Info Sheet for Outgoing Students

Host University: Metropolitan University Prague

Programme: ERASMUS+

Cooperating Departments:

<table>
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<tr>
<th>Rosenheim TUAS</th>
<th>Metropolitan University Prague</th>
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<tbody>
<tr>
<td>BW - Faculty of Business Administration</td>
<td>International Business</td>
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<tr>
<td>institute/fakultaet-fuer-betriebswirtschaft/</td>
<td>business/</td>
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International Office Contact Details

Office Address: MUP International Office
Dubecáka 900/10
100 31 Prague 10 – Strašnice
CZECH REPUBLIC

Contact Person/s for exchange students (Incomings): Ms Beáta Veisová
Phone: +420 274 815 044, 274 821 235, +420 724 958 343
E-mail: incoming@mup.cz beata.veisova@mup.cz
Website: http://www.mup.cz/en/international-cooperation/international-office/
Facebook (if any): https://www.facebook.com/mup.cz

Application deadlines for exchange students
Application Deadline Fall/Winter Term: May 15
Application Deadline Spring/Summer Term: October 15

Application documents for exchange students
Link to the online application (if any) or to the application information:
http://www.mup.cz/en/international-cooperation/information-for-incoming-exchange-students/

What documents must be submitted?
Application Form, electronic passport photograph, Learning Agreement, Transcript of Records, a certificate that proves your level of English (does not apply to native speakers and Slovak students who wish to study in Czech study programmes). It can be either an international language certificate or a proof issued by your home university.
Academic Calendar
Link to the website with your academic calendar: http://www.mup.cz/en/study-information/academic-year-schedule/

Fall / Winter Term:
Beginning / End of Term: Mid October / mid-end February
Welcome days for exchange students: Beginning-mid October
Final Exam Period: Mid-end January – mid-end February
Lecture-free Time: Mid-end December – beginning January

Spring / Summer Term:
Beginning / End of Term: End February / mid-end June
Welcome days for exchange students: Mid-end February
Final Exam Period: Mid-end May – Mid-end June
Lecture-free Time: End June – Beginning October

Courses offered for exchange students
Link/s to the catalogue/s of courses:

Language Courses
Czech Language for Foreigners
Exchange students can attend free of charge the language course Czech for Foreigners. Lectures are held twice a week in MUP Jarov building, Učňovská 100/1.

Foreign Language Courses: English, French, German, Russian, Spanish
You may also attend other language courses free of charge. Beside Czech for Foreigners, MUP Department of Foreign Languages offers the following language courses on different levels: English, French, German, Russian, and Spanish. The courses take place in the language classrooms of MUP Jarov building, Učňovská 100/1.

Accommodation Links
Student dormitories: -
Private accommodations: http://www.mup.cz/en/study-information/services-for-students/accommodation/
List of accommodation possibilities is sent by e-mail upon request

Other Useful Links
Prague: http://www.prague.eu/cs
DAAD: https://www.daad.de/laenderinformationen/tschechische-republik/de/
AA: http://www.auswaertiges-amt.de/DE/Aussenpolitik/Laender/Laenderinfos/01-Nodes_Uebersichtsseiten/TschechischeRepublik_node.html

International Office, Raum R.2.22
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