



**FACULTY  
OF SOCIAL SCIENCES**  
Charles University

**INSTRUCTIONS FOR ERASMUS+ PRACTICAL INTERNSHIPS**

1. The student sends the invitation letter and documents in accordance with the decree to the relevant FSV UK institute, where the documents are evaluated. You can find the contacts for the individual institutes below.
2. The OZS coordinator will conclude a bilateral agreement with the relevant organization and ensure the registration of the agreement in the [is.cuni.cz/webapps](https://is.cuni.cz/webapps) application.
3. The student fills out the application in the application <https://is.cuni.cz/webapps/> (including a euro bank account with a branch in the Czech Republic), prints it, signs it and secures the signature of the receiving institution. He then sends the application to OZS ([outgoing@fsv.cuni.cz](mailto:outgoing@fsv.cuni.cz)).
4. Subsequently, the application will be assessed by the vice-dean of FSV UK for foreign relations.
5. In case of approval, the dean of FSV UK will issue a Scholarship Decision.
6. The student collects the documents for signing the participation contract after being prompted by the OZS.
7. Upon invitation from the RUK European office (Ovocný trh 3-5, 116 36 Prague 1), the student signs the participation agreement.
8. Students from the Erasmus Mundus program who receive a scholarship are not entitled to another scholarship from the Erasmus+ program due to the avoidance of double funding.
9. Students are evaluated on the basis of submitted documents; in case of the same number of points in the evaluation process, priority will be given to applicants who are applying for the first time.
10. Students must have an active student status throughout the practical internship.

**ERASMUS+ practical internships for the academic year 2023/2024**

Erasmus+ practical internships and any student who is enrolled in an accredited bachelor's, master's or doctoral study program and will be duly enrolled to study at FSV during the entire period of stay abroad can participate in an international mobility internship.



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Students can contact the institutions listed on the website in the "Bilateral agreements" section <https://fsv.cuni.cz/mobilita/erasmus/erasmus-staze>. It is also possible to arrange your own organization outside the attached list.

Applicants are required to contact the chosen organization and secure an invitation letter before the selection process. Work internships and international mobility internships can last from 2 months (minimum) to 12 months (maximum), short-term Ph.D mobility from 5 to 30 days.

More detailed information on practical internships available at <https://fsv.cuni.cz/mobilita/erasmus/erasmus-staze>.

Conditions of participation: current enrollment in at least the 1st year of the B.Sc. studies or up to the 1st year of the M.Sc. studies at the time of application; very good language skills according to the destination and requirements of the partner organization. Internships should take place outside the students' home countries; stays in a foreign-language environment will be preferred.

Applications can be submitted as part of the selection process at the relevant institute. The application must include:

- Acceptance letter issued by the relevant organization.
- Information on study results at FSV (results from SIS with marked study average).
- Curriculum vitae in English (max. 1-2 standard pages).
- A letter of motivation in English including the connection between the practical internship and the field of study (max. 1 standard page).
- Proof of language ability (preferably a language certificate).
- Information about the expected date of the internship, the name of the organization and the name, telephone number and e-mail of the contact person.
- Approval with the practical internship signed by the guarantor (or director of the institute)

The selection process will take place within the institutes, candidates will be scored according to success based on the following criteria, taking into account the possibilities of the faculty's financial budget:

- study results
- motivation for the internship
- suitability of the chosen project for the given field and contribution to the institute



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- language skills

Attach all attachments in one pdf. Email the pdf file to the appropriate contact below. Put ERASMUS INTERNSHIP 23/24 in the subject line of the e-mail.

Submission deadlines are divided by quarter:

For mobilities starting in the January to March 2024 quarter, the application deadline is **November 15, 2023**.

For mobilities starting in the April to June 2024 quarter, the application deadline is **February 15, 2024**.

For mobilities starting in for the July to September 2024 quarter, the application deadline is **May 15, 2024**.

The institutes will send the protocols of the admissions procedure to the OZS within 10 days of the application deadline. Note: Applications for a short-term Ph.D practical internship within Erasmus+ can also be submitted during the year through the relevant institute.

List of coordinators for individual institutes:

- IES students send an email to [eliska.krohova@fsv.cuni.cz](mailto:eliska.krohova@fsv.cuni.cz). Information about the selection procedure is given by Mgr. Eliška Krohová.
- IPS students send an email to [erasmus-ips@fsv.cuni.cz](mailto:erasmus-ips@fsv.cuni.cz). Information about the selection procedure is given by PhDr. Malvína Krausz Hladká, PhD.
- IMS students send an email to [internacionalizace.ims@fsv.cuni.cz](mailto:internacionalizace.ims@fsv.cuni.cz). Information about the competitive admission procedure is given by Bc. Jiřina Tomečková.
- ISS students send an email to [terezie.hanzlikova@fsv.cuni.cz](mailto:terezie.hanzlikova@fsv.cuni.cz). Information about the selection procedure is given by Mgr. Terezia Hanzlíková.
- IKSŽ students send an email to [erasmus.iksz@fsv.cuni.cz](mailto:erasmus.iksz@fsv.cuni.cz). Information about the selection procedure is given by Mgr. Jan Miessler. M.Sc.

Michaela Rudinská, Head of International Office



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