



Charles University

Infosheet 2022/2023

<https://cuni.cz/uken-1.html>

INSTITUTION

Erasmus Code

Address of the European Office

Website

Institutional Coordinator

CHARLES UNIVERSITY - UNIVERZITA KARLOVA

CZ PRAHA07

Ovocný trh 560/5, 116 36
Prague 1, Czech Republic

<https://cuni.cz/UKEN-145.html>

Ester Brožová
ester.brozova@ruk.cuni.cz

European Office / Central Erasmus+ Office

Incoming students

Marta Macková, Dominik Obruča, Lucie Růžicková
erasmus@ruk.cuni.cz
+420 224 491 710; +420 224 491 395

Outgoing students

Pavel Knap, Petra Šmídová
pavel.knap@ruk.cuni.cz; petra.smidova@ruk.cuni.cz
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Erasmus+ International Credit Mobility

Denis Žernov
denis.zernov@ruk.cuni.cz
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Erasmus+ Staff Mobility

Tomáš Lády
tomas.lady@ruk.cuni.cz

Faculty Erasmus+ coordinators

Incoming students coordinators

Staff mobility coordinators

ACADEMIC CALENDAR

Winter semester: *beginning of October - mid February*

Summer semester: *mid February - end of June*

The timeframe of the academic year may vary based on faculty's internal schedule

NOMINATION DEADLINE

Winter semester/academic year: *15th April*

Summer semester: *15th September*

APPLICATION DEADLINE

Winter semester/academic year: *15th May*

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/r/1gXCnd85un>
for a traineeship <https://forms.office.com/r/7EREW45d7L>
- 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 within 4-6 weeks after the application deadline

VISA AND RESIDENCE PERMITS

- 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>

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.

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.

