
Erasmus Study Periods

Through the Erasmus+ programme, several hundred students each year travel from Charles University for a study period abroad at another European higher education institution (HEI). More than **2300** bilateral agreements have been prepared for Charles University students, covering over **4000** places for one- or two-semester study periods abroad. They include destinations in all the countries that have joined the Erasmus+ programme.

Organizing study periods abroad through the Erasmus+ programme requires an administrative procedure which has been simplified by CU's online system. Through this system every participant in the Erasmus programme can follow the individual administrative steps and the current status of their application, download the necessary documents in pdf format, check dates and the amount of financial support sent to them, etc.

The Erasmus programme online system uses data from the University's Student Information System (SIS) and information about the bilateral agreement on whose basis a student is nominated for a study period abroad.

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Taking part in the LLP/Erasmus programme

According to the Erasmus programme Eligibility Rules, students are eligible for a study period abroad if:

- they are enrolled in an accredited Bachelor's, Master's or PhD degree programme at Charles University;
- they have enrolled for at least the second year of their Bachelor's studies at Charles University; and
- they will remain enrolled as students of Charles University throughout their study period abroad.

Students can take part in a study period abroad **only once** during the whole of their studies at higher education institutions (HEIs) or tertiary vocational colleges.



Selection procedures and nomination of students in 2017/2018

The selection procedures to fill the available places are the responsibility of the individual faculties or sections of faculties (departments, institutes, etc.), which announce the selection procedures, and ensure all students have equal access to them and the selection is transparent.

Selection procedures have either one round (in faculties where they are organized centrally), or two rounds, with the first round being organized by the department or institute and the second at central (faculty) level. The result of a selection procedure is a list of successful students, listed in order of preference for the individual countries. Students apply to take part in selection procedures according to the conditions stipulated by the selection commission and by registering in the [Charles University online system](#).

Nomination of students

Students who have been successful in a selection procedure can be nominated for the Erasmus programme. Students are nominated by the faculty coordinator (authorized by the Dean) through the online system. Once nominated, students are entitled to receive financial support for their Erasmus period.

Applying through the on-line system

When registering in the online system, all candidates can apply for up to three destinations for any one selection procedure from among the places offered by the Charles University faculty where they are enrolled. When choosing destinations, they should take into account the [field of study](#) offered there.

All students who comply with the Eligibility Rules of the Erasmus programme can apply through the

on-line system at <https://is.cuni.cz/webapps/>

Students gain access to the system by using their **personal number** (the eight-figure number on their student identity card below the photo) and the **password** that goes with the card. If they have forgotten the password or it has expired, they can get a new one from the Charles University Central Authentication Service (CAS) at <https://cas.cuni.cz/language/switch?lang=en>.

Deadlines

The online system is open for applications for Erasmus study periods abroad in the winter and summer semesters from **15 February**. The dates at which selection procedures are held are fixed by the individual [faculties](#) or their sections

(departments or institutes). The results of the selection procedures are announced by the Erasmus faculty coordinators and are also entered in the online system (by indicating whether students are nominated or not nominated). If the available student-months are not all used up in the "spring" selection procedures, additional selection procedures can be held to fill further places in the summer semester. The online system will be open on **1 September** for registration for these additional selection procedures.

Study plan

The study plan abroad must correspond to the student's degree programme at Charles University. Course units can be recognized if they have a recognizable equivalent in the degree programme at Charles University. The study plan can be made up of compulsory, recommended optional, or optional course units. If a course unit taken abroad has no specific equivalent in the accredited degree programme, it can be recognized as an optional course unit.

Students enter the course units they have chosen to study abroad into their study plan in the online system. When printed, the study plan takes the form of a Record of the Study Plan Abroad (Protokol o studijním plánu v zahraničí). The compatibility of the individual course units is approved by the director of the degree programme at Charles University (or the chairperson of the Board of Degree Programme Directors) and then by the Vice-Dean for Study Affairs at the relevant Charles University faculty. Course units approved on the Record of the Study Plan Abroad are entered in the Learning Agreement which is part of the Application Form sent to the partner institution abroad. At the same time, these course units represent the minimum requirements for completing the chosen study plan at the receiving institution.

In some cases partner institutions have their own application forms or Learning Agreement forms, and sometimes they require a transcript of students' academic results. It is therefore essential that students check the requirements of the partner institution and provide all the required documents in cooperation with the programme coordinators.

The completed Learning Agreement included in the Application Form does not have to be the final version, and it is usually possible to alter it after the start of the study period abroad. The final version of the Record of the Study Plan Abroad must correspond to the course units that the student studies abroad and which the partner institution confirms on the Transcript of Academic Records.

Application Form

The Application Form is generated automatically in pdf format and after it has been filled out it can be printed at any time from the online system. In addition to personal details and the Learning Agreement, it contains further details which must be filled in before it can be printed. These include the planned length of the study period, language skills, previous experience of studying abroad, the reasons for the choice of study and destination, and contact people at Charles University. As with the Learning Agreement, it is essential to check on the requirements of the partner institution, which may ask for its own forms to be completed, especially regarding accommodation, orientation days, language courses, etc. Partner institutions also often have their own online registration.

!!! NB! Deadlines for applications at partner institutions may be different from those at Charles University !!!

Partner institutions usually inform students that they have been accepted for a study period abroad by sending a Letter of Admission and/or the confirmed Application Form. These documents are usually sent to the student's address. If they are sent to the [faculty](#) or the [European Office](#) at Charles University, the relevant coordinators will inform the student at once so he or she can start to deal with the financial documents.

Transferring grants to a EUR account

When a grant has been awarded to a student, it is transferred to his or her special bank account in Euros, which the student has previously activated for the purpose of paying funds to participants in the Erasmus programme. This account is opened only for the duration of the student's participation in the programme.

The amount of financial support is stipulated in the [financial documents](#). Students must fill in the account number in the online system as a condition for the Financial Agreement to be drawn up.

Activating the account

In order to activate the bank account students must present the following documents listed below:

- a. Application Form to study at the receiving institution confirmed by the sending institution
- b. Identity card
- c. Student identity card or other document confirming identity (passport, ISIC card, etc.).

The EUR account can be activated at any of the bank in Czech Republic.

Ways the bank account can be used:

1. Withdrawing funds using the debit card
2. Transferring funds to another account
3. Withdrawing funds in cash with no bank charge at certain branches

OLS - Online Linguistic Support

The Online Linguistic Support (OLS) supports language learning for Erasmus+ mobility participants. The OLS offers participants in Erasmus+ long-term mobility activities (Key Action 1) the opportunity to assess their skills in the foreign language(s) they will use to study, work or volunteer abroad. In addition, selected participants may follow an online language course to improve their competence.

More information on <https://erasmusplusols.eu/>

Decision of the Dean to Award a Grant

After receiving the Application Form (confirmed by the receiving institution) and the Letter of Admission, students are entitled to receive a grant to support them during their study period abroad. This grant is awarded on the basis of a Decision of the Dean.

The faculty coordinator is responsible for drafting the **Decision of the Dean to Award a Grant**. The Letter of Admission and confirmed Application Form are usually sent to the address of the student given in the Application Form. If they are sent to the faculty or the [European Office](#), the relevant coordinator will inform the student without delay. An email message cannot be considered a valid Letter of Admission.

The amount of the grant depends on the level of financial support stipulated for the specific country and on the time spent there, as stated in the Eligibility Rules of the Erasmus programme.

Financial Agreement

The proper use of the grant that has been awarded and the conditions for paying it out are set out in the Financial Agreement, in accordance with the Eligibility Rules of the Erasmus programme.

Students sign the Financial Agreement with Charles University via the European Office. The Financial Agreement will be ready for the student to sign approximately 10 working days after the Decision of the Dean to Award a Grant is issued. The student's Erasmus application must be properly completed online before the Financial Agreement can be printed and prepared for signing. An email informing the student of how the Financial Agreement can be signed and collected will be sent to the address of the student given in the online system.

In order for the Financial Agreement to be signed and the grant paid out, the following documents must be submitted:

- Decision of the Dean to Award a Grant
- the confirmed Application Form and Learning Agreement
- Letter of Admission from the partner institution

Students receive one original of the Financial Agreement, and also an *Erasmus Nomination Letter* in English or German for the officials (immigration police) abroad. According to EU regulations students are obliged to register with the immigration police in the place where they are going to study within 30 days of their arrival.

Details of the amount of the grant and how it will be paid:

The monthly level of the grants for different countries for the academic year are announced by the National Agency in early June.

For study periods that end before February, grants will be transferred to the students' activated bank accounts in one payment, no later than 14 days before the start of the study period. For longer study periods grants will be transferred in two payments, the first one covering financial support up till the end of February and the second one for the remaining time up till the end of the study period. The second part of the grant will be transferred in mid-February.

Health insurance

EU citizens are entitled to health care in EU and EEA countries in accordance with the EEC Council Regulations 1408/71 and 574/72. However, in all EU countries patients may have to pay some of the costs themselves. For this reason it is students' responsibility to make sure they have an insurance policy covering all medical expenses that is valid for the country they will study in. Since 1 June 2004 an amendment of the Regulations referred to above has been in force, establishing the European Health Insurance Card as the document entitling patients to medical care in EU and EEA countries.



Studies abroad, changes to the study plan, extending the study period

Studies abroad, changes to the study plan, extending the study period

Partner institutions usually inform students about how and when to register/enrol by sending information either by email or in printed form together with the Letter of Admission.

Changes to the study plan

It is not unusual for students to change their study plan during the course of their studies abroad. According to the rules of the Erasmus programme, all changes should be formally notified within 1 month of the start of the studies. Students

notify changes to their study plan and submit a proposal for their approval through the online system, where they can notify the cancellation of course units they originally intended to take and the addition of new ones. They then send the document "Changes in the Record of the Study Plan" (Změny v protokolu o studijním plánu) in pdf format to the director of their degree programme for approval. The faculty coordinator confirms the changes in the online system.

Extending the study period

Erasmus study periods can be extended without entitlement to additional financial support ("zero-grant students"). During the period of extension, students continue to have Erasmus status and are able to make use of all the advantages the Erasmus programme offers. A study period can only be extended if this is in accordance with the Eligibility Rules of the Erasmus programme. This means that the total length of the study period (including the extension) must not be more than 12 months and the study period must finish by the end of the academic year at the latest. The period of extension must follow on directly from the study period that was originally planned.

In order to extend their study period, students should send their faculty coordinator confirmation that the receiving institution agrees with the extension (a Letter of Admission for the period of extension), fill in a study plan for the period of extension in the online system, and send the form "Changes in the Record of the Study Plan" (Změny v protokolu o studijním plánu) in pdf format to the director of their degree programme for approval. After receiving both documents, the faculty coordinator will extend the study period in the online system.

The European Office will send the student an Addendum to the Financial Agreement to be signed, which alters the length of the study period abroad and the obligations after returning. The other provisions of the Financial Agreement remain unchanged.

Obligations after returning

According to the undertakings made in the Financial Agreement, after returning students must complete the final evaluation report and submit the following documents to the [European office](#) :

- **Copy of a record of the study results achieved** (e.g. Transcript of Records, Datenabschrift, Relevé de notes), issued and signed by the receiving institution.
- **Confirmation of the Erasmus study period** (or a similar document issued and signed by the receiving institution confirming the purpose and length of the study period). A form containing the essential elements for this document can be found in Appendix D of the Financial Agreement.

Deadline for submitting the document: within 10 days of the date it was issued by the receiving institution, but in any case by 30.9. of the relevant academic year at the latest.

Final report:

Students fill in their final report on the website of the National Agency.

<http://erasmus-database.naep.cz/modules/erasmus/>

Students log in using their email address (the one they gave in the Erasmus online system). The password for access to the National Agency website to fill in their final report will be sent to them at the same email address about 1 month before the end of their study period abroad. Deadline for submitting the report: within 15 days of completing the study period.

The [European office](#) keeps a record of all the printed documents required after the end of the study period and the final reports. Students can check whether they have been received in the on-line system.

Details of financial arrangements if the study period is terminated early

If the "Confirmation of study period" document shows that the study period has been terminated early, students are obliged to return the part of the grant that they have received but were not entitled to. According to the Erasmus Eligibility Rules, the amount of the grant students are entitled to is calculated in the same way as the financial support awarded for the study period that was originally planned. You can use [calculator](#) to be sure.



