz](mailto:outgoing@fsv.cuni.cz)) and EK RUK ([erasmus@ruk.cuni.cz](mailto:erasmus@ruk.cuni.cz))

#### **Final Report on the study stay abroad**

- fill in the Final report on the web sites of the European Commission (you will receive the link by email from EK RUK)

#### **Recognitions of results from ERASMUS+ study stays**

- recognitions fall under the responsibility of your academic tutor and Student Services Office
- hand in the transcript of records to your academic tutor who recognizes the credits and grades and makes out a Protocol which you submit to the Student Services Office
- the Protocol form is found at <https://fsv.cuni.cz/en/academics/study-abroad-opportunities/international-mobility/erasmus-study-stays>