

Metropolitan University  
Prague (MUP)



ERASMUS CODE	CZPRAHA18
WEBSITE	<p>General - <a href="http://www.mup.cz/en.html">http://www.mup.cz/en.html</a></p> <p>International Office / Exchange - <a href="http://www.mup.cz/en/international-cooperation/erasmus-student-exchange/">http://www.mup.cz/en/international-cooperation/erasmus-student-exchange/</a></p>
PROGRAMMES TAUGHT IN ENGLISH	<p><b>International Relations – European Studies</b> (Bachelor and Master levels)</p> <p><b>International Relations – Asian Studies</b> (Bachelor level)</p> <p><b>International Business</b> (Bachelor and Master levels)</p> <p><b>Anglophone Studies</b> (Bachelor and Master levels)</p>
MUP ACADEMIC CALENDAR 2023/2024	<p>The academic year is divided into two semesters and starts at the beginning of October. Each semester consists of 12 weeks of tuition and is followed by a 5-week examination period.</p> <p><b>Winter Semester:</b> Lecture Period – 16 October 2023 – 19 January 2024 Examination Period – 22 January 2024 – 24 February 2024</p> <p><b>Summer Semester:</b> Lecture Period – 26 February 2024 – 17 May 2024 Examination Period – 20 May 2024 – 22 June 2024</p>
HOW TO START THE APPLICATION PROCESS?	<p>First, we need to receive an official nomination from home university. The nomination has to be sent by e-mail to <a href="mailto:incoming@mup.cz">incoming@mup.cz</a> and include following information:</p> <p><b>First and last name</b> <b>Date of birth</b> <b>Gender</b> <b>Study programme at your home institution and degree of studies</b> <b>Planned study period at MUP</b> <b>Contact e-mail address</b> <b>Nationality</b></p>
APPLICATION REQUIREMENTS AND PROCEDURE	<p><b>1. APPLICATION FORM</b> After the official nomination, students receive at their e-mails a personal application ID number that will enable them to log into our online application system. They are asked to complete all required fields and submit the application. Please note that an electronic passport size photograph (not whole passport photograph, just a photograph of yourself) is also required, the application will not be saved in the online application system without it.</p> <p><b>2. LEARNING AGREEMENT</b> Please download and complete the relevant form according to the exchange programme/home university.</p> <p>When completed, it has to be signed by student and also approved by the responsible person at home university.</p>

	<p><b>3. TRANSCRIPT OF RECORDS</b> A summary of the previous study results. It must be issued in English and confirmed by the relevant person at home university.</p> <p><b>4. LANGUAGE CERTIFICATE</b> A certificate that proves the level of English (doesn't 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 home university.</p> <p>Apply and send all above-mentioned documents (except the application form that is completed online) in scanned copies to <a href="mailto:incoming@mup.cz">incoming@mup.cz</a> within the deadline.</p> <p>Incomplete forms or forms without necessary signatures will not be accepted.</p>
<p><b>MINIMUM LANGUAGE SKILLS</b></p>	<p>B2 (but higher level recommended) - Please note that your language skill level is directly related to your academic success. Even if you fulfil the minimum language requirement, you are advised to further improve your language skills before the beginning of your semester abroad.</p>
<p><b>COURSE CATALOGUE</b></p>	<p>Available at <a href="http://www.mup.cz/en/international-cooperation/information-for-incoming-exchange-students/courses-in-english/">http://www.mup.cz/en/international-cooperation/information-for-incoming-exchange-students/courses-in-english/</a></p>

<p><b>CONTACT PERSON</b></p>	<p><b>Coordinator for Incoming Exchange Students and MUP Buddy Team</b> Berkcan Tokyay <a href="mailto:berkcan.tokyay@mup.cz">berkcan.tokyay@mup.cz</a>; <a href="mailto:incoming@mup.cz">incoming@mup.cz</a>; <a href="mailto:buddy@mup.cz">buddy@mup.cz</a> mobile: +420 606 093 895</p> <p><b>Head of International Office, Erasmus Institutional Coordinator, Traineeships</b> Mgr. Martina Fantová <a href="mailto:martina.fantova@mup.cz">martina.fantova@mup.cz</a> mobile: +420 725 485 525</p> <p><b>Coordinator for Erasmus+ and non-EU Outgoing Students</b> Mgr. Simona Knopová <a href="mailto:simona.knopova@mup.cz">simona.knopova@mup.cz</a>; <a href="mailto:erasmus@mup.cz">erasmus@mup.cz</a> mobile: +420 725 514 690</p>
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