Prolongation of your study stay

Step 1
If you are interested in prolonging your study stay at Charles University, please bear in mind that first you must be 100% sure that our institution is able and willing to have you here for another semester. There may be a problem especially limited capacity of courses etc.

It’s usualy possible to prolong the stay from winter semester to full academic year. Prolongation for shorter period then semester or prolongation of the stay after end of summer semester (usualy 30 June) if possible only in special cases, such as an extra bloc course, extra exam period or in case of traineeship.
So please **ask your host faculty or department coordinator first** if they agree with the prolongation of your study stay and can assist you.
You are strongly recommended to state the courses or lectures you would like to attend during the second semester.

The faculty usualy sets up a deadline until when you can inform the coordinator about your aim to prolong the stay. For more information contact your faculty coordinator.

Step 2
As soon as you get a positive response please download and fill in your new Learning Agreement — again, discuss it with your host faculty or department coordinator!

Step 3
Send the document to your home faculty coordinator (contact person) with a request for Erasmus+ studies prolongation.

Step 4
As soon as your home university approves your new learning agreement, it must be delivered to Charles University and confirmed at a faculty level.
The form must be sent by post or email (as scan) either to the relevant faculty coordinator.

If you want to stay at the university dormitory during your prolonged stay, you have to apply for the prolongation of your accommodation as well.

Step 5
Finally, the European Office is responsible for completing the whole administrative process and drawing up a new Letter of Admission, or a confirmation that your study stay at Charles University in the programme Erasmus+ has been extended.