

Salzburg – Olomouc Double Degree Program

Instructions for incoming students from Paris-Lodron-University in Salzburg provided by the Palacky University Olomouc

We are pleased about your interest in the Salzburg – Olomouc Double Degree program. Please read this document carefully, as it contains instructions and information on conditions for obtaining the diploma of the Palacký University.

The Double Degree option is related to the study program **EUROPEAN LAW AND EU POLICIES** - not to be confused with the Master in International and European Law or other programs!

1. In order to graduate and obtain the diploma, first you have to become a regular student of this program at the Palacký University:
 - a. Fill in the application for the study program. The application can be found here: www.prihlaska.upol.cz
 - b. The **deadline** for submission of applications is **End of February**.
 - c. Pay the application fee.
 - d. Students applying for this study program normally have to pass an entrance examination. For students participating in the Double-Degree-Option the **entrance examination is waived** (based on the agreement on the double degree program, as concluded between the Palacký University in Olomouc and Paris Lodron University of Salzburg (PLUS)).
2. After receiving the decision on admission, you have to enrol for program
3. Request recognition of courses which you have successfully completed at the University of Salzburg. This is necessary, as without recognition you would have to pass all courses required by the study program.
4. Pass the courses which are obligatory to be taken at the Faculty of Law, Palacký University in Olomouc.
5. Master Thesis

1. How to become a regular student

To get admission for studies at the Palacký University, you must go through the regular admission procedure.

1.1. Application for studies – apply online for the program at www.prihlaska.upol.cz – (the application is in Czech language) and pay the administrative fee.

Please do not mix the administrative fee with the tuition fee. Administrative fee is to be paid by every single applicant for every single application.

You have to submit following documents as a substantial part of the application:

- The official bachelor's diploma or its certified copy

- Official academic transcripts and certificates from the bachelor's studies at University (or a certified copy)

All the documents stated above (accompanied by a certified translation to Czech or English, if not originally in one of these languages) **must be submitted by the deadline also as officially authenticated hard copies** to the International Relations Office of the Faculty of Law:

Radana Kuncová
International Relations Office
Faculty of Law, Palacký University Olomouc
Tř. 17. Listopadu 8, 771 11 Olomouc
Czech Republic

1.2. The deadline for submission of applications is End of February. When the deadline is over, the system closes the applications procedure, nobody can apply and you have to wait the entire year for the next admission procedure.

Please be aware the deadline.

1.3. No entrance examination – you may receive an official invitation for the entrance examination and information about it. However you don't have to participate, because in case, you fulfil all the conditions, you'll be admitted based on the Agreement on joint degree programme / DOUBLE DEGREE PROGRAM / concluded between the Palacký University in Olomouc (PU) and Paris Lodron University of Salzburg (PLUS), not based on the result of the entrance examination.

2. + 3. Enrolment and Recognition of the courses

2.1. Enrolment – in person or by sending the enrolment form

The study program **EUROPEAN LAW AND EU POLICIES** at the Palacký University, Faculty of Law comprises 120 ECTS credits, PLUS Students have to reach at least 25 ECTS credits at the PU. Max. 30 ECTS credits can be recognized at the PLUS.

The students shall graduate **at home institution**. Thereafter, it shall be awarded the degree "Magistr" (Mgr.) at the Palacký University Olomouc. **Only after receiving a degree at the PLUS, the Palacký University awards the corresponding double degree.**

2.2. Request for recognition of courses successfully completed at the Salzburg University – We kindly ask you to discuss programme related details with the Double Degree Coordinator Dr. Michal Malacka michal.malacka@upol.cz. The second diploma –Diploma of the Palacký University can only be issued, when the study at the University of Salzburg (the Master programme European Union Studies) is successfully completed.

Both, the enrolment form and the Request are to be sent to the International Relations Office of the Faculty of Law.

Radana Kuncová
International Relations Office
Faculty of Law, Palacký University Olomouc
Tř. 17. Listopadu 8, 771 11 Olomouc
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The International office in cooperation with the Study department and academic coordinator will manage the rest.

4. Courses to be obligatory taken at the Faculty of Law, Palacký University in Olomouc

Students can use the opportunity to study at the Palacký University in the frame of exchange programs (mostly Erasmus+ or Aktion).

Students from the Salzburg University shall select and pass following courses obligatorily (not exclusively, but at least):

- Political System of the Czech Republic - 5 ECTS
- Legal Theory - 5 ECTS
- Constitutional Systems of European Countries – 5 ECTS
- Private International Law – 5 ECTS
- Introduction to Public International Law/ Individuals in Public International Law – 5 ECTS

These courses run usually during the summer semester, therefore we kindly ask the applicants for the DD, to study at PU during summer semesters.

The remaining courses required to reach the voluntary 30 ECTS credits can be selected from the electronic course list of the Law faculty of the University Palacký Olomouc or discussed with the academic coordinator or International Office.

5. Master Thesis

Students can complete their master thesis at the home institutions. They can choose **one main supervisor from the home institution (PLUS)** and a **second supervisor** or coordinator from the host institution (PU).

The thesis should be written in English.

In regard of the topic and the appropriate supervisor, students should get in touch with the DD coordinator Dr. Michal Malacka (michal.malacka@upol.cz).