

International Office FHS

Anežka Palek

Faculty Coordinator for Outgoing Students

office n. 1.26

zahranicni@fhs.cuni.cz

Office Hours

MO 13:00 - 15:30

WED 13:00 - 15:00

THU 10:00 - 12:00

Instagram FHS

Every Tuesday ERASMUS TAKEOVER - presenting various partner universities

ERASMUS+ PROGRAMME

A European Union scholarship programme supporting education, training, youth, and sport in Europe.

Thanks to this programme, international mobility opportunities can be arranged at partner higher education institutions within the EU and other programme countries.

The 2021–2027 programme period places strong emphasis on social inclusion, the implementation of projects and mobilities in an environmentally sustainable way, the digitalisation of existing administrative processes, and the strengthening of European identity.

STUDY ABROAD POSITIVES

ACADEMIC DEVELOPMENT

improvement of language skills; broadening of academic fields; specialisation of a study project/topic; access to new technologies and resources

PERSONAL DEVELOPMENT

greater independence and self-confidence; getting to know new cultures and countries, as well as oneself; establishing long-term contacts and friendships

THE STUDY STAY IS RECOGNIZED AS AN INTEGRAL PART OF STUDIES AT FHS.



“As Leuven is a very small student town, university extends to all corners of it. I’d say that intergrating and finding one’s social circle is fairly easy since there are students everywhere and a plethora of events/community spaces.”

STUDY ABROAD CONCERNS

ACADEMIC CONCERNS AT FHS

Plan your studies so that you complete compulsory exams before departure or shortly after your return.

ACADEMIC MATTERS ABROAD

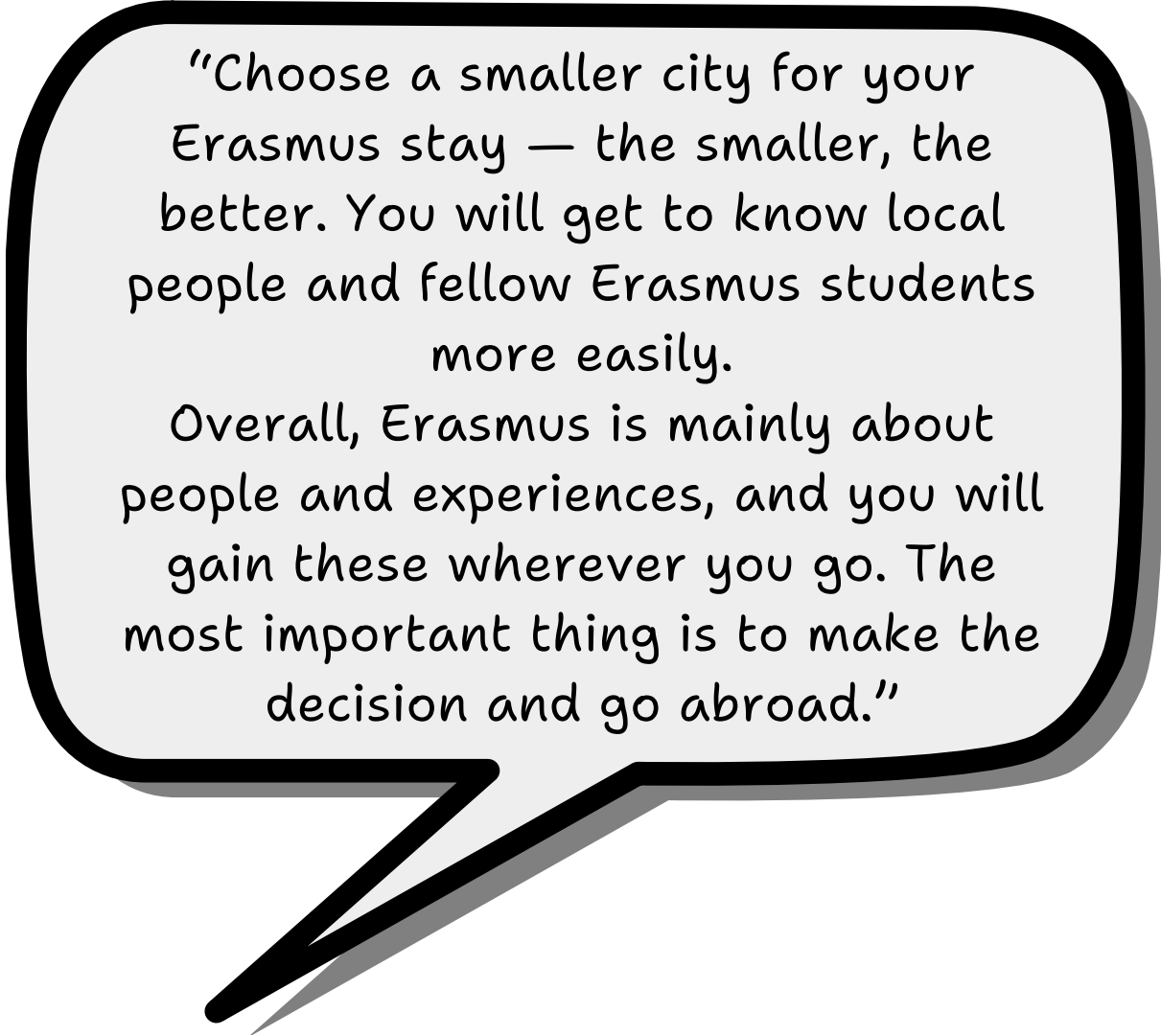
FHS students usually do not encounter problems. Choose 1–2 additional courses so that you earn enough credits even if you do not pass one exam.

FINANCING

In some countries (e.g. Scandinavia), accommodation and living costs are generally significantly higher. Consider countries such as Poland, Hungary, Lithuania, Slovenia, Croatia, or Estonia.

ERASMUS ADMINISTRATION

The entire process will be guided by the International Office of FHS.



“Choose a smaller city for your Erasmus stay — the smaller, the better. You will get to know local people and fellow Erasmus students more easily.

Overall, Erasmus is mainly about people and experiences, and you will gain these wherever you go. The most important thing is to make the decision and go abroad.”

Listen to Erasmus Student Network Podcast
[Erasmus Generation Perspective](#)

ERASMUS+ GENERAL CONDITIONS

WHO CAN APPLY?

Students of all levels of study (BA, MA, PhD), in full-time or combined form of study, of any age or nationality.

IN WHICH YEAR OF STUDY CAN I GO ABROAD?

- BA: earliest in the summer semester of the 2nd year, at the latest in the 4th year
- MA: earliest in the winter semester of the 2nd year, at the latest in the 3rd year
- PhD: earliest in the summer semester of the 1st year, at the latest in the 4th year

HOW LONG CAN I GO ABROAD?

Study stays may last 2–12 months, most commonly 4–5 months.

The minimum duration of a stay of 2 months is defined as 60 days.

HOW MANY TIMES CAN I PARTICIPATE IN ERASMUS?

At each level of study, it is possible to complete a maximum of 12 (Erasmus) months (= 360 days). These 12 months may consist of a study stay, a traineeship, or a combination of both activities.

DETAILED CONDITIONS CAN BE FOUND ON THE WEBSITE OF THE [INTERNATIONAL OFFICE](#).

CONDITIONS ON STUDY ABROAD

Required number of credits for studies abroad

- Standard number: 30 ECTS per semester
- Minimum number: 20 ECTS per semester (general requirement for any study stay abroad)
- MA students only: may be reduced to 15 ECTS per semester if you are working on your Master's thesis abroad (based on confirmation from your thesis supervisor)

Conditions for recognition of studies abroad ([Dean's Measure No. 19/2020](#))

Make sure to meet the required number of credits for progression to the next year of study within your programme at FHS.

ERASMUS+ FUNDING

Students do not pay tuition fees or fees related to instruction at the host university (in some cases a registration fee may be required).

HOWEVER, YOU STILL HAVE TO PAY TUITION FEES AT FHS, EVEN THOUGH YOU WILL NOT TAKE ANY COURSES HERE.

The Erasmus+ grant consists of a monthly subsistence grant and a travel contribution.

There is also the possibility of an additional social grant and a grant for students with special needs; more detailed information is available on the website of the Rectorate of Charles University.

The grant is a contribution towards the increased living costs abroad and does not cover the full cost of the stay.

PARTNER UNIVERSITIES AT FHS

A list of partner universities/faculties can be found in the Partner Universities section [\(Excel table\)](#).

Mobility to countries where the student has permanent residence or holds citizenship is strongly discouraged.

How to choose?

Ideally based on:

- your study plan / field of study
- destination
- financial affordability

Partner Universities

List of available partner universities

Main selection procedure for study stays in the academic year 2026/2027

Use the **spreadsheet** listed below to find the university which suits you best (according to the country, language of instruction, level of studies, etc.).

[LIST OF AVAILABLE PARTNER UNIVERSITIES](#)

PLEASE NOTE!

This is the only document, which list all available partner universities for the main selection roud.

SELECTION PROCEDURE

1. Choosing a university

- updated list of partner universities on the website of the FHS International Office (Excel table)
- according to the agreement with FHS; level of study; field of study; language requirements; sufficient number of courses available

2. Planning your stay

- going abroad does not postpone your obligations at FHS (compulsory exams, state examinations)

3. Selection procedure

- submission of the application via the online application system + submission of required documents by email to the FHS International Office
- results of the selection procedure are sent by email approximately within one month after the deadline
- shortly after the announcement of results, an information meeting is organised for selected students for the following semester

SELECTION PROCEDURE

Access to the web application

- Log in via CAS
- Only create the application – no further information needs to be filled in

Erasmus interface

- Filter the list of universities to show FHS only
- Search for the university you are interested in and create an application (maximum of 3)
- Dates of stay: for now, fill them in only approximately; indicate winter or summer semester and the start and end dates of the semester at the host university (this is mainly for your own orientation, to see when you would potentially go abroad)

Do not print anything – it is sufficient to state in the email with the required documents that you have created the application.

ZAHRANICNI@FHS.CUNI.CZ

REQUIRED DOCUMENTS

submit all required documents in PDF format via email to zahranicni@fhs.cuni.cz before the set deadline.

1. Statement of Purpose in English

And subsequently in the language of instruction at partner university, if differ. If you are applying for more than one university, you should submit more than one statement of purpose, please indicate your preferences in each document. Detailed information on the recommended content of the document can be found [here](#).

2. List of preliminary selected courses

Create a list of preliminary selected courses using this [form](#). Please, include link to each selected course from the partner university course offering. Follow the university's requirements as specified by the offer and keep in mind partner universities' limitations. Detailed information is available [here](#).

3. Structured CV - in English and in the language of instruction at partner university, if differ.

4. Approval of the Head of your Study Programme

Ask the secretary of the programme to arrange for it or the head directly for the approval. The head of the study programme sends it by email to zahranicni@fhs.cuni.cz.

SELECTION CRITERIA

- **quality of the content and the format of the submitted documents** (particularly the statement of purpose) and a coherent choice of partner university
- study results, grade average and the **overall fulfillment of study requirements**
- **language proficiency** - providing a language certificate is not obligatory for all universities, but some universities require a particular certificate or score. Make sure that you apply only for universities where you fulfil the language requirements.
- international and student activities such as Buddy programme etc.

The selection committee consists of the Vice-dean for Pre-Graduate Studies, the Vice-dean for International Affairs and the International Office. All applicants will be informed of the results approximately 1 month following the application deadline.



**Fakulta
humanitních studií
Univerzita Karlova**

QUICK LINKS

[ERASMUS+ AT FHS](#)

[How to Apply?](#)

[FAQ Erasmus+ at FHS](#)

CONTACT US

Anežka Palek

anezka.palek@fhs.cuni.cz

zahranicni@fhs.cuni.cz