



### GENERAL INFORMATION

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Legal name of institution:	<b>University of Finance and Administration</b>
Erasmus Code:	<b>CZ PRAHA13</b>
Rector:	Ms. Bohuslava Šenkýřová
Address:	Estonská 500, 101 00 Prague 10, Czech Republic
Phone:	+420 210 088 819
Web page:	<a href="http://www.vsfs.cz/en">www.vsfs.cz/en</a> , <a href="https://www.vsfs.cz/en/why-study-vsfs/">https://www.vsfs.cz/en/why-study-vsfs/</a>
E-mail:	<a href="mailto:erasmus@vsfs.cz">erasmus@vsfs.cz</a>

### INTERNATIONAL OFFICE

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**Vice Rector for Strategy and International Relations:** doc. RNDr. Petr Budinský, CSc.

**CONTACT PERSONS for incoming students and staff:**

**Responsible person for OLA:** **Mgr. Lucie Finová**, International Department Director  
[lucie.finova@vsfs.cz](mailto:lucie.finova@vsfs.cz), T: +420 255 785 730

**Erasmus coordinator/contact:** **Mgr. Andrea Ubrýová**, [andrea.ubryova@vsfs.cz](mailto:andrea.ubryova@vsfs.cz)  
Erasmus+ student mobility (incoming/outgoing)  
T: +420 210 088 819 Mob: +420 724 126 138

**Erasmus coordinator/contact:** **Mgr. Lucie Ektilahová**, [lucie.ektilahova@vsfs.cz](mailto:lucie.ektilahova@vsfs.cz)  
Erasmus+ student and staff mobility (incoming/outgoing)  
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## ACADEMIC CALENDAR 2023/2024

<b>Winter Semester 2023/24</b> Orientation week: Learning period: Examination period:	<b>25.09.2023 – 01.02.2024</b> <b>18.09.2023 – 22.09.2023</b> 25.09.2023 – 15.12.2023 02.01.2024 – 01.02.2024
<b>Summer Semester 2023/24</b> Orientation week: Learning period: Examination period:	<b>05.02.2024 – 01.06.2024</b> <b>29.01.2024 – 02.02.2024</b> 05.02.2024 – 26.04.2024 29.04.2024 – 01.06.2024



## NOMINATION & APPLICATION FOR INCOMING STUDENTS

	Winter Semester	Summer Semester
<b>Nomination Deadline</b>	<b>01 May 2023</b>	<b>01 November 2023</b>
<b>Application Deadline</b>	<b>31 May 2023</b>	<b>30 November 2023</b>

Students apply online by filling out the application form (<https://www.vsfs.cz/en/?id=2084-application-form>) and uploading a CV, a cover letter, a photo, a proof of health insurance, a copy of passport/ID card and a Transcript of Records.

**Language level:** Students are expected to have at least a B2 level in English. However, no language proficiency certificate is required. The sending institution is responsible for ensuring an appropriate language knowledge of their students.

## COURSES

Please select your courses from the Course Catalogue. The selected courses must be approved by home university in the Learning Agreement. Timetable will be published one week before the semester begins. In case of timetable clash, students are required to make changes to the original Learning Agreement.

**Course Catalogue:** <https://www.vsfs.cz/en/?id=1515-incoming-students>

Please note that there are no Czech Language courses at VŠFS and that we cannot provide students with a tutor for supervising their final theses.

## ACCOMMODATION

VSFS offers one-, two- or three-bed rooms in a newly opened accommodation facility in Prague 5. Rooms are newly restructured with free Wi-Fi and 24/7 security service.

Please contact [campus@vsfs.cz](mailto:campus@vsfs.cz) for more information.

You can get an overview of VSFS's accommodation offer at the following website:

<https://www.campus-prague.com/>