

## INSTRUCTIONS FOR EMBASSIES AND PARTNER INSTITUTIONS

Detailed information about the Summer Schools of Slavonic Studies (SSSS) and the application form are available on the website of the Ministry of Education, Youth and Sports (MEYS) <https://www.msmt.cz/eu-and-international-affairs/summer-schools-of-slavonic-studies-2024>.

The courses are designed for foreign students, specialists (teachers, translators, interpreters) and academics in the field of Czech studies and Slavonic studies, however, they are open to all those interested in the Czech language, literature, history, and culture.

**The participants must be over 18 years of age.**

- **Publication of the offer:** Information about the SSSS in the Czech Republic should be forwarded not only to the departments of Czech studies, Slavonic studies, and the whole academic community, but also to the general public. We welcome the publication of this information on the website of the embassy of the Czech Republic in the country where you operate.
- **Application form:** A unified application form is available on the above-mentioned website of the MEYS. The application is accompanied by a curriculum vitae in Czech or English (and an ID number for applicants from non-EU/EEA countries). The institutions receiving the application may require other documents (e.g., a letter of motivation, a language level certificate, etc.). Please pass the application form to applicants for scholarships, who fill it out and deliver it to the embassy or other institution in charge of the nomination of the candidates.

Before sending the applications, please check carefully that they are completed and that the applicant is at least 18 years of age. We kindly ask you to check whether the candidates have chosen a place offered to the country (e.g., if the country is offered places at Summer Schools in Olomouc and Brno, it is not possible to select Prague). Incorrect or incomplete candidate applications are automatically rejected and replaced by alternates.

- **Alternates:** In addition to the duly nominated scholarship candidates, we ask you to nominate up to twice as many alternates. In case some of the duly nominated candidates cannot attend the SSSS, the alternate candidates can fill their spot. The chance of placement is high every year. Please mark these applications by the letter "N".
- **List of candidates:** Please send a list of duly nominated candidates and alternates and their assigned summer schools, together with the application forms, providing the email addresses of the candidates for a more flexible communication.
- **Deadline:** Please send the nomination to the MEYS **no later than 31<sup>st</sup> March 2024** so that all applications can be processed in time and handed over to the organizing Summer Schools. To speed up communication it is possible to **send the applications electronically** to [Magdalena.VillatoroSladkova@msmt.cz](mailto:Magdalena.VillatoroSladkova@msmt.cz). They can be also mailed in printed form to the MEYS, Department of International relations and European Union.
- The MEYS **respects** your nomination, so no further selection process takes place after the applications have been received.
- During **May and June**, the organizing Summer Schools will contact the nominated applicants directly. Substitutes will be contacted on an ongoing basis whenever a position becomes available.

### **Excuse not to attend SSSS courses**

If one of the officially nominated and admitted SSSS participants is unable to attend the courses due to unforeseen reasons, he/she must immediately inform the Department of International Relations of the MEYS at e-mail address [Magdalena.VillatoroSladkova@msmt.cz](mailto:Magdalena.VillatoroSladkova@msmt.cz), as well as the relevant Summer School so that the alternate can be contacted immediately.

### **Participation in SSSS as a self-payer**

In addition to scholarships, there is the possibility to participate in SSSS courses as a so-called self-payer. Self-payers negotiate all requirements for admission to SSSS personally with the relevant organizing schools, not through the MEYS. Information on enrollment for individual courses is available on the websites of the respective organizing schools as well as on the websites of the MEYS.

**In case of doubt, please contact the Department of International Relations of the Ministry of Education, Youth and Sports at e-mail address [Magdalena.VillatoroSladkova@msmt.cz](mailto:Magdalena.VillatoroSladkova@msmt.cz) or the relevant organizing school.**