



UNIVERSITAS
CAROLINA



**Charles
University**

**Infosheet
2026/2027**

ERASMUS+

INSTITUTION

Erasmus Code

Address of the Erasmus+ office

Website

Institutional Coordinator

Central Erasmus+ office

Head of the Erasmus+ office

Incoming Students Coordinators

Outgoing Students Coordinators

International Credit Mobility

Staff Mobility

Faculty Coordinators

ACADEMIC CALENDAR

Semester Dates

NOMINATION PERIOD

Study Stays

Traineeships

APPLICATION DEADLINE

Study Stays

CHARLES UNIVERSITY – UNIVERZITA KARLOVA

CZ PRAHA07

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

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

Sylvie Boumová; sylvie.boumova@ruk.cuni.cz

Jelizaveta Getta; jelizaveta.getta@ruk.cuni.cz

Nikola Horáková, Barbora Hirtová; erasmus.incoming@ruk.cuni.cz
+420 224 491 395; +420 224 491 675

Pavel Knap, Petra Šmídová; erasmus.outgoing@ruk.cuni.cz
+420 224 491 709; +420 224 491 676

Barbora Obrazová; barbora.obrazova@ruk.cuni.cz
+420 224 491 927

Markéta Betková; marketa.betkova@ruk.cuni.cz
+420 224 491 584

Incoming students coordinators

Outgoing students coordinators

Staff mobility coordinators

Winter semester: mid September/beginning of October – mid February

Summer semester: mid February – end of June

Depending on each faculty

Winter semester/academic year:

from **1st March** to **15th April**

Summer semester:

from **1st August** to **15th September**



Nomination period for traineeships is time-flexible

For **visa citizens**: the nomination has to be submitted by the online form min 3 months before the planned beginning of stay.

For **EU/EFTA citizens**: the nomination has to be submitted by the online form min 1 month before the beginning of stay.

Winter semester/academic year: 15th May

Summer semester: 15th October

ERASMUS+ GUIDELINES

NOMINATION AND APPLICATION PROCESS

A sending institution nominates its students **only** via **online nomination form**.

Please be aware that nominations sent via email will not be accepted.

Nomination link **for study stays**: <https://forms.office.com/e/Qj9qUk2pHe>

The nomination link for traineeships is open for the entire academic year.

Nomination link **for traineeships**: <https://forms.office.com/e/Bw3wv0MMhL>

Application instructions will be emailed to those students whose nomination was accepted, along with access to the online application.

Both sending and receiving institution approve the Learning Agreement (LA).

Students will receive the acceptance documentation 2-1 months before the beginning of the stay.

VISA AND RESIDENCE PERMITS

Please be aware that the administration process of Czech visa 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](#).

COURSE CATALOGUE

Every faculty offers a variety of courses in English. All necessary information including the course catalogue can be found on our [website](#).

Please note: students are obliged to take a min. of 51% of their courses from the offer at the host faculty. The rest (max. 49% of courses) can be selected from the other faculties (upon prior discussion with the respective faculty coordinator).

LANGUAGE REQUIREMENTS

The standard language proficiency required is English, B2. However, please be aware that some faculties and study programmes 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/training visit should contact either **faculty coordinators** at the relevant faculty or the Erasmus+ office **staff mobility coordinator**:

Markéta Betková; marketa.betkova@ruk.cuni.cz
+420 224 491 584

Erasmus Staff Weeks

Erasmus Staff Week offers can be found [here](#).

ERASMUS+ GUIDELINES

STUDENT ACCOMMODATION

Students apply for accommodation at the CU Dormitories when submitting their online application. Students are accommodated in double rooms. For more information about the CU Dormitories check out the [website](#).

INTENSIVE CZECH LANGUAGE COURSE

To give incoming students an opportunity to learn basics of Czech language, CU organizes an Intensive Czech Language Course. 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. The Intensive Czech Language Course (ICLC) can be also included in the Learning Agreement. More information can be found [here](#).

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. Every week, students can also meet at the informal [International středa](#) gatherings. Students have also opportunity to get involved in volunteering activities via [Volunteering centre](#). 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 and staff members 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.

