

Erasmus+ Prospective Students

Application Procedure and Before Arrival - academic year 2016/2017

- important notes before you start
- application deadlines and academic calendar
- nomination, application forms, application process, visa students
- course offer /information (catalogue, registration)
- accommodation
- language courses /Czech for Foreigners
- health insurance
- buddy system
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Contact e-mail address for Erasmus+ exchange students

Zuzana.hamdanieh@upol.cz

Website for exchange-related information

<http://www.upol.cz/en/menu/erasmus-exchange/erasmus/>

Course Offer

Course Catalogue

<https://edis.upol.cz/cc>

Websites of Respective Departments

<http://www.upol.cz/en/>

Important notes

1. Please differentiate in your Learning Agreement:

Contact person = administrative staff member = e.g. Mgr. Zuzana Hamdanieh

Responsible person = academic staff member = a person competent to evaluate a study plan/course choice = particular departmental coordinator/teacher or assigned faculty coordinator

2. Students should use an **e-mail addresses** which will enable us to identify the senders easily (personal name as a part of the e-mail address is the best). Please note as well that we have occasionally experienced problems when addressing students at hotmail, if this is your case, send us also an alternative e-mail address).
 - ✓ Mary.smith@gmail.com (O.K.)
 - ✓ Mary.smith@hotmail.com (O.K, just add an alternative e-mail address)

Barbie1@yahoo.com (no)
scarymovie@gmail.com (no)
princessofthenight@hotmail.com (no)

Application deadlines

Academic year and winter semester: **May 31**

Summer semester: **October 31**

A complete application must include the requested documents (see below). If you send your application incomplete, and you do not inform us about reasons prior to the deadline, you may not be considered for admission and accommodation.

Academic calendar 2016/2017

Arrival at the dormitories	September 10 - 11, 2016
Orientation week for the winter semester	September 12 - September 16, 2016
Winter semester (beginning of classes)	September 19, 2016*
Winter semester (ending of classes)	December 16, 2016*
Christmas break	December 17, 2016- January 3, 2017
Examination period beginning*	January 2, 2017
Examination period ending	February 10, 2017
Orientation week for the summer semester	February 6 – February 10, 2017
Summer semester (beginning of classes)	February 13, 2017*
Summer semester (ending of classes)	May 12, 2017
Palacký University Olomouc Academic week	February 20 - 26, 2017
Sports Day	May 10, 2017
Examination period beginning *	May 15, 2017
Examination period ending	June 30, 2017 (September 4, 2017 at the latest)

- **Winter semester at the Faculty of Medicine and Faculty of Health Sciences starts on September 12, 2016 and ends on January 6, 2017.**
- **Summer Semester at the Faculty of Medicine and Faculty of Health Sciences starts on February 13, 2017 and ends on May 26, 2017.**
- With approval from respective departments students can take examinations also before the official examination period.

Nomination and application procedure

- Exchange students should first get approval from their home university for their planned study exchange stay. All applicants to UP Olomouc must be officially nominated within a valid agreement of cooperation by their home university that sends an official e-mail to the UP incoming student coordinator – zuzana.hamdanieh@upol.cz
- Based on the nomination, the nominated student receives further information and instructions.

PLEASE NOTE THAT NOMINATION IS NOT EQUAL TO ADMISSION.

- Application documents should be directed to the International Relations Office. Send your application forms **preferably by e-mail** to:

zuzana.hamdanieh@upol.cz (Incoming Student Coordinator)

or by post to:

International Relations Office
Palacký University
Křížkovského 8
771 47 Olomouc
Czech Republic

Deadline for the winter semester and whole academic year: **May 31**

Deadline for the summer semester: **October 31**

A note:

If for serious reasons you do not have enough time to deliver your application documents by the deadline (May 31 or October 31), inform the incoming student coordinator.

Application Forms Check List:

<http://www.upol.cz/en/menu/erasmus-exchange/docs-forms/>

Student Application Documents:

(To proceed your application file we need your Learning Agreement in the first place!)

- ✓ **ECTS Learning Agreement** (required by deadline, should be sent together with Application)
- ✓ **Application Form**
- ✓ **Accommodation Request Form** (required by deadline)
- ✓ **Orientation Week and Survival Czech Registration Form** (required before arrival)
- ✓ **Copy of a European Health Insurance Card (EHIC)** valid for the period of a study stay at Palacký University (if not available during the application process, it can be delivered after the arrival)
- ✓ **Medical Form** (only required from **Medical and Health Sciences students**)
- ✓ **Copy / scan of a valid passport** (the page with personal data and photo)- **only required from students outside EU countries**, not expiring within 6 months
- ✓ English language proficiency should be stated in the Learning Agreement Form/Section before the mobility/Language competence of the student*

***Please note: Palacký University requires the minimum level stated in the bilateral agreement. If students do not meet the required level, they should submit a proof of their English language competence along with their application forms.**

Nominated students can use the language assessment done before mobility within OLS (online linguistic support – see more at: <http://erasmusplusols.eu/assessment-test/> or use any other official score report/assessment to prove their English language competence.

- When the International Relations Office of Palacký University (IRO) receives the application file, the documents are checked and **the Learning Agreement is forwarded to the relevant department** for assessment. After receiving the assessment response from the department, the admission procedure can be finalized.

Please note: *The departmental coordinators/Responsible Person must check and confirm the student's study plan (LA). In case the choice of courses in the LA is not available, the Learning Agreement cannot be confirmed and the student is informed about changes required.*

- **International Relations Office issues and sends a Letter of Acceptance to an exchange student's home university** based on a confirmed Learning Agreement. For practical reasons and to speed up the process we send the documents as scanned copies via e-mail to the home university coordinator and in a copy to a student, then if requested, the documents are sent by regular post, or left at Palacký University and **after arrival handed over to the students upon their request in the International Relations Office.**

- Students should understand that the administration process takes some time and that there are tens of students applying, however the visa students are administrated with priority.

- **Visa students** are encouraged to contact the nearest Czech Embassy/Consulate and collect the latest information on the visa process as soon as they are nominated.*

**Please note: Questions related to the rules and procedures for student visa and residence permit must be directed to the Czech Embassy or Consulate. It is highly recommended to apply for the visa early because the whole process takes officially two months, unofficially it can be even more.*

To prepare the visa support documents we need:

- your name
 - date of your birth
 - name of the city in which you will submit your visa application (e.g. Istanbul, Ankara ...)
(We need to address the documents to the respective Czech Embassy/Consulate)
 - copy of your passport
(The page with your photo or at least number of your valid passport which you will use for travelling.
In case you do not have a valid passport or you plan to arrange a new one, let us know, do not send the number of the document you will not use for travelling into the Czech Republic, apply for the passport immediately when you decide to go for an Erasmus+ stay.)
 - study major at your home institution and **a name of the Palacký University department in case it differs from your student major)**
 - complete address for sending the hard copies of the documents by post as you will need them at the visa interview.
(name of the coordinator and address of his office - street name + street number, zip code of the city)
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- **Letter of Acceptance** is issued in accordance with the UP academic calendar and it is also considering the dates written in the application and accommodation request form. **Please note that the acceptance dates are not obligatory for Palacký University in terms of the final confirmation issued at the end of the student's study stay at Palacký University** – the student can leave Palacký University earlier or later than stated in the letter of acceptance - a day of the departure will be confirmed at the end of the study stay, not the date stated in the letter of acceptance. The difference in dates (acceptance letter x departure date confirmation) can influence

the amount of the scholarship. Please be aware of this and be well informed about the scholarship rules at your home institution in advance.

- **In July/January the International Relations Office (IRO) sends a reminder for online registration to the student's e-mail address.** Only accepted students are requested to fill in an online registration. After filling in the personal data, the system creates a personal password which a student needs for a repeated access to the online registration (adding or changing data there). **REMEMBER OR WRITE DOWN YOUR PERSONAL PASSWORD**, you will need it after your arrival and during your stay at Palacký University and in dorms.

Course information

Please check at: www.upol.cz/en → faculties → departments

www.upol.cz/en → studying → course catalogue

<https://edis.upol.cz/cc> - EDIS is a course catalogue providing a list and information on all courses available at Palacký University. Please pay attention to the language of instruction when choosing courses, note that there are courses instructed in English, but majority is taught in Czech language. See also a presentation on the courses catalogue on our web (**EDIS courses catalogue – presentation/instructions**)

Students are encouraged to view information on the web of the respective department, contact the departmental coordinator who will be able to advise you on your study plan / selection of courses. Contacts for the departmental coordinators can also be requested from the Incoming Student Coordinator (zuzana.hamdanieh@upol.cz) or it is available:

<http://www.upol.cz/en/menu/erasmus-exchange/erasmus/>

- **Number of credits required:** Palacký University minimum requirement is **15 ECTS** per semester (**usual load is 30 ECTS per semester**). However, when preparing a learning agreement, the student should also consider the number of ECTS required by his/her home university.
- **Language of instruction:** The main language of instruction at Palacký University is Czech, only a limited number of courses is instructed in English or in other foreign languages.
- **Courses instructed in English:** Always check in advance with your UP departmental coordinator if the course of your choice is available in English.
- **Registration of courses after arrival:** A final choice of your **courses must be registered online** in the Palacký University Information System (**so called STAG = STUDENT AGENDA**) by a certain deadline about which the students are informed during the orientation week (usually the deadline is end of September for the Winter semester and end of February for the Summer semester). At the same time a **paper registration**

is required, too. After the arrival, in the International Relations Office, each student receives an **Exchange Student Enrolment Form** (paper registration document - so called “yellow card”) in which the final choice of courses should be listed. **The filled form** must be delivered to a Faculty Coordinator* who will check the registration of the chosen courses in the STAG and in case of need make a change of the registration in the system or do the registration of courses on behalf of an exchange student.

*A list of Faculty Coordinators will be provided after arrival along with the Exchange Student Enrolment Form (yellow card) and updated information on registration of courses valid for the current semester.

Accommodation

Accommodation request form is available at:

<http://www.upol.cz/en/menu/erasmus-exchange/docs-forms/>

Palacký University offers accommodation in the university dormitories for all incoming exchange students. Reservation of a place is automatically done based on the received request form, please note, that **no letter of confirmation is sent back to the incoming student, 2-3 weeks before the orientation week the name and address of the dormitory is sent to an incoming student by e-mail.**

- The accommodation request form must be delivered to the International Relations Office - e-mail: zuzana.hamdanieh@upol.cz
- Single rooms are assigned on a „first come, first served“ basis, the exception is a student with serious health reasons
- The request does not justify a legal claim for receiving a room in the Palacký University Dormitories
- Students who do not need or want to stay in university dorms are requested to **inform the International Relations Office about their private accommodation arrangements including a contact address as soon as possible.**

Estimated cost of accommodation: 92 – 114 CZK (approx. 4-5 €) per night/person

1500 CZK (approx. 60 €) refundable deposit paid after arrival

Students staying in dorms are obliged to respect the accommodation contract signed after their arrival. Please read the contract well and be aware of the conditions and deadlines for possible changes you may later decide about e.g. change of contract dates/date of your departure etc.

Please note:

The International Relations Office makes arrangements for accommodation in the University dorms. No official letter of confirmation is being sent to a student to confirm the arranged accommodation, the reservation is automatically done based on the request form, the students will be informed about the address and name of the dormitory via e-mail before their arrival.

Czech for Foreigners - language courses

Survival Czech - a week course for real beginners during the orientation week - pre-arrival registration required

Registration form available at:

<http://www.upol.cz/en/menu/erasmus-exchange/docs-forms/>

Czech for Foreigners - a semester course granted with ECTS credits, registration after arrival, online placement test required to attend intermediate and advanced level course.

Please note: For more information you can visit www.kb.upol.cz or Czech for Foreigners' coordinator e-mail: darina.hradilova@upol.cz

Health Insurance

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

International students/ non EU citizens must arrange complex medical insurance for the whole period of their study stay at Palacký University, covering medical assistance and treatment, hospitalization and repatriation, before coming to the Czech Republic.

It is the responsibility of each student to have his/her health insurance arranged for the entire time of their stay in the Czech Republic.

Buddy System

ESN UP = Erasmus Student Network University Palacký
www.esnup.upol.cz

For a buddy and mail list information on leisure time activities please register at:

<http://upol.mysection.cz/register/international>

Incoming students can ask for assistance upon their arrival in Olomouc, but please note that **it is not possible** to ask for assistance in Prague or in other Czech cities.

Orientation Week

It always takes place a week before the official beginning of semester/classes. Majority of participants are Erasmus students. It includes sightseeing, tours, lectures, basic academic orientation, parties with Czech students, a trip etc. The language of instruction is English.
[Pre-arrival registration is required.](#)

Registration form available at:

<http://www.upol.cz/en/menu/erasmus-exchange/docs-forms/>