

Double Degree EUS – Guide for outgoing students to OLOMOUC

Congratulations on deciding to do a Double Degree in Olomouc!
You will have a great time there and will be able to graduate in two programmes at once:

MA in European Union Studies at Salzburg University
Mgr. in European Law and EU Policies at Olomouc University

To make the best of your studies, this document will guide you through the organizational matters. Please stick to it and in case you have any additional questions ask Miriam Krög miriam.kroeg@plus.ac.at in Salzburg - or Radana Kuncova radana.kuncova@upol.cz in Olomouc.

General framework of the DD:

1. After you were selected for a study place in the DD Olomouc, you will start applying for an **Erasmus-scholarship** at the [International office](#).

Make sure to do that early enough as the application deadlines are set quite early in the semester.

You received *info via email*, including a *table of courses* you need to do in Olomouc and their recognitions, this will be the basis for filling your learning agreement.

2. Whilst managing the Erasmus-procedure during the wintersemester in Salzburg you have to pass all the classes of the **third semester in EUS** (see the EUS [Study Guide](#))

3. For the summer semester you will be going to **Olomouc**.

There you have to start the **regular enrolment process** at Olomouc University!

You will initially have the status of an Erasmus-student for one semester – the semester you will be present at Palacky University and following your courses. But after that you have to be enrolled as a regular student for an additional year to be able to obtain the degree!
Make sure to not miss the deadline and start your recognition process of Salzburg grades right after that. Contact Radana for details and help.
(In this additional year you do not have to be present in Olomouc).

Caution: the enrolment procedure in Olomouc starts in February! So you have to start it in the beginning of your stay.

In your infomail you have gotten a *smartinfo* guiding you through the regular Olomouc enrollment procedure. Be very careful to pick the right study programme! Radana will be happy to do the enrolment together with you.

Do not mix up the Erasmus-procedure and the regular enrolment at Olomouc University. They are two separate procedures and you have to follow both to be able to obtain your DD!

- You will then be a regular student in Olomouc for one regular study year, meaning for one winter- and summersemester after your Erasmus stay. You need to have your Salzburg grades recognized in Olomouc during this year.

Caution: you have to graduate until the end of this study year!

In practice that means you have to write your thesis complete your courses (incl. the Interdisciplinary Masterseminar you will only complete after your return from Olomouc!) and graduate in **Salzburg** until the end of the summersumester following the one you spent in Olomouc (so one year later max.).

Then you have to hand in several documents in **Olomouc**, mainly the Salzburg Diploma including a Diploma Supplement and Transcript of Records. Also it is the last chance for recognitions, better do them earlier. Radana will help you. This has to be finished in August at the latest to get the Olomouc degree as well.

Please stick to that schedule when planning your next semesters and your time frame for thesis and graduation!

Overview:

Studyyear 1	Studyyear 2	
summer		Being granted a study place for the DD – incl. infomail
Beginning of Wintersemester		Starting the Erasmus-procedure
Wintersemester		Managing the Erasmus procedure and passing the EUS courses of the third semester
February		Starting the stay in Olomouc and initiating the regular enrolment procedure
Summersemester		Stay in Olomouc and following the courses, finishing the regular enrolment procedure
	Wintersemester	Writing the thesis
	Summersemester	Finishing the thesis and Interdisciplinary Masterseminar and managing the graduation in Salzburg (see extra guide), doing course recognitions in Olomouc
	June	Last possibility to graduate in Salzburg, initiating graduation process in Olomouc
	August	Last possibility to manage graduation in Olomouc (Deadline to hand in Salzburg Diploma)

Courses:

You have received a list of courses you will be following in Olomouc including the possible recognitions in Salzburg. Just stick to that list and Radanas advice. You are always welcome to do additional courses as free electives, if you like.

Thesis and Graduation:

You will write your thesis in co-supervision from Salzburg and Olomouc Professors. The topic has to have an EU-focus and may touch issues related to the Czech Republic.

Make sure your supervisors know your thesis is written in the context of the Double Degree and stay in touch with both your supervisors.

When handing in your thesis in Salzburg you also have to send it to Miriam Krög in order to have it forwarded to your supervisor in Olomouc, as you need TWO reviews.

For detailed guidance at that stage check our [Guide to finishing the Master Programme - Double Degree Olomouc](#).