

STEPS TOWARD THE DOUBLE DEGREE SUCCESS

Salzburg → Olomouc	Olomouc → Salzburg
<p style="text-align: center;">STEP 1</p> <p>Fill in the application for the study programme Evropské právo a politiky EU (European Law and EU Policies). The application is available at www.prihlaska.upol.cz</p> <p style="text-align: center;">The deadline for the submission of applications is 15th March</p>	<p style="text-align: center;">STEP 1</p> <p>Follow the Instructions you receive from SCEUS and the Salzburg University's Office of Admission and enrol for the Master Programme European Union Studies (you will receive info-emails by the SCEUS containing also a Guide for Incoming Students, as well as an email from the Office of Admission detailing the admission process)</p> <p style="text-align: center;">Enrolment is possible starting from July (see details in infomails/guide you receive)</p>
<p style="text-align: center;">STEP 2</p> <p>Pay the application fee of 690 CZK (approx. 25 EUR)</p> <p>Do not confuse the administrative fee with the tuition fee. The administrative fee is to be paid by every single applicant for every single application</p>	<p style="text-align: center;">STEP 2</p> <p>Pay the tuition fee of approx. 20 EUR to complete the enrolment and be able to register for courses (you receive details from the Office of Admissions at your enrolment)</p> <p style="text-align: center;">The tuition fee has to be paid every semester in order to stay enrolled in the programme!</p>
<p style="text-align: center;">STEP 3</p> <p>Submit the hard copies of the following documents (accompanied by a certified translation to Czech or English, if not originally in one of these languages) to the International Relations Office:</p> <ul style="list-style-type: none"> • bachelor's diploma (or a master's one) or a certified copy thereof • academic transcripts from the bachelor's/master's studies at the university (or a certified copy thereof) 	<p style="text-align: center;">STEP 3</p> <p>Register for and attend courses: Graduates of the Master Programme "European Law and EU Policies" at Palacky University in Olomouc have to pass the Elective Module Case Studies on EU law and politics, the Elective Module Methodology advanced and Free Elective Courses at the University of Salzburg; Students are informed about the specific courses by the SCEUS;</p>

<p>STEP 4 (<u>NO</u> ENTRANCE EXAMINATION)</p> <p>You may receive an official invitation for the entrance examination and information about it. However, you are not obliged to participate, because in case you fulfil all the conditions, your admission will be based on the Agreement on double degree programme</p>	<p>STEP 4</p> <p>After having passed the classes in Salzburg and graduation in Olomouc, students need to start the graduation process in Salzburg; Specific information (guide) is provided by the SCEUS; The SCEUS will assist with recognition of courses;</p>
<p>STEP 5</p> <p>Enrolment – in person or by sending the enrolment form</p> <p>The study programme European Law and EU Policies comprises 120 ECTS credits, which are compulsory to be gained during the studies (those include 25 ECTS gained during the summer semester Erasmus programme)</p>	<p>STEP 7</p> <p>Students complete their master's thesis at their home institutions. They choose one main supervisor from the home institution (UPOL) and a second supervisor from the host institution (PLUS).</p> <p>The thesis shall be written in English, submitted and defended at the UPOL. Afterwards it has to be submitted at PLUS as well as a part of the graduation process (see the guide provided by the SCEUS);</p>
<p>STEP 6</p> <p>Request for recognition of the entire studies successfully completed at the University of Salzburg (during the 1st year of studies)</p> <p>Both the enrolment form (see STEP 5) and request must be sent to the International Relations Office</p>	
<p>STEP 7</p> <p>Students complete their master's thesis at their home institutions. They choose one supervisor from the home institution (PLUS) and a second supervisor from the host institution (UPOL).</p>	

<p>The thesis shall be written in English and have an EU-focus.</p>	
<p>STEP 8</p> <p>Students submit their thesis in Salzburg and Olomouc and complete the “Master Seminar DD Olomouc – Master Exam”, then hand in all their documents for graduation in Salzburg and receive the Salzburg Degree.</p>	
<p>STEP 9</p> <p>Students hand in their graduation documents in Olomouc (International Relations Office) to receive the Olomouc Degree as well.</p>	
<p><i>* Double Degree Coordinator for UPOL is Dr. Michal Malacka michal.malacka@upol.cz</i></p>	<p><i>* Double Degree Coordinator for SCEUS is Mr. Roman Puff Roman.Puff@plus.ac.at</i></p>