



## Institutional Factsheet 2022/2023



### 1. Institutional Information

#### 1.1. Institutional details

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

#### 1.2. Main contacts

|                 |   |
|-----------------|---|
| Contact person  | Yvona Vyhnánková  |
| Responsibility  | <b>Erasmus Institutional Coordinator</b>  |
| Contact details | Tel. : +420 585 631 041, <a href="mailto:yvona.vyhnankova@upol.cz">yvona.vyhnankova@upol.cz</a> |

|                 |   |
|-----------------|---|
| Contact person  | Vladimíra Žlutířová   |
| Responsibility  | <b>Erasmus KA103 Outgoing students</b>  |
| Contact details | Tel. : +420 585 631 062, <a href="mailto:vladimira.zlutirova@upol.cz">vladimira.zlutirova@upol.cz</a> |

|                 |   |
|-----------------|---|
| Contact person  | Veronika Hešlarová  |
| Responsibility  | <b>Erasmus KA103 Outgoing students</b>  |
| Contact details | Tel. : +420 585 631 136, <a href="mailto:veronika.heslarova@upol.cz">veronika.heslarova@upol.cz</a> |

|                 |   |
|-----------------|---|
| Contact person  | Tereza Zapletalová  |
| Responsibility  | <b>Erasmus KA103 Outgoing Students</b> (only nominations)   |
| Contact details | Tel. : +420 585 631 259, <a href="mailto:tereza.zapletalova01@upol.cz">tereza.zapletalova01@upol.cz</a> |

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|-----------------|---|
| Contact person  | Zuzana Hamdanieh  |
| Responsibility  | <b>Erasmus KA103 Incoming Students</b>  |
| Contact details | Tel. : +420 585 631 108, <a href="mailto:zuzana.hamdanieh@upol.cz">zuzana.hamdanieh@upol.cz</a> |

|                        |  |
|------------------------|--|
| <b>Contact person</b>  | Eva Ohnisková  |
| <b>Responsibility</b>  | <b>Erasmus KA107 Outgoing and Incoming Students</b> (Belarus, Bhutan, Bosnia and Herzegovina, Canada, Cape Verde, Colombia, Dominican Republic, Georgia, Indonesia, Iran, Israel, Kazakhstan, Montenegro, Morocco, Mozambique, Nepal, Russia, South Africa, Ukraine, Zambia) |
| <b>Contact details</b> | Tel. : +420 585 631 085, <a href="mailto:eva.ohniskova@upol.cz">eva.ohniskova@upol.cz</a>  |

|                        |   |
|------------------------|---|
| <b>Contact person</b>  | Štěpánka Přidalová  |
| <b>Responsibility</b>  | <b>Non-EU Incoming Students and Cooperation Agreements</b>  |
| <b>Contact details</b> | Tel. : +420 585 631 183, <a href="mailto:stepanka.pridalova@upol.cz">stepanka.pridalova@upol.cz</a> |

## 2. 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             | <b>B2 (in exceptional cases upon agreement B1)</b> |
| Staff Mobility for Teaching  |              | CS, EN, DE, ES             | <b>C1</b>  |

\* 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. Guidelines

- **Students must be nominated through PALACKÝ UNIVERSITY ERASMUS+ AND EXCHANGE PROGRAMMES ONLINE 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 from the email address [noreply\\_mobility@upol.cz](mailto:noreply_mobility@upol.cz) information about the nomination procedure and access to the system every year in March when the nomination period for the new academic year is always open. In case the information email with the access link was not received, please contact the International Relations Office at [iro@upol.cz](mailto:iro@upol.cz).
- As soon as the nomination is successfully submitted, each nominated student 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 respective incoming mobility coordinator.
- 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 the inter-institutional 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](mailto: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 and Application Deadlines

**Palacký University Olomouc uses an on-line nomination and application system.** No additional information / paperwork is required via email or post. See the guidelines 2.2. above or UP web.

Nominations and applications must reach our institution by:

| NOMINATION DEADLINES |  |
|----------------------|--|
| Winter semester      | <b>May 15</b> (visa students)<br><b>May 31</b> (non-visa students)         |
| Summer semester      | <b>October 15</b> (visa students)<br><b>October 31</b> (non-visa students) |

| APPLICATION DEADLINES |   |
|-----------------------|---|
| Winter semester       | <b>May 31</b> (visa students)<br><b>June 15</b> (non-visa students)         |
| Summer semester       | <b>October 31</b> (visa students)<br><b>November 15</b> (non-visa students) |

### 2.3.2. Decision Response

Successful students will receive the letter of the acceptance within **4-6 weeks** after the deadline for applications via email.

### 2.3.3. Arrival Dates and Orientation

The students should plan their arrival for the weekend preceding the beginning of the orientation week or according to the official beginning of classes at a respected UP Faculty e.g. students of health sciences or medicine may start a week earlier. For more information see: <https://www.upol.cz/en/students/exchange-students/academic-calendar-organization-of-study/>

All students are expected to attend the Orientation programme. Dates and details of the Orientation Week are confirmed by email once the students have been accepted.

### 2.3.4. Transcripts of Records

A Transcript of Records will be issued no later than 6 weeks after the assessment period has finished at our institution. The student is receiving a notification email with a link to access the document.

## 3. Academic information

### 3.1. Course Catalogue

Erasmus and Bilateral Agreement Exchange students are offered subjects/courses within the subject area they are admitted into, according to the Agreement signed between the institutions. In the course catalogue the available courses have a note „the course is available to a short term student“. Students should always check the language of instruction when selecting a subject/course!

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

### 3.2. Number of courses/credits per semester

Normal workload is 30 ECTS per semester.

Erasmus International Credit mobility (KA107) students are required to take min 20 ECTS per semester, minimum load for other exchange students and Erasmus (KA103) is 15 ECTS.

1 course is worth 3 – 6 ECTS

### 3.3. Grading system

**Credit (R)** - awarded after fulfilling academic requirements at the end of each semester, no grade.

**Colloquium (R)** - exam, graded only “passed” or “failed”, a percent evaluation of student's academic performance can be requested from the teacher, a conversion table available in the ToR can be used to set up a grade if necessary.

**Exam graded:**

- A – excellent
- B – very good
- C – good
- D – satisfactory
- E – sufficient
- F – failed

The value of local credits corresponds to ECTS credits.

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

## 4. Additional Information

### 4.1. Visa

Palacký University Olomouc will provide 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.

**Visa students may need 2-3 months to arrange a Czech visa. Students should request an embassy appointment as soon as Palacký University Olomouc confirms sending the visa docs to the student by post. Originals of the visa support documents must be handed over in person during the embassy appointment.**

|                 |  |
|-----------------|--|
| Contact person  | Coordinator of the particular programme – see above  |
| Responsibility  | Incoming Students  |
| Contact details | Coordinator of the particular programme – see above  |
| Website         | <a href="http://www.upol.cz/en/skupiny/students/guide/visa-travel/">http://www.upol.cz/en/skupiny/students/guide/visa-travel/</a><br><a href="https://www.mzv.cz/jnp/en/information_for_alien/index.html">https://www.mzv.cz/jnp/en/information_for_alien/index.html</a> |

### 4.2. Insurance

Palacký University Olomouc 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 comprehensive medical insurance for the whole period of their study stay at Palacký University exclusively by the VZP Insurance Company, Inc. Comprehensive health care with Pojišťovna VZP, a.s. – can be arranged online on this website - <https://www.pvzp.cz/en/products/foreigners-medical-insurance/foreigners-comprehensive-medical-insurance-plus/>

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

|                 |   |
|-----------------|---|
| Contact person  | Coordinator of the particular programme – see above   |
| Responsibility  | Incoming Students   |
| Contact details | Coordinator of the particular programme – see above   |
| Website         | <a href="http://www.upol.cz/en/skupiny/students/guide/visa-travel/">http://www.upol.cz/en/skupiny/students/guide/visa-travel/</a> |

### 4.3. 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  | Coordinator of the particular programme – see above   |
| Responsibility  | Incoming Students   |
| Contact details | Coordinator of the particular programme – see above   |
| Website         | <a href="https://skm.upol.cz/en/accommodation/for-international-students/">https://skm.upol.cz/en/accommodation/for-international-students/</a> |

### 4.4. National Holidays

September 28  
October 28  
November 17  
Christmas: December 24 – January 1  
Easter  
May 1 and 8

If interested to establish international cooperation (a new cooperation agreement outside the Erasmus framework) with Palacký University Olomouc please contact us at [iro@upol.cz](mailto:iro@upol.cz).