

Final Documents/ Important Forms:

Please act based on the requirements and instructions of the respective UP Department/ Faculty.

Before departure the student must hand over a completely filled and confirmed **Enrolment Form** (so called “yellow card”) **if being used, to the Palacký University faculty coordinator**. The Enrolment Form is not an official document unless it is signed and stamped in order to show your home institution the grades you received in courses which are not officially graded here and thus the grade cannot appear in the official UP ToR.

The Official Transcript of Records (ToR) will be available within 4-6 weeks after the end of the study stay, in some cases earlier according to practices of the respective UP Faculty or upon student’s request. The official **ToR** will be uploaded in the student’s online application, “MY DOCUMENTS” section. You will be receiving an email notification. Your access to the online application **through the original link** will not be terminated at the end of the study stay, it remains functioning.

It is the student’s responsibility to deliver/forward the UP official ToR into the hands/e-mail box of the responsible officer at your home institution Should you need the hard copy to be sent by post, ask your UP Faculty coordinator, provide a complete post address; it is no more a common practice at UP Faculties to send the ToR by post to each student/institution, **it is done only upon request!**

Arrival/Departure Form (Confirmation of Mobility) will be confirmed in the International Relations Office, Křížkovského 8. In case the student has not been provided with an Arrival/Departure Confirmation Form by the home institution and it is not available on the home university website (please check it before you contact me), a letter of confirmation can be requested in the International Relations Office within the last week of your stay.

Please note that from Wednesday, December 18, 2019 I will be out of the office. In case of real emergency you can ask the Faculty coordinator to confirm your departure date form or you can send me and e-mail with a scan of the form and date of the departure from Olomouc, then early in January (after the Christmas and New Year’s season) I will send it back to you/your home institution as requested.

Zuzana Hamdanieh
Erasmus+ Incoming student Coordinator

***Faculty Coordinators:**

Philosophical Faculty: Ms.Simona Černá –simona.cerna@upol.cz

Faculty of Medicine: Ms.Petra Nakládalová– petra.nakladalova@upol.cz

Faculty of Health Sciences: Ms. Irena Jedličková – irena.jedlickova@upol.cz

Faculty of Education: Ms. Jana Dostálová – jana.dostalova@upol.cz

Faculty of Science: Ms. Dana Gronychová – dana.gronychova@upol.cz

Faculty of Law: Ms. Radana Kuncová – radana.kuncova@upol.cz

Faculty of Physical Culture: Ms. Jitka Martincová – tereza.kucerova@upol.cz

Faculty of Theology: Ms. Petra Hubená – petra.hubena@upol.cz

The list of faculty coordinators is also in the **enrolment/yellow form, if you use it.**