

Internships through IFMSA ČR, z.s.

Students of the faculties of medicine at Charles University who decide to go on an internship through IFMSA may apply for a contribution from the CU Mobility Fund (MF CU).

When submitting an application, students are required to proceed in accordance with Rector's Directive no. 33/2018 (Regulations of the CU Mobility Fund), the MF methodological guidelines for the specific round, and the specifications stipulated below. All materials are available on the [web pages](#) of Charles University.

Submitting an application

Applicants must observe the deadlines for the spring and autumn rounds for accepting applications to the CU Mobility Fund (web link above). In addition, applicants must respect the faculty deadlines, which each faculty sets individually. Faculty deadlines are usually earlier than the university deadline.

Applications for a financial contribution from the MF CU are submitted via the electronic app [IS Věda UK](#).

Applicants submit their applications for a financial contribution through IS Věda UK only in *category b-2) IFMSA – Support for participation in international academic or professional events of students abroad*.

Application formalities

Applicants must comply with the required length of internships. The CU Mobility Fund supports mobility for durations of 30 days or longer. Thus, the duration of the mobility must be set for at least 30 consecutive days.

Financial resources from the MF CU are allocated only for future mobility. If a trip abroad has already taken place and was completed before the university deadline, support for such a trip is not possible retroactively.

Applicants should pay attention to the precise description of the internship. The time schedule for the internship and the plan of attendance at the workplace must also be provided. It should specifically define the content of the stay and formulate the goals, benefits, and expected results.

Required attachments to the application for a financial contribution from the MF CU

The following attachments are required for applications in category b-2):

1) Invitation letter as an attachment to the acceptance letter

- The invitation letter temporarily replaces the acceptance letter so that the application for a financial contribution can be submitted in the IS Věda UK app.
- An invitation letter issued by the national host IFMSA member organization the applicant is applying to is uploaded to the electronic application.
- Invitation letters in the form of e-mails are not accepted; an official document issued by the national host member organization must be uploaded.

2) Letter of motivation

- Letters of motivation must be as specific as possible (see the section Application formalities above).

3) Recommendation letter

- It is advisable to attach a customized letter of recommendation to the application written by a person from the faculty who knows the student and can evaluate their motivation and prerequisites for participating in an internship abroad.

Important information

If an application for a financial contribution is supported by the CU Mobility Fund Council, the applicant is also required to provide an official acceptance letter as soon as it is received from the workplace abroad.

The acceptance letter is sent by e-mail to the faculty officer and the university officer for the MF. The university officer will ensure that the acceptance letter is uploaded to the project in the IS Věda UK app. Failure to deliver the acceptance letter is considered a violation of the CU Mobility Fund rules, and the allocated contribution will not be paid out.

Changes to projects that received financial contributions from the MF CU

All applications registered in the IS Věda UK app are considered valid in their wording after the university deadline for the specific round. Applicants are aware that if the country of the internship abroad changes or the duration of the stay is shortened to less than 30 days, this will have a serious impact on the original project. In such a case, a change is not possible, and the allocated financial contribution will not be paid out.

All requests to change the original project must be submitted to the MF Council for assessment sufficiently in advance (before the start of the planned trip, not during or after the end of the internship).

Obligations after returning from abroad

After the end of a stay, the student/academic staff member who received the contribution for the stay is required to write a final report. Forms for final reports can be found in CU's IS Věda UK app in the Rules section. The final report is uploaded to the electronic version of the supported project under the "Final Report" tab. The materials must be submitted within 30 days of the end of the stay.

All students are required to provide a certificate of internship completion generated from the IFMSA database.