

How to arrange an extension of your study at UP Olomouc?

What to do first:

On the web of the International Relations Office (IRO) <https://www.upol.cz/en/students/exchange-students/erasmus/#c3499> - please download and fill in a form **EXTENSION OF ERASMUS+ STUDY PERIOD**. The document must be signed by your Palacký University Departmental/Faculty coordinator and by your home institution and delivered to IRO/ Zuzana Hamdanieh **by 15. 12. 2018 by e-mail or in person**. To meet the deadline, it is acceptable to submit the form signed only by the UP coordinator.

What to do next:

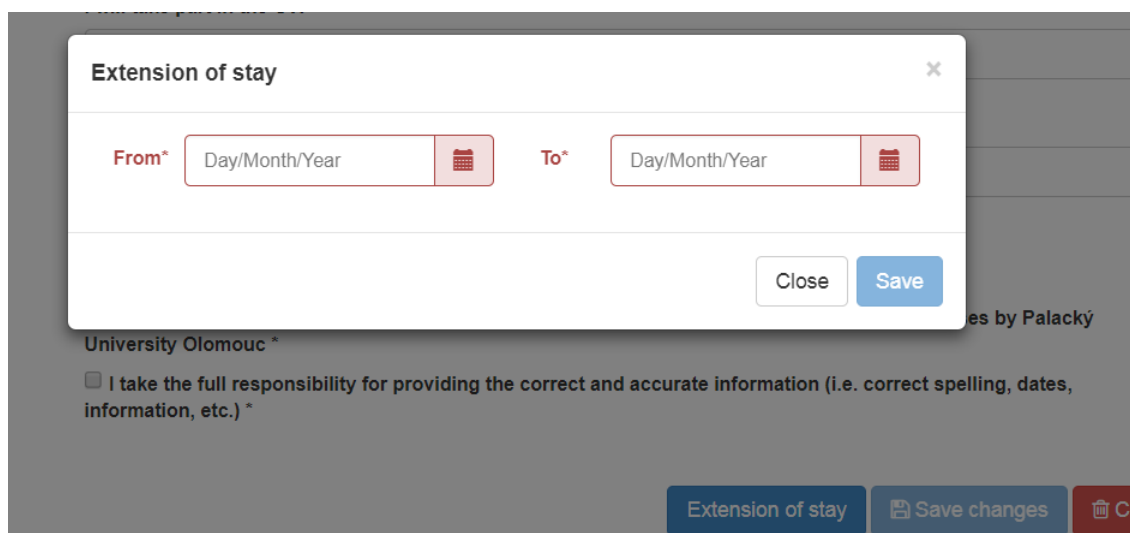
Steps to follow in the Online Application – **December 2018/January 2019:**

1. In your UP Online Application please mark in your request to extend your study period. A button “Extension of Stay” is now available in your online application, the “Application” section, completely down – see below:

- I acknowledge that Palacký University will process my personal data as it is stated in the following [document](#) *
- I take the full responsibility for providing the correct and accurate information (i.e. correct spelling, dates, information, etc.) *



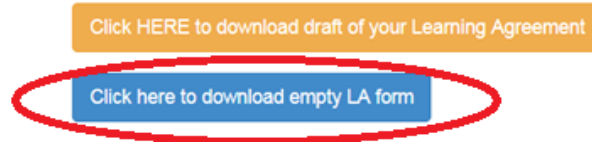
2. When you click on the button, you will be asked for the dates of your extension period:

A screenshot of the "Extension of stay" dialog box. The dialog has a title bar with "Extension of stay" and a close button (X). It contains two date input fields: "From*" and "To*", each with a placeholder "Day/Month/Year" and a calendar icon. At the bottom right of the dialog are "Close" and "Save" buttons. Below the dialog, the text "University Olomouc" and "I take the full responsibility for providing the correct and accurate information (i.e. correct spelling, dates, information, etc.) *" is visible. At the bottom of the page, the same three buttons from the previous image are shown: "Extension of stay", "Save changes", and "Cancel".

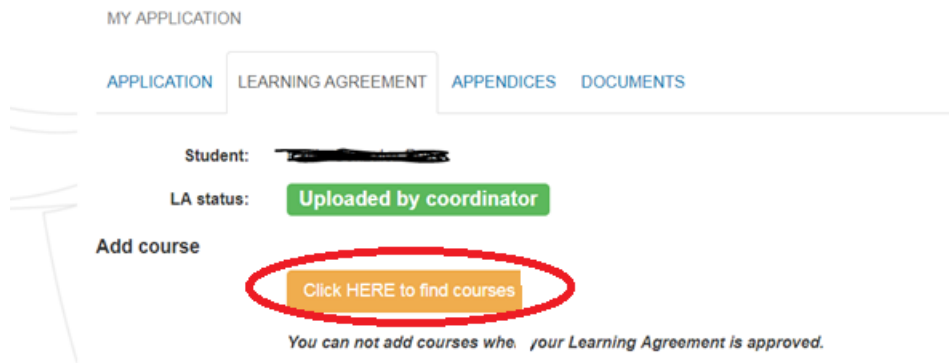
Please note that your stay can be extended by the end of June (30.06.2019), which is the end of the examination period. The system will not allow you to write in a later date.

- To prepare a new LA, download an empty form (see the picture below) in the “Learning Agreement” section, print it out and fill it in (or vice versa), please note that this time (compared to the process before arrival) your LA will not be pre-filled.

Learning Agreement



- You may need to look up the courses for the 2nd semester - “CLICK HERE TO FIND COURSES” button/link (see the picture below), decide which courses you want to enroll in and write their names and codes in the LA form.



- Then, please ask the UP departmental or faculty coordinator for a signature. Afterwards send a scan of the signed document to your home institution requesting a confirmation and return of the complete document that you finally upload into your online application.
- Upload a complete and signed LA document for the summer semester in the “LA” section.** Please name the document **LA_SUMMER**. If you now/later prepare the LA Changes, name the document **LA_SUMMER_CHANGES**. Always upload the document to the respective box – LA or LA Changes (see the picture below)

Learning Agreement CHANGES

Please upload signed Changes to the Original Learning Agreement

Drop files here to upload

File	Size	Uploaded
NEW Learning_agreement-16.docx	128.461 KB	10/23/2017

Learning Agreement

[Click HERE to download draft of your Learning Agreement](#)

[Click here to download empty LA form](#)

Drop files here to upload

File	Size	Uploa
NuevoDocumento 2017-06-23 (1).pdf	1451.692 KB	6/23/2
LA_compl.signed.pdf	1241.847 KB	6/23/2

7. Please note that your Learning Agreement for the summer semester should be uploaded in our system by **31. 1. 2019**, the sooner you have it there, the sooner we can confirm the extension of your stay and issue a new Letter of Acceptance which you will find in your online application - "Documents" section.

If you need more time to prepare your LA or you need your extension to be confirmed before your LA is complete i.e. signed by all three parties, let us know, serious reasons will be considered.

8. If you are a visa student you may need to prolong your visa/residence permit via **Department for Asylum and Migration Policy Olomouc (OAMP)**. As soon as possible (at least 3-4 weeks in advance) request an appointment date by contacting the International Relations Officer at your Faculty or Ms. Yvona Vyhnánková (UP International Relations Office, yvona.vyhnankova@upol.cz) and communicate the reason of your appointment together with your personal data (full name, passport number, date of birth, nationality)

It is always better to have a Czech speaker (your Czech buddy) with you at an OAMP appointment.

More information read on the web at: <https://www.upol.cz/en/students/guide/visa-travel/#c1819>

To receive an updated **Letter of Acceptance**, get in touch with **Mrs. Z. Hamdanieh (IRO)**. During the appointment at OAMP you will also need to show a proof of your accommodation. Contact the Accommodation Office and request your accommodation contract in the Czech language.