



INTERNATIONAL STUDENT GUIDE

WELCOME FROM THE RECTOR OF PALACKÝ UNIVERSITY

Since its foundation in 1573, the university in Olomouc has always recruited students and academics from many European countries. Given the large number of foreign students we receive, our university has gradually evolved into a genuinely multilingual academy with Latin, German and Czech being the dominant tongues. Despite the challenges of history and dramatic discontinuities of the past, our university still believes in the twenty-first century that internationalization renders endless potential to enhance scientific excellence as well as the quality of research and academic training. Under my guidance, Palacký University has strong ambition to become the most international academy in Central Europe in terms of cutting-edge research collaboration, joint- and double-degree study programs and in the number of foreign students. However, internationalization does not only involve headhunting and recruiting students across the globe. In doing so, we also receive important side benefits, namely cultural diversity, plurality of judgments and, above all, much needed dialogue and tolerance. I very much hope that in Palacký University you will find a friendly institution, supportive tutors and an intellectually stimulating academic environment.

**Jaroslav Miller,
Rector of Palacký University**



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PART
1

CZECH REPUBLIC
OLOMOUC
PALACKÝ UNIVERSITY

INTRODUCTION – THE CZECH REPUBLIC

Welcome to the Czech Republic, a country with a rich history and a place that is often referred to as the ‘heart of Europe’. You may have heard that the Czech Republic is the land of beer or that it has plenty of castles and chateaux and one of the best national ice-hockey teams worldwide. While all that is definitely true, there is a lot more ...

In the following pages you will find basic and useful information about your new home country. As this booklet is by no means intended to be a textbook of history or geography, we recommend looking up the information you might be interested in on these internet sources:

The official website of the Czech Republic: www.czech.cz

The official website of Czech tourism: www.czechtourism.com

A site brimming with practical info about various aspects of life in the Czech Republic: www.myczechrepublic.com

Basic information

Facts about the Czech Republic

Location:	Central Europe
Area:	78,866 km ²
Bordering on (length of border):	Germany (646 km), Austria (362 km), Poland (658 km), Slovakia (215 km)
Time:	Central European Time – GMT+1, Central European Summer Time – GMT+2
Official language:	Czech (Slavic language)
Currency:	Czech crown (International code: CZK;

	Czech code: Kč)
Population:	10.5 million
Major cities (population):	Praha/Prague (1,240,000), Brno (380,000), Ostrava (300,000), Plzeň/Pilsen (167,000), Liberec (100,000), Olomouc (100,000)
Political system:	Parliamentary republic
European Union:	Czech Republic joined the EU on 1 May 2004
Member of:	NATO, IMF, WB, WTO, OECD, OSCE

Climate

Generally speaking, the weather in the Czech Republic is mild. There are four seasons, each about three months long. Spring can be cold with fast weather changes, while autumn is mostly foggy and rainy, except for a few sunny and cold days when you can fully enjoy the beautiful autumn colours in the trees. Nevertheless, summers can get very warm and winters very cold.

Summer temperatures range from 23 °C (73 °F) to 30 °C (86 °F) and there is usually a lot of sunshine. Winter temperatures tend to be between -10 °C (14 °F) and 0 °C (32 °F).

There is usually quite a lot of snow in the winter. If you are arriving for the winter semester, remember to bring a winter jacket and warm boots. You can check the weather forecast at: www.chmi.cz

Prices

Although the Czech Republic is rapidly catching up with the Western standard of living in many ways, it is still cheaper to live here than in Western Europe.

To give you an example:

a lunch special in a restaurant = 4 – 6 EUR / 5 – 8 USD

a standard meal = 5 – 10 EUR / 7 – 13 USD

a dish at a high-end restaurant = 12 – 15 EUR / 16 – 20 USD

the average price of beer = 1 EUR / 1.3 USD

a ticket to the movies = 6 EUR / 8 USD

As for Olomouc prices:

a month's rent at student dormitories is about 100 EUR / 135 USD

a tram ticket about 0.5 EUR / 0.7 USD

a loaf of bread about 1 EUR / 1.5 USD

1kg of chicken is 2.7 EUR / 3.5 USD

1 litre of milk 0.8 EUR / 1 USD

a coffee to go 1.5 EUR / 2 USD

Generally, as a student you can live here comfortably for as little as 8,000 CZK (approximately 300 EUR) per month. For exchange rates, visit for example the XE Currency website: www.xe.com.

You will need a little more if you plan to rent a car, take weekend trips or travel. Be careful not to carry around large amounts of cash. Bring some extra money for the first few days of your stay, e.g. for the university accommodation deposit, to get your UP ID

card, to charge up your UP ID card so that you can buy meals in the uni's canteens, to make copies, etc.

Electricity

The voltage power in the Czech Republic is 230 V / 50 Hz. Plug sockets are Type F sockets compatible with those used in the majority of European countries (but different than in the UK, for example). If a different voltage is used in your country (i.e. 110 V), you will need a voltage converter.

Mobile phones

Czech Republic international calling code: 00420 or +420

The Czech Republic is densely covered by a GSM mobile phone network. If you have activated roaming service with your home operator, you should be able to use your mobile phone without problems. If you are from the USA or Canada, please check that your mobile device supports 900 MHz/1800 MHz GSM networks. A cheaper alternative than to using roaming is to use the services of one of the local operators. In the Czech Republic we currently have three major mobile phone operators. Check their websites for details (all of them have English versions available).

Operator	Websites	Olomouc location
O2	www.cz.o2.com	Riegrova 4, Galerie Šantovka and Olomouc CITY
T-Mobile	www.t-mobile.cz	Galerie Šantovka or OC Haná center
Vodafone	www.vodafone.cz	Ostružnická 15, Galerie Šantovka and Olomouc CITY

Emergency Numbers

European central emergency number (guaranteed assistance in English) – **112**

Emergency road service - **1230, 1240**

CULTURE SHOCK

While staying abroad for a longer period of time almost everyone experiences ‘culture shock’ to some degree. It is quite normal, but temporary. Culture shock is the term used to describe the disorientation and frustration many people feel when they enter a culture different from their own. The unfamiliar environment, new people, foreign language and dealing with all of this on your own (without friends or family close) can prove difficult for some people.

Symptoms of culture shock can be both physical and psychological, such as: feelings of sadness, loneliness, physical aches and pains, insomnia or the desire to sleep a lot, feeling vulnerable, angry, etc. People who are experiencing culture shock complain about all aspects of life - the food, the weather, the people, and idealize their own home country. The process of personal adaptation to a new environment has distinct stages which last a different length of time for each of us. It starts with Excitement (sometimes called the Honeymoon period) when everything is new and exciting. You find everything interesting and people seem to be friendly. Then comes the Crisis. Everything is difficult and confusing. You feel homesick and isolated and complain about the new country. This is the stage we hear referred to as ‘culture shock’.

But after every crisis comes better days. This period is called the Adjustment (turning point). You feel more confident and relaxed. Customs and traditions become clearer; the culture in general seems more familiar. In the end, you get to the point of

Integration. You have recognized that the new culture has much to offer. You find the differences valuable and important. You are able to function in both cultures with confidence.

To deal with culture shock, try to obtain as much information about the country, people, and culture as possible. Keep in touch with your family and friends. Have familiar things around you that have personal meaning. For example, bring pictures of your closest family and friends. Make friends with local students and other international students. Talk to people in your department and faculty. Contact local student organizations. Do not give up your hobbies; you can make new friends while doing sports, arts or whatever you are interested in. And relax, it will all get better. People often do not fully understand culture shock until they return home to their country, when they are surprised to see their own country with new eyes. Be aware that after your study stay is over, culture shock may strike you even harder when you come back to your home country. Some even say that it is easier to leave than to come back.

If you feel constant psychological or physical discomfort, do not be afraid to ask for help. At Palacký University, you can turn to the Career Counselling Centre or to psychological assistance at UP. The Centre offers consulting and aid to all international students. Contact them if you encounter situations which you cannot tackle yourself or if you have any academic or other practical problems with which you need assistance. They are there for you, so do not hesitate.

Contact: Career Counselling Centre, Faculty of Arts, tř. Svobody 26, Olomouc., Tel. +420 585 633 250, ppc@upol.cz

CZECH REPUBLIC - BLAME IT ALL ON THE CULTURE

This section should give you an idea of what to expect and why in the Czech Republic which will help you understand the reactions you may come across. In no way are we saying this is the definitive or all-encompassing description of Czech people. We must never forget that each person is a unique being.

Czech culture is markedly influenced by the neighbouring Slavic and Germanic peoples and by the long rule of the authoritarian communist regime. For most of its history, the Czech Republic has (voluntarily or involuntarily) been exposed to political and economic influences of neighbouring nations, having to fight not only for survival, but also to maintain its own identity. The ever-changing conditions of existence in the heart of Europe have taught Czechs to improvise and adapt to almost anything.

Czech society tends to be individualistic, where people care mostly about themselves and their loved ones. In comparison with the southern nations, Czechs at first glance may seem stand-offish and reserved towards strangers and foreigners in general. They carefully protect their privacy and friendships take a long time to develop. Additionally, it is quite hard to enter a close network of friends and family. At first, they will be cautious and, compared with other cultures, a Czech needs much longer to open up to a stranger. Modesty is desirable, while exaggerated and openly professed confidence will not meet with a positive response. Czechs hate open conflicts and do their best to avoid them. Similarly, it is hard for them to give and accept criticism. Instead of open confrontation, they prefer to complain in private (mainly in the pub) and then say there is nothing they could do about it anyway. Scepticism and complaining are unfortunately dominant features of Czech culture.

Additionally, Czechs are inordinately afraid of making a mistake and looking ridiculous. On the other hand, Czechs greatly value a sense of autonomy and independence. They are very creative and skilful, as evidenced by the typically Czech do-it-yourself attitude. They have a knack for unconventional solutions and are open and tolerant to new ideas and opinions. They excel at learning new things, adapting to new circumstances and improvising. Thanks to this and much more, Czechs make brilliant scientists and entrepreneurs.

Due to the German influence, Czechs place a considerable emphasis on order and on following the rules. At the same time, though, they are characterized by a remarkable adaptability and flexibility once they find out that it is more convenient and practical to get around the rules. Although they are organized and plan ahead, they do not always stick to their plans. The majority of work is done at the last minute.

Once the initial coldness passes, Czechs become very warm and caring, always ready to help and advise the person they have decided to consider as one of them. Friends and family play an extremely important role for Czechs. They emphasize a positive social climate, good interpersonal relationships, mutual trust, and generally pleasant interpersonal communication.

A completely separate chapter is the Czech sense of humour, full of double meaning, irony, and sarcasm, which stems from a strong communication context. Communication is often brimming with hints, allusions, ambiguities and references to the wider context. What does that all mean for you? Do not expect to be actively welcomed by your Czech colleagues. That does not mean they are uninterested or unfriendly, instead that the first step is usually up to you.

Do not hesitate to reach out in a lecture to the first person who seems nice; the mere fact that they smile at you at the beginning is a good sign. Do not give up if the first

attempt fails as you may have come across someone who is unsure when communicating in a foreign language or you may simply have reached out to an unpleasant person, which can happen anywhere.

Do not take it personally when a shop assistant or waitress is not acting their friendliest. It is still not common for Czechs to encounter foreigners on a daily basis; the older generation does not speak foreign languages well and so, unfortunately, people may sometimes act with hostility when required to do what they cannot.

Join student organizations or sports activities – that is the easiest way to make new Czech friends who will gladly explain the intricacies of the Czech culture to you. Once you get invited for a beer, you are in the home stretch. And most importantly: be on time!

For more information on this topic, see e.g. *Czech Republic (Culture Shock! A Survival Guide to Customs & Etiquette)* by Tim Nollen or *Czechs and Balances: A Nation's Survival Kit* by Benjamin Kuras (this one is pretty harsh on Czechs, but true and fun at the same time). Both of them are available in the UP library in English. The foreign community in Prague have created www.expats.cz where you can find some useful tips for Prague as well as a Survival Guide to Czech culture. Also check out **www.iknowczechia.com** and just for fun, try googling 'How to annoy a Czech'.

MUST WATCH AND MUST READ

Movies

Cinematography is based on the history of the nation, reflecting its characteristics and approach to life. Czech cinema has a lot to offer and will hopefully help you understand the Czech temperament.

The following movies, which are in chronological order based on the historical period they are set in, provide an insight into the modern history of the Czech Republic: *Hand* (1965), Jiří Menzel's Oscar-winning film based on Bohumil Hrabal's novel *Closely Watched Trains* (1966), *Ear* (1970), *Elementary School* (1991), *Thanks for Every New Morning* (1994), *Wonderful Years That Sucked* (1997), *All My Loved Ones* (1999), *Cosy Dens* (1999), *Divided We Fall* (2000), *Dark Blue World* (2001), *Identity Card* (2010), *In the Shadow* (2012), and *The Burning Bush* (2013). If we were to pick only one film, it would have to be *Cosy Dens*, which Czechs simply adore.

Czech comedies that are worth seeing include *Little Village* (1985), *Kolya* (1996), *Loners* (2000), *Saturnin* (1994), *The Return of the Idiot* (1999), *Pupendo* (2003), and *Tales of Ordinary Madness* (2005). We must point out that what Czechs consider a comedy may sometimes make an uninformed audience sad. Expect a generous dose of sarcasm, irony, black humour, and an overall bittersweet atmosphere.

Soothing, for a change, are Czech fairy-tale films, such as *Three Nuts for Cinderella* (1973), *Give the Devil His Due* (1985) or *Kooky* (2010). The above-mentioned films are definitely available online, some dubbed and some with subtitles, and if with neither, at least you can practice your Czech. For more about Czech movies, go to: www.filmcenter.cz

Literature

Franz Kafka, Václav Havel, Jaroslav Seifert (Nobel Prize for literature), Milan Kundera, and many other great writers come from the Czech Republic. Selected works again may help you understand your temporary home. *The Good Soldier Svejk* by Jaroslav Hašek, *Saturnin* by Zdeněk Jirotka or *Stories* by Karel Čapek are outstanding examples of Czech humour.

Serious themes of Czech history are discussed by, for instance, Bohumil Hrabal in his book *Closely Watched Trains* or by Milan Kundera in his novel *The Joke*. For more details, summaries and links to translations, go to: www.czechlit.cz.

By the way, you cannot leave without learning about the greatest scientist, writer, traveller, philosopher, and researcher Jára Cimrman (see one of his plays at the Žižkov Prague theatre – www.zdjc.cz) and having a good laugh with Little Mole, a highly popular Czech cartoon.

WHY OLOMOUC?

There are cities you visit and the memories go away within a few weeks. There are several destinations where you'd like to go back to. And then there are places that you fall for immediately that will not let you go. Olomouc is one of these places, a city that captivates with its unique atmosphere. Olomouc is more than a thousand years old and currently the fifth largest city in the Czech Republic. It is situated in Central Moravia on the rivers Morava and Bystřice. It has been an important centre during different historical periods, was the capital of Moravia until The Thirty Years War and has been an archbishop's seat since 1777. Nowadays Olomouc is an important industrial town, transport crossroads and centre of education.

Thanks to its rich history, there is wonderfully complex display of historical memorials, ancient churches, fountains, and romantic streets accompanied by the gorgeous scenery of the city parks. There are simply a lot of beautiful places in Olomouc which you must see. The highlight is definitely the historical city centre, which has the status of an architecture conservation area and is the second most important one after Prague. The Holy Trinity Column on Horní náměstí (Upper Square) has been included on the UNESCO World Heritage List since 2000 and it is the highest column in the Czech Republic. You can admire a lot of churches and cathedrals throughout the entire downtown area, for example St Michael's Church, St Wenceslas Cathedral or St Moritz Church with a nice view from its tower. A good idea is to make a trip to Svatý Kopeček (The Holy Hill) as well – there is a convenient bus connection. The place provides a charming view of the whole city and is home to the wonderful Basilica of Virgin Mary from the 17th century. Pope John Paul II gave a mass here during his visit to Olomouc in 1995. You can also visit the Svatý Kopeček zoo which is open daily.

Besides the food industry, engineering and pharmaceutical firms, there are important cultural institutions in Olomouc, such as the Moravian Philharmonic Orchestra, the Moravian Theatre, the State Deposit Library, the museum, the Archives, and last, but not least – Palacký University.

It is the university coupled with a great number of other educational institutions that makes Olomouc the top student city in the Czech Republic – simply because every fifth person in the city is a student! The conservation part of the city is home to over 23,000 students from all over the world, who prove every single day that there is a reason why Olomouc is referred to as the Czech Oxford. Students are literally all over the place, which only highlights the friendly or even family-like atmosphere of the city, which you will fall in love with at first sight.

The leading traveller guide Lonely Planet has ranked Olomouc for two years in a row among the top ten European destinations, claiming that: “Olomouc is one of the Czech Republic’s most under-rated destinations, with a great nightlife scene and a mini-Prague feel.” Dozens of parks, cafes, mysterious nooks, theatres, diverse music clubs and varied sports centres will all be at your fingertips. Add the fact that music, theatre, and film festivals are held here almost every week and you can rest assured that the city will stay in your heart months, or even years, after your studies in Olomouc are over; you will always be happy to come back.

Have a look at YouTube: “***Olomouc – University City***” the official spot created in cooperation with Palacký University and Olomouc city. For more information, visit the visitor centre and its official page: **www.tourism.olomouc.eu**, **www.olomouc.cz**, **www.zoo-olomouc.cz**.

A great map of Olomouc specifically made for international students is available at **www.esnup.upol.cz**.

History and present day

Although in 2013 Palacký University in Olomouc celebrated 440 years since its establishment, which makes it the second oldest university in the Czech Republic, it is far from an old-fashioned institution. On the contrary, in recent years it has become one of the fastest growing schools of its kind. If we add the genius loci of Olomouc, nearly twenty-five thousand students and three thousand employees, it is no wonder that Palacký University is often referred to as the Czech Oxford. The history of Palacký University began in 1573, when, as an originally Jesuit college, it was granted all the rights of other European universities. The modern history of the university dates to 1946, when it was restored after World War II under its present name. Over the centuries the Olomouc University primarily focused on teaching theology, medicine, mathematics, physics, and cartography. The reputation of the university is evidenced by its alumni, who have included the renowned general of the Thirty Years' War, Albrecht von Wallenstein ; the founder of genetics, Gregor Mendel; and astronomer Karel Slaviček who worked for the Chinese emperor. The university enjoyed its greatest boom after the Velvet Revolution in 1989, when the number of faculties settled at today's eight.

Faculties

- Faculty of Arts (FoA)
- Faculty of Education (FoE)
- Faculty of Health Sciences (FoHS)
- Faculty of Law (FoL)
- Faculty of Medicine and Dentistry (FoM)

- Faculty of Physical Culture (FoPC)
- Faculty of Science (FoS)
- Sts Cyril and Methodius Faculty of Theology (CMFoT)

More than just studying ...

The eight faculties of Palacký University offer over three hundred degree programmes and their combinations, with many courses available in foreign languages. Basically, everything is included, ranging from theology, teacher education, law, physical education, sport through humanities, social sciences, art history, varied sciences, medicine and healthcare sciences. Students can study full-time and part-time programmes and complete one or more majors at the same time, even between different faculties. Everything depends on your preference; plus, it is possible to incorporate subjects from other disciplines into the 'schedule'. Check out www.upol.cz/en to see for yourself.

The Olomouc University places emphasis on the individual approach and instruction of foreign languages, study abroad programmes and practical training with professionals in the field. On the other hand, students are given sufficient space for their extracurricular activities, whether in university sports facilities (the docks, gym, sports fields), culture (film clubs, student theatres, magazines) or in the context of social events ("Majáles" festival, dance balls, departmental parties). There is something for everyone!

Centres for Science and Research

In the last few years, Palacký University has built and opened a number of top research institutes of international importance. In 2013, the scientific output of the Olomouc

University outgrew all other institutions of higher education in the Czech Republic! Thanks to the Haná Regional Centre for Biotechnological and Agricultural Research, the Regional Centre of Advanced Technologies and Materials, the Project BIOMEDREG (Biomedicine for regional development and human resources), the new Research and Educational Centre of the Faculty of Education and others, the university has not only increased its scientific output but also developed applied research and strengthened collaboration with the corporate sector. There are dozens of experts from around the world working in these centres. The university also has its own Project Service, Science and Technology Park, and Business Incubator which aids budding entrepreneurs, including students. The public can make use of the interactive educational centre Fort Science in the captivating setting of a former medieval fort.

Major research centres:

- The Institute of Molecular and Translational Medicine
- The Haná Regional Centre for Biotechnical and Agricultural Research
- The Regional Centre of Advanced Technologies and Materials (RCPTM)
- The Centre for Patristic, Medieval and Renaissance Texts
- The Research Centre for Optics
- Joint Laboratory of Optics
- Laboratory of Growth Regulators
- The Centre for Kinanthropology Research

Study programmes in foreign languages

Palacký University offers various degree programmes in foreign languages at three levels – Bachelor's, Master's and Doctoral. You can choose from degree programmes taught at the Faculty of Arts (Philology, Euroculture, Sociology, etc.), the Faculty of

Medicine (General Medicine, Dentistry, etc.), the Faculty of Science (International Development Studies, Ph.D. in Geography, Chemistry, Biology, etc.), the Faculty of Physical Culture (Kinanthropology), the Faculty of Education (Special Education, Special Needs Counselling, etc.) and the Faculty of Law (European and International Law).

See the current offer at: www.upol.cz/en

Summer School of Slavonic Languages

The Summer School of Slavonic Languages (SSSL) at the Faculty of Arts of Palacký University in Olomouc organizes courses of Czech for foreigners and other courses of Slavonic languages (Russian and Polish in particular) for students from other countries. The Summer School is designed for professors, senior lecturers, lectors and students of Czech language and literature, Slavonic studies, for translators, journalists, and the general public interested in Czech language, literature, history, and culture. The School also holds courses for beginners. The courses are held in English and Czech, based on the students' levels. The lessons are complemented with additional events—film club, theatre workshops, workshops of folklore dances, two one-day trips, a weekend trip to Prague, etc.

More on <http://lsss.upol.cz/en/>

The Confucius Institute

The Institute was officially opened at Palacký University in Olomouc on 26 September 2007. The founding bodies, with certified schooling status, are Palacký University in Olomouc and Beijing Foreign Studies University. Apart from language courses, the Institute also trains teachers and promotes the Chinese culture in the Czech Republic,

including screenings of Chinese films, lectures, etc. In addition, it provides consultation in education and trade, etc. A lot of thought went into the concept of the courses at the Confucius Institute. It is characterized by a step by step approach, along with coherence in terms of instruction.

For more, please visit <http://konfucius.upol.cz/welcome/>





PART
2

PRACTICAL INFO
BEFORE YOU ARRIVE

APPLICATIONS, DEADLINES, PROGRAMMES

Exchange programmes

Deadlines for **applicants from abroad** vary depending on the international programme. Most often, however, it is May or June for the winter semester and October or November for the summer semester. It is necessary to consult the university website or the site of the faculty or the specific international programme.

Note: Please remember that the application deadlines may differ at your home university and Palacký University. Online application: www.upol.cz/en

Degree programmes in English and other languages

Applicants for bachelor's and master's study programmes conducted in a foreign language must fill in an **online application** at <https://prihlaska.upol.cz/wps/portal>, and always by the **28th of February**. Those interested in the degree programmes need to follow up for updates and instructions. For more information on programmes in foreign languages, please visit www.upol.cz/en

An important note for students coming to study at the Faculty of Medicine:

If you are interested in a master's programme in English, please apply online directly at the faculty's site www.medicineinolomouc.com. Students entering the first year of the master's programmes are obliged to have hepatitis B vaccination (at least two vaccination doses must be applied no later than by the end of the first term). Students need to submit evidence of vaccination to the study department when registering for the programme. In addition to the evidence of hepatitis B vaccination, students coming

for short-term study stays/fellowships must also submit a HIV test, proof of health insurance and a list of courses completed at their home university prior to their arrival.

VISAS

The following information sums up the basic and most important facts and requirements. Always check the current conditions on the website of the Czech Ministry of Foreign Affairs and contact the nearest Czech embassy for updated and complete information.

http://www.mzv.cz/jnp/en/information_for_aliases/index.html

Visa requirements according to the country of origin

- **EU citizens + citizens of Iceland, Liechtenstein, Norway and Switzerland**

These citizens do not need a visa, just a travel document for entering the country (ID, Passport).

- **Foreign nationals from outside the EU do need a visa.**

There are two types – **short-term** and **long-term visa**. The short-term visa (type C) is valid for max. 90 days. If you stay over 90 days you can apply either for the long-term visa (type D) or if you stay more than 12 months it is recommended to apply for a **long-term residence permit**. The residence of foreign nationals in the Czech Republic is governed by the Act on the Residence of Aliens in the Territory of the Czech Republic (Act 326/99, as amended).

You must apply for (and obtain) a visa before your departure for the Czech Republic. The processing time is up to **60 days** (but it might take longer) and therefore it is

recommended to apply for your visa or long-term residence permit as soon as you receive the letter of acceptance and proof of accommodation.

The following documents are required for a student visa or a long-term residence permit. They need to be less than 1 month old:

- Completed application
- A valid passport and passport photos
- Documents related to the purpose of the stay (e.g. a letter of acceptance from the education institution)
- Proof of funds for your stay (e.g. a bank statement or a confirmation of being beneficiary of a grant)
- Affidavit that you will not be receiving any social benefits
- Proof of accommodation – this is submitted by Palacký University directly to the embassy via data box, you can request a print-out
- Proof of health insurance valid in the Czech Republic – a complex one, not a basic one!
- A criminal records check with its official translation into Czech language

Citizens of selected countries may be required to provide extra documents – e.g. health card report (African countries), etc.

The original or a certified copy of the documents must be submitted. Documents are required in Czech or must be translated into Czech.

This list above is just to give you an idea, for detailed information please see: http://www.mzv.cz/jnp/en/information_for aliens/index.html or <http://www.imigracniportal.cz/> or the website of your faculty.

For more information or if you need help with arranging your visa, please contact the International Relations Office at iro@upol.cz.

Useful links:

- www.en.domavcr.cz (practical tips for foreigners)
- www.mzv.cz (Ministry of Foreign Affairs)

HEALTH INSURANCE

It is the responsibility of each student to have their health insurance arranged for the entire time of their stay in the Czech Republic.

EU students are requested to bring along a ‘European Health Insurance Card’ (EHIC). The students should apply for the EHIC at a national health insurance provider in their home country before departure. The valid card will give you an access to state-provided health care during your temporary stay in the Czech Republic. Please note that it does not guarantee free services.



International students/**non EU citizens** must arrange comprehensive medical insurance for the whole period of their study stay at Palacký University. It is recommended to choose the provider of the health insurance based also on a number of medical facility and doctors that are bound by contracts with a certain health insurance company. Currently the incoming international students have had some positive experience with the following providers. The below mentioned companies offer online services which can be appreciated by visa students who may need to arrange and submit a proof of the health insurance within the visa process.

- <https://www.pvzp.cz/en/>
- <https://www.pvzp.cz/on-line-pojisteni/kzpcvpi/kzpc/basedata.aspx>

Pojišťovna VZP a.s. was established as a **subsidiary company** of VZP = Všeobecná zdravotní pojišťovna České republiky (General Medical Insurance Company of the Czech Republic).

Please note that it is also possible to arrange your comprehensive health insurance directly at VZP (General Medical Insurance Company of the Czech Republic) after your arrival. As it is the biggest provider of the health insurance in the Czech Republic, you can rely on an acceptance of your VZP health insurance by most doctors.

International students/**EU citizens** coming with a valid EHIC (see above) should register at the VZP, Olomouc office after their arrival. Only submission of a valid EHIC is required. The central IRO provides basic instructions and helps students with the registration.

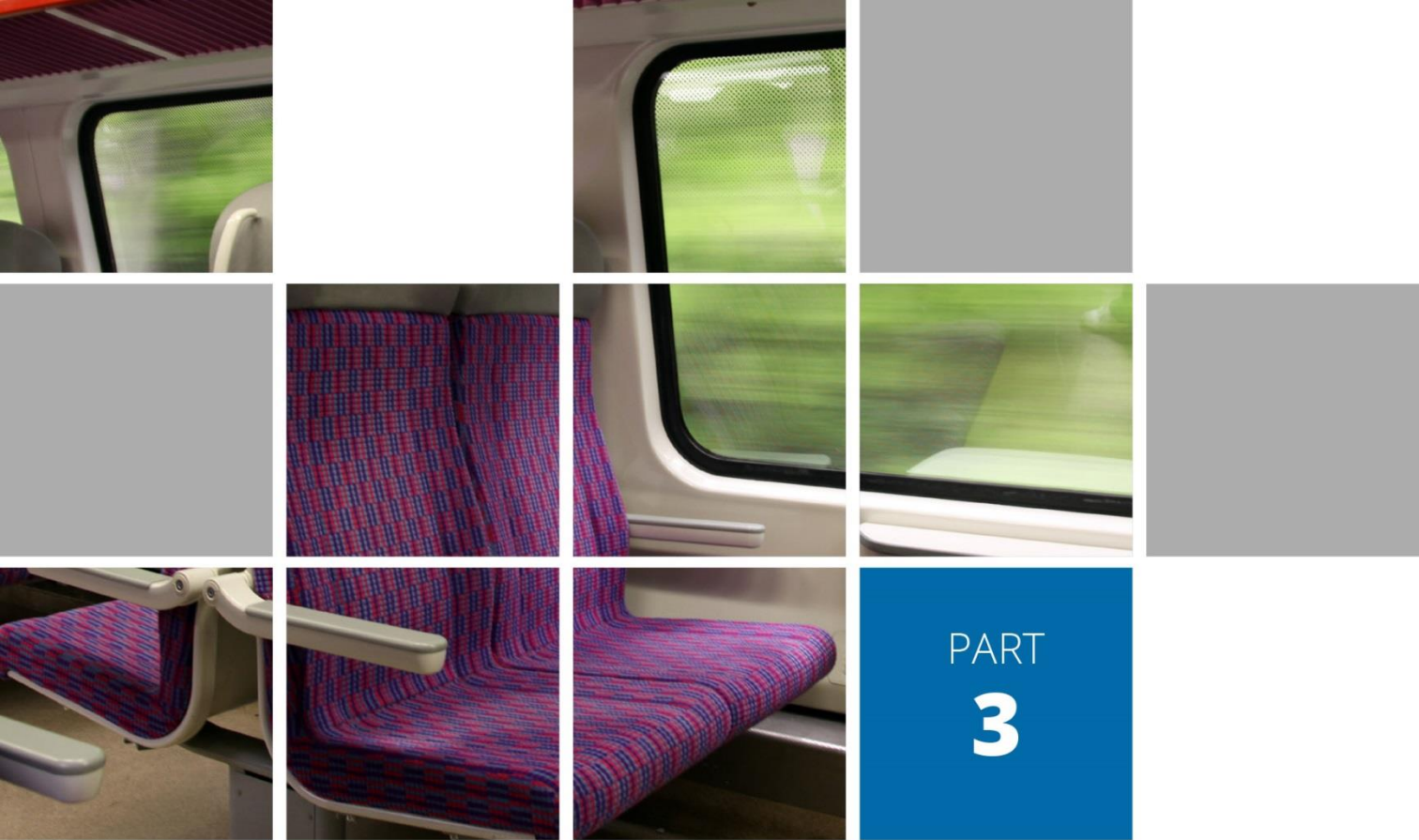
- Pojišťovna Slavia - <http://www.slavia-pojistovna.cz/en/>

It may happen that there is no contract between the doctor and Pojišťovna Slavia, then students are required to pay for the treatment provided and they get the payment refunded later at the local headquarter of the Slavia company.

To sum up:

*If you are a visa student you are required to arrange **comprehensive** health insurance. Non-visa EU students need to bring a valid EHIC and have it registered after the arrival in the CR to receive the state-provided health care.*

*It is also worthwhile considering **travel insurance** arrangement covering private healthcare or costs for a transportation back home, repatriation or lost/stolen property.*



PART
3

PRACTICAL INFO
UPON ARRIVAL – FIRST STEPS

ARRIVAL

Travelling to the Czech Republic

Train and coach

There are several ways to get to the Czech Republic. If travelling by train, check these websites of Czech railway companies: www.cd.cz/en/default.htm and www.regiojet.cz.

If you decide to travel by coach, you can have a look at: www.studentagency.eu or www.elines.cz/en

Car

If you decide to travel by car, you should keep in mind the driving rules in the Czech Republic.

- zero alcohol tolerance
- no use of mobile phones and other communication devices while driving
- mandatory use of seat belts
- mandatory use of headlights at all times
- mandatory use of helmets by cyclists and motorcyclists

Speed limits: In-town speed limit: 50 km/h, Roads: 90 km/h, Motorways: 130 km/h

You can check the validity of your driving licence here:

<http://www.mvcr.cz/mvcren/article/third-country-nationals-is-my-license-valid-in-the-cr-may-i-do-i-have-to-replace-it-with-a-czech-driving-license.aspx>

Always carry your driving license, ID, and vehicle registration documents with you in your car as you may be fined if you do not. You must purchase a pass to be able to use Czech motorways. You can buy one-year, one-month, or ten-day passes, which are all available at border crossings, post offices, and petrol stations. Rented cars automatically come with the pass in the window. To rent a car, you usually must be at least 21 and have held your license for one year.

Airplane

If you are planning to travel by plane, you will likely arrive at the international Václav Havel Airport Prague (PRG) or Vienna Airport (Austria, VIE). Low cost companies also fly to Brno and Ostrava or Bratislava (Slovakia). For more, see their respective websites.

Getting from the Prague airport to Olomouc

Travelling from Prague to Olomouc by **train** is the most comfortable way and that is why we suggest you go for this option. The Prague Public Transport Company offers a special airport bus providing direct connection between the airport and the **Main Railway Station** (<http://www.dpp.cz/en/bus-ae-airport-express>).

Bus No. 119 runs every 10 minutes from 4:30 to 23:30 between the airport and Nádraží Veveřská metro station. You need to purchase a **32 CZK ticket** at a newspaper stand or from the yellow ticket machines at the bus stop. This ticket is valid within the whole city network for 75 minutes (90 minutes on the weekend and at night from 8pm to 5am). Change at **Nádraží Veveřská** station to metro line A, go to Muzeum station, and change to metro line C and get off at Hlavní Nádraží (Main Railway Station, abbrev. Praha Hl. n.). <http://www.dpp.cz/en/daytime-operation/>

You could take a taxi, but the airport tends to have the highest charging taxis; please be aware that Prague taxi-drivers are notorious for overcharging foreigners. If you still prefer to go by taxi, we suggest calling City Taxi (+420 257 257 257).

Getting from the Vienna airport to Olomouc

The most comfortable way to get from the Vienna airport to Olomouc is to use private transport companies which offer **multiple times-a-day express connection** direct from the airport.

www.studentagency.cz or www.tigerexpress.eu/en

Travelling from Prague to Olomouc

At the Main Railway Station you need to buy a ticket to Olomouc (which is pronounced something like “O-lo-moats”). The best thing is to find the ČD Centrum (Czech Railways Information Office), where the staff speak English. A single ticket from Prague to Olomouc is around 250 CZK. You can decide if you want to travel with Czech Railways or with private companies such as Regiojet: www.regiojet.cz or Leo express www.le.cz. The trip to Olomouc takes 2.5-3 hours, depending on the type of train that you take.

Travelling in the Czech Republic - Public Transport Information System (IDOS)

If you want to check the available trains, coaches, buses and trams at the same place, use the Internet Timetable Information System, or IDOS. The system provides time tables of all forms of public transport, from international connections to Olomouc trams. It is also available in English and German. www.idos.cz

TRANSPORT IN OLOMOUC

The main railway station in Olomouc (Hlavní nádraží, Hl. n.) is a public transport hub. If you plan to travel by train more frequently, we suggest getting a special railway discount card, for example the **In-karta**. Ask for more information at the railway station. Other railway operators offer discounts as well; check their websites www.regiojet.cz and www.le.cz.

Public Transport in Olomouc

Olomouc has a dense public transport network of tram and bus lines. The major operator is **Dopravní podnik města Olomouce** (Olomouc Public Transport Company, DPMO). For information about connections, tickets, fares, etc., please see their website: www.dpmo.cz.

Departure times are also available at www.idos.cz.

Buses and Coaches

The main coach station in Olomouc is not too far from the main railway station (the stop **Autobusové Nádraží Podchod** of tram no. 4, the second stop after the main railway station in the direction of Pavlovičky). Although the majority of long-distance (inter)national lines stop at the main coach station, be aware that, for example, the Student Agency coaches stop close to the main railway station, so plan your trip carefully. Regional buses in Olomouc have their stops either in front of the main railway station or at Tržnice, which is closer to the city centre and has a small bus station, too. The free shuttle bus no. 60 to the Olympia Shopping Mall also stops at Tržnice and the main railway station.

Tickets

You need a valid ticket to use the public transport. You either need to buy a ticket from a ticket machine or other vendor or purchase one from the driver. You will also need to validate the ticket once inside the vehicle. The tickets are the same for both trams and buses. The fares are as follows:

- **14 CZK** single ticket
(Valid within all parts of Olomouc for 40 minutes (60 mins at the weekend)).
- **23 CZK** discounted 24hrs ticket, 46 CZK full price 24hrs ticket.

The discounted ticket is for students up to 26 and are valid only if you have your ISIC card with you!

- **175 CZK/350 CZK** student/adult monthly pass
The monthly pass is valid for 30 days from the day of purchase.
- **450 CZK/ 900 CZK** student/adult 3-month pass
The 3-month pass is valid for three months from the day of purchase.

Where to buy the single/daily tickets?

- the yellow self-service ticket machines installed at the stops
- from the driver, which is a little bit more expensive (20 CZK for a single ticket) and you need to have the exact change
- by SMS to 90206 with 'DPMO' typed in the message
- at newspaper stands, selected shops or supermarkets
- at tourist centres

With your valid ticket you can ride any combination of buses and trams to complete your trip. Buses and trams run, on average, from 4:30 a.m. to 11:30 p.m., depending

on the particular line. Night transportation is covered by buses no. 50, 51 and 52, which run in three different circuits around the city, or about once every hour.

How to get the public transport student pass?

Unless you wish to buy a single ticket every day, you can get one of the two last options. Apply for them at the Public Transport Company Office (Dopravní podnik) at the main railway station or in the city centre. Ask for “měsíční průkaz” (a 1-month pass) or “čtvrtletní průkaz” (a 3-month pass). Present a valid ID card (see Chapter ID-card) and have a passport photo ready. You will be asked to pay 175 CZK or 450 CZK respectively on the spot. The offices are at:

- Main railway station (Hl. nádraží – entrance hall): when you enter it is on your left hand side, the DPMO sign in red
- Legionářská 1 (the corner of náměstí Hrdinů and Palacký St.)

Ticket inspection

Inspectors check tickets on buses and trams on a random basis. Be aware that they do not wear any kind of uniform, often looking like regular passengers until the tram pulls away from the stop. They are obliged to prove their identity with a special ID. If you do not have a valid ticket, you will be fined 800 CZK if you pay on the spot or within 3 working days or 1,000 CZK if later.

However, if you happen to leave your valid tram pass (3-month pass) at home, do not worry. Just tell the inspector that you own a valid pass and you will be given a note, which you can present at the DPMO office and pay only a 60 CZK fine for the absence of your pass.

Taxi

Taxis are usually waiting in front of the main station and at the “bar district” in the city centre. For a complete list of taxi companies, see www.tourism.olomouc.eu.

ACCOMMODATION

The university provides accommodation to students if required. The dormitories areas are situated either a 10-minute walk or a 15-minute tram ride from the main building of the University. There are several single-rooms available, however most students share rooms with another student.

How to get to Envelopa

After your arrival in Olomouc, you should check in at the dormitories. Almost all the dormitories are within the two main areas, Envelopa and Neředín. If you are travelling to the Envelopa area from the railway station, take tram no. 2, 3, 4 or 6 (direction to the centre) and get off at the second stop (**Žižkovo Náměstí**). The dormitories are about a 3-minute walk along 17 Listopadu Street. To find your dormitory, follow the signs.

How to get to Neředín

To reach the Neředín area, take tram no. 2 or 7 and get off at the very end. The dormitories are open even at the weekends, so you can move into your room almost any time (breaks of front-desks: 11:30 – 12:00, 17:00-18:00, 23:30 – 01:00). If the accommodation office is closed, ask for the key at the front desk, provided that you have notified them of your arrival in advance.

Move-in check list

You will need 1 passport size photo for the dormitory card (“Kolejka”). When checking in, you will be charged a **deposit** of 1,500 CZK (about 60 EUR), which you will get back when you check out, after you return the key. Depending on the date of your arrival, you will be asked to pay the rent for the month as well. Please note that as the dormitory office only accepts CZK, so you need to change your money first.

However, you can also pay by credit card. In general, all European cards are accepted, but since there have been problems with American Express and cards issued in Asian countries, if you are a holder of these cards, please pay in cash or ask at a different dorm.

You will also be asked to sign **an Accommodation Contract**. Please, visit your accommodation office in Neředín or Envelopa area.

The Accommodation Rules are available on the same website. Please read carefully what the contract says before signing. Students living at the university dormitories must follow the accommodation regulations.

If you are a visa student, please ask for the Czech version of your Accommodation Contract as well. You will need it for the visa prolongation.

Furnishing

The minimum furnishing of all rooms includes a desk, a bed, and wardrobe space for each student. Typically, two students (three, in some cases) share a room, and two rooms always share a single bathroom. Each suite is equipped with a refrigerator, an incoming telephone, and internet connection. All resident buildings have social areas, TV and study rooms, and basic kitchen facilities (but no cooking utensils or dishes). Bedding is usually changed every two weeks. Each student will be provided with bed linen, which you can pick up at the relevant office, depending on which dormitories you are accommodated in:

- Dormitory Neředín III – ground floor, Entrance A (for the Neředín Dormitory)
- Dormitory J. L. Fischera – ground floor, corridor leading to Block A (for the dormitories Generála Svobody, J. L. Fischera, and Bedřicha Václavka)
- Dormitory 17 Listopadu – ground floor, the left corridor at the entrance from the 17 Listopadu St. (door on the right)

The dormitories have a laundry and a drying room. The washing machines and dryers are available for a fee payable at the front desk. Cleaning equipment, irons and ironing boards are available for a small fee at the front desk as well.

Rent payment

The rooms at all the dormitories are similar; room rates are based on the furnishings and number of beds. The monthly rent is about 100 EUR. After having paid the deposit and the first month's rent, your next rent payment must be made no later than the first working day of the month you are paying for. For instance, your next month is

October. The 1st of October is Monday and this means that it is the last day on which you can pay. It is very important to pay in time. In case of delayed payment, you will be charged 300 CZK.

Payment methods

Direct debit
Standing order
coordinator or

Requires a current account in CZK.
Please consult the amount with the dormitory

Cash/Card
payment.

the head of the building in which you are accommodated.
A handling fee of 50 CZK is charged for each card

Credit card terminals are available at the Bedřicha
Václavka, Generála Svobody and Neředín II dormitories.

Banking details

Bank

Komerční banka

Bank code

0100

Bank account

19-1146360257

IBAN

CZ4401000000191146360257

SWIFT

KOMBCZPPXXX

Address

Komerční banka a.s., tř. Svobody 14, 772 00, Olomouc,
Czech Republic

Internet service in dormitories

Cable internet connection is provided by www.kolejnet.upol.cz in all rooms. Each student can only connect one device to the network using an RJ45 connector. Using

own wireless access points and routers is not allowed; you need to get your own cable and switch to connect multiple computers in the room. A limited number of cables and switches are available for rent at the dormitory office. To find out how to connect, please visit www.skm.upol.cz/en and click on the 'Documents' link, or ask at the front desk.

WiFi internet connection is available in the common areas, especially around the front desks. WiFi coverage in dormitory rooms is gradually carried out. At this moment all these dormitories have full WiFi coverage: Dormitory generála Svobody, J. L. Fischera, Šmeralova and in summer 2017 will be covered two dormitories in Neředín.

Move-out check list

Once you determine the day of your departure, please **notify the accommodation office (dormitory officer or manager) shortly in advance if departure date corresponds with the date in your Accommodation Contract.**

1. Notify your dormitory officer or manager about your day of departure as soon as possible especially **in case your departure date is not the same as in your Accommodation Contract.** If you want to change the date in your Accommodation Contract, do it at least **two calendar months in advance** (read your Accommodation Contract for more details). If you are not sure with your departure date, communicate with your dormitory or manager to prevent **any** misunderstanding, please. Once your departure date is clear, arrange your check-out at the accommodation office **couple days before your departure (only on working days!). To check-out successfully:** You should ask the front-desk officer or any cleaning lady to check your room so that you can have your dormitory card signed. Note that the room has to be vacant and clean! The

common areas, the kitchen, toilet, and bathroom need to be clean as well – please notify your roommates of your move-out date. You all are jointly responsible for the common areas. Any objects left in the room will be disposed of and you will be charged any incurred expenses.

2. Return all the bed linen, pillowcases, sheets, switches, and cables to the Laundry Storeroom (not to the laundry). You will receive a document proving you have returned all borrowed items.
3. Now proceed to your dormitory office. Bring your student card (ISIC), the dormitory card, and the key with you. Your dormitory officer will check the move-out list and if everything is okay, you are free to collect your deposit at the nearest front desk.

Final notes

The rooms are equipped with a fridge and an electric kettle. For safety reasons, no other appliances are permitted; please consult the Accommodation Rules for a list of designated appliances. There are no garbage disposal units in the washbasins or sinks. Common areas are cleaned once a week, but the rooms are your responsibility. Please observe basic hygiene and respect your roommates! All of your mail is delivered to the dormitory front desk, so please make sure to collect it.

Contact details

If you have any questions concerning accommodation PRIOR to your arrival, you can contact Jaroslav Vrba by phone or email. Should you have any kind of problems during your stay, please contact Markéta Šmolcová or Jana Šimková, preferably via email.

Neředín Dormitories

tř. Míru 644/113, Olomouc

Contact: Jana Šimková, jana.simkova@upol.cz

Tel: +420 585 638 882

Envelopa Dormitories

(Dormitories: Generála Svobody, 17.listopadu, Šmeralovy, J.L. Fischera)

Šmeralova 1122/12 (Generála Svobody Dormitory, door No. 41), Olomouc

Contact: Markéta Šmolcová, marketa.smolcova@upol.cz

Tel: +420 585 638 025

Contact person for both Neředín and Envelopa

Jaroslav Vrba, jaroslav.vrba@upol.cz

Tel: +420 585 638 006

Šmeralova 1112/12 (Generála Svobody Dormitory, door No. 40), 771 11 Olomouc

Private accommodation

If you prefer private accommodation, check out the Facebook group Spolubydlení Olomouc. It is very popular among Czech students offering rooms or looking for a new housemate.

Remember that if you stay over 90 days in the Czech Republic and live in a private flat/house you will need to register at the Foreign Police office (even if you are an EU citizen).

THE INTERNATIONAL RELATIONS OFFICE (IRO), ORIENTATION WEEK

The central IRO as well as the Faculty IROs are ready to assist you during your stay at Palacký University. During the Orientation Week (OW), which is regularly organized a week before the official beginning of semester (classes) by the central IRO in cooperation with **Erasmus Student Network** (ESN) UP, you will be introduced to how things work at Palacký University, the faculties and the departments.

<http://www.upol.cz/en/groups/practical-information/orientation-programme/>

The morning programme provides international students with information sessions focused on organizational and practical issues, such as an overview of UP offices and coordinators, UP facilities, registration of courses, confirmation of documents, how to arrange an ID card at UP, etc. Students can attend a **Survival Czech Course**, join a guided tour of the city, learn about their rights and duties in the Czech Republic during a session with a police officer. The evening programme is devoted to getting the students together and offering cultural, social and sporting events.



VISA AND FOREIGN POLICE

Upon arrival in the Czech Republic you are obliged to do a few things depending on the type of visa with which you came to the Czech Republic. Please check below to see which group you belong to and then simply follow the instructions.

Reporting your place of residence in the territory of the Czech Republic

By law, all foreigners who enter the territory of the Czech Republic are obliged to report to the Foreign Police (hereinafter FP). The accommodation provider has the reporting responsibility, which means that if you are staying in the dormitories or in a hotel, your accommodation provider will report your place of residence for you and you do not need to see an FP officer yourself.

The reporting rules vary based on the type of visa or residence permit and your accommodation:

EU citizens + citizens of Iceland, Liechtenstein, Norway, and Switzerland + foreigners who do not need a visa

If you stay in the dormitories/hotel, you do not have to report in person. The dormitory officials will report your residence for you; you only need to complete the relevant document when moving in. If you live in private accommodation, you have to report in person to the FP within 30 days of entering the Czech Republic, provided you are staying for more than 90 days. You will need a confirmation from the owner of the apartment, e.g. a lease contract.

Short-term visa holders (type C max. 90 days) and non-EU foreigners authorized to reside in the Czech Republic without a visa

If you live in the dormitories, you do not need to see an FP officer yourself. The dormitory officials will report your residence for you; you only need to complete the relevant document when moving in. If you live in private accommodation, you have to report to the FP within 3 working days of entering the territory of the Czech Republic. You will need a confirmation from the owner of the apartment, e.g. a lease contract.

Long-term visa holders

You have to report to the FP within 3 working days of entering the territory of the Czech Republic, no matter whether you live in private accommodation or in the dormitories. You will need a confirmation of your accommodation, e.g. a lease contract and a copy of your health insurance.

!!! Note that if you want to continue your study after your visa has expired, you need to apply for the long term residence permit 120 days at the earliest and not later than the last working day before the expiration of your visa. !!!

Long-term residence permit for study purposes

If you have arrived with an arranged long-term residence for the purposes of study, you have to contact the International Relations Officer at your faculty within 3 working days and then you will be invited to report to the Department for Asylum and Migration Policy. Here your biometric data (photo and fingerprints) will be collected and you will receive a document allowing you to stay in the Czech Republic.

Remember that as part of their long-term residence foreigners from outside the EU may travel within the Schengen area, but cannot be away from the registered place of residence for more than 90 continuous days.

Extension or change of residence permit, change of address

To extend your long-term residence permit or to apply for a switch from long-term visa you have to submit:

- **passport**
- **two passport photos**
- **a certificate of student status/confirmation of enrolment**
- **proof of accommodation** – typically a lease contract in Czech with the complete address of your accommodation and signed by the owner
- **proof of complex health insurance** - with a health insurance company in the Czech Republic
- **income verification** (Proof of funds) – typically a bank statement that shows that you have sufficient funds for your stay (at present min. 86,000 CZK) or a proof of scholarship issued by the University

All documents, except the bank statement, must be in Czech original and cover the whole duration of your requested residence permit (max. 1 year). You can learn more about the requirements at <http://www.mvcr.cz/mvcren/article/information-for-schools-and-students.aspx>.

If you change your address during your stay, you must report this change in person at the Department for Asylum and Migration Policy within 30 days of the change.

!!! Note that you must submit your application for a long-term residence change or extension 120 days at the earliest and not later than the last working day before the expiration of your current residence permit/visa. !!!

It is **highly recommended to submit the application as early as possible**, especially before holidays, even if you do not have all the necessary documents. You will be allowed to complete the documentation later.

If you apply for an extension of your residence permit and plan to return to your home country while your application is being processed, inform the officer when submitting the application and, if necessary, provide a contact address. Also, arrange for picking up your post mail while you are away.

If you receive a formal notice from the immigrations office, it is necessary to act according to the content of such a notice. It is a legally binding act and if you do not fulfil its requirements (such as submit a document) within the set time period, your application process will be stopped.

Immigrations offices contacts

To report your residence in the Czech Republic:

Department of Foreign Police Olomouc

Smetanova 14, Olomouc

Tel.: +420 974 761 845, +420 974 761 841

Mon and Wed 8am – 3pm

Tue and Thu 8am – 12noon

To arrange your long-term residence permit for the purpose of study, to extend your long-term visa, to report change of your address during your stay with a long-term visa, to apply for a switch from a long-term visa to a long-term residence permit for the purpose of study:

Department for Asylum and Migration Policy Olomouc

třída Svobody 8, Olomouc

Office hours: Thu 8am – 2pm

!!! Note that you must make an appointment in advance (at least 3 – 4 weeks) by contacting the International Relations Officer at your Faculty or Ms. Yvona Vyhnánková (UP International Relations Office, yvona.vyhnankova@upol.cz) and communicate the reason of your appointment together with your personal data (full name, passport number, date of birth, nationality) !!!

It is always better to have a Czech speaker (your Czech buddy) with you.

Department for Asylum and Migration Policy Přerov

U Výstaviště 3183/18

Tel.: 974 760 399

Office hours:

Mo, We: 8.00 – 17.00 (12:00 – 12:30 break)

Tu, Th: 8.00 – 12.00

You do not need to make an appointment in Přerov. To get there from the train station in Přerov you need to take the bus no. 105 from “autobusová stanice” (to the right of the train station), get off at the third stop “Most Míru” and change to bus no. 104. Then get off at the fourth stop “Kopaniny, výstaviště”. The office is in a big modern building across the street. If you go to Přerov by bus, you can ask if it stops at “Most Míru” and take the bus 104 from there as described above.

If anything mentioned above is not clear to you or if you have any question regarding your stay in the Czech Republic, do not hesitate to contact officers of the Ministry of the Interior via e-mail pobyty@mvcv.cz or telephone (+420) 974 832 421, (+420)974 832 418.

PALACKÝ UNIVERSITY ID CARD

There are several practical reasons to arrange your UP ID card soon after your arrival. **A refundable deposit of 200 CZK is paid for any type of UP ID card and a filled form with a passport-size photo are required, too.**

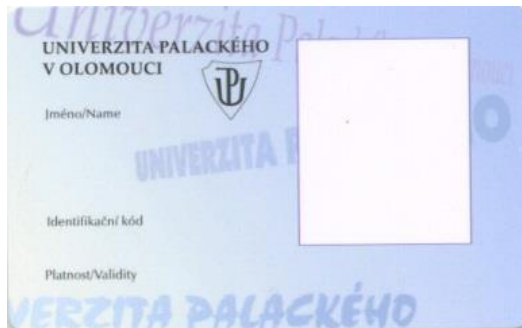
International students at UP can request an ID card according to the following criteria:

1. **ISIC - International Student Identity Card is recommended to degree and short-term international students studying/staying at UP for more than 3 months.** This card is also good as a discount card at many sites and at places such as movie theatres.



For more information about ISIC see: <http://www.isic.cz/en/>

2. The so-called “blue ID card with a photo” is recommended to students staying for more than 30 days and less than 90 days.



3. The so-called “blue ID card without a photo” is intended for UP visitors who need to access the university premises including basic services.

Please note that there may be differences based on the type of the programme, length of your stay or cooperation agreement. Students are always informed during the orientation week or soon after their arrival about their eligibility criteria.

ID cards are issued at the UP Computer Centre (CVT) <http://www.cvt.upol.cz/> located at the UP Library (1 Biskupské Sq.) on the 2nd floor. (For directions, check out the maps at the UP Portal – see Chapter UP Portal, STAG or the map at the end of this guide).

How to get an ID card

If you attend the Orientation Week, simply **follow the instructions you receive there**. If not, follow the steps below for trouble-free acquisition of the card.

1. Request an ID card application form from the Central IRO

2. Check whether you are registered in the UP Information System via the UP Portal

Go to www.portal.upol.cz/contacts "student search". Enter your first and last name. If you see the card number, Portal ID, email and STAG login under your name, you may apply to collect the card. If not, wait a little longer. The process takes 1- 3 days from the time

APPLICATION FORM OF IDENTIFICATION CARD User (student ID card)

There is a unified identification system set for students and staff in the framework of the university information system (UIS) at Palacký University, Olomouc. Student or employee will receive an identification card (IC) with the UP logo, equipped with contactless electronic chip. The IC indicates name and surname, the identification code, e-mail address, photograph and user's relationship to UP Olomouc. Students use this IC in accordance with Act No. 111/1998 Coll. of The Higher Educational Schools as a **student ID card**. All IC users are provided with some benefits at UP, especially registration at Accommodation and Dining facilities, borrowing services of UP Libraries, entrances to defined rooms and buildings UP. These services are gradually expanded both inside and outside UP (e.g. Public Transportation, Research Library in Olomouc, etc.).

Read the instructions on the back first, then fill in the following part of this application.

Faculty / Department:

- | | |
|--|---|
| <input type="checkbox"/> Faculty of Medicine and Dentistry | <input type="checkbox"/> Faculty of Health Sciences |
| <input checked="" type="checkbox"/> Faculty of Arts | <input type="checkbox"/> Faculty of Law |
| <input type="checkbox"/> Faculty of Science | <input type="checkbox"/> Faculty of Education |
| <input type="checkbox"/> Sts Cyril and Methodius Faculty of Theology | <input type="checkbox"/> others |
| <input type="checkbox"/> Rector's office UP | <input type="checkbox"/> Accommodation and Dining |

Type and Length of Stay:

Period of stay: Winter Semester Summer Semester Full Academic Year

Duration of Stay (months): 5

Type of Stay:

- Erasmus+ Erasmus Mundus CEEPUS Cooperation Agreement Others

Fill out the following personal information:

<u>COOPER</u> Surname	HERE PLACE PHOTO 35 × 45 mm	<u>06/07/1993</u> Date of birth
<u>SHELDON</u> Name/title		<u>93570616SC</u> Birth code
<u>MEXICO</u> Country		<u>MALE</u> Male / Female
<u>12/09/2016</u> Date of application		<u>Jan Cooper</u> Signature

Indicate the relationship to the UP (form of study/employee):

- | | | |
|--|--|-----------------------------------|
| <input checked="" type="checkbox"/> full-time study | <input type="checkbox"/> lifelong learning | <input type="checkbox"/> employee |
| <input type="checkbox"/> combined study | <input type="checkbox"/> traineeship | <input type="checkbox"/> retired |
| <input type="checkbox"/> doctoral study | | <input type="checkbox"/> others |
| <input type="checkbox"/> student follow up - fill in only those who need a new IC (losing or destroying the original IC UP Olomouc). | | |

the data is entered in the system. If you still cannot find yourself, see the Faculty International Relations officer.

3. Pay 200 CZK at the main UP cash office (Pokladna) and keep the receipt

The cash office is situated in the main courtyard at Křížkovského 8. If you cannot find the cash office, ask any student or employee at the front desk of the UP Rector's Office for help.

4. Fill out the application form, bring the 200 CZK receipt from the cash office, a photo, and your passport to the ID card office

Bring a passport photo (please do not stick the photo on the application form, but write your name on the back side and just attach it with a clip to the form) and a completed application form to the ID card office. Do not forget to bring a form of identity, preferably a passport (EU citizens a national ID card).

5. Pick up your ID card in the ID card office when ready and wait 24 hours

Your card will be ready the following day, all you need to do is sign a contract.

If the card gets lost or destroyed during the semester, first you have to pay 200 CZK again at the cash office and only then you can apply for a new one at the ID card office. The international validity of the card can be renewed each year with a revalidation sticker. After logging into the UP Portal you will find out how to pay. The payment must be made by transfer or money order at the post office. It is not possible to pay at the ID card office; you have to already have the payment receipt.

If there are any problems with the ISIC card, visit the ID card office. There they will run a test to see what the problem with the card is.

6. Before you go back home

Remember to collect the money left on the card at the canteen checkout (meal credit) or at the computer lab admins' office (copy credit). Unless you wish to keep the card, and provided the card has not been damaged, you can return it and get back the 200 CZK. You can arrange to return the card shortly before leaving within office hours at the ID card office.

STUDENT GRANTS

You can secure financial support for your study abroad not only from your home university, but also from UP. Below you will find the options and grants to which you are entitled.

1. **Erasmus+ students** are granted subsidies supporting their Olomouc study placement by their domestic universities. UP, however, provides a **housing subsidy to Erasmus+ students**, based on the information regarding the date of departure from the Czech Republic to the Faculty international relations officer at the end of the stay placement. The funds are paid out in cash at the UP cash office. You will receive more information during the Orientation week or by email after your arrival.

2. Students arriving under the **CEEPUS programme** and through **International agreements of the Czech Ministry of Education** receive grants from the **relevant faculty** of Palacký University, i.e. the faculty international relations officer. If after arriving in Olomouc the students do not open a bank account here to which the UP could transfer the funds, the students are required to collect their grant funds in person at a specified date from the cash office of the relevant UP faculty. These students **cannot receive a housing subsidy from the UP**.

3. Students arriving under the **UP agreements of direct cooperation** receive grants only when the financial support has been agreed on between the UP and the partner university. The volume of the grant is set out in the agreement. As above, students from these partner universities **do not receive a housing subsidy either**.

4. Students of programmes in a foreign language are **not eligible for a housing subsidy**.

BANKS, OPENING AN ACCOUNT

Credit cards

International credit cards are accepted such as Eurocard/MasterCard, American Express, VISA, Diner's Club, Japan Credit Bureau, Access and Carte Blanche etc.

Money exchange

You can change money at the airport and at all public transport stations, banks, and bureau de changes, but please first check the exchange rate to see if it is okay. Warning: Never change money in the street!

There is a bureau de change at the main railway station (entrance hall), so you can change money immediately after you arrive. Other bureaus are at Riegrova 11, the Information Centre, Horní nám. 1 (inside the town hall), and at Švédská 10. There are also many ATMs in Olomouc which accept all standard payment cards.

Opening a bank account

At some faculties, you are going to be asked to open a bank account in order to receive your scholarship. Some faculties ask students to open a bank account to receive their grants. An advantage of having a Czech account is that you will save on ATM withdrawal charges. The terms for opening a bank account vary depending on the bank. All you need to provide is a proof of identity, and note that a passport is more suitable than your ID in this case.

Foreigner-friendly banks in Olomouc

Komerční banka www.kb.cz

Address: třída Svobody 14

Opening hours: Mon to Fri: 9am - 5pm

Languages spoken: English

Tel.: +420 955 564 163

Česká spořitelna www.csas.cz

Address: třída Svobody 19

Opening hours: Mon to Fri: 9am - 5pm

Languages spoken: English

Tel.: +420 956 758 061

Raiffeisenbank www.rb.cz

Address: náměstí hrdinů 1

Opening hours: Mon to Fri: 9am - 5pm

Languages spoken: English

Tel.: +420 585 206 932

ČSOB www.csob.cz

Address: Horní náměstí 6

Opening hours: Mon to Fri: 9am - 12:30pm and 1:30pm - 5pm

Languages spoken: English

Tel.: +420 585 501 333

GE Money Bank

www.gemoneybank.cz

Address: Opletalova 2

Opening hours: Mon to Fri: 9am - 5pm

Languages spoken: English

Tel.: +420 585 205 771

Volksbank www.volksbank.cz

Address: Horní náměstí 17

Opening hours: Mon to Fri: 8:30am -
12pm and 1pm – 4:30pm

Languages spoken: English

Tel.: +420 800 133 444

48 49

Fio banka www.fio.cz

Address: Dolní náměstí 20, 779 00

Opening hours: Mon to Thu: 8:30am -
6pm, Fri 8:30am - 5pm

Languages spoken English, German

tel.:+420 224 346 920

CANTEEN (MENZA)

Beverages and snacks are available at any time at the dormitories front desks, but when you get really hungry, have a meal at one of the UP canteens. The canteens serve high quality Czech and international cuisine at very low prices. There are always many options of warm meals to choose from. UP students and employees pay from 28 to 68 CZK per meal. Soups (15 CZK) and salads (11-22 CZK) are also available. The prices are subject to change. For an updated price list please check: menza.upol.cz/webkredit. The canteens are open throughout the semester, but only on weekdays. Please remember that you can order meals only with a valid ID card. You can order or meal or come and select.

Topping up your account via ID card

Before ordering a meal, you first need to top up your ID card either at the cash desk office of the UP Main Canteen (on the left of the main entrance to the hall, far end of the corridor), any snack bar at the dormitories front desks, the snack bar of the Neředín Canteen, or the fast food bar in the Main Canteen (upstairs).

Ordering meals

There are several ways to order a meal: through the website, in person using the terminals in each canteen, and also via the Android application – at Google Play look for “Mobilní objednávání Kredit”.

Menza online

Once you are logged in www.portal.upol.cz, click on the (Menza) Dining on the top bar and then click “Vstoupit do systému pro objednávání jídel WebCredit” (Enter the WebCredit Meal Ordering System“, which redirects you to the ordering system. If you want to switch to the English version of the site and menu, click on the UK flag in the upper right corner. Translations are usually provided one week in advance.

User terminals

Food ordering terminals are in every canteen. The system is user-friendly. Select a language and place your ISIC card against the terminal, then select the date, canteen, and meal. By swiping the card once more you log out of the system.



Menza App

The application 'Mobilní objednávání Kredit' for Android is now available (including an English version). To download go to www.goo.gl/cqJV2.

Typical Czech meals you should try

- **vepřo-knedlo-zelo**
Roast-pork with dumplings and sauerkraut
- **svíčková**
Sliced beef sirloin with vegetable cream sauce, cranberries, and whipped cream, served with dumplings
- **smažený sýr**
Fried cheese with potatoes
- **bramboráky**
Potato pancakes
- **ovocné knedlíky**
Fruit dumplings, topped with sugar and cream
- **palačinky**
Crepes served with fruit or jam
- **koláče**
Fruit-filled pastry
- **czech beer & Moravian wine**
World-famous, an important part of the culture

Opening hours (Mon – Fri)

UP Main Canteen Address: 17. listopadu 54 Envelopa dormitories area	Lunch	11am – 2:30pm
	Quickly prepared and ready-to-serve meals	11am – 8pm
	Fast food	10:30am – 8pm
Šmeralova Canteen Address: Šmeralova 6	Lunch	11am – 2:30pm
	Quickly prepared meals	
Neředín Canteen Address: tř. Míru 113	Lunch	11am – 2:30pm
	Fast food	11am – 3:30pm
Holice Canteen Address: Šlechtitelů 11	Lunch	11:30am – 2:00pm
	Quickly prepared meals	9am – 2:30pm
17. listopadu Snack Bar		7am – 8pm
Neředín Snack Bar		7am – 2:00pm
Výdejna jídel Křížkovského Křížkovského 8	Lunch	11am – 2:30pm
	Quickly prepared meals	

**Please note that the opening hours may change during the academic year and during summer holidays. Friday opening hours are usually shorter than stated above.*

MEDICAL CARE

There is a basic health care centre on Envelopa (J. L. Fischer Student Dormitory, Šmeralova 10) with a general practitioner and a dentist. Although the doctors do speak basic English, we recommend bringing a Czech-speaking friend along (your buddy).

Doctors

- MD Ševčíková, GP, tel.: +420 585 224 204, email: jarkasevcik@volny.cz
- MD Davidová, dentist, tel.: +420 585 220 463

For other medical specialists and services, visit the main Olomouc healthcare centres such as

- Health Centre “Poliklinika” Olomouc, třída Svobody 32,
www.poliklinikaolomouc.cz
- Olomouc University Hospital, I. P. Pavlova 6, www.fnol.cz,
www.fnol.cz/pdf/fnol_cz_mapa.pdf

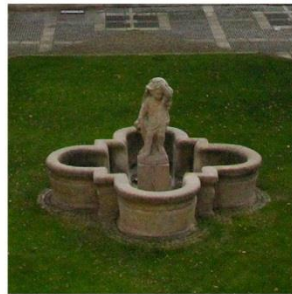
All the doctors below from the Health Centre “Poliklinika” are guaranteed to speak English.

- | | | | |
|---|------------------|----------------------|------------------|
| • | surgeon | MD Ondřej Kroupa | +420 585 506 233 |
| • | gynaecologist | MD Imad Hamdanieh | +420 585 506 223 |
| • | GP, psychiatrist | MD Dagmar Přikrylová | +420 585 506 146 |
| • | dentist | MD Radomír Hanos | +420 585 506 303 |

Pharmacies

There are a number of pharmacies in the centre of Olomouc. While basic medicine and vitamins or tea are available over counter, for more specialized medicine you will always need to have a prescription. If you need special medication, either bring enough for the entire duration of your stay or note down the chemical composition of the drug as the commercial names of medicine vary depending on the country. A good idea is to bring along an empty container when you go see the Czech doctor. It will help them to find a substitute.





STUDYING AT
PALACKÝ UNIVERSITY

THE INTERNATIONAL RELATIONS OFFICE

Several departments are in charge of international relations at Palacký University. The central office – the International Relations Office (IRO) – is at the Rector’s Office and organizes the orientation week and incoming student coordinators are ready to assist you with general administration (confirmation of study period, etc.) during your stay at UP. In each faculty you can find a faculty IRO. Faculty international relations officers (coordinators) administer all other international programmes, such as CEEPUS, AKTION, DAAD, Freemover, mobility within international agreements of the Czech Ministry of Education, etc.

The faculty IROs are also in charge of the electronic study agenda – STAG (see Chapter STAG) concerning ALL international programmes including Erasmus+, i.e. STAG registration of exchange students, student registration in selected courses, verification of the results at the end of the student placement, and the Transcript of Records, including its submission to the student’s home university.

Who is who

Academic authorities for international relations

The international relations of the university are managed by the Vice-Rector for International Relations who is appointed by the Rector. Each faculty has its Vice-dean for international relations who manages international issues and their specifications of the relevant faculty.

Administrative staff

The administration of international relations is overseen by the faculty IROs and by the central IRO.

- The **ERASMUS+**, **EMA2 EURICA** programmes are run by the central **International Relations Office** (Central IRO) – the Rector’s Office, Křížkovského 8, <http://www.upol.cz/en/menu/erasmus-exchange/>
- **All other international programmes** (e.g. CEEPUS, AKTION, Visegrad Fund, Freemover etc.) and **degree programmes in foreign languages** are managed by the **Faculty International Relations Offices** (Faculty IRO)

Institutional & Faculty international relations officers

FUNCTION/POSITION	WORKPLACE/ FACULTY	NAME	CONTACT
Head of the IRO	Rector’s Office	Hynek Böhm	hynek.bohm@upol.cz
Institutional Coordinator	Rector’s Office	Yvona Vyhnanáková	yvona.vyhnankova@upol.cz
Incoming student coordinator (Erasmus+)	Rector’s Office	Zuzana Hamdanieh	zuzana.hamdanieh@upol.cz
Incoming student coordinator (EURICA, non-EU students)	Rector’s Office	Štěpánka Bublíková	stepanka.bublikova@upol.cz
Faculty International Relations Officer	Faculty of Theology	Petra Hubená	petra.hubena@upol.cz
Faculty International Relations Officer	Faculty of Medicine & Dentistry	Petra Nakládalová	petra.nakladalova@upol.cz

Faculty International Relations Officer	Faculty of Medicine & Dentistry	Jana Osmani	jana.osmani@upol.cz
Faculty International Relations Officer	Faculty of Arts	Zuzana Henešová	zuzana.henesova@upol.cz
Coordinator for degree programmes in foreign languages	Faculty of Arts – Students Office	Eva Gyuránová	eva.gyuranova@upol.cz
Faculty International Relations Officer	Faculty of Science	Dana Gronychová	dana.gronychova@upol.cz
Faculty International Relations Officer	Faculty of Education	Jana Dostálová	jana.dostalova@upol.cz
Faculty International Relations Officer	Faculty of Education	Dagmar Zdráhalová	dagmar.zdrahalova@upol.cz
Faculty International Relations Officer	Faculty of Physical Culture	Zuzana Hanelová	zuzana.hanelova@upol.cz
Faculty International Relations Officer	Faculty of Law	Radana Kuncová	radana.kuncova@upol.cz
Faculty International Relations Officer	Faculty of Health Sciences	Irena Jedličková	irena.jedlickova@upol.cz

PALACKÝ UNIVERSITY PORTAL

The gateway to all important things at the university is at <http://www.portal.upol.cz/>. Since as a UP student you will be using it almost daily, we recommend browsing through the site to get an idea of what it is all about.

The screenshot shows the Palacký University Portal homepage. At the top, there is a blue header with the university logo and the text "Portal Palacký University information system". Below the header is a navigation menu with links for Home, Studying & Teaching, Applications, Services, Contacts, and E-mail. The main content area is divided into several sections:

- Login:** A section with input fields for User ID and Password, a checkbox for "Resume last session", and "Log in" and "Cancel" buttons.
- Don't glance over:** A section with a date "Wednesday, May 18, 2016" and a notification icon. The notification is titled "Nová WIFI síť pro studenty a zaměstnance UP" and contains text about a new WiFi network named "UPOL" and a warning about access to licensed information systems.
- Informace CVT:** A section with the title "Upgrade stravovacího systému KREDIT" and a date "17. 5. 2016 8:52:19". The text below mentions a system upgrade on May 17-18, 2016, and a warning about food ordering on May 18.
- Často používané aplikace:** A section with a list of frequently used applications: Help and Guidelines, Pre-registration info, Online application, STAG, Courseware, UPShare, DMS, OBD, and E-mail.

The UP Portal simply contains most of what you need:

- a directory of people (emails and phone numbers of your classmates and instructors)
- access to student admin (STAG), an online system that manages and records your studies
- ordering meals in canteens
- links to web interfaces for reading your university email

- manuals and instructions (e.g. how to connect your laptop to the UP network,
- how to set up mail forwarding, etc.)
- maps and plans of the university buildings
- links to the website of the library, including a catalogue of books, magazines and videos
- access to UP Portal applications (DMS, Courseware etc.)
- other useful links

How to login into the UP Portal

Open www.portal.upol.cz, switch to the English version and click on “Contacts”.

The screenshot shows the 'Portal' interface for Palacký University. The top navigation bar includes 'Home', 'Studying & Teaching', 'Applications', 'Services', 'Contacts', and 'E-mail'. Below this, there are tabs for 'Find Contact', 'Contacts By Departments', and 'Support Contacts'. The main content area is divided into two sections: 'Upol Hledání zaměstnanců' (Staff Search) and 'Upol Hledání studentů' (Student Search). The staff search form has fields for 'Surname' and 'First Name' with a 'Search' button. The student search form has fields for 'Surname' (filled with 'henzlová') and 'First Name' (filled with 'klára'), with 'Search' and 'Hide results' buttons. Below the student search form, it shows 'Total count: 1; Results displayed: 1..1'. At the bottom, there is a table with columns: Name, Card No., Portal ID, E-mail, Stag login, Faculty, Programme name, and Year.

Name	Card No.	Portal ID	E-mail	Stag login	Faculty	Programme name	Year
Henzlová Klára Bc.	80019846	henzkl00	klara.henzlova01@upol.cz	F140970	FIF	Angličtina se zaměřením na tlumočení a překlad	2

2. Type your name in the student search.
3. Check your Portal ID. This will be your login name.

The screenshot shows the Palacký University information system portal. The navigation bar includes links for Home, Studying & Teaching, Applications, Services, Contacts, and E-mail. Below the navigation bar, there are buttons for Find Contact, Contacts By Departments, and Support Contacts. The main content area is titled 'Upol Hledání zaměstnanců' and 'Upol Hledání studentů'. The student search form has fields for Surname (henzlová) and First Name (klára), with Search and Hide results buttons. Below the form, it shows 'Total count: 1; Results displayed: 1..1'. A table of search results is displayed with columns: Name, Card No., Portal ID, e-mail, Stag login, Faculty, Programme name, and Year. The first result is for Klára Henzlová, with the Portal ID 'henzk00' circled in red and a callout box pointing to it with the text 'THIS IS YOUR PORTAL ID'.

Name	Card No.	Portal ID	e-mail	Stag login	Faculty	Programme name	Year
Henzlová Klára Bc.	80019846	henzk00	klara.henzlova01@upol.cz	F140970	FIF	Angličtina se zaměřením na tlumočení a překlad	2

4. Your password is your personal identification code (pseudo birth-code) that was generated when you filled in the on-line application form before arriving in Olomouc. If you have forgotten your password, the faculty international relations officer will provide you with it.
5. Click “Login” (upper right corner).
6. Enter your login data.

7. And welcome to the UP Portal!

After logging in you will be prompted to change your password. The password to the UP Portal (the personal identification number) is only temporary. For security reasons, the password must have at least eight characters, of which at least one must be special (digit or symbol). A change of password will be required every six months. The password reset is under “Edit my profile”.

Use of maps

English version – Administration – Maps and plans of UP buildings

Thanks to this UP Portal feature, you can find any UP building or room. The system will show a detailed map including public transport. Although the system is in Czech, it is very easy and intuitive. “Název” and “Adresa” refer to the name and address of the building you are searching for. Using the box “Místnost”, you can track down the exact class room you need. The number is in the schedule and is given for each course you are registered in. After filling in all the fields, start the search by clicking “Trasy” (Routes) – “Trasy k objektům UP” or “Místnost” (Room).

STAG – MANAGING YOUR STUDIES

STAG refers to the online study management and records at UP. It is a system that serves to manage study programmes, disciplines, curricula and courses in order to compile schedules, register for courses and exams, grade records, as well as records of bachelor’s and master’s theses. Apart from this, it has many other features.

Below are STAG functions that you are certain to use:

- registration for courses, through which you will get your individual study plan
- viewing and searching other data (your own schedule, information about courses, study programmes, disciplines, instructors, departments)

Only FoM students use the following STAG functions:

- registration for exams

Log into the system at **www.portal.upol.cz**. In the menu, select “Studying and teaching (STAG)-Preregistration”.

Course registration

You can select courses and register for them online **only once you are here, not before your arrival at UP!** During Orientation Week you will learn how to register in courses online via the STAG UP Portal. Instructions for online registration of courses are available on the UP website or on your faculty’s website.

While the main language of instruction at UP is Czech, many courses use a variety of foreign languages. There are now a number of courses in English, designed for exchange students coming for short-term (i.e. one or two-semester) programmes.

To find and choose courses and information about courses, please refer to the UP Course Catalogue on the UP website: **www.upol.cz/en** -> Studying -> Course Catalogue

A list of courses taught in English, which are primarily designed for foreign students, is also available at the Faculty International Relations Office. **Theoretically, you can register for any course of any UP department and faculty, but please always keep in mind your language skill levels.**

Before registering for any course, please always check with the relevant instructor/teacher. It is best if you see them right after the opening class. (Does not apply to exchange students of the UP FoM.)

As exchange students (in programmes of up to 1 year), you have a double obligation to register for courses:

- **online** (see above)
- **on paper** – by filling out the Exchange Student Enrolment Form (EF). It may happen that the class is full and you will not be able to enrol for it online. In this case, enter the class in the EF and see the instructor in the first weeks of the class to find out whether you can register for the course even though it is full. If the instructor agrees, he/she signs the EF to confirm the registration. Then submit the EF, including all selected courses (also those that you have registered in online), to the faculty international relations officer. The faculty international relations officer will register you in the remaining courses. Keep the EF and hand it in, together with your study results, at the end of your stay, before you leave for home. The EF then serves as the basis for an official Transcript of Records, which the faculty international relations officer will send to you and the coordinator at your home university within 30 days of the end of your stay. (Does not apply to exchange students of the UP FoM.)

Online registration in courses does not apply to exchange students of the FoM and freshmen of the FoM (English programmes) and students of the Faculty of Education. In these cases, the courses are registered for the students by the faculty IRO or study department. However, before the registration, students of FoM must have passed all the pre-requisite courses of the individual programmes at their home university. A detailed presentation of the registration via STAG, applies to all exchange students: www.upol.cz/en.

ORGANIZATION OF STUDY

Academic year

The academic year is divided into two semesters. Each semester is 13 weeks long. Winter semester starts in late September; in the last week before Christmas there are no classes because it is a “credit week”, which is one week of mostly written tests which are either a completion of the courses themselves or a prerequisite of registering for an oral exam in the exam period. The exam period goes on through January until mid-February. The summer semester runs from mid-February to mid-May. The last week is again a credit week, with the exam period lasting until the end of June.

Academic calendar 2016/2017

The academic year starts on **September 1st 2016** and ends on **August 31st 2017**.

The winter semester ends before Christmas. Exams are scheduled throughout January. The summer semester begins in the middle of February and ends in the middle of May with exams continuing until the end of June.

Arrival at the dormitories	September 10 - 11, 2016
Orientation week Winter semester	September 12 - September 16, 2016
Winter semester (beginning of classes)	September 19, 2016*
Winter semester (ending of classes)	December 16, 2016*
Christmas break	December 17, 2016 - January 3, 2017
Examination period beginning*	January 2, 2017
Examination period ending	February 10, 2017
Orientation week Summer semester	February 6 – February 10, 2017
Summer semester (beginning of classes)	February 13, 2017*
Summer semester (ending of classes)	May 12, 2017*
Palacký University Olomouc Academic week	February 20 - 26, 2017
Sports Day	May 10, 2017
Examination period beginning *	May 15, 2017
Examination period ending	June 30, 2017 (September 4, 2017 at the latest)

- With approval from respective departments, students can take examinations also before the official examination period.
- Winter semester at the Faculty of Medicine and Faculty of Health Sciences starts on **September 12, 2016** and ends on **January 6, 2017**.
- Summer Semester at the Faculty of Medicine and Faculty of Health Sciences starts on **February 13, 2017** and ends on **May 26, 2017**.

Classes

The schedule and instruction methods logically vary between faculties and disciplines. Classes can start in the early hours of the morning (7am) and run until 8pm at the

latest. Individual classes are 45 mins or 90 mins long. Lectures tend to be longer, followed by shorter, more practical seminars or exercises. At lectures, students mostly passively listen to the presentation, while at seminars, active participation and homework in the form of readings, essays, exercises or seminar papers are required. UP students may combine disciplines freely and attend courses outside their home departments or even faculties. It may happen that a course primarily designed for one particular year is also attended by students of higher or lower years. Everything depends on the capacity of the course and the instructor's decision.

Medical students follow their own specific rules and a fixed schedule which they can complement with optional courses.

As the method of instruction and course requirements are determined by the instructor, always check with them for details before registering in the course!

Course completion

Some courses may be completed through good attendance and the fulfilment of continuous tasks throughout the semester or by submitting a semestral project or paper, without the need for another exam. However, completion of the majority of courses requires first the acquisition of a "credit" and then passing an exam. The "credit" is usually a written test. It may consist of an essay, but mostly it is a classic test with open- or closed-ended questions. Credit tests are mostly held in the last week of the semester. By acquiring the "credit" you either complete the entire course or qualify for an exam. Exams are held in the exam period. They may be written, but are very often oral. Prior to the exam, students receive relevant topics or questions and need to revise the contents of the course in the semester. At the oral exam you discuss the selected topic with the instructor; the test can take anywhere from 15 minutes to 1

hour or more, again depending on the discipline, instructor, and logically on how you are performing in the exam. If you fail your “credit” or exam, you can do up to two retakes. Note that many courses are concluded only with a credit or “kolokvium” (oral assessment through discussion), i.e. only the pass/fail evaluation, without a grade (A, B, C, D, E, F). If your home university requires grades, remember to choose courses that are concluded with an exam. UP cannot give you grades for courses that are concluded with a “credit” or colloquium.

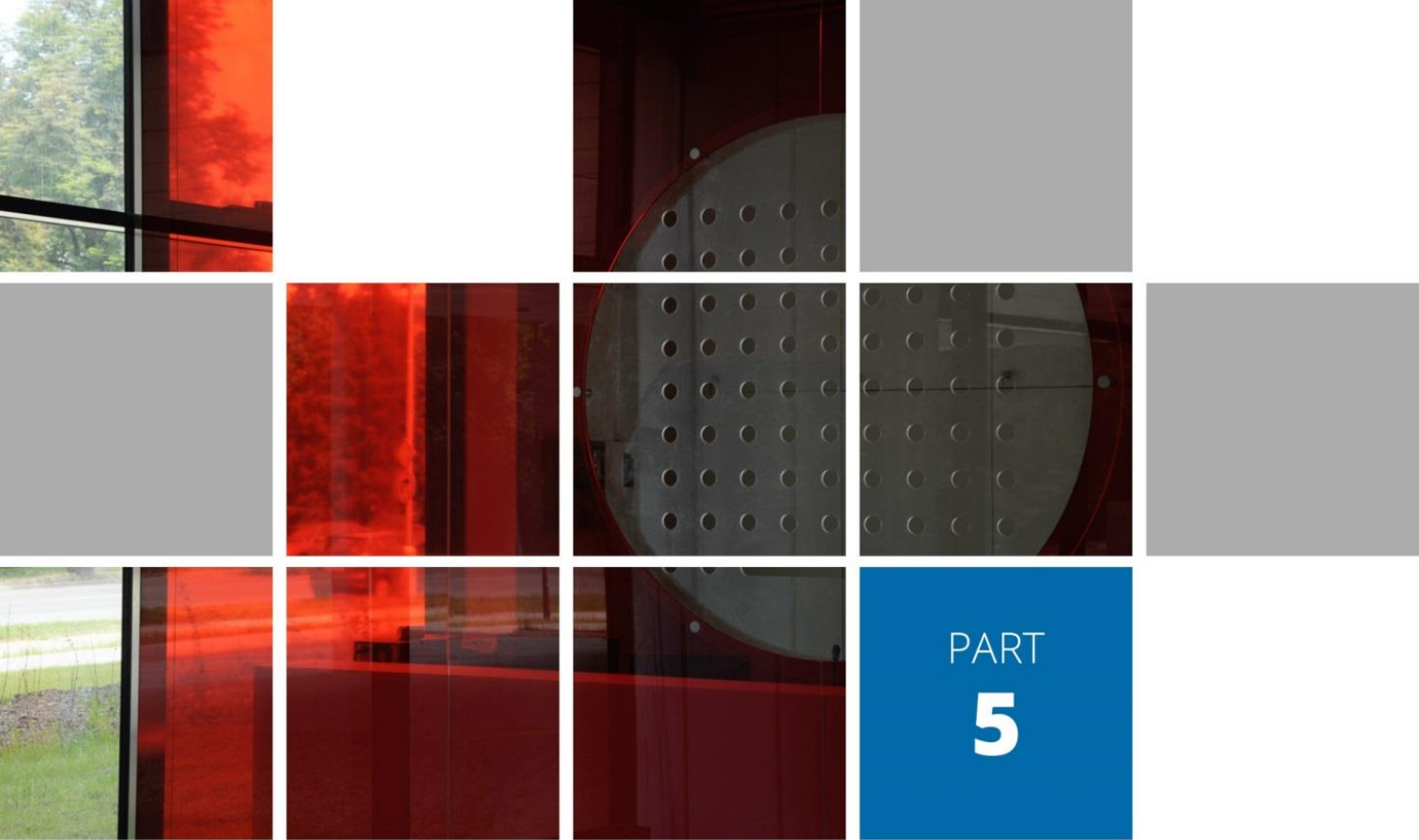
Transcript of Records

The official documents which shows your completed or failed courses is called the Transcript of Records. This ToR is automatically printed from STAG by the faculty international relations officer once all your courses / exams / grades have been registered in the system by the teacher. Please note that you must hand in the EF in order to get your ToR. The ToR is sent to your home institution within several weeks after your departure. If you completed all your courses and still have not received your ToR in 6 weeks, please contact your faculty international relations officer.

Confirmation of study period

This confirmation is issued at the beginning and at the end of your study period to confirm the dates of your arrival and departure. Erasmus+ and exchange / short-term students can get it in the central International Relations Office. You can bring a form from your home institution or request an official one issued by UP.

Please note that the International Relations office cannot confirm the date of departure earlier than 2-3 days prior to the real departure.



PART
5

UNIVERSITY
FACILITIES
AND SERVICES

ACCESS TO THE INTERNET

The main data you need to have to be able to connect to the Internet are your Portal ID and birth identification code (see page 71). With them, you can login to the UP Portal and connect to the KolejNET internet network in dormitories. The Portal ID is listed in the Contacts section. You can obtain your birth identification code from your faculty international relations officer. You will also be given both your Portal ID and birth identification code by the CVT office when you collect your ISIC card.

If you experience difficulties logging in or get your access blocked, please contact the UP Information Centre: lenka.ceplova@upol.cz, tel.: +420 585 631 842.

Connecting to the dormitories network

In the dormitories you can connect to the KolejNet network. In addition to the general rules of the UP network, it is necessary to also observe the binding rules of KolejNET. An overview of these rules, the office hours of administrators, news, and other information are available at <http://www.kolejnet.upol.cz/>. To get Internet access in your room, you need an ethernet cable. Simply ask for help at the front desk.

Setting a Wi-Fi password

Before you can connect to the wireless network around the whole university, you need to set a WiFi password through the UP Portal. Login to the UP Portal (see Chapters 'UP Portal' and 'STAG – Managing your studies online'). Click "Edit my profile" in the upper right corner. After setting up a password, you can access the internet.

Wired connection

Besides the wireless connection, you can also connect your laptop to the Internet with a cable. To connect the cable to the designated outlets you need to have your own UTP cable with an RJ-45 connector. The network you want to connect to at the UP is called EDUROAM.

To connect to the WiFi you need to make a few adjustments on your PC. Instructions in English on how to connect are at the front desk of the UP Library (Zbrojnice). Feel free to ask the staff. Remember you have to have your computer protected (an installed and updated antivirus programme, downloaded and installed service packs of Windows, MS Office, etc.) It is mandatory to have computers protected. There is also a network called UPOL and you will find the password after login into UP Portal.

Internet connection problems

If you have problems with the connection, try asking Czech colleagues for help or check the UP Portal data again for incorrect login details. Consult the faculty network administrator only after all of your previous attempts have failed. Accurate and updated contact details of the administrator are available at the UP Portal, section: Help and Guidelines – UP computer network – Computer Network Support.

If the network has not been working to your liking for an extended period of time, you can also contact the CVT help-line at **stag-help@upol.cz**, tel.: +420 585 631 842.

In the case of problems with the dormitory networks, please contact the KolejNET support at **kolejnet@upol.cz**.

CMFoT	Eva Slavíčková	+420 585 637 300	eva.slavickova@upol.cz
FoM	Aleš Pop	+420 585 632 957	ales.pop@upol.cz
FoHS	Maroš Gemzický	+420 585 632 810	maros.gemzicky@upol.cz
FoA	Medard Kuřimský	+420 585 633 049	medard.kurimsky@upol.cz
FoS	Adéla Mayerová	+420 585 634 055	adela.mayerova@upol.cz
FoE	Ivana Weberová	+420 585 631 793	ivana.weberova@upol.cz
FoPC	Pavel Brázda	+420 585 636 040	pavel.brazda@upol.cz
FoL	Petr Šuta	+420 585 637 553	petr.suta@upol.cz
Palacký University Rector's Office	Jiřina Bekárková	+420 585 631 811	jirina.bekarkova@upol.cz

Public computer labs

The largest IT centre is located on the ground floor of the UP Library (Zbrojnice) (over 100 well-equipped computers and a printer). Likewise, there are computer labs available at the faculties. Remember to always carry your ISIC as it is vital for logging in.

Copy and print services

With the ISIC card you can make copies and print out documents at computer labs and faculty libraries. The ISIC card also serves for the payment for these services. You can charge (top up) the card at designated charging terminals at the library desks). Also, there are copy centres in the city centre, which accept any electronic storage device to make copies and print. On average, rates range from 1 to 2 CZK per A4 page.



UP LIBRARY – ZBROJNICE

www.knihovna.upol.cz

UP Library = UP Central Library (Zbrojnice), Library of the CMFoT, FoPC, LoF, FoS, FoM, FoHS, the reading room at FoE, and the British Centre.

The UP Library (Zbrojnice) is the largest library at UP located across from the UP Faculty of Arts and the Rector's Office. Biskupské náměstí 1, tel.: +420 585 631 730

UP Library (Zbrojnice) opening hours:

Mon – Thu	8am to 10pm
Fri	8am to 7pm
Sat	9am to 4pm

Night Reading room:

Mon – Thu	10pm to 6am
Fri	7pm to 6am
Weekend	Closed

Please note that changes may occur during important holidays and summer.

Aside from the tens of thousands of books and other publications, the library at Zbrojnice is a good place for studying. It has wired connection for laptops, WiFi, vending machines, computer labs, an overnight reading room, a clubroom with comfortable sofas, a microwave oven, and an electric kettle to make tea or coffee. At the entrance to the library there is also a seating area with a vending machine. All the library services are available only for holders of valid ID cards.

Library services

- Free access to the loan stock
- External and internal loans
- Reservations from library stock

- Information about the reader's loans
- Inter-library loans (including international loans)
- On-line access to electronic information resources
- Electronic information resources training
- Individual consultations on available databases
- Advice on new databases
- Multimedia players (CD, DVD)
- Network connection for laptops (cabled or wireless) – Manuals for wireless connection in English are available at the Armoury central desk)
- Copy and print services

Practical tips for using the library services

If you top up your ID card at the B library desk, you can use it for cheap and easy printing and copying. Desk B is opposite the central desk, i.e. on the first floor, on the right, past the toilets and vending machines. You will also need the ID card for loans. Reference items (red tape on the back) cannot be removed from the library; all others are available for standard loans.

If you need a book that is not in high demand, it is likely to be on-site; simply fill in the online booking form and within an hour the book will be waiting for you at the central desk. In the same way, you can loan older issues of newspapers and magazines, which are also stored outside the main halls. You can even take advantage of the inter-library loan service and request a loan from other libraries, including ones outside of Olomouc.

The online catalogue: <http://library.upol.cz/arl-upol/en/search/> will guide you in creating a request. If you encounter difficulties, ask your librarian for assistance with the request.

All books and textbooks can be easily located using the library computer or in advance from home. Also, you can use the online catalogue to check your loans, due dates, or to reserve another book. Like in other libraries, you may be fined for returning items past the due date. Remember, therefore, to renew your loan in time (maximum twice in a row). Loaned books can be returned at any section of the UP library (with the exception of the British Centre) and newly also via BiblioBoxes at the passage to UP Library and at the Theoretical institutes of the Faculty of Medicine.

You can also get trained in working with electronic information sources to which the library offers free access at <http://ezdroje.upol.cz/>. If interested, please contact bis@upol.cz. Send an email to the same address if you need access to specialized scientific articles and publications; the office will help you find them or will strive to obtain inaccessible materials.

If you have any questions regarding the operation and services of the library, feel free to email to: vypujcka@upol.cz. You can also get in touch with the library through Facebook: www.facebook.com/knihovnaUP.

Although the library feed is in Czech, it frequently refers to useful sources of information in other languages, and its administrators are happy to answer any questions in English. Subscribing to their Facebook page is definitely a good idea.

Note that you need to handle the books that you have loaned with care and return them all before you leave. For example, the Faculty of Law requires all its exchange students to submit a document issued by the faculty library that confirms that the student has returned all the books. Without this confirmation, you will not receive the Confirmation of Study Period.

A short tour of the library for groups of students (by appointment only)

This is especially useful at the beginning of your studies. Ask for more details at the front desk of the central library. If you find enough people to form a group, the librarians will give you a tour of the whole library and its services.

Night study

If you are a night owl, you can take advantage of night study hours. Although the library reading rooms on the first floor are closed at night, a smaller reading room is available on the ground floor. Throughout the night there is access to the university network (wireless), a toilet, as well as food and beverage vending machines. Entrance to the reading room is possible via the student ID card.

Opening hours: Mon – Thu: 10pm - 6am, Fri: 7pm - 6am

Other libraries in Olomouc

- **Research Library in Olomouc**
(Bezručova 3, www.vkol.cz)
Mon-Fri: 8:30am - 7pm | Sat: 9am - 1pm
- **The Municipal Library of Olomouc**
(nám. Republiky 1, www.kmol.cz)
Mon, Tue, Thu, Fri: 8am - 6pm | Sat: 8am – 12am
- **Library of the Regional Museum in Olomouc**
(nám. Republiky 822)
Mon-Fri: 9am - 11am

UP Bookshop

If you are looking to buy a textbook or publication, check out our bookshop opposite the main entrance to the UP Library (Zbrojnice). Sale and distribution are also available online: **www.e-shop.upol.cz**. Address: Biskupské nám. 1, Olomouc. You will also find a selection of books published at our university in its official shop UPoint at Horní Náměstí 205, Olomouc.

COUNSELLING AT PALACKÝ UNIVERSITY

Special Needs Centre

If you need assistance because of a physical disability, please contact the Support Centre for Students with Special Needs: www.cph.upol.cz The centre is at the Faculty of Education. Counselling is available on personal request. If need be, the counselling can take place outside the Centre's premises.

Address and contact: Faculty of Education, Žižkovo nám. 5, Olomouc,
tel.: +420 585 635 323, mobile phone: +420 775 124 696,
email: lucia.pastierikova@upol.cz

Psychological counselling

Study abroad is often described as an unforgettable and entirely positive experience. A little known fact, however, is that it is also a time of major changes and a lot of stress. At some point of your stay, you may feel down, lonely, anxious, homesick, lost in your new environment, etc. If Skyping with your family back home or hanging out

with new friends does not help and you have been feeling out of place for a longer period of time, do not be afraid to ask for professional help. Contact the Counselling Centre of the Department of Psychology and Psychopathology, FoE, UP. Email: jana.kvintova@upol.cz. Likewise, students can get psychological help at the UP FoM. Contact the Study Department for more.

Student Career and Consultancy Centre

Student Career and Consultancy Centre focuses on developing students's skills, establishing relationships between students and employers, it organizes workshops and offers personal consultations. You will find them at

Address and contact: Biskupské nám. 1 (Zbrojnice library), office 1.65, email: kariernicentrum@upol.cz, www.kariernicentrum.upol.cz

Science and Technology Park – Future entrepreneurs' consultancy

The Science and Technology Park of Palacký University in Olomouc (VTP UP) provides office and facility leases, consulting services and the use of the equipment and know-how of Palacký University with favourable terms. Through the Business Incubator, start-up entrepreneurs are helped in launching a business with a unique idea and plan. If you have an idea for a business, you can discuss it with the professionals at the centre. The centre offers specialised seminars as well, most of them in Czech, but from time to time in English as well.

Address and contact: Šlechtitelů 21, Olomouc-Holice, tel.: +420 585 631 420, email: vtup@upol.cz, www.vtup.cz

LEARNING CZECH AND OTHER LANGUAGES AT PALACKÝ UNIVERSITY

Each faculty offers classes of foreign languages. Philology departments, in particular, also provide courses for students of other departments and faculties. For more details, check the UP Portal or the department offices or ask your Czech classmates. In addition, there are specialized centres, or departments, that focus on foreign language skills.

The Summer School of Slavonic Languages

The Summer School of Slavonic Languages (SSSL) at the Faculty of Arts of Palacký University in Olomouc organizes courses of Czech language for foreigners, as well as other Slavonic languages, like Russian and Polish in particular, for students from other countries. It may be a good idea to take a course before starting your studies at Palacký University. The summer classes are complemented with events such as a film club, a theatre workshop, a folklore dance workshop, two one-day trips and a weekend trip to Prague.

For more information go to: <http://www.lsss.upol.cz> or email: lsss@upol.cz

Survival Czech

This is a short, four-day course held during the Orientation Week. It is designed for true beginners as it teaches basic phrases, greetings, requests, and simple questions used in everyday life in the Czech Republic. If you want to attend the Survival Czech course, you need to register in advance (a registration form is sent to all students by email).

Czech Language Courses

Palacký University provides a free course of Czech for Foreigners for international short-term students throughout the academic year. The course starts at the beginning of each semester. You will be asked to take a placement test first to identify your language skills and select the appropriate course. There are always courses for beginners, intermediate and advanced learners. Students who regularly attend the course, fulfil the tasks and pass the final exam are granted credits for the semester course. Updated information regarding the placement test, instructors, classrooms, etc. is provided in the Orientation Week and also at: www.kb.upol.cz/czech-for-foreigners/. For enquiries, email darina.hradilova@upol.cz. The test available on the website needs to be submitted to the same email address.

Address and contact: The Faculty of Arts, Department of Czech Studies, Křížkovského 10, Olomouc

Aside from Czech language courses designed for international short-term students, there are also tailored **courses of Czech language for prospective international students**, who are planning to join a BA or MA programme.

These courses are organized by **The Centre of Distance Learning of the Faculty of Arts:** <http://www.ff.upol.cz/en/groups/studying/czech-languages-courses/>

Address and contact: The Faculty of Arts, tř. Svobody 26, Olomouc, veronika.glogarova@upol.cz.

UPLIFT – language school of the Faculty of Arts

You can study various languages at the brand new language school of Palacký University. The University offers subsidized academic English courses for international students. For more information about the courses, visit the website. You could also take up Czech as a foreign language as part of your study programme.

Address and contact: The Faculty of Arts, tř. Svobody 26, Olomouc, **www.uplift.upol.cz**

Language centres at faculties

The Department of Applied Linguistics, FoA

(STAG abbreviation/code: KAL)

Aside from general language courses of all levels, the department provides a range of specialised courses in bachelor's and master's programmes, for instance courses specializing in various disciplines (sociology, economy, history etc). Moreover, students can take advantage of a wide range of academically and professionally oriented courses, e.g. Academic English, Business English, and Professional Communication in English.

Address and contact: Vodární 6, 771 80 Olomouc, tel.: +420 585 633 571
email: gabriela.grulichova@upol.cz, **www.kal.upol.cz**

The Foreign Language Department, FoL

(STAG abbreviation/code: KJA)

The Foreign Language Department of FoL specializes in technical language with a focus on legal terminology. You will learn grammar and vocabulary, as well as legal terminology of the basic legal sectors in selected countries, including a comparison of

foreign-language names for identical or comparable institutions. The classes also focus on legislative, executive, and judicial powers in the given language in comparison with Czech terminology. The Department also provides courses of legal Czech for French-speaking students.

Address and contact: The Faculty of Law, tř. 17. listopadu 8, Olomouc, tel.: +420 585 637 537, email: alena.opichalova@upol.cz, www.pf.upol.cz/menu/struktura-pf/katedry/katedra-jazyku/

The Language Centre, FoM

If you are a medical student, you may contact the Department of Foreign Languages of the Faculty of Medicine.

Address and contact: Hněvotínská 3, Olomouc, www.ucjlf.upol.cz

The British Centre

The British Centre offers a library and specialised services in English language teaching and learning, language exams and international certificates. If you are thinking of getting a Cambridge English certificate (FCE and CAE), this is the place for you.

Address and contact: Křížkovského 8, 771 00 Olomouc, tel.: +420 585 631 874 email: bc@upol.cz

The Confucius Institute — the Centre for Chinese Language

Have you ever wanted to learn Chinese or calligraphy? The experienced team of tutors and graduates of the Department of Asian Studies offers lectures and training in various aspects of China and Chinese culture.

Address and contact: Křížkovského 8, Olomouc, tel.: +420 585 631 256 email: konfucius@upol.cz, www.konfucius.upol.cz

Tandem Olomouc

Why not supplement what you learn in your courses by joining the Tandem Project which connects international and Czech students to promote linguistic and cultural exchange: www.tandem.netsource.cz



SPORTS

There is a great variety of sports activities to choose from in Olomouc. The first thing to catch your eye are the concrete courts right next to the dormitories (Envelopa area); simply find a ball and a few sports enthusiasts and you can go play basketball, football or volleyball. The lawn by the river just begs to host (besides studying and barbecuing) a game of Frisbee. Bikers, in-line skaters, and die-hard joggers find their paradise in the vast Olomouc parks and on bike paths outside of the city.

You can also join a local gym – Sportcentrum Best, Help Fitness Club, Omega or FitCentrum Gambare. At the Regional Centre Olomouc there is the Help Fitness Prestige gym, and another sports venue, the Koruna Club, has great squash courts. There are also lots of places to play tennis, miniature golf and paintball. The same applies to bowling.

If you love the water, check out the Olomouc swimming pool at www.olterm.cz/plavecky-bazen/aktuality or the Aquapark water park – www.aqua-olomouc.cz. Interested in dancing? Visit one of the local dance schools: www.coufalovi.cz, www.tanecni-olomouc.cz, www.tk-mango.cz, www.331.cz or try one of the Latin dance halls for more information. You can also join the Facebook group *Salsa/Bachata/Zouk/WCS in Olomouc*. Before you start exploring the city, have a look at what the university sports centre has to offer.

Academic Sports Centre (UP ASC)

The contact point of the UP ASC is situated next to the main entrance of the Palacký University Sports Hall (next to the bike shop). You can buy membership passes for the sports programmes there as well. If you have any questions about the sports

programmes, please check the Facebook page of the Academic Sports Centre or email: babeta.vankova@upol.cz, tomas.valenta@upol.cz.

Every year, the UP ASC organizes a whole range of various courses. In winter you can even go skiing, learn to snowboard or try snowblading. For adventurous souls there are snowshoe hikes with nights spent in hunting cabins. In summer you can go for an outdoor adventure course of windsurfing or paragliding. For a complete list of all the courses, check the UP ASC website. You can also just rent skis or a tent and experience adventure on your own. Throughout the year students can also take advantage of the Academic Fitness Gym (www.akademikfitness.cz).

Address and contact: Sportovní hala (UP Sports Hall), U sportovní haly 554/2a, Olomouc, www.akademikolomouc.cz, www.facebook.com/Akademik-sport-centrum

Sport programmes

There are two types of sport programmes for UP students. The basic programme “Základní program” covers a wide range of sport activities – ball games, dances, aerobics, etc. The specialized programme “Speciální program” focuses on the more exotic sports – climbing, indoor cycling, archery, etc. The whole programme range is available on the UP website at the beginning of each semester (search in Czech). In order to participate you need to first buy a sports pass. Bring your ISIC and one passport photo. The Basic Programme pass is about 600/1,000 CZK per semester/year. Although you are asked to select one sport of preference you want to attend, you are allowed to attend any other sport from the Basic Programme unless they are full. The cost of the Specialized Programme pass varies depending on the selected sport. You can buy the sports card in the first two weeks of the semester at the central canteen (třída 17. listopadu). The UP ASC staff will be there with a printed list of programmes to help you choose the best option for you and tell you more about the courses. The sports passes are available for sale at their office.

Are you into running? Check the regular running practices by *Jogito ergo sum* <https://www.facebook.com/Radostzpohybu>, a project coordinated by the Faculty of Physical Culture.

BAJKAZYL OLOMOUC

Bajkazyl Olomouc is the Olomouc branch of the Prague Bajkazyl, a bike shop and bar. Offering full bicycle service, remanufacturing and the sale of retro bicycles, it also sells and repairs bike accessories and parts. Bajkazyl is committed to promoting the bike community in Olomouc and help the bicycle become a common means of transport in cities, which is why it also cooperates with the Faculty of Arts.

Address and contact: Wurmova 7, Olomouc, email: bajkazyl.olomouc@gmail.com

UPBike

The main goal of the UPBike project is to get our students, lectors and staff on their bikes on the way to work and back home and create the best possible conditions for it. The UPBike Points at all faculties offer basic service tools and a bike pump for free. You can also use three UPBike Points in the city – Bajkazyl, Moolbike and Cyklo u Matesa, where your bike will be repaired for discounted price. All you need is your student ID. The unique bikesharing project Rekola is for all university students with a 50% discount. You just need to register with your university email.

<https://www.facebook.com/projektUPBike>

Rekola, the pink bikesharing

From spring to autumn, you will notice many sharply pink bicycles all around Olomouc (and other 5 cities). This is Rekola bikesharing. You can use all bikes whenever and wherever you need to travel around the city, there are no official bikestations. Once you purchase your membership, which can vary from a month to a year and there is a discount for Palacký University students, the only thing you need is your mobile phone to find and unlock the bicycles and your two legs. See www.rekola.cz

MEDIA AT PALACKÝ UNIVERSITY

The Communications Office

The Communications Office is responsible for relations with local and national media, issuing press releases, organization of press conferences, and posting the latest news on the university website and in the online and printed versions of the *UP Journal*.

Address and contact: Biskupské nám. 1, email: redakce@upol.cz

Journal of Palacký University

Stay updated and read the latest UP news in the *Journal of Palacký University (Žurnál Online)* at www.zurnal.upol.cz. The English version is available at:

www.zurnal.upol.cz/rubriky/news-in-english. Students are welcome to contribute to the journal; if interested, please email redakce@upol.cz.

Palacký University YouTube channel

The official UP YouTube channel primarily serves for posting and sharing UP-related reports and spots, which are created with the help of the UP students or staff. It features for example reports of UP Student television as well as about 130 spots and videos! For more, go to: www.youtube.com/user/PalackyUniversity. Be sure to check the official UP promo video which is available on YouTube also in English: “Olomouc – University City”.

Facebook UP

Facebook (facebook.com/univerzita.palackeho) Although the university Facebook page is in Czech, it is still very useful to subscribe to it as it provides a ton of tips and news so that you do not miss out on any fun events.

Student magazine 'Helena v krabici' (Helena in the Box)

Helena v Krabici is an unincorporated association and an online and printed magazine of Palacký University students. Right now it has two dozen permanent members on the editorial staff who work to bringing news from university life, Olomouc, and the world of culture. If you would like to join the team, please email the editorial staff at: helenavkrabici@gmail.com, website: www.helenavkrabici.cz.



PART
6

STUDENT LIFE,
CULTURE, LEISURE

STUDENT ORGANIZATIONS

Olomouc is renowned for student activities. The following list will come in handy if you are looking to join a student association, organization or civic association. All the organizations welcome new members; students usually speak good English and, if not, you can always make yourself understood with a bit of effort. So do not hesitate and go explore the student world!

ESN UP OLOMOUC

As part of the international student organization Erasmus Student Network, each year the ESN UP Olomouc is here for several hundred exchange students who choose to study at any of the eight faculties of Palacký University in Olomouc. They are volunteers who help you on the basis of students helping students. At the beginning of your study abroad, you will especially appreciate the buddy system and the afternoon programme of Orientation Week.

The buddy system is based on communication between exchange students and Czech 'buddy' students. Buddies contact you, their foreign counterparts, via email, advise you on how to reach Olomouc, answer you questions, pick you up at the station, take you to the dormitories and help you during the whole semester with anything you need, etc. This system facilitates the foreigners' integration into the Czech environment and is beneficial for both parties. To get your buddy, register at MySection <https://upol.mysection.cz/register/international>, fill in your profile and your Czech buddy will pick you.

For further information please contact ESN UP at hr@esn.upol.cz

During the academic year, ESN UP Olomouc organizes trips around the Czech Republic and abroad, parties, cultural and sports events of all kinds (National Presentations, movie nights, wine tasting in wine cellars, beerpong tournaments, concerts, international dinners, paintball, as well as mushroom picking or kite-flying). UP students and international students form an international team where they practice foreign language skills, learn about different customs and cultures and make friendships that can last a lifetime.

ESN UP Olomouc is also excited to participate in charitable and socially beneficial events held usually twice a year, such as selling punch on the main square and donating the earnings to charity, helping in the ZOO, visiting high schools (Erasmus+ in Schools), organizing free hugs and flag parades, etc.

To keep yourself updated about their events and to keep in touch with other international students, join their private group called *Erasmus in Olomouc year/year*. For more information about the ESN mission, scheduled events, contacts, partners, and the latest activities at the ESN UP Olomouc branch, go to <http://esn.upol.cz> or check out the ESN UP Olomouc Facebook page. The ESN welcomes all exchange students who want to join their activities; it does not matter which programme you are enrolled in.

UP and ESN Orientation Week

Orientation week is organised by the International Relations Office and ESN UP Olomouc and introduces students to various services and system operation at Palacký University. It always precedes the official beginning of classes in each semester and is highly recommended to join. The programme includes informational meetings, a sightseeing tour of the town and the town hall, Czech culture lecture, an information session with a police officer, a course of Survival Czech for real beginners. In the

evening, ESN UP prepares get-to-know-each-other parties for you (including our famous Tram Party), a Czech dinner, a scavenger hunt, etc.

ESN card

A special card which gives its holder the privilege to participate in all activities organized by ESN UP such as trips, sports and cultural activities, etc. Last, but not least, it offers discounts at hostels, restaurants, shops etc. The card is valid for one year all over Europe. For more information, see <http://esncard.org>

Other student organizations at UP

PEPA (Palacký English Programme Association)

PEPA is a student organisation of the exchange students studying at UP FoM. Feel free to join their Facebook group where students share useful info, educational materials and organize meetings. www.facebook.com/groups/126357197471370

AIESEC OLOMOUC

AIESEC Olomouc is one of the nine branches of the international student organization AIESEC in the Czech Republic. AIESEC specializes in study and work placements abroad. Students can study in over 100 countries around the world, participate in various projects, improve their foreign language skills and gain valuable, practical experience. The Olomouc branch also offers AIESEC membership, which is mainly about fun, team leadership, communication in English, improving soft skills, etc. Every year interns come to Olomouc from all over the world; AIESEC members are used to communicating in English. You can join in the daily operation of the branch or participate in multicultural events that AIESEC holds.

Website: www.olomouc.aiesec.cz, email: olomouc@aiesec.cz

GUILD OF THE HISTORY STUDENTS

This organization aims to bring together the current and former students of the Department of History (Faculty of Arts) of the UP and other people interested in history. The Guild organizes cultural and sporting events as well as sightseeing tours. The cultural events include the annual inauguration of the freshmen of the Department of History and co-organization of parties and balls of the department. Other activities of the Guild include the revitalization and maintenance of the garden belonging to the Department of History.

Website: www.cish.blogger.cz, email: cish@centrum.cz

ISHA Olomouc (International Students of History Association)

ISHA is an association which is open to all students interested in history from all academic backgrounds and levels of study. Currently, there are more than 30 European countries involved. ISHA aims to connect foreign students by organizing events held at the Department of History as well as to connect foreign students with Czech students. www.facebook.com/ishaolomouc

CZECH ASSOCIATION OF STUDENTS OF PSYCHOLOGY

The Czech Association of Students of Psychology is an association of students and graduates of psychology who are active in the Czech Republic. The basic aims of the Association include improving cooperation between the students of various psychology departments in the Czech Republic. The Association is involved in psychology conferences and seminars on both the domestic and international level, student exchanges, introductory events for freshmen, and the traditional Psychoparty.

Website: www.caspos.cz, email: info@caspos.cz

ELSA OLOMOUC

The European Law Students' Association brings together law students and young lawyers in 42 countries across Europe. The main idea behind the association is

cooperation between Europeans working in the legal industry or studying law. ELSA organizes lectures, seminars on current and thought-provoking topics and international conferences. In October you can look forward to an exchange of textbooks, tips, and ideas or to the Antiples law party.

Website: <http://www.elsa.cz/olomouc>

THE INTERNATIONAL FEDERATION OF MEDICAL STUDENTS ASSOCIATION

IFMSA is represented by more than one million students from one hundred countries and six continents. The organization is affiliated with the UN and WHO (World Health Organization) as an international forum for medical students. The goal of this non-profit organization is to support specialized training, the international cooperation of students, and spread humanist ideals. If you are a medical student, you should check the IFMSA out.

Website: www.ifmsa.cz/fakulty/olomouc/, email: lp.upol@ifmsa.cz (Local President)

CZECH DENTAL STUDENT ASSOCIATION

An organization for Czech dental students that provides possibilities and support for the students who want to see dentistry in other countries. Member of IADS.

email: leo.olomouc.ssscr@gmail.com

UP FoM MEDICAL STUDENT ASSOCIATION

A student association at the Faculty of Medicine organizes events such as First Aid Training and many others, thus improving life at the faculty.

Website: spolekmediku.cz email: predsedasm@gmail.com

OLOMOUC JAPANESE CLUB

The Olomouc Japanese Club is a student association operating as a stand-alone civic association under the auspices of the Palacký University Faculty of Arts and the Department of Asian Studies. Its members share an interest in all that is Japanese and

love to share their enthusiasm with others. The club holds regular screenings of Japanese films, lectures on interesting topics, creative workshops, food and drink tastings or demonstrations of martial arts.

Website : www.japonskyklub.cz, email : jkolomouc@yahoo.co.uk

PASTICHE FILMZ

The platform Pastiche Filmz is run by students and non-students active in the field of dramatic arts. Their activities include running a film club, audiovisual projections, workshops, PAF (Festival of Film Animation Olomouc), outdoor cinema, film competitions, exhibitions, publications, etc. Pastiche showcases the diversity of global and domestic film production with the help of both the traditional film club and special projects and film festivals, in which

Pastiche closely cooperates with cultural centres abroad, showcasing artists and works that are outside the scope of mainstream distribution.

Website: www.pastichefilmz.org,

contact: Štěpánka Ištvánková, stepanka@pastichefilmz.org

SPECIAL EDUCATION STUDENTS ASSOCIATION

This association is affiliated with the Institute of Special Education Studies of the UP FoE and its activities are designed for those interested in special education, especially its students. Members meet regularly to prepare projects, organize lectures, seminars, workshops and discussions with special educators, teachers, experts, people with disabilities, etc.

Email: asociace.ssp@seznam.cz

UNIVERSITY CHRISTIAN MOVEMENT OLOMOUC

UCM is a network of small Christian groups of students who share the same vision: They want to bring the good news of Jesus Christ to their friends at the university. This is not a church, nor does this organization wish to replace it. Members come from

Christian communities from all over the Czech Republic, encouraging new Christians to settle in local communities. This means they support each other in the work and strive to maintain student initiative and leadership at all levels of the service. UCM is part of the International Fellowship of Evangelical Students (IFES), which brings together over 150 national student Christian movements under one vision: to introduce Christ to students.

Website: www.ukh.cz, www.skh-olomouc.cz, email: jirkaskh@email.cz

UNIVERSITY CATHOLIC MOVEMENT OLOMOUC

A civic association that professes Christian values. Members include the students of UP and other Olomouc higher education institutions. Regardless of your creed or worldview, you can go to Mass together with the UCM members every Wednesday from 7pm at the Church of the Virgin Mary of the Snow or join other activities. With UCM you can spend your spare time in a meaningful way. UCM kicks off the academic year with a Solemn Mass which is celebrated by our bishop.

Website: www.vkholomouc.cz, email: predseda.vkholomouc@seznam.cz



ATENEO JOINT CHAMBER CHOIR

Consisting of students of the Palacký University in Olomouc, the choir was founded in 2001 on the initiative of student music-lovers under the auspices of the Department of Music Education of the Faculty of Education. Ateneo members are not only students of musical disciplines, but the majority are a mix of people from departments and faculties across the university. The Ateneo repertoire is as varied as its composition. Styles range from classical music through choral arrangements of folk and popular songs to the songs of minor genres such as blues, spirituals and gospel. In addition to regular rehearsals, choir activities include concerts, off-site workshops, CD recording and collaboration with other choirs and artists. The choir life, however, also entails many informal activities. Come see us any time and make our choir stronger with your voice.

Website: www.ateneo.upol.cz, email: ateneo@upol.cz

... AND MANY OTHERS!

RELIGION

The Czechs rank among the most atheist nations in the world, however, your choice to practice religion is respected here in Olomouc. Below are religious organisations and places of worship in Olomouc:

Evangelical churches (Protestant)

- Czech Baptist Church (translation into English). Sundays 9:30am, Hotel Clarion, opposite the main railway station (hlavní nádraží). **www.baptisteolomouc.cz**
- Olomouc International Fellowship (English). 1st Sunday of the month, 6pm, Mariánská 3. Facebook: *Olomouc International Fellowship*.
- Bible studies (English). Neředín on Friday evenings. **<http://www.ukh.cz/en/skupinky/international/international-olomouc>**
- Baptist Assembly (English). Pavelčákova 13, Sundays 11:00am; Bible study: Wednesdays 6pm. Facebook: *Baptist Assembly-Olomouc*

Roman Catholic churches

- Caritas (English Mass). 2nd and 4th Sunday of the month, 10am, Křížkovského 6 **<http://catholiceng-olo.blogspot.cz/>**
- St. Wenceslas Cathedral (katedrála Sv. Václava), Václavské nám.
- St. Maurice Cathedral (katedrála Sv. Mořice), ul. 8. května
- St. Michael Church (Michalský kostel), Žerotínovo nám.
- Virgin Mary in the Snow Cathedral (kostel P. Marie Sněžné), nám. Republiky

The Jewish Centre

- http://kehila-olomouc.cz/rs_english/

Muslim community

Olomouc's Muslim community has facilities in which daily prayers as well as weekly prayers can be offered. The community holds events such as Eid-UI-Fitr and Eid-UI-Adha. Halal meat is also sold by the community. Email: info@olomoucmuslims.com

Orthodox church

- Church of St. Gorazd , Gorazdovo square

CULTURE AND SOCIAL LIFE

There are many ways to find out about exciting places to go, where the gigs are playing, or where the sports matches are happening. Probably the easiest way is to keep checking the dozens of posters in the hallways of the dormitories, canteens and faculties or the ever-so-useful Internet. Take note of the most popular websites: **www.upol.cz** and **www.zurnal.upol.cz**, which post invitations to UP-related events and include an events calendar. Information about programmes are also available directly on the websites and the Facebook pages of the relevant theatres, cinemas, establishments and sports centres. Lastly, there are also the Olomouc city webpages (**www.olomouc.eu**) and the commercial sites (**www.olomouc.cz**, **www.ol4you.cz**, and **www.i-olomouc.com**).

Palacký University Art Centre – Konvikt

Even if you are not an art student, you should have a look around the Art Centre of UP at least once. The stunning Baroque building of the former Jesuit college is the artistic hub of UP. It houses five art departments and most of the space is used for instruction as well as for a variety of artistic activities. The chapel hosts classical and other concerts and the corridors are decorated with the works of the students of various art disciplines, whose workshops are on the ground floor. In the attic there is a theatre where you can see the movies of the Pastiche Filmz cultural platform, among others (www.pastichefilmz.org). There is also a music hall where the UP chamber choir Ateneo rehearses every week. Konvikt also holds a variety of cultural festivals – Academia Film Olomouc (www.afo.cz), Festival of Film Animation and Modern Art (www.pifpaf.cz), and many others. Follow the UP calendar on the main site and check posters for updates.

Adress and contact: Univerzitní 3, www.upol.cz/en/art-centre/

Cultural and community venue W7

The cultural and community venue W7 runs the Divadlo Na Cucky Theatre, an independent scene open to art and dialogue. In addition to Divadlo Na Cucky, the venue hosts Czech and international artists mainly from the field of contemporary theatre and dance. The theatre regularly runs workshops on dance, juggling, storytelling, and many other activities. W7 is also a venue of environmental and civic activities, art exhibition and Bajkazyl bike shop.

Adress and contact: Wurmova 7, Olomouc www.divadlonacucky.cz

Facebook: [divadlonacucky](https://www.facebook.com/divadlonacucky)

For more information, check out their facebook page: W7 cultural and community venue

Cultural and social center ArtUm

Cultural and social center provides entertainment in the form of concerts, dances, theatre performances, leisure activities and dance lessons. The center runs a café called Déjavu designed in the style of the thirties. It's a really interesting and cool place to go.

Adress and contact: Sokolská 7, <http://www.artumcentrum.cz/>

Theatres and cinemas

Theatres

Do you want to relax for a while? You can visit some of our theatres and cinemas.

The Moravian Theatre Olomouc

For those interested in traditional theatre, there is the Moravské divadlo Olomouc (Moravian Theatre Olomouc) located on Horní náměstí. You can choose from ballet, classical drama or opera. Performances are held almost daily. Prices start at 55 CZK and the most expensive ticket is 230 CZK (these prices include a 50% student discount).

www.moravskedivadlo.cz

Tramtarie Theatre

If you prefer alternative theatre or want more fun, we recommend the independent Divadlo Tramtarie (the Tramtarie Theatre). You can choose one of their entertaining plays and just enjoy. The actors of this theatre are non-professionals who are simply keen on playing, many of them being students of the university. You will find this small theatre at Slovanský dům (the Slavic House) above the Billa supermarket, not far from the swimming pool and the centre. **www.divadlotramtarie.cz**

Divadlo Na Cucky

Divadlo Na Cucky is an independent theatre group that can be found at the Cultural and community venue W7. Its performances vary in a wide range between drama and dance, always striving for purely contemporary aesthetics and reflection of current cultural and social events. www.divadlonacucky.cz

Na Šantovce Theatre

The Na Šantovce Theatre Olomouc puts on high quality shows not only for adults, but also for children. Besides the shows of visiting theatre groups, it also hosts concerts, lectures, theatre Saturdays and many more fun events. The venue is in Galerie Šantovka in Olomouc, top floor. www.divadlonasantovce.cz

Cinemas

Pastiche Filmz

If you fancy cinema, you should consider attending the various events of the university film club. Every week they put on an independent movie at a small cinema at Konvikt. Sometimes this art group dedicates a week to a particular director and you can see a selection of his/her masterpieces. www.pastichefilmz.org

CineStar Olomouc

The best place to see the latest blockbusters is the CineStar multiplex. This cinema is in the Olomouc City shopping mall, which is basically a part of the Globus shopping mall. You can reach it directly by bus no. 27 from the city centre or get off at Hřbitovy (tram no 2, 5 or 7) and walk from there. Tickets are cheaper on Mondays, but remember to bring your ISIC card, as you will get a student discount. For information about what is on and to book tickets, visit their website. <http://cinestar.cz/olomouc>

Metropol

The Metropol Cinema is near the city centre, behind the Koruna Department Store (U Sv. Mořice tram stop). Metropol is the last traditional single-auditorium cinema that shows both new flicks as well as less commercial movies; it also holds film club nights and film marathons.

www.kinometropol.cz

Premier Cinemas – Galerie Šantovka

This multiplex is on the top floor of Galerie Šantovka near downtown (Polská 1). It shows the latest blockbuster and contemporary films.

www.olomouc.premierecinemas.cz

Festivals

Academia Film Olomouc

The International Festival of Science Documentary Films | **www.afo.cz**

Organized by Palacký University, the oldest film festival of its kind in Central Europe has been running continuously for over 50 years. Every year in mid-April, Olomouc becomes a hub of films, music, and visual arts for children, students and adults alike. Most of the programme takes place on the ancient and beautiful premises of the university.

Flora Theatre Festival

The International Theatre Festival | **www.divadelniflora.cz**

What kind of September in Olomouc would it be if all conceivable venues were not brimming with theatre? With university students playing a major part, this long-established festival is one of the top events of its kind in the country. Come and see

the very best of the Czech, European and world theatre in theatres, clubs and on the street.

PAF

The International Festival of Film Animation | www.pifpaf.cz

This four-day festival of film animation and contemporary art has been around, mainly thanks to the UP students and alumni, for 13 years. The PAF Festival brings the best of animated films, live performance and visual art. The event includes workshops, open discussions with celebrities and concerts of progressive artists.

Majáles of Palacký University

Traditional student party in the month of May | www.majales.upol.cz

“Majáles” is a student party that has a rich history at universities in the Czech Republic. It is basically a celebration of the spring, youth and civil liberties. Students hold concerts, film screenings, theatre shows, elect their king and organize an allegorical masked parade through the city. Student and non-profit organizations get to present themselves and, basically, it is all just one big party.

Beerfest

Czech Octoberfest | www.beerfest.cz

The Olomouc Beer Festival is the largest in the country. It brings together dozens of breweries and beer brands as well as dozens of the best Czech bands. In three days you get to taste the best beers out there and enjoy a great atmosphere with another twenty thousand visitors. A perfect way to see, once again, that the Czechs and beer go truly hand-in-hand.

Colores Flamencos Olomouc

Multi-genre flamenco festival | www.floyal.cz

Within the five years of its existence, this festival for lovers of Spanish culture and the flamenco dance in particular has secured a strong position in the Olomouc scene. You can look forward to leading artists, fascinating movies, delicious food and a lot of other programmes which will envelop Olomouc in Spanish rhythms, flavours and fragrances for a few days in the summer.

MusicOlomouc

International Festival of Contemporary Music | www.musicolomouc.cz

Founded in 2009, the festival consists of several concerts of specific style, genre or theme that combine regional, national and international values. If you are into spectral and experimental music, ethnic music or jazz, this is the event for you.

VZÁŘÍ/Septembeam

The Festival of Light and Video Mapping | www.vzari.cz

Septembeam is an international competition festival of video mapping and a celebration of various forms of light. It introduces current technology and trends in large-scale animation and lighting design. If you would like to see what light and video mapping can do with facades of historic buildings in the city, and on top of that go to awesome concerts, note down the dates!

Jeden svět/One World

The International Human Rights Documentary Film Festival | www.oneworld.cz

One World is the biggest human rights film festival in the world. Organized by Czech NGO People in Need, it presents over 100 documentary films in spring. The festival takes place in 34 cities in the Czech Republic, including Olomouc. If you are a person interested in the changing world of human rights, this is a festival for you.

Noc Kostelů/Night of Churches

The Night of Churches offers a free look at many churches, cathedrals and monasteries around Czech cities. It not only opens their beautiful architecture covered in the moonlight to visitors, but also presents a program of concerts, activities and other events. To explore the spiritual side of Olomouc at night, wait for May, when this event takes place.

www.nockostelu.cz

Festivals by the Moravian Philharmonic Olomouc

Festivals of classical music | **www.mfo.cz**

The international music festival Dvořák's Olomouc represents Antonín Dvořák's considerable connection and cordial relationship to Olomouc, however, it is also oriented at other important Czech authors. The second festival for classical music lovers is The International Organ Festival. Over the years, this parade of organ music and compositions has attained wide popularity especially thanks to Engler's organ in the Church of St. Moritz, the largest organ in Central Europe.



Clubs & Pubs

Doga

If you live in the Envelopa dormitories, there is no better place to start than with Doga Pub, which is on the ground floor of the J. L. Fischera Dormitory. In addition to hard and soft drinks of all kinds, the pub also features a jukebox, darts, billiards, table football and it serves great pizza.

U-Club

www.u-klub.cz

The “Účko” is likewise in the dormitory area. Having been around for nearly thirty years, U-Club holds a student night every Tuesday as well as many concerts of bands from the Czech scene. The bar, which is open daily, has free table football. Účko is simply a classic that is always good.

S-klub

www.s-klub.cz

“Esko” is just a stone’s throw away, off the main road, opposite the new building of the Faculty of Science. Re-opened after reconstruction, S-Cube is a platform for Czech and foreign concerts, club nights, workshops and many student parties.

15minut Music Club

www.facebook.com/klub15minut

Probably the most popular of the top three student nightclubs, 15minut is on Komenského Street. The place guarantees a great atmosphere only students can have until the wee hours of the morning. 15minut also rents out space for your student or departmental parties free of charge!

Buddys Bar & Music club

www.facebook.com/buddys.cz

If you prefer non-smoking spots, Buddys on Havlíčkova Street is the right place. Besides club nights, it also hosts a talk show and film screenings.

Belmondo

www.belmondo.cz

Belmondo club, which partly specializes in R&B and hip hop, is a great venue for parties and concerts and is located right across from the Theresian Gate. It is also the place where you can organize your national parties in cooperation with Erasmus Students Network (ESN UP Olomouc).

Varna

If you dig classic discos, this club is highly popular, especially with the Olomouc youth, and is located right in the city centre on Riegrova Street.

Metro Chill-out Club

www.metrochilloutclub.cz

Focusing on electronic music, the small Metro Club is well-hidden in a passage opposite the Gallery Moritz Mall. Underground par excellence.

Black Stuff

www.blackstuff.cz

Black Stuff is a piece of Ireland in Olomouc offering a plethora of different kinds of whiskey (and whisky), exotic beers, nachos and cocktails.

Vertigo

www.klubvertigo.cz

The oldest student club in Olomouc is right across from the UP Art Centre (Konvikt). This venue, which is said to have a better vibe the smokier it is, is frequented especially by art students and intellectuals.

Jazz Tibet Club

www.jazzclub.olomouc.com

The dramaturgical concept of Jazz Tibet Club is among the best Olomouc has to offer. This non-smoking venue and quality eatery regularly presents the very best of jazz, folk, blues, Olomouc bands and foreign artists.

Ponorka

A legend among legends; an establishment where the same regulars have been sitting, drinking and eating for twenty years. President Václav Havel and singer Karel Kryl used to frequent this place as well as the famous Beat writer Allen Ginsberg. If there is anything even deeper than the underground, it is the Ponorka (the Submarine) located on třída 1 máje 8.

Wine bars

Kaštánek, U dvou strašidel, U Dómu and others. All three wine bars are between the Faculty of Education and the U Dómu tram stop. They all also sell draft wine and bottled wine.

Tearooms

Dobrá Čajovna (Havelkova 7), Čajovna Wabi (Šemberova 64/13), Té&Café Kratochvíle (Sokolská 36), etc. Fancy a wide range of teas and possibly a shisha? All Olomouc tearooms have an extraordinary setting and much more.

Cafés

Olomouc is packed with coffee shops. There is one round every corner in the centre. For instance, Café 87 at náměstí Republiky, Café La Feé (Ostružnická 13) or Coffee Library right at the Zbrojnice library. Kafe Kodo (Ostružnická 342/40) roasts their own coffee and makes excellent coffee-to-go. Another cosy coffee-and-read-books place is Druhý Domov, located right next to the Bystřice river. But of course, different strokes for different folks, so be sure to have a look for yourself....

Pizza & food delivery

When you get tired of the university canteens and do not feel like cooking, you can head to one of the many restaurants in the city. Most of them offer daily specials at very reasonable prices (for an overview see, for example, www.olomouc.cz). If you want to try Czech cuisine, why not try Drápal (www.restauracedrapal.cz) or U Červeného volka (www.ucervenehovolka.cz). At Saint Wenceslas Brewery you will find a pleasant atmosphere, homemade beer and a beer spa (www.svatovaclavsky-pivovar.cz).

There is also vegetarian cuisine (www.greenbar.cz) and vegetarian Indian cuisine (www.govinda-olomouc.cz) in the city. Or you can try Nepalese cuisine (www.nepalirestaurant.cz) or Indian at Aroma or Taste of India. Pizza restaurants are a

whole new chapter. Olomouc has so many of them that they compete with each other to offer students better prices and flavours. It is up to you to find out where they have the best and cheapest pizza. Most of them give ISIC and quantity discounts. Likewise, you can get sandwiches and burgers delivered to your door. Lots of Asian and döner kebab restaurants deliver food, too.

Go to www.damejido.cz to see all the possibilities!

SHOPPING

UPoint - The Information Centre and Shop of Palacký University Olomouc

Information

UPoint is ready to provide you with a wide range of information about Palacký University and life in Olomouc a great university city. No matter whether you are interested in our various study programmes which are open to all generations, our active Alumni Programme or upcoming cultural and educational events, you will find everything you need to know here.

Gift Items

UPoint offers a variety of souvenirs and useful items (ranging from pens to picnic blankets to university-produced honey or beer). Each item we carry has been carefully chosen for our customers from quality local suppliers.

Fashion Collection

Our graduates have created our own fashion brand called UniWearCity. If you'd like to support your fellow students and class up your wardrobe , stop by and browse our collection of modern shirt and sweatshirt designs.

Books and Publications

Come in and find the most prestigious publications from the university publishing house and from Academic Publishing all in one place. Whether you are looking for a philosophical treatise, an atlas or a relaxing book for your next train journey, UPoint has your choices covered.

Posters and Photos

Here you will find stylish posters from our own university photographers, each of which makes an excellent decoration for your dormitory room or can be useful in your academic studies. If you prefer to capture a memory for your bedside table, come in and see the large selection of photos and get inspired.

Coffee & Services

UPoint invites you to take a break and relax with a cup of our excellent coffee at UPoint. Additionally, you can recharge your phone, connect to the internet or perhaps fill-in your application to become a part of our fine university.

Galerie Šantovka

www.galeriesantovka.cz

This brand new shopping mall is in the very centre of Olomouc. In addition to a ton of international fashion brands, it also features a multiplex and a theatre. There is also Albert hypermarket, the largest supermarket in the city centre.

Globus & OlomoucCITY Shopping Mall

www.globus.cz, www.mojecity.cz

Globus is one of the biggest and cheapest hypermarkets in Olomouc. From the city centre, take bus No. 27 from either the Tržnice or náměstí Hrdinů stop, which goes all the way to Globus/OlomoucCITY, or take tram no. 2 or 7 to the Hřbitovy stop and walk from there.

Olympia Shopping Mall

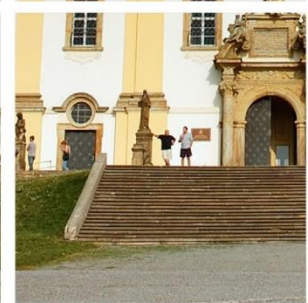
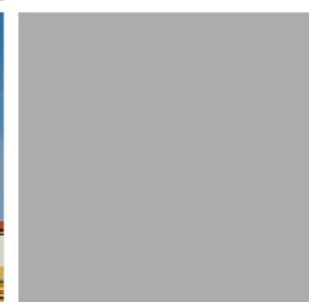
www.olympiaolomouc.cz

This shopping mall offers a wide selection of clothing shops. A good place to buy groceries is Albert, the huge supermarket that covers the largest share of the mall. It is at the very back of Olympia. There is a free Olympia shuttle bus, no. 60, which stops in the city centre at náměstí Hrdinů and Tržnice.

Centrum Haná Shopping Mall

www.ochana.cz

In many ways this shopping mall is similar to Olympia. Some of the shops are the same, but most of them are different. For groceries and other goods head to the Tesco hypermarket, again the biggest part of the mall. Take tram no. 1, 4 or 6 all the way to the end, the Nová Ulice stop.



PLACES TO VISIT

AROUND OLOMOUC

During the Habsburg monarchy, Olomouc was an important military stronghold in the north of their vast empire. In the mid-18th century, a solid belt of bastion fortifications was built around the city and, a hundred years later, a number of military forts popped up, built to push the front line away from the city. Many parts of the fortification system have survived to the present day, whether the Korunní Fort and barracks in the city centre or the forts in Křelov, Lazce, and Radíkov, which are open to public. The forts are all accessible by public transport.

The Kroměříž Archbishop's Castle and Gardens

Kroměříž is one of the most beautiful cities in central Moravia, namely thanks to its Baroque castle, a former stronghold turned into a comfortable residence by Olomouc (arch)bishops, and the castle and the Pleasure Gardens. The geometrical Pleasure Garden with its colonnade, rotunda, and greenhouses still retains most of its original Baroque look. The gardens and the castle are on the UNESCO heritage list.

Directions: Take a bus to Kroměříž or a train to Hulín and change to a local train to Kroměříž.

Bouzov Castle

Looming majestically above the town of the same name, the Bouzov Castle is highly popular with film makers for its fairy-tale like appearance. According to experts, it is an immaculate illusion of a medieval castle – Bouzov was given its present look only a century ago, when members of the Order of Teutonic Knights remodelled it into a comfortable residence. **Directions:** The best way is to drive to Loštice from where it is just a short walk to Bouzov.

Dlouhé Stráně pumped-storage hydroelectric power plant

The pumped-storage hydroelectric power plant named Dlouhé Stráně is an admirable technical work. It was built from 1978 to 1996 inside the massive Mravenečník in the Jeseníky Mountains, within sight of Mount Praděd. The upper reservoir was built at the top of the mountain and the lower on the river Divoká Desná. The reservoirs are interconnected by tunnels with reversible turbines, which are the largest in Europe. They were made reversible so that it is possible to change the direction of water flow if need be – if there is a shortage of power in the network, the water flows from the upper tank down the turbines, generating an electric current; when there is enough power, the water is pumped back into the upper reservoir. According to a 2005 survey by www.iDnes.cz, the power plant is one of the seven wonders of the Czech Republic. Tours are available upon arrangement.

Directions: Take a train to Kouty nad Desnou and then hike up or take a chairlift and walk.

Mladečské Caves, Javoříčské Caves, Javoříčko

Nearby Litovel is the Mladeč Karst, whose caves are an important archaeological and paleontological site. The bones of prehistoric animals and evidence of human settlements from the Stone Age have been discovered here. Just over the hill are the Javoříčské Caves, renowned for their exquisite stalactites and stalagmites. These caves are named after the adjacent town Javoříčko, which was burnt to the ground by an SS unit stationed at the nearby Bouzov castle before the end of WWII due to the fact that the town had supported the guerrillas.

Directions: The best way is to drive there or you could cycle from Litovel.

Velké Losiny Handmade Paper Factory and Chateau

Velké Losiny is infamous for the witch trials from the time of the dreadful inquisitor Henry Francis Boblig. Today, however, it is a small peaceful town with a charming chateau, captivating Renaissance arcades and a handmade paper factory. The paper mill has been open continuously since the 16th century, which makes it one of the oldest factories in Europe.

Directions: Take a train from Olomouc to Šumperk and then change for a train to Velké Losiny.

Tovačov

Although Tovačov does not seem like an important place, when the local fort was being remodelled into a chateau, it was the first time that Renaissance architecture touched the lands of today's Czech Republic. Visible from afar, the graceful tower and its stunning stone portal from 1492 will take your breath away even today. The town itself is also worth seeing, notably the Jewish cemetery, picturesque square and the ponds that envelop most of the town.

Directions: Take a bus from Olomouc in the direction of Kroměříž.

Loštice Museum of Tvarůžky Cheese

Genuine Olomouc tvarůžky cheese is not manufactured in Olomouc, but in the town of Loštice which is west of the Haná metropolis. The original factory for this ripening cheese now houses a museum where you can sample and buy tvarůžky. A great place to try is the nearby tvarůžky patisserie in the street leading from the square to the church (and now also in Olomouc centre).

Directions: Take a train to Moravičany or Mohelnice and change for a bus to Loštice.

Sovinec Castle

The peaks of the Low Jeseníky Mountains hide the Sovinec Castle, which, like Bouzov, used to be owned by the Teutonic Knights. In the 20th century the knights made it their monastic museum, but lost it at the beginning of WWII, when the castle was used as a station for a special SS unit. At the end of the war it was burnt down and we are still unsure if it was set on fire by the retreating Germans or by the Russians. Later one part of the castle was restored and is now open to public; the tower offers great views of the surroundings.

Directions: Best is to drive to Šternberk then to Paseka and then higher up into the hills.

The Hranice Chasm

The mysterious Hranice Chasm is the deepest abyss in the Czech Republic. So far, probes have reached a depth of 442.5 metres, but experts believe that the chasm could be as much as 700 metres deep. Another interesting fact is that the abyss was formed by strong gushes of mineral springs from the depths.

Directions: Take a train or bus to Hranice and continue to Teplice nad Bečvou; the route is marked out from the station.

Helfštýn Castle

These impressive, fortified ruins of a 16th century castle are located near Týn nad Bečvou and offer excellent programs and reenactments of castle life nearly year-round.

AROUND THE CZECH REPUBLIC

Below you will find some tips on places worth seeing in the Czech Republic. We will only give you a brief description of the specific sites of interest, the rest you can discover for yourself.

Mikulov

A picturesque wine-making town below the Pálava Highlands, with a stunning chateau, Svatý Kopeček and old Jewish quarter. www.mikulov.cz/tourism

Ostrava

An industrial city of a rich extractive and mining tradition – Vítkovice area www.czechtourism.com/t/ostrava/

Slavonice

A small town close to the Austrian border, more scenic and less touristy than Telč, which is also worth a visit. www.telc.eu

Český Krumlov

Magical castle grounds from the 16th century and amazing historic centre; an UNESCO heritage site. www.ckrumlov.info

Cheb

A unique Roman castle with a beautiful historic centre: Špalíček, or half-timbered houses. www.tic.mestocheb.cz

Kutná Hora

A town that will take you back to the Middle Ages; the Church of St. Barbara, stunning panorama. www.kutnahora.cz

Tábor

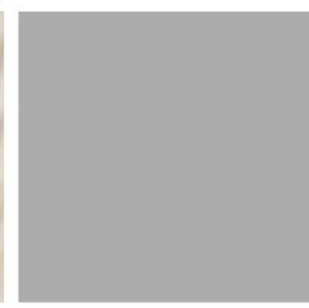
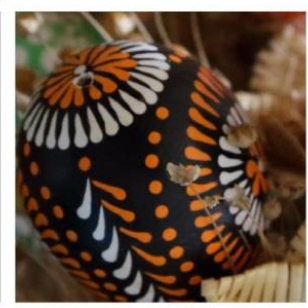
A gorgeous city centre that was once the seat of the Hussite movement. www.taborcz.eu

Veselý Kopec u Hlinska

An open-air museum of folk architecture. www.vesely-kopec.cz

Prague

Just a little bigger, but this Czech capital city is as beautiful as our Olomouc. www.praha.eu



HOLIDAYS AND TRADITIONS

CZECH PUBLIC HOLIDAYS

- **1 January** – New Year’s Day/Restoration Day of the Independent Czech State
- **(March or April) – Easter Monday**
- **1 May** – Labour Day, (Day of Love, EU Accession Day)
- **8 May** – Liberation Day
- **5 July** – Saints Cyril and Methodius Day (introduction of Christianity and the first written form of the old Slavic language)
- **6 July** – Jan Hus Day (religious reformer burnt to death)
- **28 September** – St Wenceslas Day (Czech Statehood Day)
- **28 October** – Independent Czechoslovakia (founded in 1918)
- **17 November** – Struggle for Freedom and Democracy Day – International Students’ Day commemorates the German storming of Czech universities in 1939.
- **24 December** – Christmas Eve
- **25, 26 December** – Christmas

TRADITIONS

Easter

Easter is connected with religious traditions and rituals as well as with several secular customs mostly kept by people from small towns and villages. Easter represents a celebration of spring when nature is reborn. People decorate their houses with Easter symbols: coloured eggs, chicken and bunny motifs, etc. It is also common to bake an Easter lamb, a cake in a form of a lamb decorated with sugar or chocolate. Easter Monday is a festive day. The younger boys (and also adult men) make a special

handmade plaited whip (“pomlázka” or an “Easter stick”), which they decorate with colourful ribbons. On Easter Monday they visit houses in the neighbourhood and while reciting a rhyme they tenderly whip girls and women to preserve their health and beauty. The girls reward them with decorated eggs or sweets.

Witch Burning

Celebrated on 30 April, this is an old pre-Christian feast for warding off the evil influence of malign forces, especially witches. It likely originated from the Celtic/Gaelic Bealtaine holiday, as Celtic tribes inhabited the Czech lands before the arrival of the Slavs. People usually make a fire on the highest hill to avoid the bad influences. People also create their own witch figure which is burnt at midnight. To be honest though, nowadays this festival is a time to meet with friends, have fun, dance around the fire and drink a beer or two.

May First

Although Valentine’s Day is now celebrated in the Czech Republic, the original day celebrating love in the Czech Republic is 1 May (also Labour Day). On that day every man should kiss his sweetheart under a blossoming cherry tree and surprise her with a little gift.

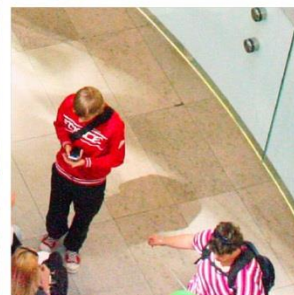
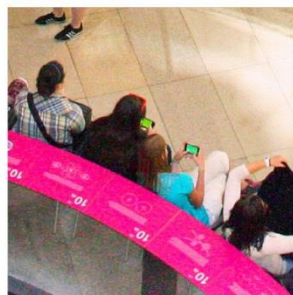
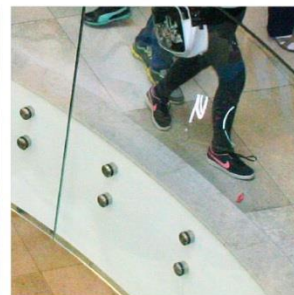
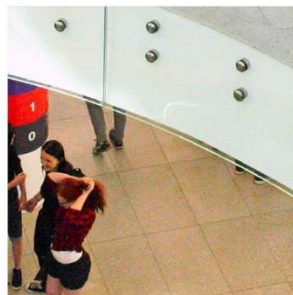
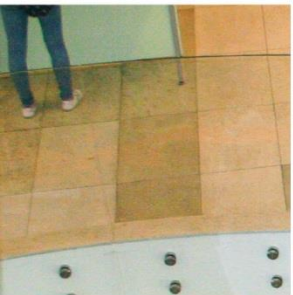
Saint Nicolas (Mikuláš in Czech)

Together with the Devil and the Angel, St Nicolas, who descends from heaven, visits children at their homes to ask if they were good over the past year. If this is the case, the children are rewarded with sweets, nuts or fruit. Naughty kids, however, as the traditional story goes, would only get a sack of coal or potatoes. On top of that, they

would be put in the Devil's sack and taken to hell. If you would like to see the St Nicolas, the Angel, and the Devil, simply take an evening stroll around the streets on December 5th.

Christmas

In the Czech Republic it is Ježíšek (the Baby Jesus) who brings the presents, not Santa Claus. The most important part of Christmas is the evening of December 24th when the family gathers at Christmas dinner (traditionally fried carp and potato salad) to eat and then the presents are opened. Afterwards the family sings carols or does other traditions such as halving an apple or pouring lead (or wax). Several weeks before Christmas, women bake special pastries and put up beautiful Christmas decorations.



GLOSSARY

- **bilateral agreement** – between two institutions (home and host)
- **changes to the original learning agreement** – an official document, part of the learning agreement referring to changes agreed during the mobility; usually a student is obliged to negotiate the changes and have the document signed within 30 days from the beginning of classes
- **confirmation** – an official statement signed and stamped by a university officer, usually issued upon request for a certain purpose, e.g. to open a bank account
- **confirmation of study period abroad** – an official confirmation stating the date of your arrival and departure, it is confirmed upon request shortly before your departure
- **cooperation agreement** – between two or more institutions stating agreed type of cooperation
- **coordinator** – the person in charge of an academic program/cooperation/mobility, e.g. the **Departmental Coordinator** – an academic responsible to sign the learning agreement, inform a student about a course offer, credit evaluation, academic requirements or an **Institutional Coordinator** – an officer responsible for certain agenda acting on behalf of the institution e.g. Erasmus+ Institutional Coordinator
- **degree programme** – accredited Bachelor's, Master's or Doctoral programme leading to an academic degree
- **degree student** – a student taking part in a degree programme
- **department** – the faculty is divided into departments which deal with particular academic disciplines
- **Departmental Coordinator** – UP Departments

- **ECTS credit** – your work is rewarded with credits; the harder the course, the more credits
- **faculty** – not only a horror/sci-fi movie by Robert Rodriguez, but also an academic division within a university
- **Faculty International Relations Officer** – Faculty IRO
- **Incoming Student Coordinator** – central IRO
- **Institutional Coordinator** – (at UP available) in Central IRO
- **international exchange student** – a foreign student taking part in Erasmus+, CEEPUS, cooperation agreements, Aktion, DAAD, or Visegrad fund students
- **International Relations officers:**
- **international study programme** – short study placement (1 or 2 semesters) abroad funded by an international programme such as Erasmus+, CEEPUS, AKTION, DAAD
- **learning agreement** – a confirmation of your provisional module choices. It does NOT guarantee that you will be allowed to sign up for all your chosen courses when you arrive. Do not forget that an LA must always be signed by the departmental coordinator (i.e. the academic contact) before it is counter-signed by the institutional coordinator. It must be signed always first at the home institution.
- **lecture** – the instructor gives a speech, or lecture, while you listen and make notes
- **letter of acceptance** – an official invitation to spend a certain period of your study at a host institution
- **orientation week** – always the week prior to the beginning of any semester
- **Outgoing Student Coordinator** – central IRO
- **person responsible for signing the learning agreement** – UP Departments / Faculties

- **seminar** – type of class or practical exercise that complements the lecture; this is aimed at encouraging students to think and work independently; it is more interactive than a lecture, usually because it has less people at it
- **STAG** – Big Brother who watches your studies ☺, or the UP IT system
- **study mobility** – organized study abroad stay usually for 1 or 2 semesters
- **study programme**– what you are currently studying (e. g. Political Science, Spanish Philology, EU law, Dentistry, etc.)
- **summer semester** - starts in February and finishes in May, followed by the exam period from mid-May the end of June
- **syllabus** - an outline of what the course will cover, who teaches the course and what you need to read to be able to pass the exam
- **transcript of records** – an official document confirming the academic results (courses and number of ECTS credits) a student gained during his study mobility
- **university** – universitas magistrorum et scholarium, which roughly means “a community of teachers and scholars”
- **UP Portal** – the door of information unlocked, or everything you always wanted to know about UP: courses, contact details, instructions
- **winter semester** – starts in September and finishes in December, followed by the exam period from January to mid-February

A FEW TIPS AND RULES THAT WILL COME IN HANDY AT PALACKÝ UNIVERSITY

1. Remember to read all the information about UP, your faculty, your department, your discipline, and to study ... it's worth it.
2. If you do not understand something, instead of immediately contacting the international relations office, first try asking your friends or classmates. Often it pays off!
3. If tips 1 and 2 haven't worked for you, then you can go and ask your Faculty International Relations Officer or Department Coordinator.
4. Say "Hello!" (or "Dobrý den!") to your teachers (even if they sometimes fail to respond). It's culturally polite and respectful.
5. Observe office hours – that way you show respect for the other person.
6. Regularly check the Central IRO's website and your email. Ignorance is no excuse.
7. Keep track of the academic schedule, deadlines, days off, etc.
8. Rely on yourself. You are a university student.

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