

Institutional Factsheet

ERASMUS+

1. Institutional Information

1.1. Institutional details

Name of the institution	CONSTANTINE THE PHILOSOPHER UNIVERSITY IN NITRA UNIVERZITA KONŠTANTÍNA FILOZOFA V NITRE (abbrev. UKF)
Address	Trieda Andreja Hlinku 1, 949 74 Nitra, Slovak Republic
Erasmus Code	SK NITRA01
EUC number	51772-LA-1-2014-1-SK-E4AKA1-ECHE
Institution website	www.ukf.sk

1.2. Main university contacts

Contact person	prof. RNDr. Ľubomír Zelenický, CSc.
Responsibility	Rector
Contact details	Phone: +421 37 6408 555, e-mail: izelenicky@ukf.sk

Contact person	prof. PhDr. Gabriela Miššíková, CSc.
Responsibility	Institutional ERASMUS Coordinator, Vice-rector for International Relations
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1.3. Rectorate Erasmus Coordinators

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Responsibility	International Relations Office Erasmus Teaching & Erasmus Staff Training - incomings and outgoings
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Contact person	Ing. Katarína Butorová, PhD.
Responsibility	International Relations Office Erasmus study & Erasmus placements – only incomings
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Contact person	Mgr. Janka Romančíková
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1.4. Faculty and Departmental Erasmus Coordinators

➤ Faculty of Arts

Faculty Erasmus Coordinator	
Contact person	PhDr. Ľuboš Török, PhD.
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Department of Archaeology	PhDr. Noémi Pažinová, PhD.	+421 37 6408 400, nazinova@ukf.sk
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➤ Faculty of Education

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➤ Faculty of Natural Sciences

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➤ Faculty of Social Sciences and Health Care

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➤ Faculty of Central European Studies

Faculty Erasmus Coordinator	
Contact person	Dr. habil. PaedDr. Žofia Bárcziová, PhD.
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Institute of Central European Languages and Cultures	Mgr. Dominika Tekeliová, PhD.	+421 37 6408 877, dtekeliova@ukf.sk
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2. Detailed requirements and additional information

2.1. Recommended language skills

The sending (home) institution home is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of their study at the minimum level as stated in Erasmus+ bilateral agreement with their institution. The minimum required level of language skills for any Erasmus student applying to UKF for Erasmus+ mobility is B2 (of the chosen language of instruction). Therefore we ask students (excluding students from Czech Republic) to join to their Student Application Form a document testifying their level of language competence of the chosen language of instruction.

Levels according to Common European Framework of Reference for Languages (CEFR): see for instance <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

2.2. Additional requirements – application procedure for students

All incoming international students must be nominated by their home institution yet before the deadline (see section 2.3.2).

Nominated Erasmus student should fill in these forms:

- Student Application Form (+ add 1 photo size 3 x 3,5 cm)
- Learning Agreement for Studies (or Learning Agreement for Traineeship)
- Transcript of Records (list of courses passed at home institution so far)
- Housing Application for Incoming Students (just in case of interest)
- Slovak Language Course Application Form (just in case of interest).

Forms for Erasmus students can be downloaded from: <https://www.ukf.sk/en/erasmus/student-mobility>.

All application documents of incoming students have to be sent to the International Relations Office of Constantine the Philosopher University in Nitra in one original by post or via e-mail (scanned versions) to:

Attn.: Katarína Butorová
International Relations Office
Constantine the Philosopher University in Nitra
Trieda Andreja Hlinku 1
949 74 Nitra,
Slovak Republic
(kbutorova@ukf.sk).

Constantine the Philosopher University in Nitra established specialized Centre for support of study of disabled students in 2012/2013.

2.3. Calendar

2.3.1. UKF Academic Calendar 2015/2016

Opening ceremony	September 21, 2015
Teaching Period (semester 1)	September 21, 2015 – December 19, 2015
Exam Period (semester 1)	January 7, 2016 – February 13, 2016
Teaching Period (semester 2)	February 15, 2016 – May 14, 2016
Exam Period (semester 2)	May 16, 2016 – July 9, 2016

Full version of the academic calendar is available at: <https://www.ukf.sk/en/organisation-of-study>.

Please, note, that we regularly offer Erasmus Orientation Week one week before starting the teaching period.

It is highly recommended to attend the Orientation Week in order to manage final steps for student's enrollment and registration for courses at our university.

2.3.2. Deadlines

Nominations and applications documents of students must be sent to our institution by:

Semester 1	Nomination: May 15	Deadline: May 31
Semester 2	Nomination: November 15	Deadline: November 30

2.3.3. Course offer

ECTS course catalogues (courses offered in foreign languages) of all UKF faculties are available at:

<https://www.ukf.sk/en/erasmus/ects-course-catalogues>.

For courses offered in Slovak Language, please, search for courses in our Academic Information System (AIS) on: <https://ais2.ukf.sk/ais/portal/changeTab.do?tab=29>.

UKF offers free of charge Slovak Language Course for incoming exchange students at the Language Center of the Faculty of Arts, Constantine the Philosopher University in Nitra (<http://www.jc.ff.ukf.sk/>). Language of instruction is usually English or German and course takes 2 teaching hours / week during the whole semester. After successful completion of the course, student earns ECTS.

2.3.4. Decision Response

Our International Relations Office will send decision about accepting the applicant for Erasmus+ mobility within 4 weeks after receiving his documents. This period may prolong in case applicant is asked to send additional/missing documents. Accepted student will be sent the Information Student's Guide along with the Acceptance Letter.

2.4. Grading system

Constantine the Philosopher University in Nitra applies ECTS and its grading system is as follows:

- Excellent - 1 (A)*
- Very good - 1,5 (B)
- Good - 2 (C)
- Satisfactory - 2,5 (D)
- Sufficient - 3 (E)
- Unsatisfactory / Unsufficient/Failed - 4 (FX or F)

More information about our ECTS can be found on: <https://www.ukf.sk/images/studium/ECTS-at-UKF.pdf>.

2.5. Transcript of Records

Transcript of Records (in case of study - list of all courses passed by student at UKF) or Transcript of Work (in case of traineeship - content of the work done by student during traineeship at UKF) will be issued no later than 4 weeks after the assessment period has finished at our institution.

2.6. Visa

Our institution will provide assistance, when required, in securing visas for incoming students, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following contact points and information sources:

Contact	Ing. Katarína Butorová, PhD.
Contact details	e-mail: kbutorova@ukf.sk
Website	https://www.ukf.sk/en/student-services/residence-permit

2.7. Insurance

Our institutions will provide assistance in obtaining insurance for incoming students, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following contact points and information sources:

Contact	Ing. Katarína Butorová, PhD.
Contact details	e-mail: kbutorova@ukf.sk
Website	https://www.ukf.sk/en/student-services/health-insurance

2.8. Housing

Our institution will guide incoming student in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following persons and information sources:

Contact	Ing. Katarína Butorová, PhD.
Contact details	e-mail: kbutorova@ukf.sk
Website	https://www.ukf.sk/en/student-services/housing

Contact to the university dormitory "SD NITRA"	Ing. Milan Masár Dormitory director
Contact details	e-mail: mmasar@ukf.sk , Tel: +421 37 6408 081
Contact to the university dormitory "SD ZOBOR"	Ing. Eva Machavová Dormitory director
Contact details	e-mail: emachavova@ukf.sk , Tel.: +421 37 6408 167

Constantine the Philosopher University in Nitra is offering a helping hand and support to its students also through other services such as catering, support for disabled students, out-of-school activities or pastoral work. More information is available at: <https://www.ukf.sk/en/student-services>.

2.9. Living costs (approximate prices)

- restaurant meal: from 3 - 5 €
- pizza in a pizzeria: from 4 €
- 1 litre of milk: 0,80 €
- 1 litre of mineral water: 0,40 €
- 1 kg of potatoes: from 1,8 €
- loaf of bread: 0,80 €
- 400 g spaghetti: 0.80 €
- 500 g of local cheese: from 4 €
- glass of beer: 1 €
- 1 bottle of red wine (better quality): 6 €
- rent of 1 bedroom flat: from 300 - 400 € per month
- local transport, basic single ticket: from 0,40 – 0,70 €
- local transport, monthly ticket: from 20 €
- single travel ticket Bratislava – Nitra: from 4 €
- taxi within Bratislava: approx. 0.60 € / km
- taxi within Nitra: approx. 2 € per 1 travel within Nitra town
- movie ticket: 3 – 8 €
- fitness centre ticket: from 3 €
- swimming pool ticket: from 1.50 €