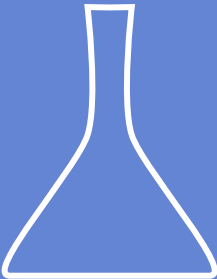




FIRST FACULTY
OF MEDICINE
Charles University



STUDYING ABROAD



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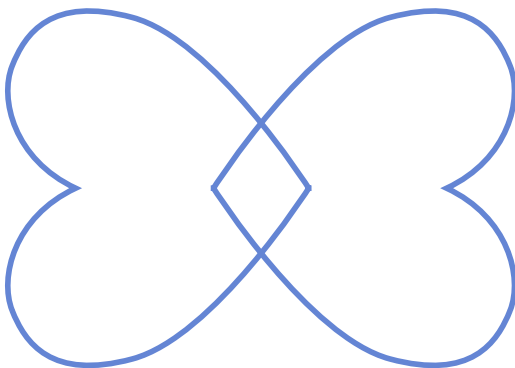
Erasmus+ is the most popular education programme in Europe. Tens of thousands of university students take part in it every year – and you can be one of them!

Erasmus+ is not limited by age. Erasmus+ mobility is open to any student who is enrolled in an accredited bachelor's, master's, or doctoral programme and who will be enrolled for studies (full-time or combined) at the Charles University for the entire duration of the mobility period.

Up to 12 months of Erasmus can be taken at each level of study. For students of 5- or 6-years long master's programmes, this limit is double, i.e., 24 months. It means that you can go on Erasmus repeatedly during your studies, but each trip must be at least two months long.

You can choose from different types of mobility: study placement, practical internship, short-term doctoral mobility, or alumni traineeship (but one must apply for the alumni traineeship while still studying).

The programme is funded by the European Union, so that students receive a stipend while abroad. The amount varies from year to year and depends on the type of mobility and the destination country.



STUDY PLACEMENTS

Study at an institution of higher education abroad can also be undertaken in the form of combined mobility, i.e., as a combination of a physical trip and a virtual component.

Both the sending and the receiving institution must be institutions of higher education, whereby in the case of institutions of higher education from partner countries, these institutions must have signed an interinstitutional agreement with the institution from the programme country. Study placements can be 2 to 12 months long. Ph.D. students can also apply for short-term stays 5 to 30 days long; see SHORT-TERM PH.D. MOBILITY. [Erasmus study placement in 8 steps](#):

1/

Choose up to three universities in the [list of partner universities](#) and find out about their websites, course offer, language requirements, etc. Fill in an application for selection by the faculty and attach language certificates or proofs of professional activities. Send or take everything to the coordinator in the Department of Science and Research and International Relations (henceforth 'International Department).

2/

Depending on the university's language of instruction, you will be assigned to an English-, German-, French-, Spanish- or Italian-speaking committee with whom you will have an interview about 10 to 15 minutes long.

3/

About one week after the interview, allocated places at foreign institutions will be published on the Charles University's website. Within a week, you should confirm to the coordinator your acceptance of the assigned university and the semester of departure.

4/

The international coordinator will send your nomination to the partner university, and you will be instructed to create your application in the [webapps](#). The foreign institution will acknowledge receipt of the nomination and contact you about the deadlines and documents required from you. For example, a commonly required document is a 'Transcript of Records', which can be issued by the Student Department or the International Department.

5/

After reaching an agreement with the foreign institution, you will draw up a 'Learning Agreement' (LA) in the [webapps](#), which you print out and sign. Now you must reach agreement with guarantors of the courses you will be replacing during your placement. For details, see Dean's measure no. 15/2022:

<https://en.lf1.cuni.cz/file/99617/15-2022-zahranicni-staze-en.pdf>.

You will thus know in advance to what extent your course work abroad will be recognised upon your return. Once you have obtained the signatures of the supervisors, bring or send them to the LA coordinator at our faculty. The coordinator will secure the signature of the vice dean and send you the LA, which you will email to the receiving institution and ask them to confirm.

6/

After receiving the LA signed by the receiving institution and confirmation of the exact dates of mobility, usually about one month before departure, you will collect the dean's decision on award of a scholarship from the faculty's International Department. You will create a bank account in euro and add its details to your [webapps](#). About two weeks before departure, you will receive an e-mail from the European Office of the Rectorate (RUK) inviting you to sign a participation contract. With the dean's decision and a confirmed LA, you will go to the RUK to sign the contract. A few days later, you will receive the full scholarship in one instalment (for a one-semester trip) or in two instalments (for a trip lasting a full academic year). The basic insurance, which you have within the EU, is sufficient for your studies, but make sure the host institution does not require any additional insurance. You can apply at the Student Department for an Individual Study Plan (ISP), for which you must provide a certificate of nomination for Erasmus (issued by the faculty's International Department). Now you have completed all the administrative steps before your departure.

7/

Within a month after the start of mobility, you can change items in the original LA using the [webapps](#). When adding a course on the part of the First Faculty of Medicine, you need to provide an e-mail consent of the course guarantor. The form about such change can be printed from the [webapps](#). Subsequently, it must be signed by both our faculty's Erasmus coordinator and Erasmus coordinator of the receiving institution.

8/

At the end of the Erasmus placement, you should ask the coordinator at the foreign institution to issue for you a 'Confirmation of Erasmus Period' (which should have the same mobility dates as the dean's decision to award the scholarship) and a 'Transcript of Records'. Upon your return to the Czech Republic, you submit the originals of both documents to the RUK and their copies to the International Department of the faculty. You will also present both of these documents to the guarantor, or a person designated by him or her. If a course taken abroad corresponds to the pre-agreed course scope and content, such course will be recognised in accordance with the LA. The RUK will email you a link to fill in the final report. If your mobility was shorter than stated in the dean's decision, you will receive instructions regarding the return of a proportional part of the scholarship.

For more information on study placements click here: [Study placements in academic year 2022/2023 – Charles University \(cuni.cz\)](#).

Internship in a foreign company or organisation can also be completed as a combined mobility, i.e., a combination of a physical trip with a virtual component. The institution does not need to have a signed interinstitutional agreement.

The sending institution must be a university. The receiving institution can be a university or any public or private organisation active in the labour market or in the field of education, training, or work with youth.

The internship can be for 2 to 12 months long. In the case of a Ph.D. internship, a short-term placement of 5 to 30 days is possible as well, see **SHORT-TERM PH.D. MOBILITY**.

Erasmus practical internship in 8 steps:

1/

Find a hospital where you want to do your internship. Unlike a study placement, you are not limited in your choice to partner universities. You can have an internship at any institution within the EU, except those directly funded by EU resources (e.g., the European Parliament). A practical internship is understood to mean work placement or work for a foreign university or another institution (company, organisation, self-employed person, etc.) relevant to your field of study at the First Faculty of Medicine. While on a practical internship, you should work at least 30-40 hours a week. Fill in the faculty form for selection of candidates and attach language certificates or confirmation of professional activities. In the case of trips to a 'non-partner' institution, the student should pre-arrange the internship by the time of application and provide an e-mail expressing preliminary consent of the receiving institution. Send or take everything to the coordinator in the International Office.

2/

Depending on the language of instruction of the university, you will be assigned to an English-, German-, French-, Spanish- or Italian-speaking committee with whom you will have an interview about 10–15 minutes long.

3/

About one week after the interview, allocated places at foreign institutions will be published on the Charles University's website. Within a week you should then confirm to the coordinator your acceptance of the assigned university and the semester of departure.

4/

International coordinator will send your nomination to the partner institution, and you will be instructed to create your application in [webapps](#). The foreign institution will acknowledge receipt of the nomination and contact you about the deadlines and documents required from you.

5/

Based on discussions with the foreign institution, you will compose a 'Learning Agreement' (LA) in the [webapps](#), which you will print, sign, and bring or send to the LA coordinator at our faculty. If you wish to have the practical placement recognised as part of your study requirements, you ought to make arrangements with the teaching guarantor. For details, see Dean's Measure No. 15/2022 at: <https://en.lf1.cuni.cz/file/99617/15-2022-zahranicni-staze-en.pdf>.

You will thus know in advance the extent to which your coursework will be recognised upon your return. The coordinator will secure the signature of the vice dean and faculty coordinator and return the LA to you. You will then email the LA to the receiving institution and ask for confirmation. You will also request a letter of acceptance from the receiving institution.

6/

After receiving the confirmed LA and after confirmation of the exact dates of mobility, usually about a month before departure, you will pick up the dean's decision on the stipend award at the International Department. You will create a euro account and add it to your [webapps](#). About two weeks before departure, you will receive an e-mail from the European Office of the Rectorate (RUK) inviting you to sign the participation contract. With the dean's decision and confirmed LA, you will go to the RUK to sign a participation contract. A few days afterwards, you will receive the full stipend in one instalment (for a one-semester departure) or in two instalments (for an academic year departure). Liability insurance is compulsory. You can apply for an Individual Study Plan (ISP) at the Student Department, which must be accompanied by a confirmation of your Erasmus nomination (issued by the International Department). You have thereby completed all the administrative steps required before departure.

7/

Changes can be made to the original LA via [webapps](#) up to one month after the start of mobility. The form about such changes can be printed from [webapps](#) and must be signed by both our faculty Erasmus coordinator and Erasmus coordinator of the receiving institution.

8/

At the end of your Erasmus internship, ask the Erasmus coordinator at the foreign institution to confirm a 'Confirmation of Erasmus Period' (it should have the same mobility dates as the dean's decision to award the internship) and an 'Internship Certificate'. Upon your return to the Czech Republic, submit the originals of both documents to the RUK and copies to the International Department of the faculty. The RUK will send you an email with a link to complete the final report; if your stay was shorter than stated in the dean's decision, you will receive instructions to return a proportional part of the scholarship. For further information on practical placements, see [Practical Internships in Academic Year 2022/2023 – Charles University \(cuni.cz\)](#).

SHORT-TERM Ph.D. MOBILITY

In order to better meet the diverse educational needs of doctoral students and to ensure equal opportunities, doctoral students can now also undertake short-term stays to study or intern abroad.

Duration of stay: 5-30 days. There must be a minimum break of one month between each short-term Ph.D. stay.

Stipend is awarded based on the length of the stay:

| | |
|------------|--------------|
| 1-14 days | 70 EUR a day |
| 15-30 days | 50 EUR a day |

A travel grant can also be awarded. It means getting a stipend for one day before the mobility starts and one day after the mobility ends.

This stipend can be increased by a social grant of 100 EUR for stays of 1-14 days or 150 EUR for stays of 15-30 days.

Short-term Erasmus Ph.D. traineeships in 8 steps:

1/

On your own or in collaboration with your supervisor, find an institution where you want to do your traineeship. You can do your traineeship at any institution within the EU, except those directly funded by the EU (e.g., the European Parliament). A traineeship is understood to assistance work or work for a foreign university or another institution (company, organisation, self-employed person, etc.) related to the field of study at the First Faculty of Medicine of the Charles University. During the traineeship, you should work at least 30-40 hours a week. Fill in the application form for the faculty interview. In the case of traineeship at a 'non-partner' institution, each student should pre-arrange the traineeship by the time of application and provide an email expressing preliminary consent from the receiving institution. Send or take everything to the coordinator in the International Office.

2/

Depending on the language of instruction at the institution, you will be assigned to an English-, German-, French-, Spanish- or Italian-speaking committee, with whom you will have an interview of about 10-15 minutes. Ph.D. students can, after the faculty interview, in case funds are available and deadlines of the respective foreign university allow for it, apply also for Erasmus placements abroad later during the academic year.

3/

About one week after the interview, allocated places at foreign institutions will be published on the Charles University's website. Within a week, you should confirm to the coordinator your acceptance of the assigned university and the semester of your trip.

4/

The international coordinator will send your nomination to the partner institution, and you will be instructed to create your application in [webapps](#). The foreign institution will acknowledge receipt of the nomination and contact you about the deadlines and documents required from you.

5/

After agreeing with the foreign institution, you will draw up a 'Learning Agreement' (LA) in [webapps](#), which you will print out, sign, and bring or send to the LA coordinator at our faculty. If you wish to have the traineeship recognised as part of your study requirements, you will need to make arrangements with the learning guarantor. The coordinator will secure the signature of the vice dean and the faculty coordinator and return the LA to you. You will then email the LA to the receiving institution and ask them to confirm. You should also ask the receiving institution for a letter of acceptance.

6/

After receiving the confirmed LA and confirmation of the exact dates of mobility, usually about a month before departure, pick up the dean's decision awarding the traineeship at the International Department. Create a euro account and add it to your [webapps](#). About two weeks before departure, you will receive an email from the European Office of the Rectorate (RUK) inviting you to sign a participation contract. With the dean's decision and the confirmed LA, you should go to the RUK to sign the participation contract. A few days afterwards, you will receive the full stipend in one instalment (for a one-semester departure) or in two instalments (for an academic year departure). Liability insurance is compulsory. You have now completed all the administration to be done prior to departure.

7/

Changes can be made to the original LA via [webapps](#) up to a month after the beginning of your traineeship. A form about such changes can be printed from the [webapps](#). It must be signed by both our faculty Erasmus coordinator and Erasmus coordinator of the receiving institution.

8/

At the end of the Erasmus, ask the coordinator at the receiving institution to sign a 'Confirmation of Erasmus Period' (which should have the same mobility dates as the dean's decision to award the scholarship) and a 'Traineeship Certificate'. Upon your return to the Czech Republic, submit the originals of both documents to the RUK and copies to the International Department of the First Faculty of Medicine. The RUK will send you an email with a link to complete the final report. If your stay was shorter than stated in the dean's decision, you will receive instructions to return a proportional part of the scholarship.

For further information on short-term Ph.D. mobility, see [Short-term Ph.D. mobility – Charles University \(cuni.cz\)](#).

In cooperation with the Educa consortium, the European Office of the Rectorate (RUK) offers traineeships for students – future alumni. Such application must be submitted to Educa before the last state exam.

For alumni traineeships, students arrange the stay themselves. The sending and receiving institutions need not have an interinstitutional agreement between them.

It is a precondition of such traineeships that it should match the student's field of study. Alumni traineeships counts towards the duration of the Erasmus placements previously completed by the student at that level of study. Maximum duration on the level of each programme is 12 months.

Alumni traineeships is open to any student completing a bachelor, master, or Ph.D. programme.

Traineeships can last 2–12 months (24 months for 5-year master's programmes). 60 days is considered the minimum length. The length of other Erasmus+ placements completed by the student in the programme must be taken into account. The traineeships can be completed within 12 months of graduation, including the duration of the traineeship, but participants in the alumni traineeships programme must not have student status.

Erasmus traineeships for alumni in 8 steps:

1/

Find the institution where you want to do your traineeships. You can do your traineeships at any institution within the EU, except for those directly funded by the EU (e.g., the European Parliament). A traineeship is understood to mean a work placement or work for a foreign university or another institution (company, organisation, self-employed person, etc.) related to the field of study at the First Faculty of Medicine. During the traineeship, you should work at least 30-40 hours a week. Fill in the alumni traineeship application form, prepare your CV and a motivation letter. In your cover letter, it is a good idea to mention why this particular hospital, your field of study, and your experience. Send or take the application form, CV, and cover letter to the coordinator in the International Department.

2/

Coordinator of the International Department will arrange an individual interview with the Erasmus faculty coordinator, to which you will come with your application form. If recommended for departure, the coordinator will sign the application. Next, you return the application to the staff of the International Department, who will arrange for confirmation from the Rectorate. You will then send the application form, confirmed by the faculty and the Rectorate, to Educa no later than before the last state exam.

3/

You are in charge of communicating with the host institution about the traineeships and mobility dates. The LA is signed by the student, by the Erasmus Coordinator at the First Faculty of Medicine, by the host institution, and by Educa.

4/

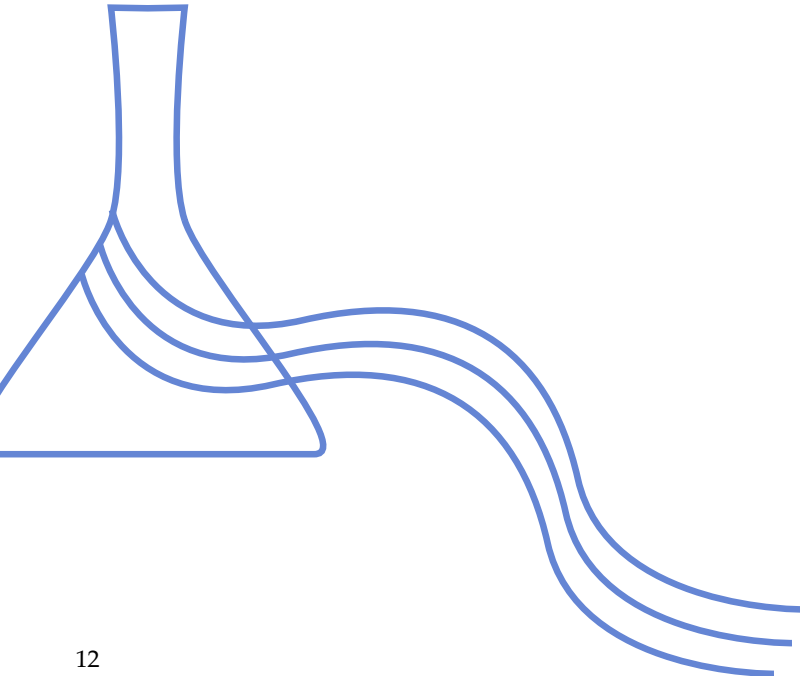
Subsequent steps are organised by you and Educa, to whom you send the LA with all signatures, a confirmation of graduation, and a copy of your insurance for the duration of the traineeship. Liability insurance is compulsory as part of the insurance. You will need a euro account to receive the stipend.

5/

Before leaving for your traineeships, you will be invited to sign a participation contract and a few days afterwards you will receive your stipend in a euro account. Now you have completed all the administrative steps required before departure.

6/

Upon your return from the alumnus traineeship, you complete a final internship report, a link to which you will receive by email. At the hospital, you ask to have the last part of the LA (the 'After Mobility' section) signed and take or send this to the Educa agency.



The 4EU+ alliance brings together seven important European universities: [Charles University](#), [Heidelberg Universität](#), [Sorbonne Université](#), [Uniwersytet Warszawski](#), [Università degli Studi di Milano](#), [Københavns Universitet](#), and [Université de Genève](#).

One can go to any of the 4EU+ universities on the traditional Erasmus programme; there is no need to worry about whether your faculty or area of study has a partnership with the university, because the 4EU+ agreement has been signed to allow you to go on Erasmus regardless of your faculty or department.

One of the aims of this alliance is to enable students who cannot go for a full semester to experience study abroad. Academics from 4EU+ universities have joined together to create a range of educational activities. In most of them, students who join them have the opportunity to participate in short-term mobility. You can apply for a 4EU+ student mobility in the same way as for Erasmus mobility, but if you are interested in a stay shorter than two months, you ought to check the possibilities through the International Department of the First Faculty of Medicine.

Involvement in 4EU+ activities and projects offer much more than physical mobility. Universities have taken advantage of the fact that the Covid era has moved many courses online; many universities have thus started to offer some distance learning courses to all 4EU+ students each semester. These shared courses are an ideal opportunity to try teaching in a foreign language. Aside from that, you can choose courses not offered at the Charles University, either directly in your field or in another area.

For more information on online shared courses, see [4EU+ Shared Courses: Summer Semester 2023 - 4EU+ Alliance \(4euplus.eu\)](#).



THE MOBILITY FUND

The Mobility Fund of the Charles University enables full-time students to receive a financial contribution for mobility within the whole world for a period of more than one month and less than one year. Interested students should contact the foreign institution themselves and arrange the internship.

Applications for the financial contribution can be made each year either in the spring round (February to March) or in the autumn round (September to October). The deadlines and further information are available at [Mobility Fund](#).

1/

Choose a foreign institution and organise an internship.

2/

Watch for the announcements of dates of faculty rounds in [currently announced dates and deadlines](#).

3/

Apply for a grant in [IS Science](#).

4/

The result of your application will appear in [IS Science](#) about one month after the end of the university round.

5/

You will receive further information from the faculty coordinator and an invitation to sign the dean's decision.

6/

You receive financial support for the trip.

7/

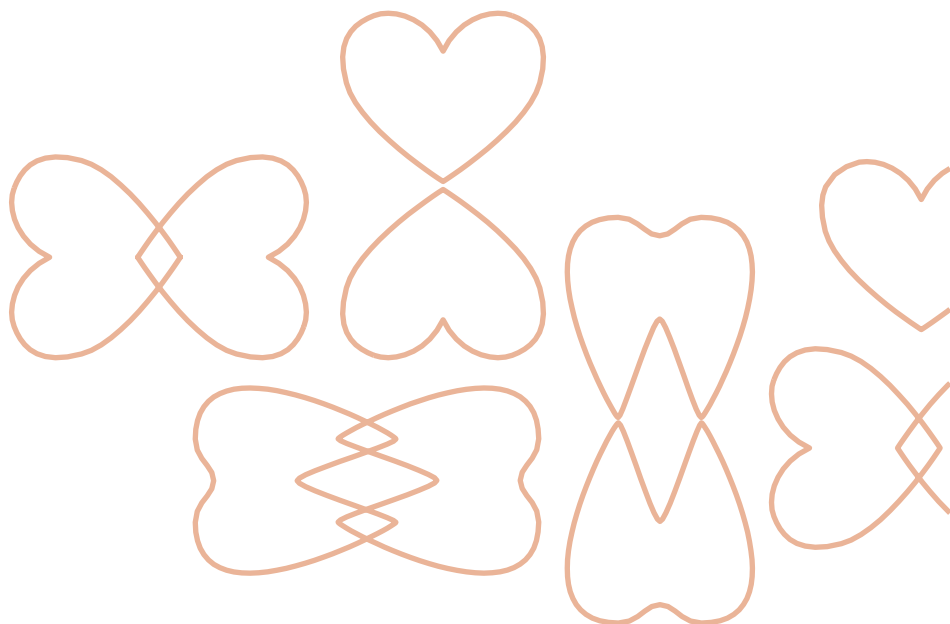
14 days after your return from the internship, you will submit a final report, confirmation of your stay, and a statement of costs to the faculty coordinator.

POINT (Internationalisation support)

Financial support from the Internationalisation Support Programme at the Charles University is intended for short-term trips abroad for at most 3 weeks. It allows students to finance, for example, summer schools, short-term unpaid student internships, or student conferences.

Applications for funding can be submitted twice a year from 1 April to 30 April (for the spring round) and from 1 November to 30 November (for the autumn round).

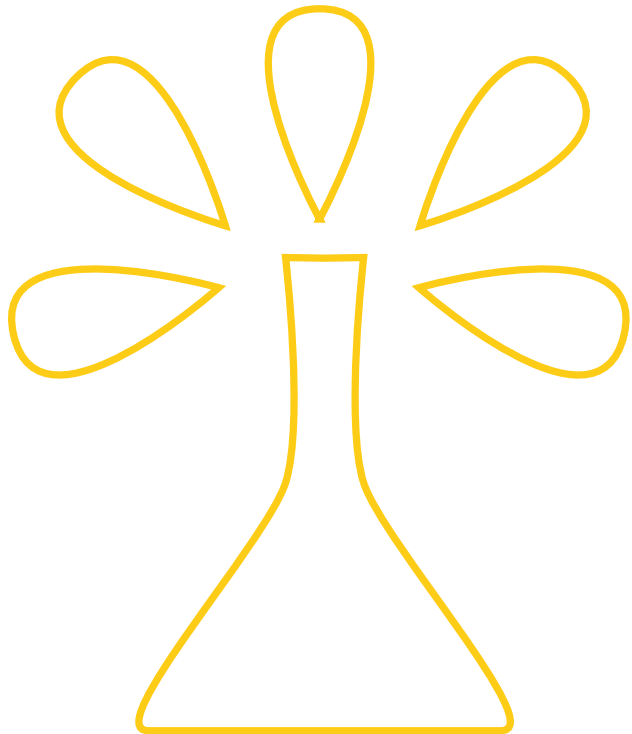
Find out more here: [Internationalisation Support](#). Applications are submitted electronically via the [IS Science](#) electronic system, where you can also find a manual for applicants.



IFMSA (International Federation of Medical Students' Associations) internships are the largest medical exchange programme in the world.

IFMSA organises two types of internships: scientific and clinical. Both are four-week stays.

For more information and the application procedure, visit the [IFMSA](#) website.



If you are interested in travelling to Central European countries, you can take advantage of the CEEPUS (Central European Exchange Programme for University Studies) programme, which is an exchange university programme focused on regional cooperation within university networks.

The programme is intended for undergraduate students from the end of the second semester onwards and for post-graduate students from public universities.

Scholarships can be obtained within university networks or individually (as a 'freemover').

More information, including general conditions, the length of stay, and registration procedure, can be found on the [DZS website](#) and on the [faculty website](#).

1/

Consult selection of a network with the faculty contact person.

2/

Register at Ceepus.info.

3/

Fill in and submit an application.

4/

After receiving a scholarship, you will receive a 'Letter of Award'.

5/

In the system, consent to the conditions of the scholarship.

6/

Before concluding your stay, fill in a report about your stay in the system and ask for a confirmation of your stay.

Interuniversity agreements

Interuniversity agreements concluded by Charles University are the basis not only for traditional one-semester or one-year study abroad stays, but also for short-term stays and summer language courses. If you want to go to a foreign university under one of these agreements, you should first check whether Charles University's agreement with the partner university allows for student mobility and whether your field of study is taught there.

Interuniversity agreements are administered by the International Relations Department of the RUC. Applicants upload their applications to the [webapps](#) application within the faculty's deadline. After the so-called faculty round, the Department of International Relations of the First Faculty of Medicine sends the applications of successful applicants to the Department of International Relations of the RUK, which makes the final selection of nominees.

The selection procedure takes place twice a year: in the autumn (for stays starting in the following academic year – in both the autumn and spring semesters), and in the spring (for stays starting in the following academic year – spring semester only; this serves to fill vacant places).

The selection process has two rounds:

Round I: Faculty level – The home faculty makes a pre-selection and selected applications are forwarded to the rectorate.

Round II: Rectorate level – Applications received from the faculties are ranked according to the number of points they obtained. Vice-Rector for International Relations and Mobility approves the nomination of the best candidates to partner universities.

Selected students are nominated to partner universities (the number of nominees depends on the number of places agreed with foreign partners for the period in question). The agreed places are based on the number of slots negotiated in a contract with each institution.

There is then an application process at each university, whereby nominated students must meet the conditions set by the foreign institution. The latter then decides on their admission and issues a letter of acceptance.

Detailed information on the selection procedure can be found on the [webpage of Rectorate of the Charles University](#).

Students admitted under an interuniversity agreement do not pay tuition fees, but all other costs must be borne by the student (unless otherwise stated). However, they can apply for a contribution from the Charles University Mobility Fund.

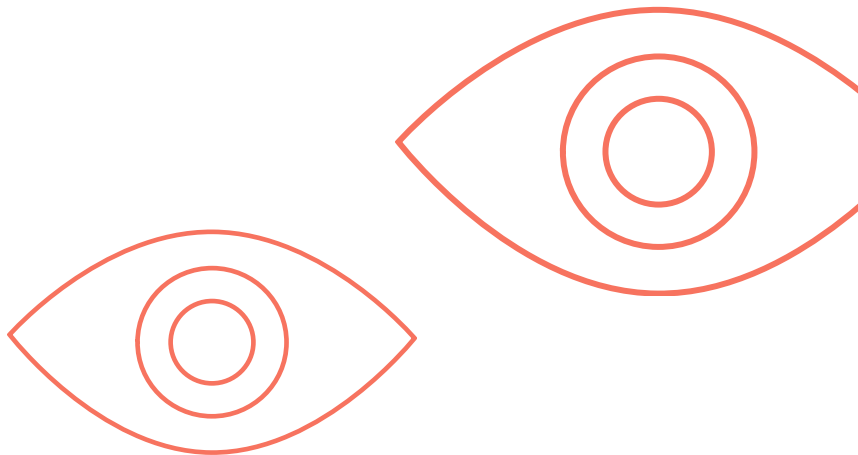
For the current list of interuniversity agreements, please contact the Department of Scientific Activities and International Relations of the First Faculty of Medicine of Charles University.

Interfaculty agreements

In addition to interuniversity agreements, individual faculties of Charles University offer their students the opportunity to study abroad also on the basis of faculty agreements concluded directly between the faculty and a foreign university.

If you go abroad within the framework of a faculty agreement, you will not have to worry about paying often considerable sums for tuition fees at the respective foreign university. That does not mean, however, that you will automatically be exempt from paying all fees required by the foreign university, such as various semester fees, deposits, etc. You will normally pay these fees even as an exchange student. The types of fees and their amounts vary according to the country and university.

Some study stays under faculty agreements are scholarships, i.e., a scholarship provided by the partner university is associated with participation in the exchange programme. For information on whether a particular placement is a scholarship placement, refer to the list of current placement offers at the respective foreign universities. If the stays are not scholarships, you can take advantage of financial support either from one's own faculty or university ([Mobility Fund](#)) or by taking advantage of the offer of a [foundation, grant agency, eventually institution that provides financial support for student mobility](#). Current list of interfaculty agreements is available at the Department of Science and International Relations of the First Faculty of Medicine.



FREEMOVER

You can study abroad as a 'freemover'. That is, as a student who goes abroad outside the framework of existing exchange and scholarship programmes on one's own.

For more information on freemovers, see [Freemovers – Charles University \(cuni.cz\)](#).

If, during the trip you take as a freemover you intend to fulfil your study obligations for the semester in question, the trip must be approved by the faculty. Description of the entire process of recognition of the study stay abroad and mandatory steps before and after the trip can be found in the dean's measure at <https://en.lf1.cuni.cz/file/99617/15-2022-zahranicni-staze-en.pdf>. In this way, you will thus know in advance to what extent your course work will be recognized upon your return.

Students can choose virtually any university abroad or choose between contracted institutions for freemover mobility.

A list of institutions with which the First Faculty of Medicine of Charles University has an agreement regarding freemover mobility can be found here [Information for potential applicants for Freemovers – First Faculty of Medicine of the Charles University \(cuni.cz\)](#).

The disadvantage of freemover mobility is a greater administrative burden. Arranging such stay is also more time-consuming than the options described above. During this stay, you do not receive a stipend, but you can apply for financial support from Charles University resources, for instance from the Mobility Fund or POINT (Support for Internationalisation).

