

## Notes:

- At the beginning of each term the student will plan his/her schedule of courses. The courses must be registered in this form and their enrolment must be approved by the individual lecturers. *Please, use original course title and code as listed in the course catalogue STAG.*
- **\*The deadline for submitting this enrolment form (EF) is 3 weeks** after the beginning of each semester. **The student submits the EF to the responsible person** (respective **faculty coordinator** – see the list below) for registering into the electronic study agenda (STAG).
- After completing the course requirements, the lecturer will put the grades/results in the EF (credit amount, examination grade).
- **The student must submit the hard copy of the EF to the responsible person (faculty coordinator) before he/she leaves Palacký University Olomouc (UP).**
- UP will send the official Transcript of Records (ToR) to the student's home institution and to the student at the e-mail addresses as noted in this EF only after all commitments between the student and UP (including Dormitories administration) have been settled up. Official ToR will also be available and accessed in the student's UP online application form after the end of the exchange stay.

\*There are differences in administration at UP faculties, please follow the instructions given by your faculty coordinator during the orientation week and semester.

## Palacký University Faculty Coordinators:

**Faculty of Arts:** Ms. Simona Černá – [simona.cerna@upol.cz](mailto:simona.cerna@upol.cz)

**Faculty of Medicine:** Ms. Petra Nakládalová – [petra.nakladalova@upol.cz](mailto:petra.nakladalova@upol.cz)

**Faculty of Health Sciences:** Ms. Irena Jedličková – [irena.jedlickova@upol.cz](mailto:irena.jedlickova@upol.cz)

**Faculty of Education:** Ms. Jana Dostálová – [jana.dostalova@upol.cz](mailto:jana.dostalova@upol.cz)

**Faculty of Science:** Ms. Dana Gronychová – [dana.gronychova@upol.cz](mailto:dana.gronychova@upol.cz)

**Faculty of Law:** Ms. Radana Kuncová – [radana.kuncova@upol.cz](mailto:radana.kuncova@upol.cz)

**Faculty of Physical Culture:** Ms. Jitka Martincová – [jitka.martincova@upol.cz](mailto:jitka.martincova@upol.cz)

**Faculty of Theology:** Ms. Petra Hubená – [petra.hubena@upol.cz](mailto:petra.hubena@upol.cz)

## Description of the UP grading system:

**Credit (R)** awarded after fulfilling academic requirements at the end of each term

**Colloquium (R)** exam, graded only “passed” or “failed” (no grade)

**Exam, grades** A – excellent

B – excellent minus

C – very good

D – very good minus

E – good

F – fail

Departure date

(filled by UP coordinator)

Signature/Stamp

The value of local credits corresponds to ECTS credits.



Palacký University  
Olomouc

## ERASMUS+ / EXCHANGE STUDENT ENROLMENT FORM Výkaz o studiu studenta krátkodobého pobytu

Name of the student/Jméno:

Date of birth/Datum narození:

Permanent address/Trvalé bydliště:

E-mail:

Home Institution/Vysílající instituce:

Home Institution address (to send Transcript of Records) /  
Adresa vysílající instituce (pro zaslání výpisu výsledků):

Name and email of the coordinator at the home institution /  
Jméno a email koordinátora na vysílající instituci:

Name/Jméno:

Academic year/Akademický rok:

Semester/Semestr:

Course code/ Kód kurzu	Course title and time / Název kurzu a čas konání	ECTS credits amount / Počet kreditů	Lecturer / Vyučující	Enrolment approval/ Podpis na začátku semestru	Grade/ Hodnocení	Date and signature/ Datum a podpis na konci semestru

More information on courses available at:

**FACULTY APPROVAL**

<http://study.upol.cz>

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

<https://www.upol.cz/en/students/exchange-students/courses/>

DATE: \_\_\_\_\_

STAMP: