

Annex to Erasmus+ Inter-Institutional Agreement

Institutional Factsheet

1. Institutional Information

1.1. Institutional details

Name of the institution	Univerzita Palackého v Olomouci
Erasmus Code	CZ OLOMOUC01
EUC	46413-LA-1-2014-1-CZ-E4AKA1-ECHE
Institution website	www.upol.cz
Online course catalogue	http://www.upol.cz/en/groups/ects/v-menu/course-catalogue/

1.2. Main contacts

Contact person	Yvona Vyhnánková
Responsibility	Erasmus Institutional Coordinator
Contact details	Tel. : +420 585 631 041, fax : +420 585 631 140, yvona.vyhnankova@upol.cz

Contact person	Simona Černá
Responsibility	Outgoing students
Contact details	Tel. : +420 585 631 136, fax : +420 585 631 140, simona.cerna@upol.cz

Contact person	Zuzana Hamdanieh
Responsibility	Incoming Students
Contact details	Tel. : +420 585 631 108, fax : +420 585 631 140, zuzana.hamdanieh@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	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies		CS, EN, DE	B2
Staff Mobility for Teaching		CS, EN, DE	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.

2.2. Additional requirements

In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the International Office: ilo@upol.cz

For information about provisions to welcome students and staff with disabilities see:

<http://www.upol.cz/en/groups/practical-information/facilities-for-special-need-students/>

2.3. Calendar

2.3.1. Nomination Deadlines

Applications/information on students nominated must reach our institution by:

Autumn term	May 31
Spring term	October 31

2.3.2. Decision Response

We will send our decision within 4 weeks.

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

2.3.4. Termination of Agreement

In the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1.

Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

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.upol.cz/en/groups/ects/v-menu/ects-credit-system/>

3.2. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, 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:

Contact person	Zuzana Hamdanieh
Responsibility	Incoming Students
Contact details	Tel. : +420 585 631 108, fax : +420 585 631 140, zuzana.hamdanieh@upol.cz

Website	http://www.upol.cz/en/menu/erasmus-exchange/
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3.3. Insurance

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

http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Contact person	Zuzana Hamdanieh
Responsibility	Incoming Students
Contact details	Tel. : +420 585 631 108, fax : +420 585 631 140, zuzana.hamdanieh@upol.cz
Website	http://www.upol.cz/en/menu/erasmus-exchange/

3.4. Housing

Our institution will provide dormitory housing for incoming students. Information and assistance can be provided by the following persons and information sources:

Contact person	Zuzana Hamdanieh
Responsibility	Incoming Students
Contact details	Tel. : +420 585 631 108, fax : +420 585 631 140, zuzana.hamdanieh@upol.cz
Website	http://www.upol.cz/en/menu/erasmus-exchange/