
Traineeships

ERASMUS+ TRAINEESHIPS

Erasmus+ supports traineeships (work placements, internships, etc.) abroad for students currently enrolled in higher education institutions in Programme countries at Bachelor and Master level, as well as for doctoral candidates. These opportunities are also open to recent graduates.

[Who can apply?](#)

[Practical Information](#)

[Selection Procedure](#)

Who can apply?

- Students of Bachelor's, Master's or Doctoral study programmes.
- Students of any age or nationality.
- Students in their
 - 2nd year of study of Master's or Bachelor's study, at the earliest,
 - 4th year of Bachelor's or Doctoral study or 3rd year of Master's study, at the latest.
- Students must be enrolled at the Faculty of Humanities for the duration of their traineeship abroad (in case of traineeships for recent graduates, students must be enrolled in their studies until all of the administrative steps are completed).

Students may carry out your traineeship at **any organisation in an Erasmus+ Programme Country** with the **exception of EU bodies, institutions and other EU entities, including specialized agencies** and organizations, that lead EU programmes (e.g. national agencies of Erasmus+).

Students are expected to find their own traineeship position. The traineeship must be relevant for your degree-related learning and personal development needs and, wherever possible, be integrated in your study programme. Your motivation letter and acceptance letter must contain a clear plan of the traineeship and explain its relevance for your studies.

If you are unsure about the suitability of your traineeship position, please, consult with the [International Office](#) sufficiently in advance. Master's students in their last year and Doctoral students will be supported in particular during the selection.

Practical Information

Workload: The internship workload should correspond with that of a full-time job position, i.e. 30-40 hours per week.

Duration: Your traineeship abroad should last anywhere between **2 to 12 months** (your total time abroad, study abroad periods included, may not exceed 12 months within one cycle of study). The traineeship must be organized between July 1 of the same year and September 15 of the following year (i.e. in the academic year 2020/21, traineeships can be organized between July 1, 2020 – September 15, 2021). Please, be aware that the length of your Erasmus stay is counted in „euromonths“ – each „euromonth“ has 30 days, i.e. the maximum length of all your Erasmus stays in one cycle of study must not exceed 360 days.

If your traineeship ends sooner than originally planned, you must return a corresponding part of your scholarship. The minimum duration of the traineeship is 2 months. If your traineeship ends before the 2 months are completed, you may be asked to return the entirety of your scholarship.

Financial Support: successful candidates will receive a scholarship; you may receive additional financial support from the receiving institution (however, this financial support must not come from EU funding)

Selection Procedure

Applicants need to submit an Erasmus+ traineeship **application** to the **International Office** at least two months before the planned mobility departure.

Given the current pandemic situation, submission of your application via [e-mail](#) is considered sufficient.

Required documents:

- CV - submit by e-mail in PDF format to international@fhs.cuni.cz
 - in English and in the language of instruction at partner university, if different
 - letter of motivation - should contain preliminary plan, description and duties of the traineeship
 - in English and in the language of instruction at partner university (company/ NGO/ institution)
 - letter of admission from the receiving institution - should contain institution name, contact person information including their e-mail, agreed dates and plan of the traineeship,
 - the document should be stamped, signed, scanned and sent to our e-mail
 - letter of recommendation in English or Czech provided by
 - BA students: BA thesis supervisor
 - MA students: study programme guarantor
 - PhD students: PhD supervisor
- Hand in either **personally (printed and signed)** to the International Office, or **ask the teacher to send it directly to our email address** (we do not accept forwarded emails!) international@fhs.cuni.cz (or zahranicni@fhs.cuni.cz)
- approval of your study program guarantor (MA students)