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# Information for selected students

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## Before departure

**Students who are selected for an Erasmus+ stay shall follow administrative procedure and fulfil conditions stipulated by the International Office and the [CU European Office](#) .**

### NOMINATION

The Faculty shall inform its partner institutions about nominated students. Partner universities shall contact the students directly to provide them with instructions concerning their application, academic calendar, or available courses. The students should also proactively seek this information on the partner universities' websites.

### APPLICATION IN THE CU ONLINE SYSTEM

Students shall complete all missing information in the [online system](#) and finalise the application by clicking on the green arrow sign.

### STUDY PLAN

The content of the study plan **should correspond with the student's study programme in order to be recognised as an integral part of their studies**. The recognition takes the form of choosing equivalents to the courses taught at the partner institution from among the elective courses of the student's study programme at the Faculty of Humanities. **The study plan can be made up of mandatory, elective, and/or optional courses. If a course taken abroad has no specific equivalent in the student's accredited study programme, it shall be recognised as an optional subject.**

**All necessary information regarding the courses shall be filled in the [online system](#) by the student.** The student shall consult the study plan with the guarantor of their study programme or their supervisor (applicable only to MA/PhD students). Once the study plan is finalised, the student will inform the International Office which will arrange to have it approved. Detailed information regarding the study plan is to be found in the [Dean's Measure no. 19/2020](#) .

### LEARNING AGREEMENT

Once the Study Plan is approved and the student confirms that the application in the online system is ready to be printed, the International Office will prepare the LA to be sent to the receiving institution. **The student is then responsible for obtaining a signature from the partner university.** Once signed by all three sides, the students send the completed LA to the International Office at FHS.

### EURO BANK ACCOUNT

In order to receive the Erasmus scholarship, **the student shall open an EURO bank account at any Czech bank.** Students can use the services of the former CU partner bank, Komerční banka. However, it is perfectly fine if you choose another bank.

### LETTER OF ADMISSION AND THE DECISION OF THE DEAN TO AWARD THE GRANT

**The partner institution shall provide the student with the official Letter of Acceptance.** Upon delivering this letter to the International Office, together with the approved Learning Agreement, the scholarship may be granted to the student. The International Office issues a **Decision of the Dean through which the scholarship amount granted to the student is specified. The Decision of the Dean has to be signed and collected by the student in person before the start of the mobility.**

### FINANCIAL AGREEMENT

When the Decision of the Dean to Award a Grant is issued and the student entered the required bank account into the online system, the European Office will subsequently issue the Financial Agreement.

In order to have the Agreement signed, the student needs to have provided the International Office with:

- Learning agreement (including the approved Study Plan) confirmed by the partner institution and the FHS
- Letter of Acceptance

**The Financial Agreement needs to be signed and collected in person at the [European Office](#) at CU Rectorate.**

When the Financial Agreement is signed, the scholarship amount shall be transferred to the bank account number provided by the student, no later than 14 days before the start of the study period.

## When abroad

### CHANGES TO THE STUDY PLAN

Students may change their originally-approved study plan within the first month of their studies abroad. All changes must be registered in the online system – some courses may be deleted and new courses added. MA students must consult

any changes with the head of their department. The Faculty does not require any confirmation of changes by the host institution. When the study plan is finalised, the student shall inform the International Office by email. The International Office shall print the document and arrange any necessary signatures.

It is crucial that the list of courses registered in the online system and approved by the Faculty corresponds with the courses that the student attended and passed as they will be registered in the final Transcript of Records (issued by the host institution). Courses which are not written in the study plan can't be recognised!

#### EXTENDING THE STUDY PERIOD

If the student wishes to extend their stay abroad from the winter semester to the summer semester, they should firstly consider whether such action would be in compliance with the progress of their studies at the Faculty (fulfilling the obligations of the study programme – passing the compulsory exams etc.). **Studies abroad do not constitute a reason to postpone these obligations!** In case of sufficient financial resources, the Faculty may decide to award the extended students with additional scholarship.

**Students who are interested in extending their stay abroad shall submit (by email) the following to the International Office:**

- letter of motivation / study plan (elaborate upon why you want to extend your stay abroad and what would be the contribution with regard to your studies)
- approval of the head of your department / supervisor (in case of MA/PhD students; approval by email is sufficient)
- list of preliminary selected courses for the additional semester ( use this TEMPLATE )
- Extension of Study Period form, confirmed by the host institution

**The deadline for submitting the required materials** is usually around the end of October. Outbound students will be reminded about the possibility of extension by email.

## Upon return

Required documents after the end of mobility

- **Confirmation of Study Period** - Ask the coordinator to sign the confirmation at the very end of your stay, otherwise you might have to give back part of the Erasmus+ grant. **This document is absolutely essential, do not leave the partner university without it!**

#### How to submit the document?

- **bring the original hard copy** to the European Office .
- **ask the partner university to fill it electronically and send it to following email addresses:**  
erasmus.outgoing@ruk.cuni.cz ; international@fhs.cuni.cz
- **Transcript of Records** – **bring the original hard copy to International Office** (we will then forward it to the European Office) or ask the coordinator to send it to our email address. If there is a possibility to download it from the partners' IS, do it and then send it directly to our email address.
- **Academic questionnaire** - send the completed questionnaire via email to the International Office. It will be published on our website (without your personal information) to provide information for other students who might want to study at this university in the future.
- **2 final reports:** EU Survey (automatically generated email from the European Commission) final report via Charles Abroad platform

Upon receiving the Transcript of Records, the International Office will enter your results in the SIS, in accordance with the Dean's Measure no. 19/2020 .

If you have any nice photos from your study stay (especially photos of your host institution) or a link to a blog (if you have been writing one), the International Office will be happy to share them with other students.