



FACULTY  
OF ARCHITECTURE  
CTU IN PRAGUE

# OUT GO ING S

FA CTU GUIDE



FOR ERASMUS+  
& EXCHANGE STUDENTS

# FOREWORD

## Dear Outgoing students,

This booklet is written on behalf of our home students, both Czech and International, who want to study abroad at a partner school, or train abroad as an intern at a chosen office, and are always seeking useful advice, information and assistance.

We offer the widest selection of options to complete a study stay or internship abroad out of all Czech schools of architecture. We have contracts with over 50 [FA Partner universities](#) and next to contracts in the field of architecture and urbanism we are developing new ones in the fields of design and landscape architecture.

The FA International Office team is here to support you by discussing various ways to handle your needs whether by giving advice, explaining situations, offering solutions or contacting people. We can become your guides through no matter what problems you might face.

We hope you find this booklet helpful.

Your FA International  
Office team

Enjoy your stay abroad!

**FA CTU\* WEBSITE ~ UP-TO-DATE INFORMATION  
ON EVERYTHING YOU NEED!**

\*FA = FACULTY OF ARCHITECTURE • CTU = CZECH TECHNICAL UNIVERSITY IN PRAGUE

# contents

## SYMBOLS OF ATTACHEMENTS

-  CTU Campus Plan
-  FA Floor Plan
-  QR Codes

- 01 **STUDY AND TRAIN ABROAD—2**
  - Information Source
  - The Erasmus Program
  - Erasmus Scheme History
  - FA International Office
  - European Common Values
  - Erasmus 2021-2027 Future
  - Erasmus+ Mobility at the FA CTU—5
  - Erasmus+ Ph.D. Students Mobility
  - Exchange Programs to Non-European Countries
- 02 **CONTACTS—6**
  - The International Office
  - FA and CTU Address
- 03 **CHOOSING YOUR UNIVERSITY ABROAD—7**
  - Erasmus+ or Exchange?
  - Language Skills
  - Free Credits
  - Good to Know
  - CTU Grants for Study Abroad
- 04 **ERASMUS+ APPLICATION PROCESS—8**
  - Information Source
  - Early November – early December
  - December
  - January
  - February—9
  - March – April – May
- 05 **AFTER YOUR NOMINATION—10**
  - Information Source
  - Obligatory Documents
  - Online Linguistic Support
  - Travel
  - Accommodation
  - Last but Not Least
- 06 **DURING YOUR STAY ABROAD—12**
  - Information Source
  - Registering
  - Online Learning Agreement Changes
  - Extending or Shortening your Stay
- 07 **BEFORE THE END OF YOUR STAY—13**
  - Confirmation of Erasmus+ Study Period
  - Transcript of Records
- 08 **AFTER YOUR ARRIVAL HOME—15**
  - Reports
  - Recognition of Subjects
  - Online Linguistic Support
  - Erasmus+ & Exchange Posters Exhibition

# 01

## STUDY AND TRAIN ABROAD

As a student of the FA CTU, you have many options of studying and training abroad during your studies. CTU and FA has concluded a large number of agreements either within the framework of intergovernmental agreements or on the principle of university exchange of students. FA students usually choose the option of studying and/or training abroad under the [Erasmus+ Program](#) to European countries, and/or under the [Exchange Programs](#) to non-European countries.

### Information Source

At the faculty level you can find detailed up-to-date information on everything you need regarding your study and/or train abroad on our [FA Study abroad \(Studium v zahraničí\)](#) websites. You can find further information on the following websites: [Erasmus+ Study stay](#) and [Erasmus+ Internship, Exchange Programs to non-European countries, ATHENS \(Advanced Technology Higher Education Network/ Socrates\)](#) and [Swiss-European mobility program \(SEMP\)](#).

More about [ATHENS](#).

***At the university level the [Intranet Erasmus+ Study](#) and the [Mobility application](#) are the gateways to all the information, deadlines and procedures.***

### The Erasmus Program

The Erasmus Program (EuRopean Community Action Scheme for the Mobility of University Students) is a European Union (EU) student exchange program, that provides funding for students to study and/or train abroad with the aim of developing growth, jobs, social equity and inclusion in the EU. **The budget of the 2014-20 Erasmus+ Program provided opportunities for over four million European students.** Eligible Erasmus countries are divided into two groups: program countries, that take part in all actions, and partners countries, which are included under special rules.

All members of the EU, as well as some non-members, such as Norway, North Macedonia, Iceland, Liechtenstein, Serbia and Turkey belong to the program countries. Switzerland, the Faroe Islands, Kosovo, Israel, Morocco, Australia are a few examples of partner countries.

### Erasmus Scheme History

The idea of allowing exchanges between European students originated in 1969, and in 1976 the European Ministers of Education agreed to kick-start an education

exchange action program. It took ten years to demonstrate that the initial pilot scheme could work, engaging universities across Europe and establishing the necessary legal and financial framework. **The Erasmus Scheme, as we now know it, was officially approved in 1987 with a huge leap in the EU budget money allocated to it.** It became an integral part of the 1994-99 Socrates I and 2000-06 Socrates II programs, from 2007 it has been one of the elements of the 2007-13 Lifelong Learning Program and, from 2014, it unified seven former programs into the so called 2014-20 Erasmus+ under the [Erasmus Charter for Higher Education](#).

## BACICS ABOUT HISTORY

1969

1976

1987

1994

2000

2007

2014

2021

### European Common Values

The common values were codified by EU Member States in the 2012 [Charter of Fundamental Rights of the EU](#). They form the fabric that binds EU countries, communities and people together, as outlined in the 2007 [Treaty of Lisbon](#). Inclusive and high quality education and training, at all levels, as well as the European dimension of teaching, learning about Europe's common cultural heritage and diversity, and the origins and functioning of the EU, are paramount for creating and maintaining a cohesive European society.

***More information can be found on the [What is Erasmus+? website](#).***

### Erasmus 2021-2027 Future

The Erasmus+ program is now heading towards the Erasmus 2021-2027 proposal, which should double the funds available and triple the number of participants. Such a scenario should make use of more flexible mobility formats such as short-term and group mobility, also with virtual exchanges and blended mobility (combining virtual exchanges and short physical mobility), so that more people are reached. It also aims at greater simplification for end-users, expands the use of digitalisation, supports new areas of knowledge and introduces new mobility initiatives. **This new proposal changes some rules and the way Erasmus 2021-2027 is administrated: please inform us where we need to update our booklet.**

***Human dignity, freedom, democracy, equality, the rule of law and respect for human rights, including the rights of persons belonging to minorities, are the EU values.***



*The Exchange Programs to non-European countries are fully organised by the CTU rectorate.*

*The Erasmus+ Internship Program is fully organised by the CTU rectorate.*

## STUDY AND TRAIN ABROAD

*This booklet aims at helping students of FA to understand the Erasmus+ Study stay Program.*

### Erasmus+ Mobility at the FA CTU

Each FA CTU eligible student can complete a study stay abroad (and/or an internship) of a total length of a maximum of twelve months per study cycle. You can therefore, for example, study abroad six months, or twelve months, or combine six months of study stay and six months of internship. However, the limit of twelve months in one study cycle always applies.

***FA students can participate in both the Erasmus+ study stay and the Erasmus+ internship programs only in the master's cycle. In the bachelor's cycle they can participate only in the Erasmus+ Internship program.***

Due to the fact that the Erasmus+ assessment takes a whole year before departure, not only first and second year master's students, but even third year bachelor's students may and should apply for their master's degree study stay. You have to be a student for the whole period of your Erasmus+ study abroad stay. This is different from Erasmus+ internships, when you apply as a student but can train abroad even after your bachelor's or diploma project is successfully defended and your study period is finished.

### Erasmus+ Ph.D. Students Mobility

If you are currently working on your Ph.D. degree, you can realise your research abroad stay within the Erasmus+ program under special conditions, different from those of the master's students' procedure. You need to create a research relationship with a specific tutor at a host university, who confirms your acceptance for your research abroad stay. You may apply for your stay anytime during the whole academic year, you do not undergo a language test nor a faculty committee interview to be selected. You are allowed to choose any university, even if it is not our partner university, but you have to be patient enough before a contract is signed. After confirmation of your acceptance by the host university for a specific time period, please contact the [CTU International Office](#) with a copy to the [FA International Office](#). You will be guided through the process individually.

### Exchange Programs to Non-European Countries

On the CTU [Exchange Programs to non-European countries](#) website you will find information regarding the entire study abroad process, including filling out the application, the selection procedure, the stay at the foreign university, and returning to CTU after studying abroad. You can also find useful information on the website [Non-european agreements](#) (Výjezdy mimo Evropu - MBD). The FA International Office can guide you through this process.

# 02

## The International Office

There are two International Offices, sometimes called departments, that you will be in direct contact with - the FA and the CTU. The CTU International Office can be found on the 8th floor in room no. A-801 of the main CTU rectorate building 📍. When we refer to the CTU rectorate, we mean the management of the whole university, located in this building.

The FA International Office is situated in the new Faculty of Architecture building 📍 on the ground floor in room no. 147 📍 and is your reference point where you start and end your study or training abroad application. Typically, there are two people working in the office. One of them is the FA Erasmus+ & Exchange coordinator and the other is the faculty Master's degree study programs in English coordinator. Notice that they have different Office hours for students, so you can only speak with one of them in the office. However, you can drop in and seek any general guidance that you may need during any of their office hours.

## CONTACTS



**FA INTERNATIONAL OFFICE CONTACT**  
internationaloffice@fa.cvut.cz, phone +420 224 356 224

**Erasmus+ & Exchange coordinator**  
Bc. Jarmila Vokounová  
jarmila.vokounova@fa.cvut.cz, phone +420 606 767 208

**Master degree study programs in English coordinator**  
Veronika Brejchová  
veronika.brejchova@cvut.cz, phone +420 771 258 864

**Vice-dean for International relations**  
doc. Ing. arch. Irena Fialová  
irena.fialova@fa.cvut.cz

### FA CTU Address

Faculty of Architecture CTU  
International Office  
Thákurova 9  
166 34 Praha 6 – Dejvice  
Czech Republic

### CTU Address

Czech Technical University in Prague  
International Office  
Jugoslávských partyzánů 1580/3  
160 00 Praha 6 - Dejvice  
Czech Republic

**CTU INTERNATIONAL OFFICE CONTACT**

**Institutional coordinator of Erasmus+ program**  
Mgr. Helena Houšková  
helena.houskova@cvut.cz, phone +420 224 353 461

# 03

## CHOOSING YOUR UNIVERSITY ABROAD

*While studying at a host university, you never pay tuition fees, which alone makes whichever stay unique and a once-in-a-lifetime experience.*



First of all, we recommend that you grasp this wonderful and exceptional opportunity that these study and training abroad programs offer. Leave your culture for a semester or two and grow up! Become a citizen of the world, not only of your country. This experience will change your whole professional and very often also your personal life.

**Use the Mobility application to apply for participation.**

### Erasmus+ or Exchange?

It is up to you to decide if you choose the Erasmus+ Program or the Exchange Programs to non-European countries. A study abroad stay is not a tourist vacation. It is a semester or two of very hard work and adapting to completely different customs and rules. Most students start the process of choosing their destination by studying different universities' websites. You need to choose your three most preferred universities. You can find the list of Partner universities that you can filter through on the FA Partner universities and also at the CTU Erasmus+ Partner universities.

We recommend that you start with Erasmus+. As you will study in your own cultural region, if you are interested in Exchange, please look at the CTU Exchange Programs website for more information, as those programs are processed by the CTU rectorate. You can apply for Erasmus+ and Exchange Programs at the same time and decide that you choose one or both locations, one after the other, but be sure you know clearly, what you want to study where.

### Language Skills

Before you choose your three preferred universities, we recommend that you make a thorough evaluation of your language skills and put aside university programs in languages you know very little about. You should look only at partner universities operating in a particular language you can speak very well.

### Free Credits

Think about courses you have studied at FA CTU in Prague so far, which of them you are to study before you leave abroad, and which of them you plan to study abroad. Contact the FA Study Department well beforehand so they can give you some advice on how to keep enough credits for your study abroad stay. If you do not have a minimum of 20 free credits your application for your study abroad will be eliminated from the application process.

### Good to Know

Mind that a university may even refuse a well-nominated student; it is their right. Fortunately, this is not a very common situation students face, but it is good to know it can happen sometimes, for no particular reason.

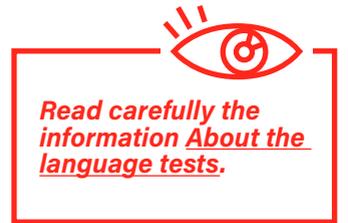
### CTU Grants for Study Abroad

To support student mobility, the Rector annually announces the establishment of a special-purpose fund for students leaving for studies abroad. Rules for the Provision of Scholarships for CTU students leaving for studies abroad within the Erasmus+ program or similar European programs and the Rules for Contributions from the CTU Fund for students studying abroad a double / joint degree can be found on the Mobility Support (Podpora výjezdů) website.

# 04

## Information Source

You will find important documents and forms on the [FA Study abroad \(Studium v zahraničí\)](#) websites. The [Methodical Instructions \(Metodický pokyn\)](#) are absolutely a must to read carefully at least twice, if not three-times! On the CTU website information platform called the [Student portal \(Studentský portál\)](#), under the section of Erasmus+ study stays, you can also find valuable information about your study abroad stay.



## ERASMUS+ APPLICATION PROCESS



**An additional source of information to [studujvesvete.cvut.cz](http://studujvesvete.cvut.cz) where you may find all the detailed information from a different point of view.**

### Early October – early December

The application period for the next academic year opens from early November and closes in early December. **You have to follow the university and faculty websites and newsletters with the exact dates of the application period.** Occasionally, a second application period opens in March, but is not guaranteed. The whole process takes place online, via the [CTU Mobility application](#), where the application form can be found. After you fill in all your personal details, you need to choose your three preferred universities and put them down as your mission.

In order to successfully complete the application process, students need to prove their language skills in the language they are to study in. If you study in Germany, you prove your level of German. But in case your program in Germany is taught in English, you prove your level of English. The same rule applies for e.g. studies in English in Barcelona, where you do not need a certificate of Spanish.

**In the event you cannot provide proof of sufficient language skills (usually level B2, depending on the specific partner university contract), your application may be rejected.**

Students can either undergo a language test at the CTU rectorate for the English and German languages (apply at the [CTU Mobility application](#)), or at the FA for French (apply at the [FA Cabinet of Languages](#)). Otherwise, you can send a language certificate or a written assessment from the FA Cabinet of Languages to the [CTU International Office](#) with a copy to the [FA International Office](#). If your certificate or written assessment score is above the required level, then you do not have to undergo any further language tests. With Spanish and Italian, you have to hand in a certificate or a written assessment issued by the [Department of Languages](#) at the FSv CTU.

### December

Read carefully the documents on the [Study abroad \(Studium v zahraničí\)](#) webpages, especially the [Selection criteria \(Kritéria výběrového řízení\)](#). After your application has been sent,

**It is very important to hit the 'Send' (Odeslat) button after you fill in your application. Without this, you will eliminate yourself from the application process!**

### LANGUAGE SKILLS PROOF

English	CTU rectorate tests /certificate / written assessment
German	CTU rectorate tests / certificate / written assessment
Spanish	A certificate or a written assessment
Italian	A certificate or a written assessment
French	FA faculty tests / certificate / written assessment

the Vice-dean for Study checks your study results. In the event you do not meet the following requirements, your application may be rejected.

### February

If your language test result is at least 10 out of 20, you are invited to an interview in front of a committee of approximately three FA pedagogues. **Several committees take place at the same time in different rooms and you will be sent an exact itinerary when and where your turn takes place.** If you need to be excused for serious reasons, you will be moved to another group with another term. We recommend that you prepare a breathtaking portfolio, reflecting and formulating clearly the reasons why you chose to study where.

Dress business or smart casual and, above all, arrive on time! **The format of your portfolio is up to you. The vacant places for the Erasmus+ study abroad stays are assigned according to the ranking of the student, based on his/her overall accumulation of points.**

### March – April – May

During these three months, nominations to universities are performed by the FA Erasmus+ & Exchange coordinator. We nominate students via e-mails or via online university systems. For the winter or both semester stays, we nominate students during the months of March – April – May. For the summer semester stay, we nominate students during early September.

### THE VICE-DEAN FOR STUDY CONSIDERS

Appropriate year of study	Third year bachelor's or first year master's when applying
Weighted average	Better or equal to 2.2
Free credits	You need at least 20 free credits to study abroad

### OVERALL EVALUATION OF THE STUDENT

Portfolio evaluation	40 %	(10 –1)	4,0	0,4
Weighted average	20 %	(10 for 1,00) (0 for 2,4)	2,0	0,0
Language proof	20 %	(10 for 20,0) (0 for 10)	2,0	0,0
Motivation	20 %	(10 –1)	2,0	0,2

Max 10,0 Min 0,6

# 05

## AFTER YOUR NOMINATION

### Information Source

On the [CTU Studentský portál](#) website you will find valuable information about the necessary next steps before you leave for your study abroad stay under the section [Before departure](#) (Před odjezdem). Do not hesitate to study this in advance!



**All the important documents can be downloaded on the CTU webpage [Obligatory documents](#).**

### Obligatory Documents

After you have been successfully nominated, it may take some time until the host university sends you a notification e-mail. You will be asked to fill in an Application Form, you will need a Transcript of Records, which we can issue and send to you, you will need a Learning Agreement, which is your study plan abroad, and a Comparative Arch (Srovnávací arch). Do not hesitate to contact us at the [FA International Office](#) for assistance.

#### Application Form

Each school usually has its own form. If not, there is a general form available on the [Obligatory documents](#) webpage. You will fill in your personal details and have them confirmed by the FA as well as by the CTU International Office and also by your host university. Thereafter, you will submit the application into your host university online system.

#### Online Learning Agreement

For mobility, it is necessary to fill in an online learning agreement (OLA), from 2021/22 on. In case the receiving university requires quite a different procedure, it is also possible to temporarily accept a learning agreement in paper, in the academic year 2021/22. The online learning agreements can be managed via the portal <https://learning-agreement.eu/>, where you log in via your CTU identity (e.g. novakja4@fd.cvut.cz). For online learning agreement approval, contact your faculty coordinator by email with a request for approval in the system. Please upload the approved online learning agreement to the mobility.cvut.

cz card. Instructions on how to fill in the online learning agreement [here](#).

#### Comparative Arch (Srovnávací arch)

This is the document with a list of equivalent courses, recognised by the FA and signed by the Vice-dean for Study and the FA Study Department. Its content is identical to the content of Table B in the Learning Agreement but its form and use is different. Submit it into the [Mobility application](#).

#### Transcript of Records

This is issued by the FA International Office or the [FA Study Department](#).

#### Letter of Acceptance

This is issued by the host university and serves as a confirmation that you have been accepted for your study abroad stay. Submit this to the [Mobility application](#).

#### Confirmation of Health Insurance abroad

Submit this into the [Mobility application](#).

#### Confirmation of Next Academic Year Studies

This is issued by the FA Study Department. Submit it into the [Mobility application](#).

#### Financial Agreement (Účastnická smlouva)

Your study abroad mobility is financially partly supported by the CTU. The amount you receive depends on your country of destination and is established by the NAEP agency. After you have submitted all the above documents into the



**The OLS test takes two to three hours to complete!**



**Check the validity of your passport and bank cards well in advance of your departure!**

[Mobility application](#), you can arrange a meeting with the CTU Erasmus+ coordinator via the [Agreement signature - Doodle](#) to sign your [Financial Agreement](#).

### Online Linguistic Support

After your Moodle request for meeting has been accepted, but before you come to the meeting to sign your Financial Agreement, you have to pass an obligatory language test through the [Online Linguistic Support](#) webpage. This test is conducted before and after your stay so as to evaluate your language progress and all students from all countries taking part in the Erasmus+ scheme complete it. You will receive an automatic e-mail about the test after your Financial Agreement meeting is confirmed.

### Travel

Students mostly travel to their destination by plane. After they know the date of their arrival in the foreign country, previously agreed by both the home and host university, and all their paperwork is ready at the same time, they organise their flights. More and more often, for various reasons, students also travel by train or bus, if their destination allows. Easy-to-reach destinations by bus or

train are, for example, Dresden, Munich, Bratislava, Budapest, Graz, Wien, Ljubljana, etc.

### Accommodation

Students are usually offered a dormitory by their host university. After you have received your acceptance from your host university, you are also given instructions on where you can stay. **The quality and prices of the dormitories vary, try getting useful information from older colleagues beforehand.** Please keep in mind that once you are accommodated in a dormitory, you should respect the accommodation rules and regulations and remember to inform the contact person in case of an emergency or a complaint. Some students prefer to rent out an independent studio, or share a larger apartment with other students. The choice is yours!

### Last but Not Least

**We recommend checking the validity of all your documents six months ahead of your departure. Take care to have all documents, issued by both schools, your accommodator, travel agent etc., not only in printed form, but also downloaded into your computer mailbox and mobile phone.**

SUMMARY OF DOCUMENTS NECESSARY TO SUBMIT BEFORE DEPARTURE			
Document	Submit to (digital)	Issued by	Hand in (paper)
Letter of Acceptance	Mobility app	Host university	
Online Learning Agreement	Mobility app	CTU rectorate	
Comparative Arch (Srovnávací arch)	Mobility app	FA Study dpt.	FA Study department
Confirmation of Health Insurance	Mobility app	Insurance company	
Confirmation of Next Academic Year Studies	Mobility app	FA International office or Study dpt.	
Application Form	Host university online	Host university	
Financial Agreement (Účastnická smlouva)	Mobility app	CTU rectorate	CTU rectorate

# 06

## DURING YOUR STAY ABROAD

### Information Source

On the CTU [Student portal](#) you will find valuable information about the necessary next steps before you leave for your study abroad stay under the section [After arrival at the host university](#) (Po příjezdu na zahraniční univerzitu). Do not hesitate to study this in advance!

**Register yourself for your stay at the latest 30 days after your arrival in the country.**

### Registering

Please make sure that you register at the [Foreign Police registry after arrival](#). Your accommodator usually takes care of this but if not, you are obliged to register yourself for your stay at the latest 30 days after your arrival in the country. This takes place at the relevant Foreign Police inspectorate. You will need your passport and the Confirmation of your Erasmus+ stay issued by the CTU rectorate.

### Online Learning Agreement Changes

The procedure is the same, please see [Online Learning Agreement](#) chapter. You need to download the new OLA and submit it into the Mobility app. Then, contact the [FA Study Department](#) about updating your Comparison Arch (Srovnávací arch).

### Extending or Shortening your Stay

To prolong your stay please use the application form for [Extension of Erasmus+ Study period](#) (Vzor žádosti o prodloužení pobytu). To shorten your stay look at the application form for [Reduction of Erasmus+ Study period](#) (Vzor žádosti o zkrácení pobytu). In the both cases, this should be done only when necessary and you need to send the corresponding form to the [CTU International Office](#) with a copy to the [FA International Office](#) immediately! **If you leave your study abroad country without letting us know, you are breaking the Erasmus+ program rules.** And you may be fined by returning a part of the money, that was agreed in your Financial Agreement (Účastnická smlouva).

# 07

## BEFORE THE END OF YOUR STAY

It is not possible to conclude your stay without doing some more paperwork. Book an appointment with the International Office of your host university to have the following papers signed and/or issued.

**What is a must after your study stay is your Confirmation of Erasmus+ Study period.**

### Confirmation of Erasmus+ Study Period

Students are obliged to have the Confirmation form signed and stamped by the host university International Office and send it thereafter by e-mail to the [FA International Office](#). Within ten days after your arrival in Prague (or for that matter, ten days after the end of your stay) it is necessary to submit the Confirmation in person to the CTU International Office. **Please check, that the period of stay stated in the Confirmation corresponds to the period for which your Financial Agreement was issued.** If the documented period is shorter, the relevant share of the grant may have to be returned.

### Transcript of Records

Your Transcript of Records has to be issued, stamped and signed by your host university no later than 14 days after the end of your stay. It shows only courses that you chose to study

or added during the academic year, not courses that you decided to drop. After you obtain the Transcript, please contact the [FA Study Department](#) and arrange a meeting to close the semester you spent abroad and submit the stamped and signed Transcript into the [Mobility application](#). If you encounter any problems, please inform the [CTU International Office](#) as well as the [FA International Office](#). In the event that your Transcript is not issued by your host university, please use the general [Transcript of records](#) form, have it signed by the faculty Vice-dean for Study after your arrival to Prague and submit it through into the [Mobility application](#).

**The Transcript of Records has to comply with your Online Learning Agreement (or Learning Agreement changes).**

# 08

## AFTER YOUR ARRIVAL HOME

Not only before the end of your stay, but also shortly after, there is a lot of paperwork to fight through. You may feel overwhelmed by it but keep going! Once you are back in Prague, remember to hand the Confirmation of Erasmus+ Study Period to the [CTU International Office](#) in person! Please make an appointment by e-mail.

**Make notes, keep a diary and take photos during your stay, that you can use in order to simplify the writing of the Reports.**



### Reports

Within 14 days after your date of arrival you need to write two Reports about your study stay, one for the central Erasmus+ student's reports [NAEP database](#) and the other for the central EU Survey. **You will receive an e-mail with a username/password to log in and report into the [NAEP reports database](#).** Meanwhile, you may read other reports without logging in there. If you are an international student, you will submit the report in English. The Czech version is then submitted by the CTU rectorate, when necessary. **On the date corresponding to the end of your study stay you will be e-mailed a link and a username/password to log into the [EU Survey database](#).** The Reports are very useful as they help improve the overall performance of the Erasmus+ program and can be an amazing source of inspiration for us too!

### Recognition of Subjects

After you hand in your Transcript of Records to the [FA Study Department](#), they will issue and sign a Recognition of Subjects application (Žádost o uznání předmětů), which is a proof of recognition of your study abroad. You submit it into the [Mobility application](#). If you struggle, make an appointment at the FA Study Department in advance and explain whatever problem has occurred.

### Online Linguistic Support

Before and after the study abroad stay, students undergo language testing through the [Online Linguistic Support](#), which is a free online language learning platform designed for Erasmus+ participants. If you were already on language level C2 before departure, you are excluded from this language test.

#### THE SUMMARY OF DOCUMENTS AFTER YOUR ARRIVAL HOME

Document	To submit	In person
Reports	NAEP & EU SURVEY	
Recognition of subjects	Mobility app	FA Study department
Confirmation of Erasmus+ study stay	Mobility app	CTU rectorate
Transcript of Records	Mobility app	FA Study department
Language test after your arrival	Online Linguistic Support	

**Taking part in the Erasmus+ & Exchange posters exhibition is obligatory for all students, that have studied abroad in any exchange program during the previous academic year!**



### Erasmus+ & Exchange Posters Exhibition

**Around the end of August you will receive an e-mail with instructions and deadlines from the FA International Office to publicly exhibit your design studio projects for a week or two, in order to have them evaluated by a faculty teacher committee.** You will also receive a small questionnaire, that serves as an informal feedback for the Dean, with the first question and answer published next to your design studio project for other students to enjoy. The deadline for hand-in of the printed poster of your design studio project(s) to the

FA International Office is a week prior to the exhibition opening. This date can be found in [Academic Year Calendar](#) and is usually around mid-October. Sometimes volunteers may help you with installing your project, other times you have to install and reinstall it yourself.

Before the exhibition opens an information meeting for new prospective Erasmus+ & Exchange students usually takes place and short lively presentations of Erasmus+ & Exchange stays are given by the exhibiting students in order to pass on experiences to younger colleagues.

## ENCOURAGEMENT

We hope you will grasp firmly this exceptional opportunity and wish you the best!

It is not easy to find yourself in a foreign country out of the blue... It requires multitasking as well as concentration, not only because you have to get acquainted with a completely new school system, but also because you learn to live alone, in another country. You may suffer from a culture shock, miss friends and family, resolve unexpected situations, step outside your comfort zone. But remember: you are financially supported, and you have assistance during your whole stay; you are never alone!

There is no other excuse for not profiting from the opportunity of studying abroad, than your "nope". You can only be enriched by this experience, your language knowledge and skills will develop, your professional contacts will grow.

Join the  
*[Instagram](#) and follow [Facebook International students FA CTU in Prague](#) website!*

Enjoy your stay abroad!

FA CTU OUTGOING STUDENTS BOOKLET FOR ERASMUS+ & EXCHANGE STUDENTS

Editor: Irena Fialová / Text authors: Jarmila Vokounová, Irena Fialová / Graphic design and DTP: Alena Hyblerová / Photo authors: Jiří Ryszawy / Copyright: Faculty of Architecture CTU & photo authors. / Published by: Czech Technical University in Prague, Faculty of Architecture, International office Thákurova 9, 166 34 Prague 6, Czech Republic / [www.fa.cvut.cz/en](http://www.fa.cvut.cz/en). Published as a study material for the needs of FA CTU in 2020

Version 06/2022

The Faculty of Architecture is one of the eight faculties of the Czech Technical University in Prague, which has a more than three-hundred-year history as the oldest technical university in Central Europe. It offers three fields of study, covering everything from reshaping landscapes and public spaces to designing beautiful buildings, to learning to achieve perfection of detail as an industrial designer. It is a prestigious workplace where top-level research as well as theory and practise go hand-in-hand.

***ONLINE VERSION OF THE STUDY GUIDE***

