Prolongation of your study stay

Step 1
If you are interested in the prolongation of your study stay at the Charles University, please bear in mind that you should discuss your intention with the faculty coordinator in advance and make sure the faculty is willing to accept you for another semester.

It is usually possible to prolong the stay from winter semester for a full academic year. Prolongation for a shorter period than a semester or prolongation after the end of summer semester is possible only in special cases, such as an extra bloc course, extra exam period or traineeship. The faculty usually sets up a deadline until when you can inform the coordinator about your aim to prolong the stay. For more information, please contact your faculty coordinator.

Step 2
As soon as you get a positive response, please download and fill in your new Learning Agreement that should be also discussed with your host faculty or department coordinator.

Step 3
Please send the LA to your home faculty coordinator (contact person) with a request for Erasmus+ study stay prolongation.

Step 4
As soon as your home university approves your new learning agreement, it has to be delivered to the Charles University and confirmed on the faculty level.

The form has to be sent by post or email (as a scan) either to the relevant faculty coordinator.

If you wish to stay at the university dormitory during your prolonged stay, you have to apply for the prolongation of your accommodation as well and discuss the availability of dormitory places in advance.

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 of the prolongation.