



EUROPEAN RESEARCH
UNIVERSITY

STUDENT HANDBOOK *Study Programmes in English 2023/2024*



EUROPEAN RESEARCH UNIVERSITY

*mente aperta et corde libero clementia
atque intelligentia indicantur*

CONTENT

Introduction	5
Our mission and vision	6
Getting to know us	7
Studying with us.	10
Academic year schedule and study organization	12
Study programmes and course catalogue	15
Undergraduate programmes	16
Postgraduate study programmes	18
Non-degree programmes.	26
ECTS, assessments and examinations	28
Graduation.	30
Study regulations	31
Information system and communication	32
Campuses and facilities	33
Buddy system	35
Study and work exchanges, immigration, visas	36
Support for students with disabilities	37
Disciplinary procedures	38
Complaints procedure	39
Fees and scholarship programmes	40
Refund policy	41



INTRODUCTION

Dear Students,

It is my great pleasure to welcome you to the European Research University (ERUNI) for the academic year 2023/2024. As the rector of this prestigious institution, I am honoured to introduce you to our Student Handbook, a comprehensive guide designed to support you throughout your academic journey.

The ERUNI is founded on the principles of openness, inclusivity, equality, and respect for individual needs. Our commitment to these values ensures that every member of our diverse and vibrant community feels welcome, supported, and empowered to reach their full potential. Whether you are joining us from nearby or from afar, you are now part of a community that values collaboration, integrity, and the relentless pursuit of knowledge.

This handbook has been meticulously crafted to provide you with essential information about our university's policies, resources, and services. Inside, you will find details on academic programmes, campus facilities, support services, and extracurricular opportunities. Additionally, the handbook includes direct links to our websites, where you can find all the important information you need, as well as all the important contacts. We encourage you to familiarise yourself with its contents, as it will serve as a valuable resource throughout your time at the ERUNI.

As you embark on this new chapter, remember that you are not alone. Our dedicated staff, and fellow students are here to support and guide you. We believe in your potential to achieve great things and are committed to helping you succeed.

Once again, welcome to the ERUNI. We look forward to witnessing your growth, achievements, and contributions to our university community.

Wishing you a successful and fulfilling academic year,



Zuzana Machová
Rector, European Research University

OUR MISSION AND VISION

The European Research University is a non-governmental, non-profit organisation whose mission is mainly to provide education in accredited undergraduate as well as postgraduate degree programmes, non-degree programmes and lifelong learning programmes, and to carry out related scientific research activities. Founded on the ideals of openness, inclusivity, equality, and respect for individual needs, the ERUNI is the only private university in the Czech Republic providing free education, built on the non-profit principle. Studies at the ERUNI are highly individualised and students are involved in research activities from their undergraduate studies. The number of students at the ERUNI is limited as they go through a multi-round admission procedure during which, among other things, their aptitude for research is tested, and research activities and their connection with teaching in the accredited study programmes are a priority for the university. In addition to its research orientation, the ERUNI is characterised by a high degree of internationalisation, both in teaching and in other related activities, particularly in research. The ERUNI cooperates with universities all over the world and its researchers are involved in international research teams.

In our vision, the European Research University is an internationally respected institution that achieves excellent results in the field of accredited study programmes and that has a good position in the world university rankings, particularly in relation to the quality of teaching and its connection with research activities. Its graduates are successful later in life and the results of research are socially relevant. We strive that the graduates have a natural sense for social responsibility and that they accept the challenges associated with life in a multi-cultural environment, with the development of new technologies and sustainability of economic growth. The fundamental element for fulfilling the goals of the European Research University is primarily the stable and loyal core of academics with a high standard of expertise and an appropriate age structure who share common visions and values. The university also cooperates with the business and public sectors as well as with charities and volunteers.

GETTING TO KNOW US

The European Research University is governed by the Rector and Vice-Rector. Rector's Collegium is her advisory body. Other councils and boards also comment on university's activities. The ERUNI is organized into three units, which are the PRIGO University College that provides the majority of degree programmes and continuing education, the Faculty of Doctoral Studies, and the PRIGO College Olomouc that provides non-academic vocational education programmes. The ERUNI also includes the ERUNI Open Research institute with offices in Ostrava and Prague, International Office, the Institute of Lifelong Learning and a specialized university workplace for work with students with special educational needs ENIGMA. The academic staff is divided into several departments.

Rector and management



Assoc. Prof.
Zuzana Machová, Ph.D.
Rector



Assoc. Prof.
Igor Kotlán, Ph.D. et Ph.D.
Vice-Rector



Linda Foltýnová
Deputy Vice-Rector



Emil Adámek, Ph.D.
Dean of PRIGO
University College



Lenka Fabíková
Dean of Faculty
of Doctoral Studies



Natalie Uhrová, Ph.D.
Directress of Institute
of Lifelong Learning



Pavla Kuchařová
Head of Rector's Office

Departments and academic staff

→ www.eruni.org/organizational-structure

International Office and Study Department

The International Office is a department whose task is to support all activities related to the internationalization of the European Research University. It ensures cooperation with our partner universities worldwide, whether it is cooperation in the field of education or scientific research activities. Its staff are the main coordinators of the activities implemented within the Erasmus+ programme and in general of all international exchanges, including both study and work stays and internships of students and staff

→ www.eruni.org/international-cooperation/#international-office



Marta Blašíková
IO contact person



Kateřina Ondříášová
Study officer

ERUNI Networking Institute for Growth and Mutual Assistance

ENIGMA – the ERUNI Networking Institute for Growth and Mutual Assistance is a special university workplace for those students and applicants who need support for various reasons. The first area is working with exceptionally gifted students, i.e., those whose distribution of abilities reaches an extraordinary level of high creativity across a range of activities or in particular areas of intellectual ability. The second area is to support students with special educational needs, whom we seek to better integrate into their studies at our university.



Assoc. Prof.
Maria Vašutová, Ph.D.
Head of ENIGMA

STUDYING WITH US

- highly individualized study, free studies, rich scholarship programme
- the possibility to get involved in research already from the bachelor's degree
- full-time study based on dialogue between the mentor and his student
- high level of internationalization
- preparation for prestigious high-ranked universities
- above-standard provision of information and communication technology



ACADEMIC YEAR SCHEDULE AND STUDY ORGANIZATION

The academic year is divided into a winter and a summer semester and lasts 12 months. Each semester includes a tuition and examination period and holidays. The dates related to the organisation of the academic year are set by the Rector in the Decree on the Academic Year Schedule, which includes in particular the dates of the beginning and end of the tuition period and the examination period, study control dates, deadlines for the submission of applications, submission of theses, and other.

→ www.eruni.org/about-the-university/#official-desk

Studies at the ERUNI are initiated on the day of enrolment for the first semester of a study programme. When enrolling for studies, students receive their student cards and passwords for their personal student email boxes and the ERUNI information system. Students are obliged to regularly check the e-mail box made available to them by the ERUNI and thoroughly familiarise themselves with the contents of received emails. Study programme plans and lists of courses divided into compulsory, compulsory-optional and optional are made available to students who have enrolled for them. Each course has been allocated a prescribed number of credits as per ECTS. The study plan also contains a set number of credits, which students need to obtain in every semester of their studies and during their entire studies.

ECTS, information system or communication issues are covered later in this handbook.

The most important dates and deadlines for 2023/2024

1. 8. 2023 Beginning of the academic year 2023/2024	18. 8. 2023 – 22. 8. 2024 Welcome week (first date)	25. 8. 2023 Start of classes (winter semester)	23. 9. 2023 – 27. 9. 2023 Welcome week (second date)	31. 9. 2023 Submission of applications: registration of upper year courses (winter semester)	31. 9. 2023 Submission of applications for state accommodation and social scholarship
10. 10. 2023 Matriculation ceremony for the first year	15. 12. 2023 End of classes (winter semester)	18. 12. 2023 – 22. 12. 2023 Credits week (winter semester)	23. 12. 2023 – 1. 1. 2024 Christmas holidays	2. 1. 2024 – 2. 2. 2024 Examination period (winter semester)	2. 2. 2024 PRIGO Representative Ball
5. 2. 2024 Start of classes (summer semester)	23. 2. 2024 Submission of applications: registration of upper year courses (summer semester)	29. 2. 2024 Submission of applications for state accommodation and social scholarship	8. 4. 2024 – 3. 5. 2024 Examination period (summer semester) for final year students	26. 4. 2024 End of classes (summer semester)	2. 5. 2024 Submission of diploma theses
29. 4. 2024 – 3. 5. 2024 Credits week (summer semester)	5. 5. 2024 – 7. 6. 2024 Examination period (summer semester)	10. 5. 2024 Study control for final year students	3. 6. 2024 – 7. 6. 2024 State final examinations	13. 6. 2024 Graduation ceremony	17. 6. 2024 – 31. 8. 2024 Summer holidays
19. 8. 2024 Study control	26. 8. 2024 – 30. 8. 2024 State final examinations (remedial)				



STUDY PROGRAMMES AND COURSE CATALOGUE

Studying at the ERUNI is organised in degree and non-degree programmes realised at the level of the ERUNI or its organisational units.

→ www.eruni.org/study-programmes

The studies in the degree study programmes are provided as full-time in 2023/2024.

The course of studies within a degree study programme is governed by its study plan. A study plan comprises courses which are assigned to respective semesters. The courses can be compulsory, compulsory-optional, or optional. Students are required to select their optional and compulsory-optional courses to fulfil the number of credits determined for each semester of studies within their study programme.

The students who are enrolled for a study programme are obliged to enrol for the subjects required for the given semester or academic year within the period established by the Rector's Decree on the Academic Year Schedule. The enrolment of subjects take place solely through the electronic information system. Students are obliged to enrol all the compulsory subjects prescribed by the study plan for the given semester or academic year and then the determined number of compulsory-optional and optional subjects in order to obtain the required number of credits. Starting from the second semester or the second year of studies, students are required to enrol themselves for the given semester or year, in addition to enrolling for the subjects. The conditions for enrolment in a semester or year are determined by the Rector's decree. The methods of teaching and the obligation to participate in the classes are determined by the study plan and the syllabi of each subject available in the ERUNI information system.

Undergraduate programmes

Economy and Management

The aim of the three-year study programme Economy and Management is to prepare graduates who understand the structure and functioning of any type of economy and are able to manage it using modern management methods. It is therefore the study of the management of the economy regardless of its size, affiliation to the private or public sector, profit or non-profit nature, legal form, national, international or transnational character, etc. The content focus of the programme thus creates the prerequisites for graduates to be employed in various managerial positions in the private and public sector, i.e. in enterprises, multinational corporations, internationally operating companies, authorities, local government bodies and other organisations in the public or non-profit sector. The study programme provides theoretical knowledge in the field of microeconomics, macroeconomics, management and the structure and functioning of the economy of a company, the Czech Republic and the world. Through compulsory elective courses, students have the opportunity to profile themselves more closely in the management of sub-types of the economy. During their studies, they acquire the professional knowledge and practical skills necessary for the practice of management, as well as linguistic competence. Thanks to this, they will be prepared for further studies or employment not only in the Czech Republic but also abroad. Part of the study includes the completion of professional practice, but the study programme is designed as an academically oriented programme representing the basis for further master's studies in management and administration-oriented programmes.

Course catalogue

→ www.eruni.org/study-programmes/course-catalogue-bachelor-study-programme-economy-and-management

COMPULSORY COURSES	ECTS	YEAR	SEMESTER
Macroeconomics A	6	1	winter
Management	6	1	winter
Informatics	6	1	winter
Philosophy and Ethics	4	1	winter
Law	4	1	winter
Foreign Language IA	4	1	winter
Microeconomics A	6	1	summer
Economy of Business Enterprise A	5	1	summer
Personnel Management	5	1	summer
Marketing Communication	4	1	summer
Quantitative Methods A	6	1	summer
Foreign Language IB	4	1	summer
Public Sector Economy	5	2	winter
Operational Research	6	2	winter
Managerial Accounting	6	2	winter
Quantitative Methods B	6	2	winter
Foreign Language IIA	4	2	winter
Czech Economy	6	2	summer
Financial Management	6	2	summer
Public Finance and Taxes	6	2	summer
Business History	5	2	summer
Foreign Language IIB	4	2	summer
World Economy and International Organizations	5	3	winter
Public Administration Management	5	3	winter
Management Information Systems	4	3	winter
Project Management A	4	3	winter
Practical Training A	8	3	winter

Economic Policy and Public Administration

The aim of the study in the three-year programme Economic Policy and Public Administration is to prepare graduates equipped with the competences for qualified performance of an independent worker in the economic policy field, especially in the monetary field, in banking and insurance, in EU bodies and institutions, in state administration and self-government bodies, or in business management in the private sector. The study programme provides theoretical knowledge in the field of economic theory, as well as in the area of economic policy objectives, tools and authorities, both at general level and in specialized areas such as fiscal policy, monetary policy, social policy or employment policy. The programme also provides theoretical knowledge and practical skills in the field of public sector functioning, including its management and financing. Part of the study is the development of language skills so that graduates can apply them both in the follow-up study and in practice. Part of the study is also the completion of professional practice, but the study programme is designed primarily as an academically focused programme, which forms the basis for the follow-up master's degree in programmes focusing on economic policy and administration.

Course catalogue

→ www.eruni.org/study-programmes/course-catalogue-bachelor-study-programme-economic-policy-and-public-administration/

COMPULSORY COURSES	ECTS	YEAR	SEMESTER
Microeconomics A	6	1	winter
Public Sector Economy	5	1	winter
Law	4	1	winter
Philosophy and Ethics	4	1	winter
Information Technology	6	1	winter
Foreign Language IA	4	1	winter
Macroeconomics A	6	1	summer
Economic Policy	6	1	summer
Czech Economy	5	1	summer
Political Science	4	1	summer
Quantitative Methods A	6	1	summer
Foreign Language IB	4	1	summer
Social Policy A	6	2	winter
Employment Policy	4	2	winter
Public Law	4	2	winter
Econometrics A	6	2	winter
Quantitative Methods B	6	2	winter
Foreign Language IIA	4	2	winter
Public Administration A	5	2	summer
World Economy and International Organizations	6	2	summer
Tax System in CR	4	2	summer
Economy of Business Enterprise A	5	2	summer
Foreign Language IIB	4	2	summer
Fiscal Policy A	5	3	winter
Monetary Policy A	5	3	winter
Administrative Procedure	5	3	winter
European Integration	5	3	winter
Practical Training A	6	3	winter

Postgraduate study programmes

Managerial Economics

The two-year Master's degree programme Managerial Economics is focused on the application of economic theory and methods in the process of managerial decision-making at the level of the private and public sectors of the economy. The aim of the study in this programme is to prepare graduates who will be equipped with highly specialized knowledge in the field of Managerial Economics serving as the basis of original thinking or research and will be able to critically realize knowledge in this field and at the interface between different areas. Graduates will also acquire special skills required in solving problems in research or innovation in order to develop new knowledge and practices and integrate knowledge from various areas of Managerial Economics. In accordance with EQF 7, graduates will also be able to manage and transform work or study contexts that are complex, unpredictable and require new strategic approaches, and be responsible for contributing to professional knowledge and practices or assessing the strategic performance of teams.

Course catalogue

→ www.eruni.org/study-programmes/course-catalogue-masters-degree-programme-managerial-economics

COMPULSORY COURSES	ECTS	YEAR	SEMESTER
Microeconomics B	6	1	winter
New Institutional Economic	6	1	winter
Game Theory	6	1	winter
Theory of Economic Policy	5	1	winter
Research Methods in Management	4	1	winter
Macroeconomics B	6	1	summer
Managerial Decision Making	6	1	summer
Modelling of the Behaviour of Economic Agents	6	1	summer
Managerial Psychology and Sociology	5	1	summer
Business Ethics	4	1	summer
Experimental and Behavioural Economics	5	2	winter
Investment Decisions and Long-term Financing	5	2	winter
Strategic Management	5	2	winter
Subsidy Management	5	2	winter
Practical Training B	6	2	winter

Economic Policy and Public Administration ——— *Master's degree*

The graduate of the two-year Master's degree programme Economic Policy and Public Administration is prepared to work as an independent economic expert and analyst, able to carry out national economic analyses using advanced statistical and econometric methods, taking into account the broader macroeconomic context and patterns of socio-economic development of society. Other positions of graduates of the study programme are positions at the level of middle and top management both in public administration institutions and in the private sector, where they are able to lead a team, including a team with an international composition. The graduate can also work as a project manager in both the private and public sectors, where he / she is able to process and evaluate grant applications. In all positions, the graduates will use the language skills acquired during their studies through lectures by foreign teachers, work with foreign language literature or through a foreign internship.

Course catalogue

—> www.eruni.org/study-programmes/course-catalogue-masters-degree-programme-economic-policy-and-public-administration

COMPULSORY COURSES	ECTS	YEAR	SEMESTER
Microeconomics B	6	1	winter
Theory of Economic Policy	6	1	winter
Social Policy B	5	1	winter
Fiscal Policy B	5	1	winter
Econometrics B	6	1	winter
Macroeconomics B	6	1	summer
Public Administration B	5	1	summer
Monetary Policy B	5	1	summer
Pro-Growth Policy	5	1	summer
Tax Policy	5	1	summer
Foreign Trade Policy	5	2	winter
Administrative Law	5	2	winter
Subsidy Management	5	2	winter
E-Government	5	2	winter
Practical Training B	6	2	winter

Economic Policy and Public Administration ——— *Doctoral degree*

The aim of the studies is to prepare highly qualified professionals with sophisticated knowledge in economic policy and administration who will master the highly advanced and specialised skills and techniques, including synthesis and evaluation, that are required in solving critical problems in research, development and innovation and in expanding and redefining existing knowledge and professional practices in economic policy and administration. The graduates of the doctoral study programme will be able to demonstrate considerable authority, innovative potential, independence and academic and professional integrity as well as a lasting commitment to coming up with new ideas and developing new practices at a top level in economic policy and administration.

Course catalogue

—> www.eruni.org/study-programmes/course-catalogue-doctoral-studies

COMPULSORY COURSES	ECTS	YEAR	SEMESTER
Economic Theories	20	1	winter
Research Methodology and Management	10	1	summer
Economic Policy and Public Administration	20	2	winter
Economic Modelling	15	2	summer
Internship Abroad	20	1 or 2	summer/ winter
Public Choice Theory	10	3	winter
Behavioural Economics	10	3	summer

Non-degree programmes

Competences for Master's degree (CMD)

Competences for Master's Degree (CMD) is a unique ERUNI's programme that systematically prepares students of bachelor's degree programmes for master's degrees at TOP prestigious universities worldwide, particularly in the UK, and USA, where they can continue their studies. This unique programme is unparalleled in Czech universities and is available exclusively to students of the ERUNI.

This programme is designed for talented and especially motivated students from any country who want to obtain a globally recognised study and the associated job security in prestigious positions. Furthermore, the CMD programme is also suitable for job seekers seeking employment in the EU institutions. In addition to the EPSO (European Personnel Selection Office) tests, for which we also prepare students in cooperation with the Ministry of Foreign Affairs of the Czech Republic and Eurocentre Ostrava, similar requirements are imposed on applicants as on those interested in studying in Master's programmes at foreign universities.

International Master's degrees, especially in the UK and the USA, are usually two years long, in some cases only one year. The admissions process is specific, but you can prepare very well for most of its relevant components. Preparation at the ERUNI takes place on two levels. First of all, it is the style of teaching at our university, which, within the limits of legal possibilities, concentrates on the use of specific modern teaching methods comparable with TOP prestigious universities. On the second level, we offer our students participation in a unique CMD programme, which we have designed to systematically prepare students for admission and study in prestigious master's programmes worldwide, beyond their studies in accredited bachelor's programmes. As part of this programme, students are encouraged to volunteer and participate in extracurricular activities, as participation in these activities is often required by TOP ranked universities during the admissions process. As part of the CMD programme, our students meet

successful graduates from universities such as the University of Oxford, the University of Cambridge, the University of London or Harvard University. The programme also includes visits to these prestigious schools and meetings with their students or teachers.

—> www.eruni.org/study-programmes/non-degree-programmes



ECTS, ASSESSMENTS AND EXAMINATIONS

Studying at the ERUNI is implemented through a credit system, which means that for each course there is a certain number of credits that a student can earn after successfully completing the course. The number of credits for each course is determined in accordance with the European Credit Transfer System (ECTS). The study load expressed as one credit corresponds to 25-30 hours of study or work of the student leading to the successful completion of the course.

The credit system is governed by the ECTS. The credits which a student obtains in the course of their studies in a programme add up. The number of credits is usually 30 per semester, and 60 per academic year. The set number of credits is directly proportional to the maximum study workload in accordance with the ECTS rules. The credits obtained by a student are recorded in the information system; after the studies have been duly completed, the number of credits for each course is written in the Diploma Supplement. A student can obtain credits by successfully completing a course at the ERUNI, or as a result of recognition of completed parts of the studies at another higher education institution, if the content of the course matches. What is determinative for a subject to correspond is its contents, not its name. The Rector may recognise courses completed in previous or concurrent studies to students at their request. The requirements of the application and other rules for the recognition of completed parts of studies are determined by the Rector in the Decree on the Recognition of Completed Parts of Studies.

Every course that a student is enrolled for within a semester of studies is completed with a credit or an examination on the date published in the ERUNI information system. Students enrol for credits and exams independently via the information system. A credit is assessed 'earned', or 'not earned'. An exam is assessed 'excellent' (A), 'very good' (B), 'good' (C), 'satisfactory' (D), 'acceptable' (E), or 'failed' (F). If a student fails to appear for a credit or exam and does not excuse their absence within five working days, they receive an 'F'. The completion of a course is assessed by an academic authorised to examine or grant credit (teacher). The teacher, or another authorised staff member, also enters the evaluation in the ERUNI information system. The number of credits determined for the course is entered for the student in the ERUNI information system along with the evaluation of the course completion.

If a student fails to successfully complete a course with an exam or credit within a regular deadline, they may repeat it no more than twice. If a student fails to successfully complete a course with an exam or credit even on the second resit, they may re-enrol for the course in the earliest possible semester during which the course is taught. Students are entitled to re-enrol for a course no more than once during their studies. A student may, at their request, interrupt studies, and even repeatedly.

—> www.eruni.org/about-the-university/#official-desk



GRADUATION

The study ends with a state final examination. The final examination is a public and board examination. The members of the board are appointed by the Rector of the ERUNI after approval by the Scientific Board of the ERUNI, and they may be selected from among professors, associate professors and other experts appointed by the Rector.

The ERUNI students enrol for the final examination on the date set by the Rector's Decree on the Academic Year Schedule. Only the students who have achieved the required total number of credits and have properly submitted their thesis for the defence can apply for the examination. More detailed conditions for the submission and defence of thesis are set by the Rector in the Decree on Rules for Writing Theses and Other Papers. The final examination is composed of separately graded parts which are thesis defence and oral examination for the courses listed in the study plan as the courses of the final examination. All theses and dissertations are published, including opponent's opinions.

Students who successfully pass the state final examination, including the thesis defence, will receive their diploma during a ceremony to which their family members, friends and all close persons are cordially invited. The ceremonies are conducted in the traditional manner in academic gowns in the dignified surroundings of one of our campuses.

STUDY REGULATIONS

Studies at ERUNI are governed by the internal regulations of the University, which are registered by the Ministry of Education. The key regulations for students are the Statutes, Study and Examination Rules, Admission Procedure, Scholarship Rules, Fees and Tuition Fees Regulation, or Disciplinary Procedure.

The specific conditions of study in individual academic years are then regulated by the Rector's decrees. The decrees regulate the organisation of the academic year, admissions, fees, scholarships, principles for writing essays and theses, conditions of student grant competitions, etc.

→ www.eruni.org/about-the-university/#official-desk



INFORMATION SYSTEM AND COMMUNICATION

ERUNI uses a standardized university information system that enables all common functionalities, i.e., enrolling in courses, registering for credits and examinations, displaying their results, submitting theses, submitting applications, but also archiving essays and university theses, and recording all achieved results and generating diplomas.

In addition to the information system, communication with students is mainly via email, which is assigned to each student during enrolment. Students are obliged to regularly check the e-mail box made available to them by the ERUNI and thoroughly familiarize themselves with the contents of received emails.

Significant documents that have the character of administrative decisions are usually also delivered in paper form to the address that the student provides for this purpose when enrolling in studies.

CAMPUSES AND FACILITIES

ERUNI operates in 4 campuses located in different parts of the Ostrava metropolitan area. All buildings are located either in the city centres (Ostrava, Havířov, Hnojník) or in the immediate vicinity. One of the campuses is housed in an Empire-style chateau and extensive chateau park.

There are two international airports (Ostrava, Katowice) within 1 hour driving distance. All campuses are accessible by public transport (trains, buses, trams, trolleybuses) with a commuting distance of up to 10 minutes. In the vicinity within 1 hour driving distance is the Moravian-Silesian Beskydy Mountains, which are a wonderful option for hiking or more demanding cycling, and in winter you can use many smaller ski resorts. There are also several rivers and lakes offering opportunities for water sports and recreation. The Ostrava metropolis itself is the educational, cultural and sporting centre of the region, offering all leisure activities, including theatres, cinemas, sports venues, festivals, parks, museums, etc.

—> eruni.org/about-the-university/facilities/

The university is also equipped with sports facilities, study rooms, libraries, relaxation zones inside and in gardens equipped with board games, all campuses offer catering options. All facilities are wheelchair accessible. In addition to the information system, students also have additional apps for sharing study materials available on their iPads. We also provide access to world-renowned citation databases such as Web of Science and Scopus.

All ERUNI buildings are protected and access is only granted to authorized persons using a chip that each student receives upon enrolment.



EUROPEAN RESEARCH UNIVERSITY

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Blažejské nám. 84/9
779 00 Olomouc

LONDON & PRAGUE

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London WC1E6HA
United Kingdom

Politických vězňů 1419/11
110 00 Praha 1
Czech Republic, European Union

BUDDY SYSTEM

The buddy system at the ERUNI is a key support mechanism designed to help new students integrate into their academic environment. At ERUNI, we prioritise the well-being of our new students, ensuring they feel comfortable and welcomed in a familial atmosphere. Each new student, or mentee, is paired with an existing student, or buddy, matched by similar interests, fields of study, or cultural backgrounds to facilitate easier communication.

The buddy introduces the new student to the campuses, explaining key locations such as libraries, teaching rooms, dormitories, and student services, and provides a tour of the local area, highlighting places for groceries, leisure, and healthcare. The buddy also helps with understanding academic requirements, including course registration, schedule management, and learning platforms, and offers guidance on the grading system, study techniques, and accessing academic resources.

Social integration is crucial in the ERUNI buddy system. The buddy invites the new student to social events, clubs, and activities, helping them to make friends and build a social network, particularly important for international students who might feel isolated due to cultural or language differences. The buddy also provides personal guidance on everyday issues such as managing finances, navigating public transport, and dealing with homesickness.

Regular check-ins ensure the new student is settling in well. These meetings can be formal or informal, depending on the programme. Feedback from both buddies and new students is used to improve the system for future participants. The buddy system aims to create a welcoming and supportive environment, ensuring new students have a smooth transition into their academic and social life.

STUDY AND WORK EXCHANGES, IMMIGRATION, VISAS

In line with its Mission and Vision, ERUNI emphasises internationalisation and welcomes students and academic colleagues from all over the world. We are involved in the Erasmus+ programme, where we have more than 35 partners under inter-institutional agreements. ERUNI has partner schools beyond the Erasmus programme in the USA, Asia and other European countries.

→ www.eruni.org/international-cooperation/erasmus

We offer a range of services to incoming students, which focus on dealing with the procedure of obtaining a student visa in an accelerated mode, processing the nostrification of prior education, provision of student documents (ISIC), arranging transport, accommodation, insurance, healthcare, bank accounts, means of communication, etc.

→ www.eruni.org/international-cooperation

We involve all students from undergraduate programmes onwards in research activities and offer them the opportunity to gain preparation for further studies at prestigious global universities as part of the unique non-degree Competences for Master's Degree - CMD.

→ www.eruni.org/study-programmes/non-degree-programmes

In addition to the buddy system, ERUNI organises a Welcome Week for new students every year in two terms with respect to various possibilities of incoming students. During these days, enrolment takes place where students receive their ISIC cards, chips, iPads, access to the information system and email. They get to meet their departmental management, International Office staff, Study Department and other important staff in person. Their buddies will give them a tour of the campuses, pass on necessary emergency contacts, run errands regarding insurance, health care, bank accounts, etc. During Welcome Week, students will attend a Welcome Ceremony where they will meet the Rector, Deans and other members of the University management. This includes a get-together with the university leadership over lunch followed by a garden party with buddy students and academics.

SUPPORT FOR STUDENTS WITH DISABILITIES

ENIGMA – the ERUNI Networking Institute for Growth and Mutual Assistance is a special university workplace for those students and applicants who need support for various reasons. The first area is working with exceptionally gifted students, i.e., those whose distribution of abilities reaches an extraordinary level of high creativity across a range of activities or in particular areas of intellectual ability. The second area is to support students with special educational needs, whom we seek to better integrate into their studies at our university.

ENIGMA, our centre for working with students with special educational needs:

- Diagnoses exceptional giftedness and special educational needs of students
- Suggests support, compensatory and other measures for students with identified exceptional giftedness or special educational needs, including applicants for study

ERUNI has adopted a Disability Access Policy, which is embodied in a separate document available on the official desk together with the internal regulations and other relevant documents.

→ www.eruni.org/about-the-university/#official-desk

DISCIPLINARY PROCEDURES

The ERUNI requires its students to act honestly and in a way consistent with good manners and general moral principles. At the matriculation and graduation ceremonies, students and graduates take an oath that binds them to such conduct, which is furthermore in accordance with the principles of humanism and democracy. We do not see these declarations as empty words, but as a fundamental human commitment of every student and graduate.

A disciplinary offence is specified as a culpable failure to fulfil one's obligations set by legal regulations or internal regulations and other internal standards of the ERUNI. A disciplinary offence may be punishable by reprimand, conditional expulsion from studies and setting a deadline and conditions for proving oneself, or expulsion from studies. Further details of the disciplinary procedure are regulated in the Disciplinary Procedure.

→ www.eruni.org/about-the-university/#official-desk



COMPLAINTS PROCEDURE

The ERUNI is founded on principles of openness, inclusivity, equality, and respect for individual needs. We reject any form of discrimination. Access to education for all is absolutely key for us, and our fees and scholarship policy is tailored to this. Students are dealt with individually and we are proud that our academic and other staff are able to build a quality mentoring relationship with students based on mutual trust, which should not be undermined by any inappropriate behaviour on either side. Any form of violence, especially psychological violence, is unacceptable.

Any conduct contrary to good morals and general moral principles is also unacceptable. We also require that academic staff treat students objectively, fairly and with appropriate rigour. If a student becomes aware of any inappropriate or unfair practice, or feels threatened by the actions of another person, he or she is entitled and encouraged to address the situation. Students may contact ENIGMA staff in the first instance.

In accordance with the ERUNI Student Complaints Policy, students can submit their complaints to the Study Affairs Office, which is part of the Study Department. Students may also contact staff at the Study Department, International Office, and senior staff if they feel a sense of trust in them, especially in cases where the issue is not one of inappropriate behaviour or actions of individuals, but, for example, complaints related to University facilities. All ERUNI staff members are trained to deal with such situations and will refer the case to the competent person at ENIGMA or the management of the relevant part of the University.

A very appropriate option with respect to preserving the complainant's anonymity is to use the trust trunk available at the university, which is always available at the building entrance.

The relevant documents are available on the Official Desk:

→ www.eruni.org/about-the-university/#official-desk

FEES AND SCHOLARSHIP PROGRAMMES

Studies at the ERUNI may be charged. The study-related fees (tuition fees) and the organisation of collecting them are governed by the Fees and Tuition Fees Regulation of the European Research University. The amount of tuition fees for accredited study programmes of the ERUNI is established annually and issued through the Rector's Decree on Fees and Tuition Fees for the relevant academic year. Enrolled students are obliged to pay the tuition fees, if it is established in accordance with the conditions set in the Fees and Tuition Fees Regulation of the European Research University and the relevant decree of the Rector of ERUNI. The tuition fees may be individually reduced by the decision of the Rector of ERUNI due to serious reasons on the part of a student. Students are not legally entitled to reduced tuition fees, and each case is assessed by the Rector of ERUNI individually, based on the student's request and submitted documents. Further study-related fees such as administration fees for issuing a student certificate as well as other administrative operations are established in the Rector's relevant decree and published on the Official Desk of the ERUNI and in the public section of the ERUNI's websites. The university awards scholarships to students in accordance with the Scholarship Rules and the relevant decree of the Rector on the scholarship amount for the relevant academic year.

→ www.eruni.org/study-programmes/admissions

REFUND POLICY

At the EURNI there are two types of payments related to your studies, fees and tuition fees. Fees are associated with specific actions within different procedures, such as fees for actions related to the admission procedure. These fees are generally non-refundable.

Tuition fees may be refunded depending on the timing of the payment and the circumstances. Tuition fees paid between the date of the decision on admission to study and the date of enrolment may be refunded upon request by the student. Tuition fees paid on or after the date of enrolment are generally non-refundable.

More details can be found in the ERUNI Refund Policy at the Official Desk:

→ www.eruni.org/about-the-university/#official-desk





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