# ERASMUS+ FACTSHEET

<table>
<thead>
<tr>
<th>Full Legal Name</th>
<th>Faculty of Humanities, Charles University (FHS CU)</th>
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<tbody>
<tr>
<td>CU Erasmus Code</td>
<td>CZ PRAHA07</td>
</tr>
<tr>
<td>CU Organisation ID</td>
<td>E10209245</td>
</tr>
<tr>
<td>New Address and Location</td>
<td>Pátkova 2137/5&lt;br&gt;182 00 Prague 8 – Libeň, Czech Republic</td>
</tr>
<tr>
<td>Website</td>
<td>fhs.cuni.cz/FHSENG-1.html</td>
</tr>
<tr>
<td>Head of the Institution (Dean)</td>
<td>Ing. arch. Mgr. Marie PĚTOVÁ, Ph.D.</td>
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## FHS CU ERASMUS COORDINATORS

### INCOMING STUDENTS
Ms Lenka LUKEŠOVÁ  
lenka.lukesova@fhs.cuni.cz

### OUTGOING STUDENTS
Ms Elena KARIMOVA  
elena.karimova@fhs.cuni.cz

### FHS International Office Address
Pátkova 2137/5  
182 00 Prague 8 – Libeň, Czech Republic.

### General e-mail
international@fhs.cuni.cz

### International Student Website
fhs.cuni.cz/FHSENG-348.html

## CU EUROPEAN OFFICE

### Institutional Erasmus Coordinator
Ms Ester BROŽOVÁ  
ester.brozova@ruk.cuni.cz

### Address
Charles University, European Office, Ovocný trh 3, 116 36 Prague 1, Czech Republic

### Erasmus General Website
[cuni.cz/UKEN-145.html](cuni.cz/UKEN-145.html)
# APPLICATION PROCEDURE

**Nomination**
A sending institution nominates its students via online nomination form (for the link see the CU Fact Sheet).

**Nomination Deadline**
- Winter semester / academic year: **April 15**
- Summer semester: **September 15**

**Application Deadline**
- Winter semester / academic year: **May 15**
- Summer semester: **October 15**

**Application and LA**
Students must first apply online and then submit their duly signed Learning Agreement by the deadline indicated in the email confirming their nomination, which will be sent to all nominees.

# ACADEMIC INFORMATION

**Academic Calendar**
The academic year is organised in two semesters. Each semester consists of a teaching period followed by an examination period.
- **Winter Semester:** mid-September to mid-February
- **Summer Semester:** mid-February to end of June
  [fhs.cuni.cz/FHSENG-355.html](fhs.cuni.cz/FHSENG-355.html)

**Orientation Week**
Before the beginning of each semester, all new exchange students are expected to attend the FHS Orientation Week.
  [fhs.cuni.cz/FHSENG-1254.html](fhs.cuni.cz/FHSENG-1254.html)

**Subject Area**
**Humanities**
Even though the course offer may vary each academic year, a reasonable number of courses in the field of broad Humanities and Social Sciences is provided every semester.

**Course Information**
[fhs.cuni.cz/FHSENG-350.html](fhs.cuni.cz/FHSENG-350.html)

**Course Selection Learning Agreement**
Students can select both BA and MA course at FHS, unless there are specific entry restrictions and requirements for the respective courses. Students may also choose courses that are offered by other CU faculties, but these must not comprise more than 49% of all courses. All nominees will receive guidelines on designing their Learning Agreement via email.

**Language of Instruction**
**English** (some courses are also held in German and French)
Students must have a sufficient knowledge of English (B2 according to CEFR). No language certificate is required. We may additionally ask for a proof of student’s language proficiency, should we have any doubts regarding his/her level of English.

**ECTS and Grading**
We use ECTS credit system and students' performance is graded on 4 point grading scale (1, 2, 3, 4), with “3” as the minimum passing grade. Transcripts of Records indicates both the FHS grade and the corresponding ECTS grade.

# ACCOMMODATION

**Students**
[cuni.cz/UKEN-365.html](cuni.cz/UKEN-365.html)

**Staff**
[fhs.cuni.cz/FHSENG-530.html](fhs.cuni.cz/FHSENG-530.html)
Staff should contact their contact person at the FHS, CU.

# VISA

**General Information**
Charles University
Infosheet 2023/2024
https://cuni.cz/oken-1.html
# Charles University - Univerzita Karlova

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<thead>
<tr>
<th><strong>Erasmus Code</strong></th>
<th>CZ PRAHA07</th>
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<tbody>
<tr>
<td><strong>Address of the European Office</strong></td>
<td>Ovocný trh 560/5, 116 36 Prague 1, Czech Republic</td>
</tr>
<tr>
<td><strong>Website</strong></td>
<td><a href="https://cuni.cz/UKEN-145.html">https://cuni.cz/UKEN-145.html</a></td>
</tr>
<tr>
<td><strong>Institutional Coordinator</strong></td>
<td>Ester Brožová <a href="mailto:ester.brozova@ruk.cuni.cz">ester.brozova@ruk.cuni.cz</a></td>
</tr>
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## European Office / Central Erasmus+ Office

| **Incoming students** | Jelizaveta Getta, Nikola Horáková erasmus.incoming@ruk.cuni.cz +420 224 491 675; +420 224 491 395 |
| **Outgoing students** | Pavel Knap, Petra Šmídová erasmus.outgoing@ruk.cuni.cz +420 224 491 709; +420 224 491 676 |
| **Erasmus+ International Credit Mobility** | Denis Žernov denis.zernov@ruk.cuni.cz +420 224 491 691 |
| **Erasmus+ Staff Mobility** | Tomáš Lády tomas.lady@ruk.cuni.cz |

## Faculty Erasmus+ Coordinators

| **Incoming students coordinators** |
| **Outgoing students coordinators** |
| **Staff mobility coordinators** |

## Academic Calendar

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<tr>
<th><strong>Semester Dates</strong></th>
<th>Depending on each faculty</th>
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<tr>
<td><strong>Winter semester</strong>: beginning of October - mid February</td>
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<tr>
<td><strong>Summer semester</strong>: mid February - end of June</td>
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| **Nomination Deadline** | Winter semester/academic year: 15th April |
| **Application Deadline** | Winter semester/academic year: 15th May |
| **Summer semester**: 15th September |
| **Summer semester**: 15th October |
GUIDELINES

NOMINATION AND APPLICATION PROCESS

- A sending institution nominates its students via online nomination form:
  for a study stay https://forms.office.com/e/WVpHTUm2Yv
  for a traineeship https://forms.office.com/e/Bw3wvOMMhL

- Application instructions will be e-mailed to all nominated students along with the access to the online application.
- Both sending and receiving institution approve the Learning Agreement (LA) and Student Application (SA)
- Students will receive the acceptance documentation 2-1 months before the beginning of the stay

- Please, be aware that visa administration process in the Czech Republic can take up to 60 days after submitting the required documentation to the embassy/consulate. Thus, kindly instruct your students to start all necessary steps well in advance. Also, please arrange the approval of the LA on your side without a delay.
- More information about residence permits and visas are here: https://cuni.cz/UKEN-366.html#13

VISA AND RESIDENCE PERMITS

STUDENT ACCOMMODATION

- Students apply for an accommodation at the CU Dormitories when submitting an online application.
- The double rooms are a standard. The capacity of single rooms is very limited and can be considered based on special reasons (health issues mostly). It is required to send a request addressed to the European Office along with the relevant documents approving such a need.
- For more information about the CU Dormitories check out the website: https://kam.cuni.cz/KAMEN-165.html

LANGUAGE REQUIREMENTS

- The standard language proficiency required is English, B2. Please be aware that some faculties and programs require higher level of English and they might ask for a language certificate.

STAFF MOBILITY

- Both, academic and non-academic staff members, who are interested in a teaching visit/training should contact either faculty coordinators at the relevant faculty or the European Office at tomas.lady@ruk.cuni.cz.
ERASMUS+

INTENSIVE CZECH LANGUAGE COURSE
To give students the opportunity to learn the basics of Czech language, the CU organizes an Intensive Czech Language Course open for all incoming Erasmus+ students. The course takes place 3 weeks before the beginning of each semester in an online/in-person form. Students are informed about the possibility to join during the application process.

BUDDY PROGRAM
The CU offers a buddy program for international students. If interested, students are matched with a local student who will help the incoming student to settle in a new city. The buddy program is a great way for students to adapt in the new university environment and to explore Czech culture. More about Buddy Program.

STUDENT AND STAFF SUPPORT
The University provides a wide range of support for students with special needs. The Carolina Centre is a team of professional advisers who give assistance and information about possible adjustments. The Carolina Centre also offers free counselling for all students and staff.