

From: Beáta Tomečková [mailto:incoming@fsv.cuni.cz]

Subject: Erasmus at Charles University - 2016/2017

Dear Students,

Congratulations! Your coordinator has written to inform us about your nomination to study at the Faculty of Social Sciences at Charles University in Prague next school year under the terms of our Erasmus agreement. **All our forms and application information are available on-line.**

The online application process is described at <http://www.cuni.cz/UKEN-211.html>
The online registration form can be found at <https://is.cuni.cz/webapps/erasmus/>
More details on Erasmus+, visit our **European Office website** at <http://www.cuni.cz/UKEN-145.html>

More information about the **Faculty of Social Sciences**, please visit us at <http://fsveng.fsv.cuni.cz/FSVEN-1.html>

The Faculty's academic year 2016/17 dates are following:

Full academic year: 26 September 2016 – 30 June 2017

Winter semester: 26 September 2016 - 10 February 2017

Summer semester: February 2017 - 30 June 2017

All dates include a week of orientation sessions at the beginning of the year/semester.

The deadline for students applying to study in the Winter Semester or the whole academic year 2016/17 is 15 June 2016. Students nominated for the Summer Semester will have to submit their applications by **31 October 2016**. Please note that you will not be allowed to register after these dates.

When you have completed your **on-line application and learning agreement**, please print your documents, get them **approved, signed and stamped by your home coordinator** and send them in hard copy to the Charles University European Office. We also accept scanned copies of your documents send to either European Office or to the Faculty of Social Sciences international office (incoming@fsv.cuni.cz).

All the students who apply for the Faculty of Social Sciences will be asked to provide their **Transcript of Records from your home university as well as English language certificate** to prove your language skills. The required level of your knowledge should be B2. Should you not possess any official language certificate, we will also accept a confirmation from your home university certifying your language level.

Any **additional forms required by your home university** should be also sent to the Charles University European Office:

European Office
Charles University in Prague
Ovocný trh 3
116 36 Praha 1
Czech Republic

HOUSING

If you want to stay at Charles University dormitories, you need to state this interest in the application form - answer YES to the question whether you want housing. Your housing voucher will be then issued for you automatically. However, in order to confirm your housing reservation, you will have to pay a deposit no later than at the beginning of September 2016. You will receive further details of how to do this, together with your acceptance letter during August 2016. If you do not pay your deposit on time, your reservation may be passed on to somebody else.

For more information about housing, please go to: <http://cuni.cz/UK-2073.html>

CLASSES

As you may expect, the majority of courses at Charles University are taught in Czech. However, we do have a wide range of classes in English, together with some classes in German and French which you are welcome to attend. You will have an option to choose classes across all departments of our faculty. Classes from other faculties will be available to you as long as classes enrolled at Faculty of Social Sciences represent more than half of your selection.

Instructions on how to find an appropriate list of classes, how our class codes work, and how to distinguish between graded and non-graded classes are available at the following websites:

<http://intraneteng.fsv.cuni.cz/FSVINTEN-28.html>

<http://intraneteng.fsv.cuni.cz/FSVINTEN-48.html>

The Faculty of Social Sciences consists of five institutes, therefore we have made a selection of classes available to exchange students taught in English to get a better idea which courses you may possibly attend. Please, **find attached the list of courses (Excel sheet) available at each of our institutes.**

Please note that fulfilling your learning agreement does not give you guaranteed certainty of getting into the class. Some classes may be added, some existing may be cancelled, limited class capacity, time clashes can cause that you will need to change some of your classes.

Should you have any other questions, please feel free to contact me at incoming@fsv.cuni.cz

Best regards,

Beáta Tomečková

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