

Current information

Application procedure for nominated students from partner universities

Dear student,

thank you for choosing the Third Faculty of Medicine (3FM), Charles University. Please read carefully following instructions:

1. Students have to be *nominated* by the sending university: for a study stay <https://forms.office.com/e/wFx0KGKPk9> , for a traineeship <https://forms.office.com/e/Bw3wv0MMhL> . Nomination deadlines: for winter semester - April 15th, for summer semester - September 15th.
2. Students will *prepare a proposal of their study plans and discuss it* with Ms Bendova to avoid that their study plans are not realizable. Students coming for both semesters will prepare extra list of subjects for the winter semester and extra list for the summer semester. Study plans and timetables you can find below. **Students who will skip this step will be not accepted.**
3. Students with approved study plan will *create an application* (available from 1st March) on the website <http://www.cuni.cz/UKEN-145.html> ? <https://is.cuni.cz/webapps/erasmus/> **Study plan in the application is FINAL and binding.**
4. The application signed by the student and sending university has to be *send by scan or post* to Ms Bendova. Deadlines: for winter semester - May 15th, for summer semester - October 15th. **We strongly recommend to fulfil all steps ASAP - placements in the courses are limited and they are assigned „first come (fulfilled steps 1 - 4), first served (received placement in the course)“.**

After signing the application by 3FM will be the application given to the rectorate which will prepare and send acceptance package to the student. 3FM is not informed about the term of sending acceptance package to concrete student.

<u>Study plans</u> 1st - 5th year new accreditation (AVSEOB1) 6th year still former accreditation (AVSEOB)	C = subject finished by credit (no mark). C(+Ex) = subject with possibility to take exam (to receive mark). Students have to respect the study plans - it is not possible to arrange exams which are not in our study plans, to attend only a part of subject etc.
<u>Timetables</u>	1st, 2nd, 3rd, 4th, 6th year - same as 2024/2025. 5th year: new timetables
<u>Accommodation</u>	In case of interest tick „accommodation - yes“ in the Erasmus application. Responsible officer: erasmus@ruk.cuni.cz . 3FM is not responsible for accommodation process.
<u>Czech language course</u>	In case of interest write it to the application.
<u>Calendar of the academic year</u>	Term of the stay in WS: 26.9.2025 - 20.2.2026 , exception: students of Paediatrics II will start on 19.9.2025 Term of the stay in SS: 20.2.2026 - 3.7.2026 Applications which don't respect these terms will be refused (exceptions: traineeship in Medicine, students of Nursing, Physiotherapy, Dental Hygiene).
<u>Buddy system</u>	We mediate contact between incoming students and Czech students of 3FM - buddies (1 - 2 per incoming student). If you do not agree with providing your email address to Czech buddy, inform Ms Bendova ASAP.
<u>Insurance</u>	3FM doesn't provide insurance to incoming students. Students have to be insured by sending university or arrange the insurance by their own.

Required vaccination	hepatitis B, measles
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In case of any further questions do not hesitate to contact us: marika.bendova@lf3.cuni.cz

On behalf of the Erasmus+ office

MUDr. Jana Danova, Ph.D.

Mgr. Marika Bendova

After your arrival

Dear students,

after your arrival it is necessary to **meet me to sign the entrance documents**. Before winter semester we arrange collective meeting, before summer semester we have individual meetings.

Please note that all students of Charles University need **student card** of Charles University. From official beginning of your stay - see your application signed by us (not earlier - you will be not in the system) you can visit one of the card centres of CU: [Card centres](#) Please bring your ID card.

After having student card you can set access to internet (Eduroam): [Internet access](#)

While being at the practice in the hospital, use your ISIC as a name-badge (clip it on your T-shirt).

You can use it also as a annual pass for the public transport - it is necessary to have **valid ISIC** and the „stamp“ which you will buy in the sales office in metro. [Sales offices](#)

Best wishes

Marika Bendova

marika.bendova@lf3.cuni.cz

- [Arrival Sheet](#)
- [Information about Hostivar Hall of Residence](#)

Timetables meetings Newly arriving students

- 20.1. **14:00 Francesca P.**
- 3.2. **10:30 Covadonga**
- 17.2. 9:00, 9:30, **10:00 Anabel, 10:30 Henry**, 11:00, 13:30, **14:00 Sara, Annalia**, 14:30
- 18.2. 9:00, 9:30, 10:00, 10:30, 11:00
- 19.2. 9:00, 9:30, 10:00, 10:30, 11:00, 13:30, 14:00, 14:30
- 20.2. 9:00, 9:30, **10:00 Johanna, Lilly, 10:30 Cherry**, 11:00, **13:30 Hannah**, 14:00, 14:30
- 21.2. 9:00, 9:30, 10:00, **10:30 Barbara, 11:00 Megan, Emilia**, 13:30, 14:00
- 24.2. 9:00, **9:30 Zita, 10:00 Henriette, Julie**, 10:30, 11:00, 13:30, **14:00 Jan**, 14:30
- 25.2. 9:00, 9:30, 10:00, 10:30, 11:00
- 27.2. 9:00, 9:30, 10:00, 10:30, **11:00 Beatriz, Matilde**, 13:30, 14:00, **14:30 Ana, Johann**
- 28.2. **9:30 Alessia**
- 7.3. **11:00 Evelyn**