

We would like to inform you about the application procedure for the students selected from your universities for LLP/Erasmus study stay or LLP/Erasmus practical placement at Charles University in Prague (CZ PRAHA07) in the academic year 2011/12.

1. NOMINEES

We greatly appreciate to have a list of your nominees with their email contacts (as soon as you have it).

Please, include also the semester for which your students are supposed to arrive to Charles University in Prague and their study field.

We thank to those of you who have already provided us with a similar list, btw!

Should you skip this step, please, make sure that your students know that their application forms are not valid without the proper confirmation of your university.

2. LLP/ERASMUS STUDY STAY

2. a) ONLINE REGISTRATION

Please, bear in mind that all students have to submit the Charles University **ERASMUS ONLINE REGISTRATION** next to the traditional paper form application (which will be automatically generated for them from our online registration system in the form of a pdf).

Detailed information on the application process (including the semester dates) is available at our website:

<http://www.cuni.cz/UK-928.html>

Link to the online registration (available from 1st March – 30th June 2011 AND 1st September – 31st October 2011):

<https://is.cuni.cz/webapps/erasmus/>

2. b) DEADLINES:

Your nominees for winter semester AND whole year 2011/12 should register online until: **June 30th**

Your nominees for summer semester 2011/12 should register online until: **October 31st**

If possible, we however ask the students to deal with the paper work sooner so that if there are any problems (e.g. with the selection of courses or choice of the right host faculty) we still have enough time to solve these matters.

The paper version of the application form should be delivered to Charles University the latest by the middle of July 2011 OR (date valid for summer semester 2011/12 nominees) by the middle of November 2011.

We accept posted, faxed as well as scanned form of the application.

2. c) HOUSING

If your students are interested in living in one of Charles University dormitories, the online application form includes a housing option. To get a place in one of our dormitories, your students have to answer YES to the question about whether they want housing or not. Please, note that we only have DOUBLE ROOMS (two students share a room and a bathroom; kitchens are common for the corridor).

NEW!

Since we have been facing overbooking of our accommodation facilities by students who were interested in living in our university dormitories for a couple of days only (while searching for a private accommodation), we would like to point out that the **DORMITORIES SHOULD BE RENTED LONG-TERM** (preferably for the whole Erasmus period of your students). To ensure that the rooms will be available primary for students interested in the long-term rent, we will ask your nominees to confirm their housing reservation while paying a **deposit 1800 CZK** no later than the start of August (deadline valid for winter semester and full year 2011/12 students). The students will receive further details of how to cover the deposit together with their acceptance letter. If the student doesn't pay the deposit on time, the dormitory reservation will be passed on to somebody else. (The deposit will be used to cover a part of the rent for the expected last month of housing of your student in our accommodation facility.)

3. LLP/ERASMUS PRACTICAL PLACEMENT

If you would like to send students for an Erasmus practical placement to our university, please, note that we are preparing an online registration system for the placement students. At the moment, we ask only for the standard paper form applications by placement nominees, but we may ask the students to additionally submit their online registration at some later point.

4. CONTACTS

Your contacts in the European Office of Charles University in Prague are:

Ivana Herglova, ivana.herglova@ruk.cuni.cz (Erasmus incoming, full-time; back in the European Office after the 2009/10 PhD study break since October 2010)

Sarka Hovorkova, sarka.hovorkova@ruk.cuni.cz (Erasmus incoming, part-time)

The LLP/Erasmus institutional coordinator is Michal Marsalek, michal.marsalek@ruk.cuni.cz.

Full contact list is available here:

<http://www.cuni.cz/UK-1008.html>