



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: lzelenicky@ukf.sk

Contact person	prof. PhDr. Gabriela Miššíková, CSc.
Responsibility	Institutional ERASMUS Coordinator, Vice-rector for International Relations
Contact details	Phone: +421 37 6408 005, e-mail: gmissikova@ukf.sk

1.3. Rectorate Erasmus Coordinators

Contact person	Ing. Anita Ivanková, PhD.
Responsibility	International Relations Office Erasmus Teaching & Erasmus Staff Training - incomings and outgoings
Contact details	Phone/Fax: +421 37 6408 031, e-mail: aivankova@ukf.sk

Contact person	Ing. Katarína Butorová, PhD.
Responsibility	International Relations Office Erasmus study & Erasmus placements – only incomings
Contact details	Phone/Fax: +421 37 6408 031, e-mail: kbutorova@ukf.sk

Contact person	Mgr. Janka Romančíková
Responsibility	International Relations Office Erasmus study & Erasmus placements – only outgoings, Erasmus bilateral agreements
Contact details	Phone/Fax: +421 37 6408 031, e-mail: jromancikova@ukf.sk

1.4. Faculty and Departmental Erasmus Coordinators

➤ Faculty of Arts

Faculty Erasmus Coordinator	
Contact person	PhDr. Ľuboš Török, PhD.
Responsibility	Vice-dean for International Relations and Development
Contact details	Phone/Fax: +421 37 6408 452, e-mail: ltorok@ukf.sk

Departmental Erasmus Coordinators		
Department of Archaeology	PhDr. Noémi Pažinová, PhD.	+421 37 6408 400, nazinova@ukf.sk
Department of Culturology	Mgr. Katarína Gabašová, PhD.	+421 37 6408 355, kgabasova@ukf.sk
Department of English and American Studies	PhDr. Ľuboš Török, PhD.	+421 37 6408 452 or ext. 471, ltorok@ukf.sk
Department of Ethnology and Ethnomusicology	Mgr. Jana Ambrózová, PhD.	+421 37 6408 356, jambrozova@ukf.sk
Department of General and Applied Ethics	Mgr. Andrej Gogora, PhD.	+421 37 6408 387, agogora@ukf.sk
Department of German Studies	PaedDr. Oľga Wrede, PhD.	+421 37 6408 376, owrede@ukf.sk
Department of History	Mgr. Alena Mikulášová, PhD.	+421 37 6408 397, amikulasova@ukf.sk
Department of Journalism	Mgr. Eva Bútorová, PhD.	+421 37 6408 412, ebutorova@ukf.sk
Department of Management of Culture and Tourism	PaedDr. Lucia Záhumenská, PhD.	+421 37 6408 362, lzahumenska@ukf.sk
Department of Mass Media Communication and Advertising	Mgr. Peter Mikuláš, PhD.	+421 37 6408 240, pmikulas@ukf.sk
Department of Museology	PhDr. Pavol Steiner, PhD.	+421 37 6408 400, psteiner@ukf.sk
Department of Philosophy	Mgr. Klement Mitterpach, PhD.	+421 37 6408 370, kmitterpach2@ukf.sk
Department of Politology and European Studies	Mgr. Radoslava Brhlíková, PhD.	+421 37 6408 438, rbrhlikova@ukf.sk
Department of Religious Studies	ThDr. Miroslav Lyko, PhD.	+421 37 6408 782, mlyko@ukf.sk
Department of Roman Languages	Doc. PhDr. Eva Švarbová, PhD. + Mgr. Stéphane Tardy (both French Language) Paolo Di Vico (Italian Language) PhDr. Petra Pappová, PhD. + Dr. Mirko Lampis (both Spanish Language)	+421 37 6408 403, esvarbova@ukf.sk , stardy@ukf.sk +421 37 6408 395, pdvico@ukf.sk +421 37 6408 391, ppappova@ukf.sk , mlampis@ukf.sk
Department of Russian Studies	Doc. PhDr. Natália Korina, CSc.	+421 37 6408 493, nkorina@ukf.sk
Department of Slovak Language	Mgr. Katarína Dudová, PhD.	+421 37 6408 479, kdudova@ukf.sk
Department of Slovak Literature	Mgr. Vladimír Palkovič, PhD.	+421 37 6408 497, vpalkovic@ukf.sk
Department of Sociology	PhDr. PaedDr. Denisa Selická, PhD.	+421 37 6408 414, dselicka@ukf.sk
Department of Translation Studies	PhDr. Ľuboš Török, PhD.	+421 37 6408 452 or ext. 471, ltorok@ukf.sk

Institute of Literary and Artistic Communication	Mgr. Martin Boszorád, PhD.	+421 37 6408 485, mboszorad@ukf.sk
Institute of Research of the Cultural Heritage of Constantine and Methodius	Mgr. Martin Husár, PhD.	+421 37 6408 503, mhusar@ukf.sk
Language Center	Mgr. Lenka Michelčíková, PhD.	+421 37 6408 461, lmichelcikova@ukf.sk

➤ Faculty of Education

Faculty Erasmus Coordinator	
Contact person	doc. Mgr. Adriana Récka, PhD.
Responsibility	Vice-dean for Development and Lifelong Learning
Contact details	Phone/Fax: +421 37 6408 224, e-mail: arecka@ukf.sk

Departmental Erasmus Coordinators		
Department of Music	PhDr. Janka Kupková, CSc.	+421 37 6408 303, jkupkova@ukf.sk
Department of Language Pedagogy and Intercultural Studies	Mgr. Eva Reid, PhD.	+421 37 6408 230, ereid@ukf.sk
Department of Pedagogy	Prof. PhD. Viera Kurincová, CSc.+ PhDr. Anna Klimentová, PhD.	+421 37 6408 251, +421 37 6408 236, vkurincova@ukf.sk , aklimentova@ukf.sk
Department of Pedagogical and Educational Psychology	Mgr. Andrea Juhásová, PhD.	+421 37 6408 272, ajuhasova@ukf.sk
Department of Technics and Information Technologies	PaedDr. Peter Brečka, PhD.	+421 37 6408 274, pbrecka@ukf.sk
Department of Physical Education and Sport	Mgr. Ľubomír Paška, PhD.	+421 37 6408 327, lpaska@ukf.sk
Department of Fine Art and Art Education	PaedDr. Janka Satková, PhD.	+421 37 6408 283, jsatkova@ukf.sk

➤ Faculty of Natural Sciences

Faculty Erasmus Coordinator	
Contact person	RNDr. Ján Skalka, PhD.
Responsibility	Vice-dean for External Relations and Development
Contact details	Phone/Fax: +421 37 6408 686, e-mail: jskalka@ukf.sk

Departmental Erasmus Coordinators		
Institute of Gemology	PaedDr. Ján Štubňa, PhD.	+421 37 6408 719, jstubna@ukf.sk
Department of Botany and Genetics	PaedDr. Anna Sandanusová, PhD.	+421 37 6408 712, asandanusova@ukf.sk
Department of Ecology and Environmental Studies	Ing. Viera Vanková, PhD.	+421 37 6408 592, vvankova@ukf.sk

Department of Physics	RNDr. Daniela Horváthová, PhD.	+421 37 6408 619, dhorvathova@ukf.sk
Department of Geography and Regional Development	Doc. RNDr. Alfred Krogmann, PhD.	+421 37 6408 633, akrogmann@ukf.sk
Department of Chemistry	Mgr. Jana Braniša, PhD.	+421 37 6408 651, jbranis@ukf.sk
Department of Informatics	Mgr. Martin Vozár, PhD.	+421 37 6408 673, mvozar@ukf.sk
Department of Mathematics	RNDr. Kitti Vidermanová, PhD.	+421 37 6408 691, kvidermanova@ukf.sk
Department of Zoology and Anthropology	PaedDr. Anna Sandanusová, PhD.	+421 37 6408 712, asandanusova@ukf.sk
Institute of Economics and Management	PaedDr. Milan Maroš, PhD.	+421 37 6408 731, mmaros@ukf.sk

➤ Faculty of Social Sciences and Health Care

Faculty Erasmus Coordinator	
Contact person	PhDr. Miroslava Čerešníková, PhD.
Responsibility	Vice-dean for External Relations and Development
Contact details	Phone/Fax: +421 37 6408 779, e-mail: mceresnikova@ukf.sk

Departmental Erasmus Coordinators		
Department of Clinical Disciplines and Urgent Medicine	Marianna Paliková	+421 37 6408 803, mpalikova@ukf.sk
Department of Nursing	PhDr. Jozefína Mesárošová, PhD.	+421 37 6408 810, jmesarosova@ukf.sk
Department of Psychological Sciences	Mgr. Gabriela Šeböková, PhD.	+421 37 6408 789, gsebokova@ukf.sk
Department of Social Work and Social Sciences	Mgr. Zuzana Mališková, PhD.	+421 37 6408 773, zmaliskova@ukf.sk
Institute of Romani Studies	PhDr. Michal Kozubík, PhD.	+421 37 6408 780, mkozubik@ukf.sk
Research-educational and counselling centre in Spišská Nová Ves	Mgr. Jurina Rusnáková, PhD.	+421 53 4412 339, jrusnakova@ukf.sk

➤ Faculty of Central European Studies

Faculty Erasmus Coordinator	
Contact person	Dr. habil. PaedDr. Žofia Bárčiová, PhD.
Responsibility	Vice-dean for International Relations and Development
Contact details	Phone/Fax: +421 37 6408 858, e-mail: zbarcziova@ukf.sk

Departmental Erasmus Coordinators		
Department of Tourism	PhDr. Zuzana Palenčíková, PhD.	+421 37 6408 876, zpalencikova@ukf.sk
Institute of Hungarian Linguistics and Literary Science	Mgr. Ildikó Vančová, PhD.	+421 37 6408 865, ivancova@ukf.sk
Institute of Teacher Training	RNDr. Ladislav Szekeres, PhD.	+421 37 6408 875, ipsenakova@ukf.sk

Institute of Central European Languages and Cultures	Mgr. Irena Lehocká, PhD.	+421 37 6408 868, ilehocka@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 €