

Factsheet of the Faculty of Arts

PALACKÝ UNIVERSITY in OLOMOUC

1. Information

1.1. Details of the Faculty of Arts

Name of the institution	Palacký University in Olomouc
Name of the faculty	Faculty of Arts
Website	https://www.ff.upol.cz/en/
Website for Exchange students	https://www.ff.upol.cz/en/study/exchange-programmes/
Online / course catalogue	https://stag.upol.cz/portal - Browse IS/STAG or https://www.ff.upol.cz/en/study/exchange-programmes/

1.2. Main contacts

Contact person	Pavína Flajšarová
Responsibility	Vice-dean for International Relations
Contact details	Tel. : +420 585 633 132, pavlina.flajsarova@upol.cz

Contact person	Simona Černá
Responsibility	incoming students and academic staff
Contact details	Tel. : +420 585 633 3496, simona.cerna@upol.cz

Contact person	Jana Hořáková
Responsibility	outgoing students and academic staff
Contact details	Tel. : +420 585 633 014, j.horakova@upol.cz

2. Detailed 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	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	CS, EN, DE, ES, FR, RU	B2
Staff Mobility for Teaching	CS, EN, DE, ES, FR, RU	C1

* 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 the language requirements may be different.

2.2. Additional requirements

- Students are nominated via e-mail. The person responsible for student mobilities will receive information about the nomination procedure and access to the system at least three months before the deadline.
- As soon as the nomination is successfully submitted, nominated students will receive unique access to on-line application.
- In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the student 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 their Application form.
- Students are offered a Czech language course throughout the semester.
- Academic staff interested in a teaching visit at UP should contact the relevant department or International Office.
- 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 Deadlines

Please note that nominations and applications must reach our institution by:

Winter semester (or the whole AY)	May 31 (application visa students) June 30 (application non-visa students)
Summer semester	October 31 (nomination, application visa students) November 15 (application non-visa students)

2.3.2. Decision Response

We will send our decision within 4-6 weeks after the deadline for applications.

2.3.3. Transcripts of Records

A Transcript of Records will be issued no later than 4 weeks after the assessment period has finished at our institution

3. Additional information

3.1. Grading system

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

Colloquium (R) exam, graded only "passed" or "failed"

Grades A – excellent

B – excellent minus

C – very good

D – very good minus

E – good

F – failed

The value of local credits corresponds to ECTS credits

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

3.2. Visa

Our institution will provide assistance and required visa documentation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

Website	http://www.upol.cz/en/skupiny/students/guide/visa-travel/
----------------	---

For additional information please contact the relevant mobility coordinator.

3.3. Insurance

Our institution will provide assistance in obtaining insurance for incoming students/staff, according to the requirements of the Erasmus Charter for Higher Education.

International students/Non EU Citizens must arrange health insurance for the whole period of their study stay at Palacký University. It is recommended to buy the insurance online prior to their arrival in the Czech Republic.

Website	http://www.upol.cz/en/skupiny/students/guide/visa-travel/
----------------	---

For additional information please contact the relevant mobility coordinator.

3.4. Housing

Our institution will provide accommodation in UP dormitories for incoming students upon their request stated in the online application form. Based on the submitted application form 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 provided with the confirmation of a particular place and address of the dormitory via e-mail.

Website	https://www.upol.cz/en/students/exchange-students/erasmus
----------------	---

For additional information please contact the relevant mobility coordinator.