Recent photograph

**APPLICATION FORM**

**Study and Explore Education & Therapeutic Techniques**

The application form must be sent to *dagmar.zdrahalova@upol.cz* before **the 16th of March, 2018.**

|  |  |
| --- | --- |
| PERSONAL DETAILS | |
| Surname | First name (s) |
| Date of birth (d/m/y) | Nationality |
| Gender  Female  Male |  |
| **Home address**:  Street  Postal or zip code City ………………………..………………………...  Country (country code) | |
| Home telephone | Cell phone/Mobile |
| E-mail: | |
| Have you ever been in the Czech Republic? Yes  No:   If yes, please specify the year and length of your stay …………………………………………….…….. | |

|  |  |
| --- | --- |
| 2. UNIVERSITY DETAILS | |
| NameAddress: | |
| Street  Postal or zip code City……………………………………………….…  Country | |
| Contact person | Telephone |
| E-mail | |

**3. MAJOR AND GRADES**

Programme/Field studied ……………………………………………………………………………..……………..……

Level of your study programme ……………………………………………………………………

Academic year of your study …………………………………

Grade point average at the end of the 2016-2017 academic year ……………………………………………….

Planned Year of Graduation ………………………………..............................

**Previous diplomas/qualifications:**

Graduation year – Field: ………………………………………………………………………..……………………...

…………………………………………………………………………...………………....

Graduation year – Field: ………………………………………………………………………………………….....…

………………………………………………………………………………………………

**4. WHY DO YOU WANT TO ATTEND THIS STUDY PROGRAMME?**

**5. HEALTH INFORMATION**

(Allergies, dietary, current health problems)

**6. EMERGENCY CONTACTS** (names, telephones, e-mails)

I agree with the *Terms and conditions* of the study programme (listed below).

|  |  |
| --- | --- |
| Date | Signature |

**TERMS AND CONDITIONS**

1. The Organizerof a short-term study programme (referred to as the **Organizer**) shall be the Faculty of Education, Palacky University, Olomouc, address: Žižkovo nám. 5, Olomouc 771 40, Czech Republic.
2. Any administration processes associated with organizing short-term study programmes shall be ensured by the Department of Foreign Relations, Faculty of Education, Palacky University, Olomouc.
3. The Participant of a short-term study programme (referred to as the **Participant**) shall be any student accepted from a foreign university that has the Interchange Agreement concluded with the Organizer.
4. Each Participant shall be obliged to, within a specified deadline, send a signed **application form** and pay a **fee** as determined in the offer.
   1. Incomplete application shall not be accepted by the Organizer.
   2. The Participant shall be responsible for the correctness of all data indicated in the application form.
   3. Based on a completed application form the Organizer shall decide on registration in the respective short-term study programme.
   4. After registration the applicant shall be obliged to pay the determined fee. The applicant shall be entitled to be accepted into the selected short-term study programme only after the fee is transferred to the Organizer’s bank account.
   5. Within 30 days after the payment is made, the Organizer shall be obliged to send a confirmation of acceptance of the Participant.
5. For the purposes of obtaining visathe Organizer shall send to the Participant a confirmation of acceptance and an invitation in a paper form specifying the address of stay during the short-term study programme.
6. The Organizer shall be obliged to provide the Participants with accommodation throughout the whole short-term study programme. The Participant shall be obliged to observe the rules and conditions of the accommodation facility.
7. The Organizer shall be obliged to arrange the short-term study programme in such extent as presented to the Participant in the offer. The Organizer shall be entitled to decide on the dates and times of courses, excursions and trips.
8. A precise timetable including all courses, excursions and trips shall be published by the Organizer no later than 2 weeks before the beginning of the study programme.
9. The Organizer reserves the right, in case of unpredictable events (e.g. lecturer’s illness), to change the dates of classes. The Participant shall be informed thereof without delay.
10. The Participant acknowledges that the agreed date of the study programme cannot be changed unless specified otherwise by the Organizer.
11. In case of an absence of the Participant in the scheduled programme the Organizer shall not be obliged to provide for a substitute programme.
12. For excursions and trips specified in the offer of the short-term study programme the Organizer shall arrange for supervisors who will lead such excursion or trip. Any Participant not observing any instructions given by the Organizer might be excluded from such excursion or trip.
13. For each Participant the Organizer shall provide for a person to accompany the Participant from the airport to the accommodation facility and back. At least 20 days prior to the arrival date the Participant shall be obliged to specify the date and time of scheduled arrival and departure, including flight numbers and transfers.
14. On the last day of the programme at the latest the Organizer shall issue to the Participant a confirmation of completion. In case of successful completion of ECTS subjects the Organizer shall also specify their credit values.
15. The Participant shall have travel and accident insurance concluded/arranged for the whole duration of the short-term study programme.
16. The Participant hereby consents to personal data processing for administration purposes required by the programme.
17. In case of cancellation within 60 days prior to the commencement of the short-term study programme the Organizer shall charge the following cancellation fees:
    1. 59 - 40 days prior to commencement: 25% of the price of the programme,
    2. 39 - 20 days prior to commencement: 50% of the price of the programme,
    3. 19 - 0 days prior to commencement and during the stay: 100% of the price of the programme.