
FAQ Erasmus+ at FHS

This section provides answers to frequently asked questions about semester-long study stays abroad within the Erasmus + program at the Faculty of Humanities. The responses are organized into several topics that students commonly inquire about.

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General Information

Who is eligible to participate in the Erasmus+ program?

All FHS students, regardless of age or nationality, who are properly enrolled (both at the time of application and during the mobility period) in bachelor's, master's, or doctoral study programs, whether in full-time or combined forms. At the time of departure, bachelor's students must have successfully completed 3 semesters of study, and master's students must have completed 2 semesters. Additionally, students can be enrolled in no more than the 4th year of bachelor's/doctoral studies or the 3rd year of master's studies.

Can I go on Erasmus+ in the first year of my studies?

No.

- **Bachelor's students:** To be eligible for departure, you must have successfully completed at least 3 semesters of study (meaning you can go abroad no earlier than the spring semester of your 2nd year). **However, it is recommended to submit your application as early as February of your 1st year.**
- **Master's students:** You can go abroad after successfully completing the 1st year of your studies. It is also important to consult with your program guarantor to determine whether it is possible to combine the stay abroad with fulfilling your study obligations at FHS.

How are study obligations at FHS handled if I study abroad?

Studying abroad does not entitle you to postpone study obligations prescribed for the given semester. You need to plan your studies/stay abroad in such a way that you can fulfill your obligations on time. The minimum required study obligations that must be completed no later than before the start of your stay abroad. The obligations are set by the study programme guarantors.

Which countries and universities can I go to? What can I study there? In which language are the courses taught? Can I apply to a specific university as a bachelor's/master's/PhD student?

All this information can be found in our [list of partner universities](#). Our agreements with universities are often signed with **specific** faculties or departments and for specific fields or levels of study. While some universities strictly require that students study the exact field and level stated in the agreement and/or choose courses only from the designated faculty/department, others are more flexible and, under certain conditions, allow students to select courses from other faculties or levels of study as well.

Detailed information can be found in the final reports of students who studied at those universities and on the websites of the partner universities under their sections for exchange students.

Can I go abroad for a full academic year?

You can apply only for the winter or summer semester. Under certain conditions, it is possible to extend the stay from the winter semester to the summer semester. If sufficient funding is available, an additional grant may be awarded for such an extended stay.

The only exception is **Durham University**, where courses are organized on a full-year basis. For this reason, it is only possible to study at this university for the entire academic year (you must apply in the main selection procedure).

Selection procedure

When does the selection procedure take place?

The selection procedure for study stays in the upcoming academic year always takes place in the spring (February/March). This round is for students interested in going abroad for either the winter or summer semester of the next academic year. If there is sufficient funding and availability, an additional autumn selection round may be announced for summer semester mobilities.

Where do I apply for the selection procedure? Do I need to contact the partner university myself?

You apply **only** through the International Office of FHS (you must fill out the application in the online system and submit the required documents). The partner university will be contacted **only if you are selected** through the FHS procedure. You may contact coordinators at the host universities **only** if you cannot find necessary information (e.g., about available courses) elsewhere. **Do not send any documents to the partner university yourself** unless you have been successfully nominated by FHS.

How many universities can I apply to?

You may apply to **1–3 universities** during a single selection round.

For **each university**, you must:

- Submit a separate application in the Charles University online system.
- Provide a specific **statement of purpose** and a **list of preliminary selected courses**.

Your **CV and recommendation letter** only need to be submitted once. In the statement of purpose, you should also indicate the **order of your university preferences**.

I'm applying to multiple universities. Can I specify my preferences?

Yes — we recommend that you clearly state your **preferred order of universities** directly in your statement of purpose or include it in the body of your application email.

How do I apply for the selection procedure?

Before the application deadline, you must:

- Create application in the **Charles University online application system**. If you are applying to multiple universities, you must create a separate online application for each.
- Send the required documents in **PDF format** to the FHS International Office by email.

Will the documents be sent to the partner universities?

In most cases, the documents you submit during the FHS selection procedure **are not forwarded** to the partner universities — they are used **internally** at FHS. However, if the partner university later **requests certain documents** (e.g., a motivation letter or CV), we may forward them as needed.

What needs to be filled in the Charles University online application?

For the purpose of the selection procedure, it's enough to:

- Create the application
- Enter the basic information (e.g., semester dates at the partner university)

If you are selected, you will later need to **complete any missing information**, as we will continue using this online system for all further steps.

Do I need to prove my language proficiency?

Providing **proof of language proficiency** (such as a certificate) is an **advantage**, though not a strict requirement. For English, this can also include completion of English-language courses at FHS. We **strongly recommend checking the website of the partner university** to see if incoming Erasmus+ students are required to submit a **specific language certificate**. If so, you will need to provide it **after being nominated** to the partner university.

Are there any predefined forms for the Erasmus+ programme at FHS?

No, there are not. For the **statement of purpose**, you may use the available sample for inspiration. There is also a **template** for the preliminary list of selected courses.

Is there a second round of the selection process, such as an interview?

No. However, the International Office reserves the right to request additional information from applicants or to organize a second round if needed.

When will I find out the results?

The results of the selection procedure will be announced approximately **one month after the application deadline**, via email.

What are my chances of being selected?

Each application is evaluated **individually and comprehensively**. For example, if your academic average is not the best, you have a chance to explain your situation in the statement of purpose. Likewise, if you prefer a specific university for a particular (ideally academic) reason, be sure to tell us why.

If you are studying **within the standard study period**, have a **decent academic average** (ideally no worse than around 2.0), **enough credits**, have fulfilled all study obligations, **speak the language** in which you intend to study, and **show genuine academic motivation**, your chances are very good.

Which university do I have the best chance of getting into?

In the selection process, **all applicants are evaluated together**, regardless of which university they applied to. Therefore, your chances do not depend solely on your university choice. What matters is whether you are a **strong candidate** — if you are, it is usually not a problem to get placed at the university you're truly interested in. If, in comparison with other Erasmus+ applicants, you are **not a strong enough candidate**, you might not be selected even for a university with lower demand.

How are credits recognized? How many do I need to earn abroad?

See [Dean's Measure No. 19/2020](#) for detailed information.

What happens if I am selected for the study stay? What needs to be arranged? What about the grant, accommodation, etc.?

The **International Office of FHS** will guide you through the next steps during **information sessions for selected students**. Basic information is also available on the International Office's website under the section [For Selected Students](#). Useful practical tips can also be found in the **final reports** of students who participated in Erasmus+ in previous years.

General information about Erasmus+ administration is available on the Charles University website [ViaErasmus](#).

Statement of Purpose

What information should a statement of purpose contain?

It should be factual, specific and logically structured. The recommended length is **no more than 1–2 pages**. At the beginning, you should **introduce yourself** — your current studies, knowledge (especially language skills, extracurricular activities), and experience that make you a suitable candidate. This part should correspond well with your CV.

The second part should answer these questions:

- **Why** you want to participate in the Erasmus+ mobility
- **What** you hope to gain from the study stay abroad (academically, personally, and/or professionally)
- How the **host university and its course offer** align with your interests or future plans
- What your **study goals** are during the mobility
- How your current academic background prepares you for the exchange

It should include specific information about **where** you want to go and **why** you have chosen that particular institution. It should be clear that this environment — the university and country — will benefit you academically and that the study stay will contribute to the **development of your current academic focus**. Since your studies lead to a bachelor's / master's / doctoral thesis, it makes sense to link the motivation letter to your **thesis topic**.

You should also define the **specific topic** you are working on and explain how the destination environment could support your research. You might also describe the **methods or resources** you intend to use to meet your academic goals (e.g., libraries, field research, consultations). Don't forget to state your **intended outcomes** from the study stay. For bachelor's and master's students, this part should be connected with your **preliminary course selection**.

List of preliminary selected courses

What is a preliminary course list?

On the host university's website, in the section for exchange or Erasmus+ students, you can usually find an overview of courses offered to incoming students. From this list, choose courses that fit your **academic focus at FHS** and/or relate to your **thesis topic**. Be sure to include the **number of ECTS credits** for each course. At some universities, you can choose from a **broad selection of English/German/French-taught courses**. At others, the selection may be **limited to Erasmus+ students only**, or to courses offered by a **specific faculty or department** with which FHS has a partnership. Why is the preliminary course list important?

Preparing a preliminary course list **is mostly for your own benefit**: it helps you see whether the host institution offers suitable courses and whether they will be **academically valuable** for you. By selecting appropriate courses, you show that you have thoroughly explored the host university's website and that your **study stay is well thought-out** in connection with your academic goals.

I can't find course offerings for the next academic year. What should I do?

At many universities, the course offerings and schedules for the next academic year are not yet published during the Erasmus+ selection process. In that case, refer to the **current or previous year's offerings** (depending on which semester you are planning to go). You will be able to update your course list if you are selected, and you can also make changes after arriving at the host university. If you can't find the course listings on the university's website, try contacting the **local Erasmus+ coordinator** or ask **students who have previously studied there** for help in locating the list.

What is an equivalent course? How do I find them?

At this stage of the selection process, you **do not need to worry about course equivalents**. You will receive all the necessary information if you are selected.

Recommendation from an FHS Professor/Teacher

What should the recommendation look like?

There is no specific form or template; the **format is entirely up to the person writing it**.

- For **bachelor's students**, the recommendation should come from the **bachelor's thesis supervisor** or another professor/teacher who knows you well enough to provide a meaningful recommendation.
- For **master's students**, a recommendation from a professor/teacher is required **in addition to the approval of the programme guarantor** for the study stay.

The recommendation can be written **in Czech**, and it can be submitted:

- In **printed form** (with a signature), or
- The professor/teacher can send it **directly via email** to the FHS International Office **from their university email address**.

For 1st-year students: If you've only been at the faculty for a short time, try approaching professors/teachers from courses that interest you and where you have achieved good results.

I don't have a bachelor's thesis supervisor yet. Who can write my recommendation?

You may ask any professor/teacher who **knows you from their courses** or has collaborated with you in another academic context and is able to write you a recommendation

Scholarship

How is the mobility funded? Will I receive a grant?

Erasmus+ is a **scholarship program**. The **amount of the grant** depends on the **destination country** and the **length of your stay**.

You can find the grant differentiation [here](#) .

Am I eligible for the scholarship if I attend the host university's courses online from home (in the Czech Republic)?

No. In the case of **virtual-only mobilities** (i.e., you remain in the Czech Republic and follow online courses from a university abroad, such as in the UK), **you are not entitled to receive an Erasmus grant**.

General information about the overall administration associated with trips within the Erasmus+ program at Charles University can be found on the Charles University website [ViaErasmus](#) .