

# 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)
Type of the institution	Modern public comprehensive university founded in 1959
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	<a href="http://www.ukf.sk">www.ukf.sk</a>

#### 1.2. Main university contacts

Contact person	prof. RNDr. Ľubomír Zelenický, CSc.
Responsibility	Rector
Contact details	Tel: +421 37 6408 555, <a href="mailto:lzelenicky@ukf.sk">lzelenicky@ukf.sk</a>

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

Contact person	Ing. Anita Garajová, PhD.
Responsibility	International Relations and Mobility Office Erasmus Teaching & Erasmus Staff Training - incomings and outgoings
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Contact person	Ing. Katarína Butorová, PhD.
Responsibility	International Relations and Mobility Office Erasmus study & Erasmus placements – only incomings
Contact details	Tel: +421 37 6408 031, <a href="mailto:kbutorova@ukf.sk">kbutorova@ukf.sk</a>

Contact person	Mgr. Terézia Paňková
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## 1.4. Faculty and Departmental Erasmus Coordinators

### ➤ Faculty of Arts

<b>Faculty Erasmus Coordinator</b>	
<b>Contact person</b>	PhDr. Ľuboš Török, PhD.
<b>Responsibility</b>	Vice-dean for International Relations and Development
<b>Contact details</b>	Tel: +421 37 6408 452, <a href="mailto:ltorok@ukf.sk">ltorok@ukf.sk</a>

<b>Departmental Erasmus Coordinators</b>		
<b>Department of Archaeology</b>	Doc. PhDr. Noémi Beljak Pažinová, PhD.	+421 37 6408 400, <a href="mailto:nbpazinova@ukf.sk">nbpazinova@ukf.sk</a>
<b>Department of Culturology</b>	Mgr. Katarína Gabašová, PhD.	+421 37 6408 355, <a href="mailto:kgabasova@ukf.sk">kgabasova@ukf.sk</a>
<b>Department of English and American Studies</b>	PhDr. Ľuboš Török, PhD.	+421 37 6408 452 or ext. 471, <a href="mailto:ltorok@ukf.sk">ltorok@ukf.sk</a>
<b>Department of Ethnology and Ethnomusicology</b>	Mgr. Jana Ambrózová, PhD.	+421 37 6408 356, <a href="mailto:jambrozova@ukf.sk">jambrozova@ukf.sk</a>
<b>Department of General and Applied Ethics</b>	PhDr. Ing. Tibor Máhrik, PhD.	+421 37 6408 387, <a href="mailto:tmahrik@ukf.sk">tmahrik@ukf.sk</a>
<b>Department of German Studies</b>	PaedDr. Oľga Wrede, PhD.	+421 37 6408 376, <a href="mailto:owrede@ukf.sk">owrede@ukf.sk</a>
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<b>Department of Journalism</b>	Mgr. Eva Bútorová, PhD.	+421 37 6408 411, <a href="mailto:ebutorova@ukf.sk">ebutorova@ukf.sk</a>
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<b>Department of Mass Media Communication and Advertising</b>	Doc. Mgr. Peter Mikuláš, PhD.	+421 37 6408 240, <a href="mailto:pmikulas@ukf.sk">pmikulas@ukf.sk</a>
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### ➤ Faculty of Education

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➤ **Faculty of Social Sciences and Health Care**

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➤ **Faculty of Central European Studies**

<b>Faculty Erasmus Coordinator</b>	
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<b>Departmental Erasmus Coordinators</b>		
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<b>Institute of Teacher Training</b>	RNDr. Ladislav Szekeres, PhD.	+421 37 6408 871, <a href="mailto:lszekeres@ukf.sk">lszekeres@ukf.sk</a>
<b>Institute of Central European Languages and Cultures</b>	Mgr. Dominika Hlavinová Tekeliová, PhD.	+421 37 6408 877, <a href="mailto:dhtekeliova@ukf.sk">dhtekeliova@ukf.sk</a>

## 2. Detailed requirements and additional information

### 2.1. Recommended language skills

The sending 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.

We require incoming students to have at least **B2 level** of language proficiency (in the chosen language of instruction) based on the CEFR. Therefore we ask students to send a document testifying their level of language competence of the chosen language of instruction (not relevant for students from Czech Republic).

Levels according to CEFR: <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>.

### 2.2. Application procedure for students

All incoming students must be nominated by their sending institution via e-mail yet till the nomination deadline (see table below).

Nominated student fills in the following forms:

- Application Form for Exchange Programme
- Learning Agreement for Studies (or Learning Agreement for Traineeship)
- Transcript of Records (list of courses passed at home institution so far)
- Document testifying minimum B2 level of language competence (not required from Czech students)
- Housing Application for Incoming Students (for living in a student dormitory)
- Slovak Language Course Application Form (in case of interest).

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

#### Deadlines

<b>Semester 1 or the whole academic year</b>	<b>Nominations:</b> May 15	<b>Documents:</b> May 31
<b>Semester 2</b>	<b>Nominations:</b> November 15	<b>Documents:</b> November 30

Nominations and application documents of students have to be sent in one original by regular mail or scanned versions via e-mail to:

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

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

### 2.3. UKF Academic Calendar 2017/2018

<b>Opening ceremony</b>	September 19, 2017
<b>Teaching Period (semester 1)</b>	September 19, 2017 – December 16, 2017
<b>Exam Period (semester 1)</b>	December 18, 2017 – February 10, 2018
<b>Teaching Period (semester 2)</b>	February 12, 2018 – May 12, 2018
<b>Exam Period (semester 2)</b>	May 14, 2018 – July 7, 2018

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

## Orientation Week

Please, note, that we regularly offer Erasmus Orientation Week one week before starting each semester. 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.

### 2.4. Course offer

ECTS course catalogues of all our faculties containing Bachelor, Master and Doctoral courses offered in foreign languages are available at: <https://www.ukf.sk/en/erasmus/ects-course-catalogues>.

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

### Free of charge Slovak Language Course

Each semester we offer free of charge Slovak Language Course for incoming students (course name: Slovak for Foreigners, course code: JC/SKFOR/15, 2 ECTS, <https://www.ukf.sk/en/erasmus/ects-course-catalogues>). The course is provided by the Language Center of the Faculty of Arts, Constantine the Philosopher University in Nitra. Language of instruction is English, course takes 2 teaching hours/week and is held during the whole semester. For attending the course, don't forget to send us the filled Slovak Language Course Application Form.

### 2.5. 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>.

### 2.6. Transcript of Records

Transcript of Records or Traineeship Certificate will be issued to student no later than 4 weeks after the assessment period has finished at our university.

### 2.7. Visa & residence permit

Our institution provides assistance, when required, in securing visas and residence permit for incoming students, according to the requirements of the Erasmus Charter for Higher Education.

<b>Contact</b>	Ing. Katarína Butorová, PhD.
<b>Contact details</b>	Tel: +421 37 6408 031, <a href="mailto:kbutorova@ukf.sk">kbutorova@ukf.sk</a>
<b>Website</b>	<a href="https://www.ukf.sk/en/student-services/residence-permit">https://www.ukf.sk/en/student-services/residence-permit</a>

### 2.8. Insurance

Our institution provides assistance, when required, in arranging insurance for incoming students, according to the requirements of the Erasmus Charter for Higher Education.

<b>Contact</b>	Ing. Katarína Butorová, PhD.
<b>Contact details</b>	Tel: +421 37 6408 031, <a href="mailto:kbutorova@ukf.sk">kbutorova@ukf.sk</a>
<b>Website</b>	<a href="https://www.ukf.sk/en/student-services/health-insurance">https://www.ukf.sk/en/student-services/health-insurance</a>

## 2.9. Housing

Our institution guides incoming student, when required, in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

<b>Contact</b>	Ing. Katarína Butorová, PhD.
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<b>Website</b>	<a href="https://www.ukf.sk/en/student-services/housing">https://www.ukf.sk/en/student-services/housing</a>

Being an international student accepted for study or traineeship, you can be provided the accommodation for the whole period of stay at our university in one of our dormitories:

<b>Student dormitory UKF NITRA ("SD UKF NITRA")</b>	Ing. Milan Masár, dormitory director
<b>Contact details</b>	Tel: +421 37 6408 081, <a href="mailto:mmasar@ukf.sk">mmasar@ukf.sk</a>
<b>Student dormitory UKF ZOBOR ("SD UKF ZOBOR")</b>	Ing. Eva Machavová, dormitory director
<b>Contact details</b>	Tel.: +421 37 6408 167, <a href="mailto:emachavova@ukf.sk">emachavova@ukf.sk</a>

## 2.10. Other services

Constantine the Philosopher University in Nitra is offering a helping hand and support to its students also through other services such as:

- ❖ catering - university has six canteens providing catering services on a daily basis to students, staff and other subjects in the dining room
- ❖ support for disabled students - we established specialized Centre for support of study of disabled Students in 2012/2013.
- ❖ library, photocopy and printing services
- ❖ pastoral work - the Paul Strauss' University Pastoral Center in Nitra (UPC) provides pastoral care and spiritual aid to the students and staff

More information about services can be found on: <https://www.ukf.sk/en/student-services>.

### Buddy service

Since 2011 international students get helping hand from our university student voluntary organisation ESN UKF (Erasmus student network) in pick-up service, integration among other students, translation and interpreting in communication with other people (where necessary), helping in finding private accommodation (if requested). In cooperation with International Relations and Mobility Office ESN UKF provide support in arranging the residence permit, insurance, health check-up, university student card, internet, etc.

## 2.11. Leisure time & culture

The Slovak Republic is a country with mild climate (snowy winters and hot summers) located in Central Europe bordering with the Czech Republic, Poland, Ukraine, Hungary and Austria. The population of Slovakia is about 5,4 million. The capital of Slovakia is Bratislava and it's connected with the bus and railroad network with all neighbouring countries so you can easily reach and visit also another beautiful parts of Central Europe.

In small area of Slovakia, you can find and explore everything from natural treasures and splendid natural scenery, rich history manifested by picturesque historic towns and remarkable monuments of world significance, folk culture



and traditions presented also by inimitable tastes of regional specialities and traditional national gastronomy up to modern entertainment activities visible in the busy city streets.

Having the population nearly 80 000 inhabitants, Nitra is the fifth largest city in Slovakia. The present-day Nitra is a significant centre of education, science, research and culture. It is an academic city with two universities: Constantine the Philosopher University and Slovak University of Agriculture having together about 14,000 students.

Explore our university virtually on <https://www.ukf.sk/o-univerzite/kontakt/virtualna-prehliadka>.  
Discover Nitra and its surroundings via: <https://www.nitra.sk/>, <https://www.nitra.eu>, <https://visitnitra.eu/en/>.

## 2.12. Living costs

Approximate prices of the living costs and set-up costs in Nitra are:

- Accommodation in UKF dormitories: 37 - 92 € per month
- Rent of 1, 2 or 3 bedroom flat: from 300 - 700 € per month
- Meal in the UKF canteens: approx. 2,5 €
- Restaurant meal: from 4 - 6 €
- Medical examination (non-EU students): 150 €
- Commercial health insurance (non-EU students): approx. 300 € per year
- Administration fee for the residence card: 4,5 €
- Local transport, basic single ticket: from 0,30 – 0,80 €
- Taxi within Nitra: approx. 2 € per 1 travel within Nitra town

