



Students' exchanges within the ERASMUS+ programme for the academic year of 2018/19

Students' exchanges are based on the collection of bilateral agreements signed between the FSV and its partner universities. The list of agreements is available below and as of February 15, 2018 it will be available in the central online application of the Rectorate's European Office accessible at <https://is.cuni.cz/webapps>.

Rectorate's European Office General information: <http://www.cuni.cz/UKEN-154.html>.

Bilateral agreements are always signed for a specific study discipline; **therefore, not all agreements are automatically available to all the students at the FSV**. The agreements always specify the study discipline and the name of the partner university abroad as well as the institute which the agreement relates to. For the purposes of an internal selection of the FSV the first round of the selection has been delegated to the heads of institutes and as a rule their students will be given a priority in the selection proceedings. Only the agreements involving multiple study disciplines handled by the OZS under the direct patronage of the Vice-Dean for International Relations are available to all the students at the FSV.

SELECTION PROCEEDINGS - IMPORTANT, PLEASE READ CAREFULLY!

1. Each faculty has been assigned a fixed **limit of financeable student's months**. The number of study-stays we are expecting is about 200 exchanges, same as last year. The level of scholarship varies in individual countries depending on the living costs.
- 2.—Selection proceedings involve two rounds. The first round is held at the institutes (or at the OZS) which are obliged to incorporate verbal interviews into selection proceedings with all the students. Afterwards, they determine a preliminary order of nominated students reflecting two basic criteria - **quality of a student** (students are selected based on the combination of their study achievements, language knowledge and academic motivation) and **suitability of a partner university** (as judged by an institute according to its experience from existing cooperation). Furthermore, each institute (and the OZS) determine **a certain number of substitute students** who will be able to travel abroad provided additional financial resources are released at a later date. Due to the fact that such additional financial resources may be released in November at the earliest the appointed substitute students may travel abroad no earlier than in the summer semester of 2018/19. The second round is held centrally under the patronage of the Vice-Dean for International Relations. Its outcome will result in a central order of students nominated from all the institutes and the OZS. **The study abroad exchange of a nominated student is not guaranteed until the nomination has been confirmed by a partner university.**



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3. Each applicant is obliged to **create an application form in the online application of the European office** prior to the selection (see the link above). The log-in passwords for the system are identical with the ones used for the SIS. Students may submit **three application forms at the maximum** within one selection round. A separate project has to accompany each application form. Any other submitted materials may be provided in one exemplar only provided all the study stays fall under the competence of one institute. In case a student submits his or her application forms at more institutes s/he is obliged to submit a complete set of materials separately at each institute.
4. Due to the financial situation **no additional selection will be offered in the course of summer semester** to fill any vacant places. Therefore, all the applicants are advised to submit their application form in February, otherwise they will not be able to study abroad in the academic year of 2018/2019.
5. Exchanges are available to **all the regular students at Charles University** regardless of their nationality.
6. Within Erasmus+ programme the students may undertake a study abroad stay at **any level of their university studies** (bachelor's, master's, PhD.). The total length for each level of studies amounts to 12 months at the maximum. *In consideration of selection proceedings the priorities regarding the selection of students (in case of repeated studies abroad) remain under the competence of individual selection committees at the FSV based on the qualities of a student stipulated in point 2.*
7. In principle, it is possible for the students who **interrupted their studies in the summer semester of 2017/2018** to participate in the selection. However, it is absolutely essential for them to resume their studies prior to the study abroad; for administrative reasons they are allowed **to travel out no earlier than in the summer semester of 2018/2019.**
8. The students in a **combined form** of studies hold the same conditions as regular full-time students.
9. Furthermore, in principle it is possible for the students enrolled in their **last year of bachelor's studies** to apply for the study abroad scheduled no earlier than in the course of the 1st year of the continuing master's degree. In such a case they should seek the offers of universities designated for master's students or with no distinction (i.e. offers for bachelor's as well as master's students). However, some institutes limit the study stays of students in the course of the 1st semester of their continuing master's studies (please contact your coordinator at an institute for further details). Such study stays are understandably conditioned by an actual enrolment of a student in his or her master's studies.



10. From academic year 2016/2017, there is no possibility to ask for special purpose scholarship for Erasmus+ related study-stays.

THE APPLICATIONS DEADLINE AND CLOSING OF THE CENTRAL ONLINE APPLICATION: FEBRUARY 28th, 2018 at 3pm

Schedule of selections:

- **February 15, 2018** – opening of a central online application, launching of selection proceedings
- **February 28, 2018 at 3pm** – deadline for all the application forms and relevant materials of the applicants at the institutes (or the OZS), see below. **Closing of the central online application for the students at the FSV!**
- **March 1, 2018** – processing of electronic application forms for the institutes and the OZS
- **March 2 – March 16, 2018** – the first round of selection proceedings at the institutes and the OZS (concrete dates of verbal interviews fall under the competence of individual institutes and the OZS).
- **March 20 – March 29, 2018** – the second round of selection proceedings. Processing of internal outcomes of the institutes and the OZS to reach the final selection within all the FSV, reflecting the assigned quotas.
- **April 4, 2018 at latest** – the announcement of final outcomes (each student may see the outcome in his or her electronic application form: in case of success the status on his or her application form will change to “NOMINATED”).

The applicants for study stays abroad will submit the following materials to the coordinators (see their list below):

- **An application form** for the selection proceedings printed out from the central web online application at <https://is.cuni.cz/webapps> (note: the coordinators at individual institutes are not granted access to the student's part of this application; therefore, it is necessary to print out the application form and submit it in the paper form). The printed application form will bear a sign "a sample of an application form." Disregard this fact. **Once printed out the students will complete the following information by hand on the first page of each application form** : a) the preference in universities in case 2 or 3 application forms have been submitted, b) agreement or disagreement with the study stay abroad in the summer semester in case of success in the selection proceedings as a substitute student, c) students enrolled in the third, or the last year of their bachelor's studies will indicate here whether they intend to undertake their studies abroad in the next academic year as master's or bachelor's students.



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The students may learn the length of a study stay according to the current academic calendar of a selected university abroad. In case of Great Britain 2 trimesters count as 1 semester. Furthermore, **do not currently complete a “Protocol of a study plan.”** Always insert Mr Kateřina Krusová as the faculty coordinator. The Erasmus code of the faculty is: CZ PRAHA07.

- **Information regarding the study results at the FSV**– one of the evaluative and recommended criteria is the GPA up to 2.0 (the final decision regarding the selection is handled by the selection committee). **NOTE:** all the students will **individually** print out their own **transcript from the SIS (and not the transcript from the study department)** which will **automatically** display the calculation of an average. Therefore, each student will submit such a transcript from the SIS with an automatically generated average (and not manually calculated). PROCEDURE: a student will log in into the SIS and select a module Exam results-viewing, then Survey of exam results – Filter according to the conditions stated further down this paragraph – Set. In the right-hand upper corner (under the main menu with icons) a student will find a PDF logo where s/he will print out a corresponding file and **indicate the value of a total average** (not a weighted average). Students enrolled in bachelor’s studies will

submit a transcript from the SIS from their entire bachelor’s studies at the FSV; students enrolled in master’s studies will submit a transcript from the SIS separately from master’s studies at the FSV. In case the master’s student enrolled in the first year of studies had previously studied at another university s/he will submit the transcript from the SIS only for the winter semester of his or her master’s studies at the FSV. The assessments from other faculties of Charles University or other universities will not be taken into consideration.

- **C.V.** in English
- **Documentation of knowledge of the study language** of a university abroad (copy of a certificate or it is possible to mark it in the transcript from the SIS, or submit a documentation from another university or institution)
- **Project (= a cover letter)** of a study stay in the study language of a university abroad in which a student intends to undertake his or her studies (a recommended maximum length: 1 page of an A4 format)
- **Attention – only applies to the students applying for the agreements under the competence of the IIS:** such students will also submit a copy of the project of their bachelor’s thesis, or a copy of the propositions of their master’s/doctoral thesis provided they have been approved.



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Submission of application forms and other materials always according to the competence of individual agreements:

- Students applying for studies abroad within the competence of bilateral agreements of the **IES** submit their application forms in the **Secretary's office of the Head of Institute in Opletalova 26 (Ing. Dagmar Dagmar Schnellerová)**. Information regarding the selection proceedings is provided by **Dr. Lenka Štátná**.
- Students applying for studies abroad within the competence of bilateral agreements of the **IPS** submit their application forms in the **Secretary's office of the Institute in Jinonice (Mgr. Jana Krejčíková)**. Information regarding the selection proceedings is provided by **Dr. Malvína Krausz-Hladká**.
- Students applying for studies abroad within the competence of bilateral agreements of the **IIS** submit their application forms in the **Secretary's office of the Institute in Jinonice**. Information regarding the selection proceedings is provided by **Mgr. Barbora Čapinská**.
- Students applying for studies abroad within the competence of bilateral agreements of the **ISS** submit their application forms in the **Secretary's Office of the Institute in Jinonice (room 3074 – Denisa Sobotková)**. Information regarding the selection proceedings is provided by **Mgr. Terezie Hanzlíková**
- Students applying for studies abroad within the competence of bilateral agreements of the **ICSJ** submit their application forms in the **Hollar building, to Mgr. Gabriela Skalická, or into the post room located by the entrance**. Information regarding the selection proceedings is provided by **Mgr. Jan Miessler or Mgr. Jitka Kryšpínová**.
- Students applying for **study stays with multiple study disciplines** handled by the **OZS** submit their **application forms in the International office in Hollar building, door no. 216**. Information regarding the selection proceedings is provided by **Ms. Kateřina Krusová**.

Mgr. Nina Bílovská
Manager, International office
29 January 2018