



UNIVERSITY  
OF PARDUBICE

# Fact Sheet

## Contact Information

<b>Name of the Institution</b>	University of Pardubice (CZ PARDUB01)
<b>Postal address</b>	Studentská 95, 532 10 Pardubice, Czech Republic
<b>University website</b>	<a href="https://www.upce.cz/en/">https://www.upce.cz/en/</a>
<b>Exchange students webpage</b>	<a href="https://www.upce.cz/en/study/exchange-programmes.html">https://www.upce.cz/en/study/exchange-programmes.html</a>
<b>Contact for incoming students</b>	<b>Martina Votoupalová</b> / +420 466 036 445 / <a href="mailto:martina.votoupalova@upce.cz">martina.votoupalova@upce.cz</a>
<b>Contact for outgoing students</b>	<b>Ing. Štěpánka Vejrová</b> / +420 466 036 496 / <a href="mailto:stepanka.vejrova@upce.cz">stepanka.vejrova@upce.cz</a>
<b>Contact for incoming staff</b>	<b>Ing. Libuše Cermanová</b> / +420 466 036 508 / <a href="mailto:libuse.cermanova@upce.cz">libuse.cermanova@upce.cz</a>
<b>Erasmus institutional coordinator</b>	<b>Mgr. Věra Albrechtová</b> / +420 466 036 350 / <a href="mailto:vera.albrechtova@upce.cz">vera.albrechtova@upce.cz</a>

## Contacts at faculties

Faculty	Name of coordinator	e-mail
Faculty of Economics and Administration	Ms. Barbora Pašková	<a href="mailto:barbora.paskova@upce.cz">barbora.paskova@upce.cz</a>
Faculty of Arts and Philosophy	Ms. Michaela Fišerová	<a href="mailto:michaela.fiserova@upce.cz">michaela.fiserova@upce.cz</a>
Faculty of Transport Engineering	Ms. Nela Dosedělová	<a href="mailto:international.dfjp@upce.cz">international.dfjp@upce.cz</a>
Faculty of Chemical Technology	Ms. Hana Hrašová	<a href="mailto:hana.hrasova@upce.cz">hana.hrasova@upce.cz</a>
Faculty of Electrical Engineering and Informatics	Ms. Hana Holubová	<a href="mailto:international.feii@upce.cz">international.feii@upce.cz</a>
Faculty of Health Studies	Ms. Drahomíra Ciberová	<a href="mailto:drahomira.ciberova@upce.cz">drahomira.ciberova@upce.cz</a>
Faculty of Restoration	Ms. Pavla Nováková	<a href="mailto:pavla.novakova@upce.cz">pavla.novakova@upce.cz</a>

# Study. Grow. Make your mark.



## Information for Incoming Students

<b>Language of instruction and courses:</b>	<b>Language of instruction:</b>	<b>English</b>
	Requirements for EU students and non-EU students (TOEFL, IELTS, university certificate, etc):	<b>B2</b> English Proficiency Level (any certificate or confirmation)
	Courses offered to incoming exchange students in the language of instruction	<a href="https://www.upce.cz/en/study/exchange-programmes/ects-catalogue.html">https://www.upce.cz/en/study/exchange-programmes/ects-catalogue.html</a>
<b>Nomination deadline</b>	Winter semester: <b>30. 4. 2024</b> (visa students and students of Health Studies) <b>15. 6. 2024</b> (EU students) Summer semester: <b>30. 9. 2024</b> (visa students and students of Health Studies) <b>15. 11. 2024</b> (EU students)	
<b>Application deadline</b>	Winter semester: <b>10. 5. 2024</b> (visa students and students of Health Studies) and <b>30. 6. 2024</b> (EU students) Summer semester: <b>10. 10. 2024</b> (visa students and students of Health Studies) and <b>30. 11. 2024</b> (EU students)	
<b>Nomination/application instructions</b>	<a href="https://www.upce.cz/en/study/exchange-programmes/application-procedure.html">https://www.upce.cz/en/study/exchange-programmes/application-procedure.html</a> <a href="https://www.upce.cz/en/nomination-form">https://www.upce.cz/en/nomination-form</a>	
<b>Academic calendar</b>	<a href="https://www.upce.cz/en/upce/academic-calendar-20242025">https://www.upce.cz/en/upce/academic-calendar-20242025</a>	
<b>Accommodation</b>	<a href="https://www.upce.cz/en/accommodation-and-catering">https://www.upce.cz/en/accommodation-and-catering</a>	
<b>Visa application procedure</b>	<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 <a href="#">the Ministry of Foreign Affairs</a> of the Czech Republic and the website of the <a href="#">Ministry of the Interior</a>.</p> <p>If you need a visa, ask the Czech Embassy/Consulate in your home country about the procedure. Remember that you need documents from UPCE. Visa applications are processed usually within 60 days. It is not possible to apply for a visa from the Czech Republic.</p> <p>UPCE issues the following documents:</p> <ul style="list-style-type: none"> <li>• Acceptance letter in Czech and English – after the final LA is approved and submitted.</li> <li>• Accommodation agreement – after the deposit is paid.</li> </ul> <p>The documents are sent to the International Office of the sending institution.</p>	
<b>Health insurance</b>	<a href="https://www.upce.cz/en/study/ects-information/ects-information/insurance.html">https://www.upce.cz/en/study/ects-information/ects-information/insurance.html</a>	
<b>Other useful information</b>	<a href="https://www.upce.cz/en/study/exchange-programmes.html">https://www.upce.cz/en/study/exchange-programmes.html</a>	
<b>ESN</b>	<a href="https://www.instagram.com/esnpardubice/">https://www.instagram.com/esnpardubice/</a> , <a href="https://esnpardubice.cz/esnpce@esncz.org">https://esnpardubice.cz/esnpce@esncz.org</a>	

## Assessment and grading scale

Grade	Grade in words (English/Czech)	
A	excellent	v ýborn ě
B	excellent minus	v ýborn ě m ínus
C	very good	velmi dob ě
D	very good minus	velmi dob ě m ínus
E	good	dob ě
F	fail	nevyhov ěl
R*	course completed - no grade	p ředm ět spln ěn
absolvoval s vyznamenáním	passed with honours	
absolvoval	passed	

