

Institutional Factsheet 2023/2024



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	www.upol.cz/en
Website for Exchange students	www.international.upol.cz/en/exchange-programmes/im-an-exchange-student/
Online course catalogue	www.study.upol.cz
EWP (Erasmus+ KA131)	Connected from October 2022 (in-house system IS/STAG)

1.2. Main contacts

Contact person	Yvona Vyhnánková
Responsibility	Erasmus Institutional Coordinator
Contact details	Tel.: +420 585 631 041, yvona.vyhnankova@upol.cz

Contact person	Vladimíra Žlutířová
Responsibility	Erasmus KA131, Outgoing students
Contact details	Tel.: +420 585 631 062, vladimira.zlutirova@upol.cz

Contact person	Jan Kratochvíla
Responsibility	Erasmus KA131, Outgoing students
Contact details	Tel.: +420 585 631 136, jan.kratochvila@upol.cz

Contact person	Zuzana Hamdanieh
Responsibility	Erasmus KA131, Incoming Students
Contact details	Tel.: +420 858 631 108, zuzana.hamdanieh@upol.cz

Contact person	Barbora Kolčavová
Responsibility	Erasmus KA171 (ICM), Outgoing and Incoming Students
Contact details	Tel.: +420 585 631 085, mailto:barbora.kolcavova@upol.cz

Contact person	Anna Přílučiková
Responsibility	Non-EU Incoming Students and Cooperation Agreements
Contact details	Tel.: +420 585 631 183, anna.prilucikova@upol.cz

Contact person	Marek Sekanina
Responsibility	Aurora, Incoming and Outgoing Students
Contact details	Tel.: +420 730 199 422, marek.sekanina@upol.cz

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.

Students choosing any courses offered by the Department of English and American Studies (KAA) must submit an international certificate of language proficiency (e.g. TOEFL, Cambridge, other certificates to be approved by the KAA department coordinator).

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies		CS, EN, DE, ES	B2 (in exceptional cases upon agreement B1)
Staff Mobility for Teaching		CS, EN, DE, ES	C1

* Level according to Common European Framework of Reference for Languages (CEFR), see www.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 ONLINE MOBILITY 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 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 Office for Mobility at 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 www.international.upol.cz/en/exchange-programmes/im-an-exchange-student/news-general-information/
- 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.**
- **Erasmus students (KA131) can submit their LA digitally via EWP or still traditionally as a scanned copy in case the partner institution has not started to use EWP.**
- **List of coordinators responsible for signing LA is available at this link:** <https://international.upol.cz/en/exchange-programmes/im-an-exchange-student/news-general-information/#c69001>
- 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.vyhnankova@upol.cz). A proposal of the Mobility Agreement is also required.
- For information about provisions for students and staff with disabilities see: www.upol.cz/en/welcome-office/health-well-being

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	May 15 (visa students) May 31 (non-visa students)
Summer semester	October 15 (visa students) October 31 (non-visa students)

APPLICATION DEADLINES	
Winter semester	May 31 (visa students) June 15 (non-visa students)
Summer semester	October 31 (visa students) November 15 (non-visa students)

2.3.2. Decision Response

- Successful students should receive the Letter of Acceptance within five weeks after the application deadline via email. An approved LA is a condition for acceptance.

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: www.international.upol.cz/en/exchange-programmes/im-an-exchange-student/news-general-information/#c69000.
- 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 5 weeks after the assessment period has finished at our institution. The student will download it in the UP IS/STAG Portal ECTS/Arrivals. If a hard copy is needed, the student has to contact the respective UP Faculty coordinator.

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!
- www.stag.upol.cz/ects/ or www.international.upol.cz/en/exchange-programmes/im-an-exchange-student/news-general-information/#c69007

3.2. Number of courses/credits per semester

- Normal workload is 30 ECTS per semester.
- Erasmus International Credit mobility (KA171) students are required to take min 20 ECTS per semester, minimum load for other exchange students and Erasmus (KA131) is 15 ECTS with exception of the students coming to the Faculty of Arts where the required number is 20 ECTS for all exchange students.
- 1 course is worth 2 – 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: 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	www.upol.cz/en/welcome-office/visa-residence-permit/students/ www.mzv.cz/jnp/en/information_for_alien/index.html

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: 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	www.upol.cz/en/welcome-office/health-well-being/#c66924/

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 Office for Mobility 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	www.skm.upol.cz/en/accommodation/for-international-students/

4.4. National Holidays

- September 28
- October 28
- November 17
- Christmas: December 24 – January 1
- Easter: March 29 – April 1
- 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.