



MOBILITY INFORMATION SHEET 2024/2025

Silesian University, School of Business
Administration in Karvina



1 | ACADEMIC CALENDAR

WINTER SEMESTER SCHEDULE

Erasmus+ Student Nomination	by May 20, 2024
Student Application Submission	by June 20, 2025
Student's Arrival	by September 16, 2024
Welcome Days and Enrollment	September 23 – September 27, 2024
Lectures	September 23 – December 22, 2024
Christmas Holiday	December 23, 2024 – January 1, 2025
Examination Period	January 2 – February 16, 2025
Public Holidays	September 28 / October 28 / November 17, 2024

SUMMER SEMESTER SCHEDULE

Erasmus+ Student Nomination	by October 20, 2024
Student Application Submission	by November 20, 2024
Student's Arrival	by February 11, 2025
Welcome Days and Enrollment	February 17 – February 21, 2025
Lectures	February 17 – May 18, 2025
Examination Period	May 19 – June 30, 2025
Public Holidays	March 29 / April 1 / May 1 / May 8, 2025



2 | APPLICATION PROCESS

APPLICATION PROCEDURE FOR ERASMUS+ STUDENTS

Student mobility: Home university **coordinators should nominate prospective Erasmus+ students** in our mobility system. Nomination link with instructions is sent to each partner university coordinator by e-mail. Upon such nomination, students receive a unique link by e-mail to access our mobility system and complete their application.

Traineeships: Students interested in Erasmus+ traineeships shall **submit their application directly via application link below**, upon their nomination from their home university coordinator. Such nomination list shall be sent by e-mail as agreed in a joint approval.

APPLICATION PROCEDURE FOR PARTNER UNIVERSITY STUDENTS

Exchange and visiting students interested in mobilities within bilateral agreements with our partner universities (excluding Erasmus+) shall **submit their application directly via application link below**, upon their nomination from their home university coordinator. Such nomination list shall be sent by e-mail as agreed in a joint approval.

APPLICATION PROCEDURE FOR STAFF

Colleagues from International Relations Offices or lecturers/researchers shall **submit their application directly via application link below**.

COURSE LIST

www.slu.cz/opf/en/listofcourses

APPLICATION SUBMISSION

<https://mobility.slu.cz/en/>

FURTHER INFORMATION FOR STUDENTS

www.slu.cz/opf/en/aboutstudies

3 | OTHER PRACTICAL INFORMATION

ACCOMMODATION AND UNIVERSITY FACILITIES

Students can rent our double rooms that are fully equipped with furniture, bathroom, pillow and blanket (bed sheets are also available and can be regularly changed by the students for no extra charge). The shared kitchen, equipped with a microwave oven and a cooker, is located on each floor. All university premises are fully covered with Eduroam wi-fi network free of charge for all students. For more information on student accommodation and sports facilities in Karvina please see the [website](#) or visit a [3D tour](#).



VISA INFORMATION

Students from non-EU countries have to turn to the local [Czech embassy or consulate](#) and apply for a long-term student visa for a stay over 90 days (D type). Please note, that the whole procedure requires some paperwork and can take up to 60 days, so it is recommended to apply for the visa well in advance. The students should always consult their local Czech embassy or consulate or check the website of the [Ministry of Interior of the Czech Republic](#) for the latest information regarding visa requirements. All documents shall be submitted in original paper form. Please note that some documents (e.g. the abstract from the Register of Criminal Records) must be translated into the Czech language by a translator with an official rubber stamp. Our university will ship a letter of acceptance and a confirmation of accommodation to the students or partner university in original paper form by post. We will also provide the students with [guidance on a visa process](#), if needed.



HEALTH INSURANCE

All non-EU citizens who intend to stay in Czechia for more than 90 days are required to purchase comprehensive health insurance coverage. Prospective students will be asked to submit a proof of Czech health insurance when they apply for visa. The coverage limit is minimum 60,000 EUR and the insurance must be purchased for the entire period of stay. You should conclude your travel medical insurance in the scope of comprehensive healthcare as required by the Act on the Residence of Foreign Nationals with any insurance company authorised to provide it in the Czech Republic. Please read more on the medical insurance [here](#) or on [our website](#).

BUDDY PROGRAM

Thanks to our “buddy” program, the international students get assistance from our local students who help the newcomers with adaptation to the new environment and the campus. A buddy picks the student at the train station in Karviná, explains how the public transportation works, helps the student with check-in in the dorms and gives him / her some tips on where to go and what to see in the first days. Buddies stay in touch, organize trips and social activities for the international students during the whole semester. Each semester a new incoming foreign student is assigned a buddy from SU SBA.

OTHER USEFUL INFORMATION

For more useful information on living and studying in the Czechia, please visit the site: www.studyin.cz.



4 | CONTACT DETAILS

Name of University Faculty	Silesian University in Opava, School of Business Administration in Karvina
Erasmus+ Code	CZ OPAVA01
Faculty Address	Univerzitní nám. 1934/3 Karviná 733 40, Czechia
University Dormitory Address	Na Vyhlídce 1079/1 Karviná 735 06, Czechia
Faculty Website	www.slu.cz/opf/en
International Relations Office	www.slu.cz/opf/en/ozsen ✉ international@opf.slu.cz
Vice-dean for International Relations	👤 Ing. Jana Šimáková, Ph.D. ✉ simakova@opf.slu.cz ☎ +420 596 398 309
International Coordinator for Erasmus+ Students and Staff Mobility	👤 Radmila Unucková ✉ unuckova@opf.slu.cz ☎ +420 596 398 247
International Coordinator for Student Mobility	👤 Veronika Maťková ✉ matkova@opf.slu.cz ☎ +420 596 368 221
International Coordinator for Student Mobility	👤 Rastislav Steranka ✉ steranka@opf.slu.cz ☎ +420 596 398 250
International Coordinator for Student Mobility	👤 Olha Hodunova ✉ hodunova@opf.slu.cz ☎ +420 596 398 623
International Cooperation Information Brochure and Flyers	www.slu.cz/opf/en/internationalcooperation www.slu.cz/opf/en/flyersfordownload
International Student Guide	www.slu.cz/opf/en/intstudguide
Promo Video	YouTube



**SILESIA
UNIVERSITY**

SCHOOL OF BUSINESS
ADMINISTRATION IN KARVINA



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