Application procedure for incoming Erasmus students

Before you come to study at Faculty of Medicine in Pilsen, Charles University, you will have to go through the necessary bureaucratic procedure. It's not really difficult, but please remember ALL the rules. To make it as easy and smooth as possible we will take you through the individual steps of the procedure. In the end you will have most of the forms you need to obtain all the necessary permits.

All you need is (in the following order):

1. to be nominated by your home university Erasmus coordinator through online nomination form (coordinators received the link from European Office of Charles University)

2. to fill in our online registration

3. to print 2 documents generated by the online registration (Application Form + Learning Agreement) and get them stamped and signed by your Erasmus coordinator

4. to send the documents to faculty coordinator by email

Nomination deadline

Winter semester/academic year: 15th April

Summer semester: 15th September

Application deadline

Winter semester/academic year: 15th May

Summer semester: 15th October

Application Procedure

Step 1 - Nomination (contact your Erasmus coordinator)

If you wish to come to study at Charles University as an Erasmus student, your home university must officially nominate you. In the first instance, therefore, you must contact the ERASMUS coordinator at your home university.

Step 2 - Online Registration

Please note that this is an obligatory process – so if you have filled in the standard forms (on paper) without registering online, we must still ask that you register online.

Detailed information about online registration is sent by European Office after your nomination. You can also consult university webpage for incoming students.

On-line Registration is available at following website:
Step 3 - Confirmation of Essential Forms: Application Form and Learning Agreement

Study periods

The printed-out forms should be checked and confirmed/signed by the relevant coordinators of your home university.

The curriculum: General Medicine / Dentistry

Erasmus students are integrated to groups with regular students. Due to this fact, availability of courses is not guaranteed as their capacity may be strictly limited.

5th year courses are taught in blocks during the whole academic year.

Note that 6th year courses of General Medicine are reserved only for traineeships.

It is possible to combine courses from different years, both obligatory and optional. Although, we do not recommend an exceeding combination, since possible schedule overlaps are students’ responsibility to manage.

Traineeships

http://www.cuni.cz/UKEN-205.html

Erasmus+ Trainees are integrated to 6th year courses and they must respect their schedule. Lékařská fakulta v Plzni | Univerzita Karlova (cuni.cz)

Remember that forms must be delivered in time. Your application cannot be accepted after the closing date for any reason whatsoever! – please check the final deadlines above.

Step 4 - Sending Documents

Send the forms to Erasmus Faculty coordinator: Jitka Škrabalová, internationaloffice@lfp.cuni.cz

Please bear in mind that until the printed, signed and stamped forms are sent, you have not yet actually started the application process for your study period.

We will confirm the AF (Application Form) and LA (Learning Agreement) and European Office will send the documents back to you together with a Letter of Admission and Accommodation Voucher.

If you decide not to use the University accommodation, we need you to inform us as soon as you have fixed your private accommodation.