
Application

Erasmus Traineeship/ Internship at the Faculty of Medicine in Hradec Králové is **only for students of the 4th and 5th year of General Medicine** - we do not accept students of the 6th year of GM.. General information for incoming Erasmus students is available on the web page of [Charles University \(CU\) Erasmus Traineeship](#) .

The stay is in English. The doctor in charge of you at the clinic can help you communicate with Czech patients if he/she has time. You cannot request this language assistance - it is not guaranteed!

The only **proof of completion of the traineeship** is a certificate issued by the department/clinic where you completed the traineeship. No Transcript of Records is issued with the traineeship!

Before you apply

1. You can apply for **max 2-month stay** at some of **clinical departments** in our Faculty Hospital (choose from a list of all [Departments](#) . Notice, the Gynaecology, Dentistry and often also Surgery accept very few (or no) students for capacity reasons.
2. Ask **your home university** Erasmus coordinator to fill in your official [online nomination](#) to the CU via our online platform. The link to the platform is included in the CU Infosheet. (The Erasmus+ coordinators of the sending universities, who do not have the CU Infosheet, please contact us at erasmus.incoming@ruk.cuni.cz .
3. Only **students nominated** by the home university are allowed to participate in the program.
4. **Contact by e-mail the head of chosen department** to see if he/she can accept you for a Traineeship. You can contact only one department/clinic! Only after receiving a reply, you can contact another. Send a short e-mail and attach your CV. Write that you would like to come for 2-month Erasmus Traineeship.
5. The number of students we can accept **is limited**, and so your initiative will be decisive.

How to apply

Once you have a confirmed admission to the clinic:

1. **Nominated student** will receive **an email from the Charles University (CU)** containing necessary information regarding further administrative steps, in particular **details for accessing the online registration**.
2. Fill in the online registration, print the **Application form** and send to CU erasmus.incoming@ruk.cuni.cz . Consequently, the documents are to be **signed and stamped** by relevant authorities at your home university and sent to the [Charles University, European Office](#)
3. If you want, we can arrange **accommodation** for you in our hostel (dormitory) "Na Kotli" - in this case, you have to **check this box** in your online application.
4. Please **send to Bc. Monika Pazourková in one email**:
 - Copy of the Application form = Learning Agreement for Traineeship printed from our online registration
 - E-mail confirming your acceptance
 - Your CV
 - A copy of your Passport
 - Confirmation of your Vaccination for Hepatitis B
 - Transcript of Records from the last completed year
 - [Signed Hygiene protocol](#)
 - Health Insurance

Admission

After the confirmation of your Learning Agreement, accepted students should receive Erasmus+ Admission documents from the Charles University: Letter of Admission, LA signed by the faculty coordinator and (if applied for accommodation in Student dormitory) an Accommodation Voucher.

These documents are sent in pdf format via e-mail 1-2 months before the beginning of the stay.

Deadlines

For visa citizens: Please be aware that the nomination has to be submitted by the online form min 3 months before the planned beginning of your stay. In case you are planning to stay in the Czech Republic for a period shorter than 3 months, please consult the conditions at Entry Requirements – Visa or with us: erasmus.incoming@ruk.cuni.cz

For EU/EFTA citizens: Please be aware that the nomination has to be submitted by the online form min 1 month before the beginning of your stay. Depending on the field of study, the period may be even longer. Kindly consult this with the host faculty Erasmus+ coordinator.

Please be aware of the fact that the Traineeship cannot be administrated in a shorter time.