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# Application Procedure (Exchange and other non-degree students)

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## Erasmus+ Programme

To apply for an Erasmus stay at the Faculty of Humanities, CU, you have to be enrolled at one of our [partner universities](#).

### Step 1: NOMINATION (contact your home Erasmus coordinator)

If you wish to come and study at the Faculty of Humanities, Charles University, your home university must officially nominate you. **In the first instance, you must therefore contact the ERASMUS coordinator at your home university.**

### Step 2: ON-LINE REGISTRATION

All nominees will receive an email with information regarding the application procedure and further information from the FHS International Office directly.

Please note it is obligatory to apply on-line within the CU Erasmus database.

**On-line Registration is available on the following website:** <https://is.cuni.cz/webapps/erasmus/>

### Step 3: DESIGN YOUR Learning Agreement

**Information on course offerings** is available at <http://fhs.cuni.cz/FHSENG-350.html> .

### Step 4: Application Form and Learning Agreement APPROVAL

Once you have applied online, you will be able to print out your CU application form and Learning Agreement to be approved by your home university and CU.

We need to receive the forms signed by your home university within the deadlines below:

#### APPLICATION DEADLINES

<b>Winter semester</b> (September - February) <b>June 15</b>	<b>Summer semester</b> (February - June) <b>October 31</b>
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### Step 5: SENDING DOCUMENTS

Send the forms to the International Office at the Faculty of Humanities.

International Office  
**Faculty of Humanities**  
Charles University  
**Pátkova 2137/5**  
**182 00 Prague 8**  
**Czech Republic**

**FOR FURTHER INFORMATION CONTACT the FHS INTERNATIONAL OFFICE** at [international@fhs.cuni.cz](mailto:international@fhs.cuni.cz) .

For general [information for all Erasmus students coming to CU](#) , you may visit the information website of the CU European Office.

# Bilateral Agreements

In addition to the ERASMUS programme, FHS has several [Inter-University & Faculty bilateral agreements](#) with universities around the world.

- Firstly, please contact **the coordinator at your home university** and check the details and conditions of the agreement.
- For information on **courses provided by the Faculty of Humanities**, please consult the [Courses](#) section.
- If applying within the **Inter-University agreements**, for information on the application procedure, please consult the website of the International Relations Department of the Rectorate of Charles University at <http://www.cuni.cz/UKEN-179.html>.
- For the application procedure for **Faculty bilateral agreements**, please see information below.

## FACULTY BILATERAL AGREEMENTS

### APPLICATION DEADLINES

<b>Winter semester</b> (September - February)	<b>Summer semester</b> (February - June)
<b>April 30</b> (students outside the EU and EEA countries) <b>June 15</b> (students within EU and EEA countries)	<b>September 30</b> (students outside the EU and EEA countries) <b>October 31</b> (students within EU and EEA countries)

### STEP 1 – NOMINATION (contact the coordinator at your home university)

If you wish to come and study at the Faculty of Humanities, Charles University, your home university must officially nominate you. **In the first instance, therefore, you must contact the international coordinator at your home university.**

### STEP 2 – FILL IN THE PAPER APPLICATION (including your study plan)

The application form is available [here](#).

**Information on course offerings** are available [here](#).

### STEP 3 – CONFIRMATION

The application is to be checked and confirmed (signed) by the relevant coordinators of your home university.

### STEP 4 – SENDING DOCUMENTS

Send the application to the international office either at the Charles University or at the Faculty of Humanities:  
International Office

#### Faculty of Humanities

Charles University

**Pátkova 2137/5**

**182 00 Prague 8**

**Czech Republic**

**FOR FURTHER INFORMATION CONTACT the FHS INTERNATIONAL OFFICE at [international@fhs.cuni.cz](mailto:international@fhs.cuni.cz).**

## Visiting MA / PhD students:

**CEEPUS Free-mover scheme; International Visegrad Fund scholarship programme (IVF);**

**the Czech Republic bilateral international agreements and similar schemes**

If you are intending to apply for a scholarship within these scholarship programmes, the Letter of Acceptance / Letter of Invitation from a prospective host institution is required.

In order to consider your enquiry, we need to receive your request for the Letter of Acceptance together with all the supporting documents well in advance before the application deadline of the respective scholarship programme.

## MA students wishing to attend courses

**e.g. the Master's Scholarship within the [International Visegrad Fund scholarship scheme](#), [CEEPUS freemover scheme](#); [Czech Republic bilateral international agreements](#) and some other funding schemes**

### • STEP 1

**Submit the supporting documents below**

**Please submit a preliminary list of courses** that you would like to attend during your stay, a **Letter of Motivation** and a **Letter of Recommendation from your home university**; in some cases we additionally may ask for a proof of your English language proficiency.

Email scanned copies of the signed documents to the FHS International Office at: [international@fhs.cuni.cz](mailto:international@fhs.cuni.cz).

- **STEP 2**

- **Provisional Letter of Acceptance**

- We will issue a provisional letter of acceptance once we have considered your preliminary list of courses as well as supporting documents for admission. Your admission is to be confirmed provided that your scholarship application has been successful and you have been awarded the funding.

- **STEP 3**

- **If you are awarded with the scholarship you have applied for**

- You will be expected to complete and submit the FHS application form (available [here](#) ) so that we are able to finalise the administration procedure related to your admission at the Faculty of Humanities (in some cases we additionally can also ask for a certificate of your current enrollment at your home university).

## **PhD (MA) students aiming to pursue short-term study-research stays working on their research/dissertations**

e.g. the **Post-Master's Scholarship within the [International Visegrad Fund scholarship scheme](#), [CEEPUS freemover scheme](#); [Czech Republic bilateral international agreements](#) and some other funding schemes**

- **STEP 1**

- **Search for a suitable department and academic advisor at FHS**

- First, you are expected to find an academic advisor at the Faculty of Humanities to consult your work's progress during your prospective stay.

- **Where to find a list of the FHS Departments and the academic staff?**

- You can visit the section [Faculty Organizational Structure](#) for the full list of faculty departments, while the profiles of the individual teachers are listed at the [Faculty and Staff](#) section.

- **STEP 2**

- **Contact the teacher with your prospective study-research work plan at FHS**

- **Contact** the teacher via e-mail with your enquiry to find out if they will be willing to supervise you during your prospective stay.

- In order to consider your inquiry, provide the teacher with your **study-research work plan (statement of your study/research purpose at FHS)**, your **academic CV**, and a **letter of recommendation issued** by your supervisor or other member of the academic staff at your home university.

- **Please email a copy including the supporting documents to the International Office** [at international@fhs.cuni.cz](mailto:international@fhs.cuni.cz) . We recommend that you mention that you are applying for funding via the particular scholarship scheme.

- **What type of information should your study-research work plan contain?**

- There should be a short description of your study-research project related to your dissertation, including the title of your dissertation, as well as the overall aims and objectives of your stay at FHS. The plan should also contain a list of the key issues to be addressed by consulting with the FHS particular academic advisor.

- **STEP 3**

- **If the teacher is willing to become your "academic advisor" at FHS, please ask them to confirm this via e-mail with Cc. to the International Office.**

- **STEP 4**

- **Provisional Letter of Acceptance**

- Once we receive an e-mail confirmation that the respective faculty member supports your study-research plan, we will process your inquiry further. If your inquiry has been considered for admission, we will issue a provisional letter of acceptance. Your admission is to be confirmed provided that your scholarship application has been successful and you have been awarded the funding.

- **STEP 5**

- **If you are awarded with the scholarship you have applied for**

- You will be expected to complete and submit the FHS application form (available [here](#) ) so that we are able to finalise the administration procedure related to your admission at the Faculty of Humanities (in some cases we additionally can also ask for a certificate of your current enrolment at your home university).

## **Czech Republic bilateral international agreements**

This scheme offers scholarships that are designed for visiting university students, or graduates and Ph.D. candidates who wish to accomplish a study or research stay at one of the Czech public institutions of higher education. Its length usually ranges from 2 to 10 months depending upon the agreement made by the Czech government and the foreign government concerned, which specifies the categories of eligible recipients.

Information on application procedure as well as on the terms of this scholarship scheme is available at: <http://www.msmt.cz/eu-and-international-affairs/scholarships> See the [Scholarships for the relevant Academic Year](#) section.

- If you are intending to apply for a scholarship within this programme, the Letter of Acceptance / Letter of Invitation from a prospective host institution may be required.  
In order to consider your enquiry, we need to receive your request for the Letter of Acceptance together with all the supporting documents well in advance of the application deadline for the respective scholarship programme. **For guidance on the steps to follow please consult the section above.**

## GDPR information

### Erasmus+ incoming students

Your consent is for Charles University, registered office at Ovocný trh 560/5, 116 36 Prague 1, ID no.: 00216208 ("CU"), which is the administrator of the personal data of all faculties and subdivisions of CU, to process your personal data to the extent stated in my Erasmus+/SEMP application (first name, surname, date and place of birth, passport or ID card number and validity, permanent address, address for correspondence, telephone, e-mail), personal data of the emergency contact person and student exchange coordinator at your home university to the extent stated in the application, as well as your personal data in other documents required for the purposes of student mobility within the framework of the Erasmus+/SEMP programme at all stages of the process (preparatory phase, selection procedure, stay at CU and subsequent outputs), in accordance with Act No. 101/2000 Coll., on the protection of personal data and amending certain acts, as amended, and in accordance with all directly applicable European Union legislation. You consent to the storage of the aforementioned personal data in electronic and printed form for the needs of Charles University for a period of 10 years. You acknowledge that you can anytime revoke this consent.

You can withdraw the consent via e-mail sent to the following e-mail address: [erasmus@ruk.cuni.cz](mailto:erasmus@ruk.cuni.cz) or in person in the seat of the data controller.

You also have the following rights:

- \* To require information on what personal data is processed about me,
- \* To require correction of false or outdated personal data,
- \* To require my personal data not to be processed till the legitimacy of the two above mentioned points has been settled,
- \* To require that my personal data will be transferred to another data controller,
- \* To file a complaint to the supervisory authority.

If you make any inquiry or if you exercise your rights you can contact the Data Protection Officer (DPO) on the following e-mail address: [gdpr@cuni.cz](mailto:gdpr@cuni.cz).

### University Agreements incoming students

Your consent is for Charles University, registered office at Ovocný trh 560/5, 116 36 Prague 1, ID no.: 00216208 ("CU"), which is the administrator of the personal data of all faculties and subdivisions of CU, to process your personal data to the extent stated in your International Exchange Student application (first name, surname, date and place of birth, passport or ID card number and validity, permanent address, address for correspondence, telephone, e-mail), personal data of the emergency contact person and student exchange coordinator at my home university to the extent stated in the application, as well as your personal data in other documents required for the purposes of student mobility within the framework of the inter-university agreements at all stages of the process (preparatory phase, selection procedure, stay at CU and subsequent outputs), in accordance with Act No. 101/2000 Coll., on the protection of personal data and amending certain acts, as amended, and in accordance with all directly applicable European Union legislation. You consent to the storage of the aforementioned personal data in electronic and printed form for the needs of Charles University for a period of 10 years. You acknowledge that you can anytime revoke this consent.

You can withdraw the consent via e-mail sent to the following e-mail address: [zahran@ruk.cuni.cz](mailto:zahran@ruk.cuni.cz) or in person in the seat of the data controller.

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## Faculty Agreements incoming students

Your consent is for Charles University, registered office at Ovocný trh 560/5, 116 36 Prague 1, ID no.: 00216208 ("CU"), which is the administrator of the personal data of all faculties and subdivisions of CU, to process your personal data to the extent stated in my International Exchange Student application (first name, surname, date and place of birth, passport or ID card number and validity, permanent address, address for correspondence, telephone, e-mail), personal data of the emergency contact person and student exchange coordinator at your home university to the extent stated in the application, as well as your personal data in other documents required for the purposes of student mobility within the framework of the Inter-Faculty Agreements Scheme at all stages of the process (preparatory phase, selection procedure, stay at CU and subsequent outputs), in accordance with Act No. 101/2000 Coll., on the protection of personal data and amending certain acts, as amended, and in accordance with all directly applicable European Union legislation. You consent to the storage of the aforementioned personal data in electronic and printed form for the needs of Charles University for a period of 10 years. You acknowledge that you can anytime revoke this consent.

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