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# Traineeships

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## Basic information

- A practical traineeship involves working for a foreign institution with minimum working hours of **40 hours per week**.
- The content of the traineeship **must not** be the writing of a bachelor's, diploma or dissertation thesis.
- Traineeships can be completed at all stages of study (bachelor's, master's, doctoral).
- May be suitable **for mandatory practical traineeships** within curricula.
- The duration is **at least 2 months** and **at most 12 months**.
- Traineeships are not tied to the schedule of the academic year and can be taken, for example, during the **summer holidays**.

### Funding of Erasmus+ Mobilities



## How to apply?

1. Follow the **website of your faculty and unit** to find out when and under what conditions the selection procedure takes place. Unlike the selection procedure for study stays, the **dates of selection procedures for internships can be more flexible** according to the offers of partner institutions and individual requirements of students.
2. **Choose the foreign institution** at which you would like to spend your traineeship. You can follow these instructions:
  - Search for opportunities according to your preferences and individual requirements among foreign hospitals, laboratories, research centres, EU institutions, Czech centres, cultural institutions, etc. You can start with the offer here: <https://erasmusintern.org/>.
  - **Respond to offers** placed on the website of your home faculty or unit.
  - Base your search on the **list of institutions** with which your faculty/basic unit has a "traditional" cooperation agreement for internships. After logging in to the Charles University [Web App](#) (Erasmus+ interface), you will find a list of institutions with which your basic unit, or the entire faculty, has a cooperation agreement. Click on "Submit new application" (in Czech "Výběr destinace a založení přihlášky") and set the **filter according to your home faculty** and basic unit.
3. **Apply in the** [CU Web Applications](#)
  - Students gain access to the system by using their **personal number** (the eight-figure number on their student identity card (ISIC) below the photo) and the **password** that goes with the card. If they have forgotten the password or it has expired, they can get a new one from the Charles University Central Authentication Service (CAS) at <https://ldap.cuni.cz/>.

- If you are applying to an institution that **is** on the list of institutions with which the faculty/basic unit has a cooperation agreement, click on "**Sign on**" in the last column on the right and fill out the form.
  - If you are applying to an institution that **is not** on the faculty's list of cooperating institutions, **contact the faculty's Erasmus+ coordinator** , who will enter the selected institution in the Web Applications.
4. Do not forget to provide **all required documents for the selection procedure** according to the conditions of your home faculty and basic unit. Documents that are often required include, for example, consent of the supervisor/ teacher and confirmation of preliminary acceptance from the foreign institution.