

CZ OLOMOUC01 Institutional Factsheet 2018/2019

1. Institutional Information

1.1. Institutional details

Name of the institution	Univerzita Palackého v Olomouci
Erasmus Code	CZ OLOMOUC01
EUC	46413-EPP-1-2014-1-CZ-EPPKA3-ECHE
Institution website	www.upol.cz
Website for Erasmus students	https://www.upol.cz/en/students/exchange-students/erasmus/
Online course catalogue	http://www.study.upol.cz

1.2. Main contacts

Contact person	Yvona Vyhnánková
Responsibility	Erasmus Institutional Coordinator
Contact details	Tel. : +420 585 631 041, yvona.vyhnankova@upol.cz

Contact person	Vladimíra Žlutířová
Responsibility	Outgoing students
Contact details	Tel. : +420 58 563 1062, vladimira.zlutirova@upol.cz

Contact person	Zuzana Hamdanieh
Responsibility	Incoming Students
Contact details	Tel. : +420 585 631 108, zuzana.hamdanieh@upol.cz

2. Detailed requirements and additional information

2.1. Recommended language skills

The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies		CS, EN, DE, ES	B2 (in exceptional cases upon agreement B1)
Staff Mobility for Teaching		CS, EN, DE, ES	C1

* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

For more details on the language of instruction recommendations, please refer to our course catalogue. For some subject areas (e.g. Sports) the language requirements may be different.

2.2. Additional requirements

- **Students must be nominated through PALACKÝ UNIVERSITY ERASMUS AND EXCHANGE PROGRAMMES ON-LINE NOMINATION AND APPLICATION SYSTEM (online nomination and application system).** The institutional coordinator and the person responsible for student mobility at a partner institution will receive information about the nomination procedure and access to the system every year on March 1 when the nomination period for the new academic year is always open. In case you have not received the information email with the access link, please contact the International Relations Office at iro@upol.cz and request it.
- As soon as the nomination is successfully submitted, each nominated students will receive unique access to on-line application.
- For information update/possible changes please follow our web at <http://www.upol.cz/en/students/exchange-students/erasmus/>
- In case of additional requirements in regard to academic, organizational or other aspects (e.g. students with special needs) please contact the incoming mobility coordinator: zuzana.hamdanieh@upol.cz
- Incoming students are allowed to take courses in other study fields but they are requested to take the majority of courses in the study area mentioned in this agreement.
- Students are offered a Czech language course throughout the semester.
- Academic staff interested in a teaching visit at UP should contact the relevant department.
- Non-academic staff members interested in spending a training week at UP should contact the Institutional coordinator (yvona.vyhnanekova@upol.cz). A proposal of the Mobility Agreement is also required.
- For information about provisions for students and staff with disabilities see: <http://www.upol.cz/en/skupiny/students/guide/students-with-special-needs/>

2.3. Calendar

2.3.1. Nomination Deadlines

- **Please note that Palacký University uses an on-line nomination an application system.** The institutional coordinator and the person responsible for student mobility at a partner institution will receive information about the nomination procedure and access to the system every year on March 1 when the nomination period for the new academic year is always open. In case you have not received the information email with the access link, please contact the International Relations Office at iro@upol.cz and request it.

Nominations and applications must reach our institution by:

Winter semester	June 15 (nomination) May 31 (application visa students) June 30 (application non-visa students)
Summer semester	October 31 (nomination, application visa students) November 15 (application non-visa students)

2.3.2. Decision Response

We will send our decision within **4-6 weeks** after the deadline for applications.

2.3.3. Transcripts of Records

A Transcript of Records will be issued no later than 4 weeks after the assessment period has finished at our institution.

3. Additional information

3.1. Grading system

Credit (R) awarded after fulfilling academic requirements at the end of each semester
Colloquium (R) exam, graded only "passed" or "failed"
Grades A – excellent
B – excellent minus
C – very good
D – very good minus

E – good

F – failed

The value of local credits corresponds to ECTS credits

More info: <http://www.studuj.upol.cz/en/why-palacky-university/>

3.2. Visa

Our institution will provide the visa support documents and assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. For updated information is recommended to contact the nearest Czech Embassy. In addition information on visa requirements is available and regularly updated on the website mentioned below.

Contact person	Zuzana Hamdanieh
Responsibility	Incoming Students
Contact details	Tel. : +420 585 631 108, zuzana.hamdanieh@upol.cz
Website	http://www.upol.cz/en/skupiny/students/guide/visa-travel/ https://www.mzv.cz/jnp/en/information_for_alien/index.html

3.3. Insurance

Our institution will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

International students/Non EU Citizens must arrange medical insurance for the whole period of their study stay at Palacký University. It is the responsibility of the students, he/she can either arrange it via home insurance company or via Czech insurance company after the arrival in the Czech Republic.

EU students are recommended to bring along the blue “European Health Insurance Card” (EHIC). The students should apply for the EHIC in their home country before departure.

Contact person	Zuzana Hamdanieh
Responsibility	Incoming Students
Contact details	Tel. : +420 585 631 108, fax : +420 585 631 140, zuzana.hamdanieh@upol.cz
Website	http://www.upol.cz/en/skupiny/students/guide/visa-travel/

3.4. Accommodation

Our institution will provide accommodation in UP dormitories for incoming students **upon their request stated in the online application**. Based on the submitted application, UP International Relations Office asks the UP Central Accommodation Office for reservation of places in the UP dormitories for incoming students, no additional paperwork/form is required from students. Shortly before arrival, accepted students are confirmed a particular place and address of the dormitory via e-mail.

For additional information please check the website below or contact the incoming student coordinator.

Contact person	Zuzana Hamdanieh
Responsibility	Incoming Students
Contact details	Tel. : +420 585 631 108, fax : +420 585 631 140, zuzana.hamdanieh@upol.cz
Website	https://www.upol.cz/en/students/exchange-students/erasmus