



**Charles  
University**

**Infosheet  
2025/2026**

# ERASMUS+

## INSTITUTION

## CHARLES UNIVERSITY – UNIVERZITA KARLOVA

### CZ PRAHA07

Erasmus code

Address of the Erasmus+ office

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

Website

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

Institutional coordinator

Sylvie Boumová; [sylvie.boumova@ruk.cuni.cz](mailto:sylvie.boumova@ruk.cuni.cz)

Central Erasmus+ office

Head of the Erasmus+ office

Jelizaveta Getta; [jelizaveta.getta@ruk.cuni.cz](mailto:jelizaveta.getta@ruk.cuni.cz)

Incoming students coordinators

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Outgoing students coordinators

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International Credit Mobility

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Staff Mobility

Markéta Beťková; [marketa.betkova@ruk.cuni.cz](mailto:marketa.betkova@ruk.cuni.cz)  
+420 224 491 584

Faculty coordinators

Incoming students coordinators

Outgoing students coordinators

Staff mobility coordinators

## ACADEMIC CALENDAR

Semester dates

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

Summer semester: mid February – end of June

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**



# ERASMUS+ GUIDELINES

## NOMINATION AND APPLICATION PROCESS

A sending institution nominates its students via online nomination form:  
**for a study stay** <https://forms.office.com/e/wFx0KGKPk9>

**for a traineeship** <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](#).

## STUDENT ACCOMMODATION

Students apply for accommodation at the CU Dormitories when submitting their online application. For more information about the CU Dormitories 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 Beřková; [marketa.betkova@ruk.cuni.cz](mailto:marketa.betkova@ruk.cuni.cz)  
+420 224 491 584

# ERASMUS+ GUIDELINES

## 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.

## 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. 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.

