



Charles University

Infosheet 2024/2025

<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

Jelizaveta Getta, Nikola Horáková
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+420 224 491 675; +420 224 491 395

Outgoing students

Pavel Knap, Petra Šmídová
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Erasmus+ International Credit Mobility

Denis Žernov
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Erasmus+ Staff Mobility

Markéta Betková
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Faculty Erasmus+ coordinators

Incoming students coordinators

Outgoing students coordinators

Staff mobility coordinators

ACADEMIC CALENDAR

Winter semester: *beginning of October - mid February*

Summer semester: *mid February - end of June*

SEMESTER DATES

Depending on each faculty

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/e/Vi7PwtsZzp>

for a traineeship <https://forms.office.com/e/Bw3wv0MMhL>

- 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 2-1 months before the beginning of the stay.

VISA AND RESIDENCE PERMITS

- Please, be aware that visa administration process in the Czech Republic can take more than 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 can be found on our [website](#).

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](#).

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. For more information please check out the [website](#).

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 marketa.betkova@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 course well in advance.

STUDENT LIFE

- Charles University offers a wide range of opportunities to be involved in its student life. For Erasmus+ students, there are ESN CU Prague and the Buddy Program. Both associations help to adapt in the new university environment and to explore Czech culture. All students are also welcomed to join Student Clubs at different faculties or the CU Chorus and Orchestra.

STUDENT AND STAFF SUPPORT

- Charles University provides a wide range of support for students with special needs. The main unit responsible for assistance in this regard is the Carolina Centre. Please feel free to contact its team of professional advisers for information about possible adjustments. The Carolina Centre also offers psychological counselling for all students and staff.

