

NAME OF THE INSTITUTION	University of Pardubice (CZ PARDUB01)
Postal address	Studentská 95, 532 10 Pardubice Czech Republic
University website	www.uni-pardubice.eu
Exchange students webpage	http://www.upce.cz/english/study/exchange-programmes.html
Contact for incoming students	Ing. Kateřina Koubová +420 466 036 725 Katerina.koubova@upce.cz
Contact for outgoing students	Mgr. Jana Voltrová +420 466 036 496 jana.voltrova@upce.cz
Contact for cooperation agreement	Mgr. Věra Albrechtová +420 466 036 350 vera.albrechtova@upce.cz

INFORMATION FOR INCOMING STUDENTS

LANGUAGE OF INSTRUCTION AND COURSES	Language of instruction 1:		English
	Requirements for EU students and non-EU students (TOEFL, IELTS, university certificate, etc):		B1 English Proficiency Level (any certificate or confirmation)
	Courses offered to incoming exchange students in the language of instruction 1		www.upce.cz/english/study/exchange-programmes/ects-catalogue.html
	Language of instruction 2:		Czech
	Requirements for UE students and non-EU students (TOEFL, IELTS, university certificate, etc):		B2 Proficiency Level
	Courses offered to incoming students in the language of instruction 1	http://ects.upce.cz/search?lang=en	
Assessment and grading :	Grade	Grade in words (English/Czech)	
	1	excellent	výborně
	1,5	excellent minus	výborně mínus
	2	very good	velmi dobře
	2,5	very good minus	velmi dobře mínus
	3	good	dobře
	4	fail	nevyhověl
	R*	course completed - no grade	předmět splněn
	absolvoval s vyznamenáním	passed with honours	
absolvoval	passed		

Application deadline	Fall Semester : 15.5.2016 (students who need visa) and 30.6.2016 (other EU students) Spring Semester : 15.10.2016 (students who need visa) and 30.11.2016 (other EU students)
Nomination/application instructions	www.upce.cz/english/study/exchange-programmes/application-procedure.html
Academic calendar	http://www.upce.cz/english/study/exchange-programmes/academic-calendar.html
Accommodation :	www.upce.cz/english/study/ects-information/accommodation.html
Immigration (visa) :	<p>Students coming from EU countries do not need visa. Other international students can get information about visa application procedure at the Czech embassies or consulates in their home countries or they can consult the website of the Ministry of Foreign Affairs of the Czech Republic. To be able to get the visa confirmed after your arrival at Immigration department, you must be insured for the whole period of your stay. We recommend you to administrate the health insurance in your country before departure.</p> <p>If you need VISA, ask at the Czech Embassy/Consulate in your home country about procedure; remember than you need the forms from us and Visa applications should be submitted to the Embassy at least 60 days before the planned date of departure. It is not possible to apply for the visa in the Czech Republic.</p>
Health insurance :	www.upce.cz/english/study/ects-information/insurance.html
Other useful information :	http://www.upce.cz/english/study/ects-information.html

Application procedure

Before you come to study to University of Pardubice you must prepare yourself for a certain administration process. It's not that difficult. To make it as easy and smooth as possible we will take you through the individual steps of our procedure.

We kindly ask you to prepare and send us the following documents:

1. online APPLICATION FORM (AF)

Fill the online application form that will be available since March in the file [Erasmus Application form](#). You don't need to print out the AF.

2. LEARNING AGREEMENT (LA)

Download the form from the file [Application forms](#). Only original forms of University of Pardubice will be accepted. Please fill the Learning agreement and let it approve by your home departmental as well as institutional coordinator.

You can find the lists of courses of different faculties in the next file [List of courses for Erasmus+ students](#).

You can also choose few subjects from another faculty (1-2), the specific number depends on the host faculty. Please check with the coordinator of your host faculty how many courses from other faculties they accept. The list of our faculty coordinators you can see below.

Faculty	Name of coordinator	e-mail
Faculty of Economics and Administration	Ms. Jana Pekařová	jana.pekarova@upce.cz
Faculty of Arts and Philosophy	Ms. Klára Kudláčková	klara.kudlackova@upce.cz
Jan Perner Transport Faculty	Ms. Olga Blažková	olga.blazkova@upce.cz
Faculty of Chemical Technology	Ms. Jana Marková	jana.markova@upce.cz
Faculty of Electrical Engineering and Informatics	Ms. Janet Wolf	janet.wolf@upce.cz
Faculty of Health Studies	Ms. Monika Kalvachová	monika.kalvachova@upce.cz
Faculty of Restoration	Ms. Lenka Machačková	lenka.machackova@upce.cz

3. APPLICATION FOR STUDENT ID CARD (do not forget to attach your photo)

Please download the form from the file *Application forms* of our website.

4. COPY OF INTERNATIONAL PASSPORT (in case of EU member country - ID is sufficient)

5. PROOF OF YOUR ENGLISH LANGUAGE COMPETENCE

It means a certificate issued by the University language department of your home institution (we require at least **B1 English Proficiency Level**)

We prefer you to fill mentioned documents on the computer (not by hand) in order to make it readable. All forms must be filled in English, otherwise we cannot accept them.

Send the required documents (listed above) by email to the following address: katerina.koubova@upce.cz no later than:

winter semester

15. 5. 2016 (only students who need to apply for visa)

30. 6. 2016 (other EU students)

summer semester

15. 10. 2016 (students who need to apply for visa)

30. 11. 2016 (other EU students)

Our International Mobility Center will confirm your LA and send it back with a **Letter of Acceptance**, an **Accommodation Voucher** as well as all necessary documents in case you apply for visa (Confirmation of accommodation, Confirmation of study - both in Czech language).

VISA APPLICATION PROCEDURE

International students coming from EU countries do not need visa. Other international students can get information about visa application procedure at the Czech embassies or consulates in their home countries or they can consult the website of [the Ministry of Foreign Affairs of the Czech Republic](#). To be able to get the visa confirmed after your arrival at Immigration department, you must be insured for the whole period of your stay. We recommend you to administrate the health insurance in your country before departure.

If you need VISA, ask at the Czech Embassy/Consulate in your home country about procedure; remember than you need the forms from us and Visa applications should be submitted to the Embassy at least 60 days before the planned date of departure. It is not possible to apply for the visa in the Czech Republic.

ACCOMODATION

More information concerning accommodation you can find on the web site of the University [Accommodation and Catering Service](#).

ACADEMIC CALENDAR

Academic calendar for academic year 2016/2017 [you can find here](#).

Sport with us at the University of Pardubice!

Department of Physical Education and Sport and the University Sports Club

Physical education facility of the University of Pardubice, which includes **two sports halls, outdoor playground, gym, cardio and Mirror Hall**, is located in the university campus. Part of the premises is a **boatyard** on the Labe river bank with **tennis courts** and other sport **facilities for the rowing** club and other sports.

Department of Physical Education and Sports offers many sports activities throughout the academic community and organizes sports competitions. The department provides Physical education in compulsory and elective courses, where under the optional course students can enroll **ball games, aerobics, fitness exercises, power yoga, swimming, badminton, aqua aerobics, squash, tennis, artificial wall climbing, rowing, indoor cycling, self-defense, archery , beach volleyball**.

There are also alternative physical activities which are primary offered to students with disabilities. During these activities students have an opportunity to try unconventional sports and psychomotor games.

Furthermore, employees of the Department organize many events, sports competitions between faculties, marathons in aerobics, tournaments in volleyball, basketball, badminton, tennis, floorball, football, weekends with aerobics, rowing races and also provides winter and summer courses.

For performance athletes there is the University sports club, which offers eight different sports: **aerobics, badminton, basketball, canoeing, tennis, volleyball, rowing, indoor cycling, table tennis, futsal and floorball**.

At the Department of Physical Education the beginning athlete as well as the athletes at the top level can find suitable activities. We will be happy to help you to choose the appropriate physical activity. Come and play sports!