
Call for Applications

The **Calls** including the **deadlines** for respective mobility period are published via the [FHS International Office News](#) .

Teaching assignments (lectures) or training activities (in case of training), as well as the period of the prospective stay, need to be discussed and agreed with a colleague at the **partner university** ¹ and the **head of your department at the FHS** in advance.

It is recommended to **consult prospective activities with the FHS International Office** in advance.

Call for Applications Calendar There are 4 Calls for Applications for Erasmus mobility for teaching and/or training per year for each quarter separately.

It is possible to apply according to the calendar below:

Mobility Period (Quarter)	Call for Applications
January - March (Q1)	November
April - June (Q2)	February
July - September (Q3)	May
October - November/early December (Q4)	August

Application The applications together with the requested attachments are to be submitted online.

The applications together with the requested attachments are to be submitted online via the [IS Věda](#) platform (after login, go to the *PAS Projects and Tenders* Module) by the set deadline at the latest.

- For detailed information see [Manual for Applicants](#) (in Czech only).
- Once you have filed the application on the platform, **your head of the department to be asked for approval via the platform. It needs to be approved before the set deadline as it is not possible to submit the application without the approval.**
- Prospective activities are to be filled in the [Program mobility \(Staff Mobility Agreement\)](#) for each day. The form needs to be approved by the International Office of the FHS and the person in charge at the host institution by signing the form.

The approved and signed Mobility Programme needs to be uploaded into your Erasmus mobility application.

*(The **exception** is a prospective mobility to a so-called Staff Training Week -STW-, where the partner institution has not yet decided on the acceptance/non-acceptance of the STW application at the time of the deadline for the Erasmus selection procedure at CU. In this case it is possible to upload the Mobility Programme without signatures).*

- **In case your mobility programme is not uploped, the application cannot be considered.**
- When completing the form, it is recommended to consult the FHS International Office.
- For detailed information on Erasmus mobility rules (types of eligible activities, the length of stay, Erasmus grant etc.) as well as the administrative procedure, please visit the [Erasmus+ Staff Mobilities](#) section.

Applications successful in the FHS selection round will be then nominated to the **central CU Erasmus Office of Charles University** for the final approval.

Application Selection Applications successful in the FHS selection round will be then nominated to the central CU Erasmus Office of Charles University for the final approval.

The International Office will inform you of the result by e-mail.

¹ If planning for a teaching mobility, make sure there is a valid Erasmus+ Inter-Institutional Agreement with the respective partner university at [this website](#) . No Inter-Institutional Agreement is required for staff training mobilities.