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# Selection procedure

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## Selection procedure

The selection procedure for Erasmus in the following academic year is held in February. In case of remaining finances and available spots, an **additional selection procedure may be held in September** - however, it is only intended for the summer semester of the same academic year and the choice of universities is usually limited. We, therefore, recommend that you apply in February. Students can apply only for one semester, extension is possible only from winter to summer semester.

**The next deadline for applications (for the summer semester of the 2021/22 academic year) is September 10, 2021 (5PM). You can [submit your applications online](#) from September 1, 2021.** The previous selection procedure for the academic year 2021/22 had a deadline of February 19, 2021.

You can find the **list of partner universities available in the next selection round** [here](#) .

In order to apply, you need to submit all required documentation to the [International Office](#) before the deadline:

- **letter of motivation** (purpose of study) - hand in personally at the International Office, in English and in the language of instruction at partner university, if different
  - [due to the current epidemiological situation, please, send your letter of motivation via e-mail](#)
- **list of preliminary selected courses** - submit by email in PDF format to [international@fhs.cuni.cz](mailto:international@fhs.cuni.cz) . See the websites of each of the partner universities [here](#) , in the document. Please, include links to each of the courses in the online catalogue of the university ( [TEMPLATE](#) ). Please, keep in mind partner universities' limitations, eg. minimum amount of courses to be taken within the host faculty or department as specified by the inter-institutional agreement.
- **structured CV** - submit by email in PDF format to [international@fhs.cuni.cz](mailto:international@fhs.cuni.cz) , in English and in the language of instruction at partner university, if different
- **letter of recommendation** provided by a Faculty academic who knows you well (e.g. thesis supervisor) – in English or Czech. Hand in either [personally \(printed and signed\)](#) to the International Office, or ask the teacher to send it [directly to our email address](#) (we do not accept forwarded emails!) [international@fhs.cuni.cz](mailto:international@fhs.cuni.cz) (or [zahranicni@fhs.cuni.cz](mailto:zahranicni@fhs.cuni.cz) )
- **approval** of the study programme guarantor - ask the secretary ( [up-to-date list available here](#) ) to provide you with this document in advance (the guarantor will then send it by email to [international@fhs.cuni.cz](mailto:international@fhs.cuni.cz) or [zahranicni@fhs.cuni.cz](mailto:zahranicni@fhs.cuni.cz) )
- **file an application online** through the [CU online system](#) to the desired universities (maximum is 3)
- statement of cooperation from an academic of the partner university (only PhD students)

Within one selection procedure, students may apply to 1–3 universities (we recommend 2). In case you are submitting multiple applications, hand in the letter of motivation and list of preliminary selected courses for each university separately (the CV and the letter of recommendation shall be provided only once). Make sure to mark your priority choice(s) regarding the partner universities.

The selection criteria:

- study results (grade average, Letter of recommendation, exam results, fulfillment of study requirements)
- quality of submitted documents (particularly the motivation letter)
- 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 fulfill the language requirements.
- international and student activities

The selection committee consists of vice-deans and the International Office staff. All applicants will be informed of the results approximately 1 month following the application deadline.

If you have any questions in regards to the Erasmus+ programme or the selection procedure, do not hesitate to contact the [International Office](#) .