



Palacký University  
Olomouc

# GUIDE FOR FOREIGN EMPLOYEES



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## BASIC INFORMATION

### Visa and residence permits

#### ■ EU Citizens

Citizens of the EU/EEA and Switzerland have the same legal status as Czech residents. No distinction is made between long-term and short-term stays, and you do not need to apply for any permit to study or work in the Czech Republic.

#### ■ Non-EU Citizens

'Third-state nationals', as they are called here (*in Czech: občan třetí země*), can apply for a short-term visa (less than 90 days) or long-term visa/permit (more than 90 days). **Foreign nationals travelling to the Czech Republic to conduct scientific research must apply for a long-term residence permit.** Be warned that the processing time takes 60 days. For details on how to obtain a long-term residence permit for the purpose of scientific research please click [here](#). Information about other types of permit/visa also available here.

### Registration after arrival in the Czech Republic

- **Citizens of the European Union (including the European Economic Area and Switzerland)** are required to announce themselves to the foreign police (address below) of the region where they are planning to stay within 30 days of the day of their arrival on Czech soil, if they are planning to stay more than 30 days (and if their accommodation, for example the landlord, hotel or university dorm, does not do this for them). **It is mandated that you must announce every change**—for example, surname, marital status, changes in your passport, address changes—within 15 business days. If the stay will be longer than 12 months, it is recommended that you request a temporary residence permit at the Department of Asylum and Migration Police of the Ministry of the Interior of the Czech Republic (*in Czech: Oddělení azylové a migrační policie Ministerstva vnitra ČR, hereafter written as OAMP MV ČR*).
- **Non-EU teachers and researchers** are required to announce themselves to the Department of Asylum and Migration Police of the Ministry of the Interior of the Czech Republic (OAMP MV ČR) within 3 days of first entering the Czech Republic and apply for a biometric resi-

dence card. For this process you will need to present a valid passport and the original of your accommodation contract in Czech.

- Please take note of the time and date to pick up the residence permit card, and plan to apply for an extension before the expiration of its validity (however not earlier than 2 months ahead of time). Immediately upon receiving the residence permit card it is necessary to submit a copy to the Human Resources office of the relevant university faculty.
- Take care to announce **changes in your personal information** (surname, marital status, address, etc.) at the OAMP MV ČR, as required by law (if you hold a long-term visa or long-term or permanent residence permit).
- It is recommended that you make an appointment at the office in Olomouc, or in Přerov. In the event that this is not possible, visit the office in Přerov as early in the day as possible, as it is possible to be detained all day in the queue there. Please take care to keep your appointment or call to cancel as soon as you know you will not be able to appear.
- Always ask the contact person at your department or your head of personnel about the correct procedure.
- Detailed information about applying for a long-term residence permit or for getting permission for temporary or permanent residency for EU citizens (including the EEA and Switzerland), as well as for 'third-state' (non-EU) nationals, on the website of the [\*Ministry of the Interior CR\*](#).

## GOVERNMENT AUTHORITIES

### ■ **MV ČR OAMP Czech Ministry of the Interior Olomouc Office**

(only by appointment, this office is closed in the summer months)

Address: Třída Svobody 8, Olomouc

Make an appointment minimally 1 month in advance through Veronika Poláková (*veronika.polakova@upol.cz*). When making the appointment please include your full name (as it appears on your passport), date of birth and country of citizenship.

### ■ **MV ČR OAMP Czech Ministry of the Interior Přerov Office**

Address: U Výstaviště 18, Přerov

T: +420 974 760 399 (for making appointments)

Hours:

Mon, Wed: 8 am – 5 pm (12:00–12:30 lunch break)

Tue, Thu: 8 am – noon

Fri: 8 am – 11 am (only by appointment)

### ■ **Department of Foreign Police**

#### **Regional Police Headquarters for the Olomouc Region**

Address: Smetanova 14, Olomouc

T: +420 974 761 829

E: *krpm.ocp.sekretariat@pcr.cz*

Hours:

Mon, Wed: 8 am – 5 pm

Tue, Thu: 8 am – noon

(It is not necessary to make an appointment, but be sure to take a number when you arrive)

## GUIDE TO EMPLOYMENT AT PALACKÝ UNIVERSITY

### Signing the work contract

- The start of your employment will be coordinated by the employees of the department or other office of the university, with whom you will have been in contact. After your arrival, you will be taken to [Human Resources Office \(HRO\)](#), where you will be given other instructions and documents if you have not already received them electronically.
- Before you can sign your work contract, you must submit the **Personal Profile Form** specifying your tax residency status, which HRO has already sent you. You will have to provide a copy of your passport or identification card and a copy of your university diploma or other document proving your education. Without these documents it is not possible to sign the work contract.
- If you are a EU citizen working in two or more EU countries or a third country national working in two or more EU countries it is necessary to provide an **A1 form** preferably before your employment starts. If you do not have it you will have to apply for an A1 form as soon as possible. Your personnel assistant will help you navigate the procedure correctly. Please follow their instructions and requirements. **Please keep in mind that it is the joint application of both the employer and the employee.**
- **If there is any change in your personal data (employment, passport or other document number, health insurance, birth of a child, gaining a new title, change of account, another form of employment including through a short-term contract (in Czech: DPP – Dohoda o provedení práce), etc.) during employment, report it without delay to the HRO.**
- [Contact information](#) for your HR Officers, including office hours, can be found on the faculty and facility website or the Employee website.

### Doctor's examination report

- The employment contract can only be closed after an initial medical examination.
- **The initial medical examination must take place at least one day before starting work.**
- You must arrange for the examination with a faculty-contracted doctor. Bring a health assessment request from your HR Office to the doctor.

- We also recommend that you ask your home doctor for **a copy of your medical records in English before you leave for the Czech Republic.**

### Extending or terminating the work contract

- Before the expiration of the employment contract, your supervisor will discuss an extension with you or inform you of the impending termination. If your contract is to be renewed, you will sign an amendment to the employment contract with the HR Office.
- Before terminating your employment, you must hand over all loaned assets (your employee card, company computer, service phone, work clothes and equipment, literature, workspace keys) and conclude any obligations to Palacký University. To do this, you will fill out the Employee Clearance Certificate (*in Czech: Výstupní list*), which you will receive from the HR department. After the completion of this, you will receive an Employment Record (known as a certificate of evidence, *in Czech: Zápočtový list*), or other documents.
- The termination of your employment must be carried out properly, in accordance with the laws of the Czech Republic.

## WHAT TO ARRANGE FIRST

### Bank account

- Due to the high fees for foreign currency conversion, we recommend opening a Czech bank account. You will receive a monthly wage in Czech crowns (CZK), deposited directly into this account.
- You can choose your bank and set up an account directly at the nearest branch. We recommend a bank that offers an internet banking service in English. You will need a Czech mobile number to use it.
- You will need two identification documents to open a standard account (however, banks may also require a residence permit, employment contract or proof of accommodation).

### Employee identification card

- **The identification card will be issued to you by the [UP Computer Centre \(CVT\)](#) no earlier than 24 hours after signing the employment contract.** To issue the card, you will need an ID card and a high-quality 35×45 mm photo, which can be sent electronically. To expedite the issue of the card, ask your contact person to send the photo in ad-



vance and verify the processing status of the card.

- The first issuing of the card is free. In the event of loss or damage, there is a replacement fee.
- You can use the card for to pay for cafeteria meals, borrowing in the UP libraries (incl. The [Research Library in Olomouc](#)), for making purchases in the FreshUP cafes, and the card is also necessary for accessing some university buildings and rooms.
- You can show your employee card to take advantage of the employee benefits provided by participating businesses.
- An equivalent to the employee card is an international ITIC card, which is available to academic staff with a minimal part-time contract (0.5) with a valid contract for at least one year. The fee for the card is 250 CZK. You can also apply for it at the [CVT](#).

### Access to the university network and e-mail

- You need a **login name and password** in order to use the university network. You will receive this information upon the receipt of an employee identification card or at the HR Office.
- You are also assigned a **university e-mail address** in the form of "firstname.lastname@upol.cz". Employees can access their mailbox through [OWA](#).
- Only use the assigned university e-mail address for work-related online communication. Check your mail every day and send out responses as soon as possible.
- When working with e-mail or working on the Internet, follow the cyber security rules set down by Palacký University (found at [wiki.upol.cz](#)).
- Use the [Palacký University style suite](#) for both internal and external communication and help to positively represent the organisation of which you are now a part.

## “Portál UP” or the UP Portal

- The Palacký University Portal ([portal.upol.cz](http://portal.upol.cz)) contains a number of applications for administrative tasks at the university. **In the [ELF application \(electronic forms\)](#) you will find various forms and applications, including the form for reporting work hours.** The Portal also has links to building plans, access to email, and the domestic and foreign travel orders. It is the repository for all documents, including valid Palacký University legislation, which can be found in the UP-Share application. Last but not least, you can also use the Portal to place a meal order in the canteen (for instructions on how to order meals, see the Practical Advice section below).
- **The password for accessing the Portal is the same as the password for the university network and e-mail.** The password can be changed in the Portal. Your email password will also change automatically.
- To adjust the Portal settings, refer to the Help tab. There you will also find a link to the [university wiki pages](#) that contain a number of instructions for working with information technology at UP.

## Telephoning

- Each employee is assigned a phone number / extension (the last 4 numbers) that you can use to call throughout the university. The telephone number is assigned upon request through the Helpdesk, by contacting the building manager, or by contacting the secretary of your department or workplace.
- You can find telephone numbers for all Palacký University employees in the contacts section of the Palacký University website.
- Your supervisor decides whether you can make calls within the Czech Republic or abroad.
- If necessary, you can also receive a business mobile phone and a number which would allow you to call the University network (both mobile and fixed lines) free of charge and be available outside your own workplace. The decision about assigning such a work mobile phone is up to your supervisor. Upon receipt, you assume full responsibility for damage or loss of the unit.

## STAG (Study Agenda)

- To manage course scheduling, Palacký University uses the [STAG](#) information system. **To log into STAG, use the same username and password to log as you do to log into the Portal.**
- The STAG system contains all the information about fields of study, students, timetables, dates of credit tests and exams, as well as the final theses of each student.
- Training on how to use the STAG system will be carried out by the contact person from your workplace or another authorised colleague.

## Helpdesk (solutions for technical problems)

- The [Helpdesk](#) is also part of the Portal, which is used to report a malfunction (of e-mail, computer network, web, but also IT issues in your office). Requests sent via Helpdesk are preferred.
- For assistance with the university network, consult the network administrator of the faculty or the relevant workplace.



## WORK REQUIREMENTS AT PALACKÝ UNIVERSITY

### Working hours

- A full-time work week is 40 hours (breaks for meals and rest are not included in the working hours).
- At the end of each month, you must fill out a work hours report (listed as “Time sheet”, in Czech: *Evidence pracovní doby*) and hand it over to your supervisor for them to sign. The form is available upon login to the Portal; click on the ELF (Electronic Forms) [tile](#).
- If the nature of your work or for personal reasons you require specific working time arrangements, ask your employer for a change in writing through your supervisor.

### Vacation

- Academic staff (i.e. professors, associate professors, assistant professors, lecturers and researchers, research and development staff involved in teaching activities) are legally entitled to 40 days of leave. Other staff (including non-teaching researchers) are entitled to 28 days.
- The leave request must be approved or mandated by the supervisor of the employee. Employees are entitled to wage compensation equal to the gross average earnings of the previous quarter for the period of their leave.
- In addition to this statutory period, the Rector or the Dean of the relevant faculty may grant a Rector’s or Dean’s leave. The conditions for taking time off are set by the Rector’s / Dean’s decision.

### Wages

- You will have already signed an agreement on your wages before you start at work. It is a gross wage from which taxes and social security contributions are paid. All information about your wage and its payment can be found on the Portal ([portal.upol.cz](http://portal.upol.cz)), in the “My Profile” section.
- Your wages are paid once a month by direct deposit to your current bank account, which should be opened with a Czech bank. If the account number has changed, fill in the Account Number Change Request form (the form can be found in the Portal – ELF section) and submit it to the Payroll Department of your organisational section.
- Pay dates (the pay schedule for the whole calendar year) can also be found under the links above.

- Pay slips are available at UP in electronic form, the PIN code for viewing pay slips can be obtained from the HR Office serving your workplace.

## Taxes and levies

- If you work as an employee exclusively in the Czech Republic, you become a Czech tax resident, i.e. you pay taxes and submit a tax return in the Czech Republic (most often through your employer).
- If you work in another country, it is important to identify your tax residency status to pay taxes. Tax residents of the Czech Republic have a tax liability relating to worldwide income, i.e. income from sources in the Czech Republic as well as income from sources abroad. Tax non-residents then have a tax liability applying only to income from sources in the Czech Republic. The payroll accountant will assist you in determining your tax residency or you will be asked for a 'tax residency certificate' (*in Czech: Potvrzení o daňovém domicilu*) issued by the local tax office in Olomouc.
- The amount of the monthly income tax may vary for each employee, depending on the tax credit applied. You can apply for discounts both as a tax resident and non-resident. The discount most often applied for is a standard taxpayer discount, and tax residents may also apply for a discount for dependents or a stay-at-home spouse.
- If you work in the Czech Republic and only at Palacký University, we will report you to the tax office for tax payment once a year (before February 15<sup>th</sup>); ask your payroll accountant about an annual statement of wage deposits and tax benefits.
- **If you work for more than one employer at the same time or own your own business, and your total income is higher than 6,000 CZK, you are obliged to file your income tax return directly with the tax office no later than three months after the end of the tax period, i.e. March 31<sup>st</sup>.**
- In addition to income tax, health and social insurance contributions are deducted from your wages. The amounts are determined on the basis of the relevant social security legislation within the EU.
- **If you are employed in multiple EU countries or run your own business outside the Czech Republic in some EU country, you need to complete an A1 form before coming to the Czech Republic.** Citizens outside the EU are subject to Czech legislation in this respect (your employer will notify you about applicable exceptions).

## Health insurance and healthcare

- After signing the employment contract, the university administration will report you to the Czech Social Security Administration and to health insurance (the General Health Insurance Company; *in Czech: Všeobecná zdravotní pojišťovna or VZP*).
- **Your employer pays social and health insurance on your behalf for the duration of your employment relationship.** During this period, it is not necessary to take out any additional insurance related to standard health care in the Czech Republic.
- When invited by the **HR Office**, you will pick up a health insurance card, which you should always carry on your person. By presenting the card it is possible to use the services of any medical facility which has a contract with your health insurance company. If you know that your stay in Olomouc will exceed one year, it is better to register permanently with a general practitioner, dentist and gynaecologist.
- You are not expected to pay for treatment at the doctor's office, except in the case of visits to the dental clinic, where only basic care is paid for by public health care.
- If you visit a doctor during working hours, you will be compensated for the necessary time.
- Palacký University does not reimburse its employees for medical treatment or medication.
- In case of unexpected medical complications outside the standard office hours of a general practitioner or specialist, you can call an ambulance (155, 112), or visit the emergency room for adults, or separate dental or child emergency services (in Olomouc these are at the [University Hospital](#)).

## Temporary incapacity to work

- If your doctor confirms that you are temporarily incapable of work, you are entitled to wage compensation, which is about 60 percent of your average earnings.
- The decision about temporary incapacity to work is delivered in an electronic form and your doctor will inform the insurance company.
- Your doctor will give you a 'certificate of temporary incapacity to work' (*in Czech: Průkaz dočasně práceneschopného pojištěnce*), wherein

all further check-ups will be recorded by the attending physician, for the duration of the incapacity to work and its termination.

- Report your incapacity to work to your supervisor and to the secretary of the department or institute.
- Follow the directions to appear for check-ups with your doctor.
- During your incapacity for work, your employer or social insurance company may visit your reported place of residence to confirm that you are home.

### **Employee benefits**

- Employee benefits on offer include discounted accommodation at Palacký University dormitories or university flats, university sports days, free Microsoft Office 365, etc. Offers around the university facilities include discounts in UPoint (the university shop), sports activities in the Academic Sport Centre or modern 'BALUO Application Centre', access to the university kindergarten, the UPLIFT language school and other options.
- Also, look into the benefits offered by external partners such as T-Mobile, OBI, Premiere Cinemas, Tempish Sport, ČSOB, Komerční banka, Makro, Omega, Otosport and others. Many of the discounts are also offered to family members, such as discounted mobile and data tariffs, cinema access or banking services. An updated list of benefits can be found on [the employee website](#).

## UNIVERSITY STRUCTURE

- Since the university is an institution comparable to a large organisation (Palacký University is the largest employer in the Olomouc region), it is important to get familiar with the internal hierarchy of the university right from the start. You will need to be familiar with the management of the faculty or organisational unit under which your position belongs, but it is also important to understand the overall organisational structure of UP.
- The university is headed by the Rector, who is also its statutory representative. Together with the Vice-Rectors, the Rector takes care not only of the university's management, but also its future direction. The Rector represents the university in both domestic and international arenas. The Rector is appointed by the President of the Czech Republic on the basis of an election by the Academic Senate of the university. Vice-Rectors represent the Rector in their assigned areas, such as study, science and research, external and internal relations, development, construction and organisation, etc. The Bursar is responsible for the economic organisation of the university.
- The Academic Senate of Palacký University (AS UP) is a self-governing representative academic body and has 24 members comprised of academics and students. The AS also elects the Rector, approves the budget and other internal regulations.
- The university has eight faculties, each headed by a Dean. The faculty consist of several departments. The Dean determines the strategic development of the Faculty, but also decides on personnel matters at each faculty. Faculty management also consists of Vice-Deans responsible for specific areas (science and research, foreign affairs, etc.). The structures of all Palacký University faculties are almost the same.
- Each faculty has its own faculty academic senate, which is made up of representatives of the academic community of the faculty. Its functions include selecting a Dean, budget approval, long-term plans and legislation at the faculty level.
- Other university bodies include the Academic Council, the Board of Trustees, the Rector's Board, the Internal Evaluation Board, and other committees. More information about the mission, activities and staffing of individual bodies can be found on the university website.



- You can learn about the organisational structure of the university and the university management on the [\*Palacký University website\*](#).

## **Faculties**

[\*Sts Cyril and Methodius Faculty of Theology\*](#)

[\*Faculty of Medicine and Dentistry\*](#)

[\*Faculty of Arts\*](#)

[\*Faculty of Science\*](#)

[\*Faculty of Education\*](#)

[\*Faculty of Physical Culture\*](#)

[\*Faculty of Law\*](#)

[\*Faculty of Health Sciences\*](#)

## **Central offices**

[\*Rector's Office\*](#) (economic-legal centre)

University facilities

### **Facilities and services**

[\*Support Centre for Students with Special Needs\*](#)

[\*Computer Centre\*](#)

[\*Library\*](#)

[\*Project Services\*](#)

[\*Science and Technology Park\*](#)

[\*Palacký University Press\*](#)

[\*The Confucius Institute\*](#)

### **Special purpose facilities**

[\*Academic Sport Centre\*](#)

[\*Accommodation and Dining\*](#)

[\*Map of university buildings\*](#)

## PRACTICAL ADVICE

### Dining at Palacký University and how to order lunch in the canteen

- Your ID card is also used when ordering meals in the canteen.
- Lunch can be ordered via the Portal (login and select Canteen in the menu), or through [menza.upol.cz/webkredit](https://menza.upol.cz/webkredit). When you order, be sure to correctly identify the cafeteria in which you intend to dine on that day.
- Food can also be ordered directly at the canteen. Menus and instructions to order can be found in the [Accommodation and Dining website](#).
- Another option is to order meals via the *MobilKredit2* mobile application.
- If your unit (faculty or workplace) also provides meal vouchers (*in Czech: stravenky*) to employees, you can take advantage of the lunch menu in one of the many restaurants in Olomouc which accept the vouchers. Meal vouchers can also be used in some supermarkets and other shops. The shop or restaurant should advertise that they accept meal vouchers by posting a sign on the entrance door. If the establishment doesn't have one of these posted, please ask the staff. An employee gets one meal voucher per workday (except working holidays and business trips).
- Whether you enjoy meals in the canteen or use meal vouchers, the meals will be deducted from your wages. Your employer contributes up to 55% of the nominal value of one meal at the canteen or meal voucher.



## Czech language and further education

- In addition to your colleagues, professionals will also help you learn Czech. The [UPLift Language School](#) – Language School of the Faculty of Arts – operates at the university level. Some faculties also offer free or partially paid tuition (the current offer can be found on the websites of faculties or at your department).
- An intensive course is also provided by the Department of Czech Studies at the [Summer School of Slavonic Studies](#).
- In the case of long-term stays, we recommend learning the basics of the Czech language.
- Take advantage of the lifelong and continuing education offers from the university. A list of all programmes and courses can be found on the [Lifelong Learning Centre](#) website.
- Another possibility to extend your qualifications and expertise is to go abroad. Erasmus+ offers research, work placements and training in more than 50 countries. If you are interested, visit the website of the UP [International Relations Office](#).

## Accommodation

- Palacký University has accommodation facilities within the network of dormitories and hostels in the wider city centre. You can find a list of them at the [Accommodation and Dining](#) website. Hotel capacity is available in the dormitories at General Svoboda (Šmeralova 12), and Vančurova Hostel (Vančurova 2), which is located practically in the city centre.
- **Dormitories and hostels are designed for the short-term accommodation of individuals and early booking is required.**
- Dormitory accommodation or other accommodation is usually not paid for by the employer. In case you are staying at a university dormitory, it is necessary to pay all fees, vacate the room and return the keys upon the conclusion of your employment contract.
- Olomouc is a city of students, so you will find a wide range of rentals here. The largest number of available capacities is always before the beginning of the academic year (July-August). Commercial servers such as [sreality.cz/en](#) or [bezrealitky.cz](#) provide a range of offers (only in Czech), as do many Facebook groups. Traditionally used for short-term stays, short- and long-term accommodation can also be arranged through [airbnb.com](#).

## Sports and free time

- The [Academic Sport Centre](#) provides leisure-time, physical-recreational and sports activities at Palacký University. It offers and organises one-off and also regularly recurring and residential events such as aerobic group lessons, sports games, martial arts, fitness, yoga, dances and outdoor activities. Special sports programmes include climbing, squash, horse riding and archery.
- [BALUO Application Centre](#): a unique facility at the Faculty of Physical Culture aimed at promoting a healthy lifestyle. In the centre you can use diagnostic services, the fitness centre (which is equipped with modern smart fitness machines), a swimming pool which is equipped with a system for monitoring and analysing the swimmer, or the climbing wall. By using the services of the centre, you become an anonymous participant in research that monitors and evaluates the effect of a healthy lifestyle according to selected health indicators.

## Daily information updates

- News on the university website is updated daily, and the events calendar is an important source of information about activities at the university.
- Fresh information is also provided by the official university Facebook page, the university website and the Facebook group. Also, keep an eye on the university's channel on YouTube.
- In addition to the online media, the university also publishes a printed journal, Žurnál UP, which is published once a semester in English.

## The university on social media

 [univerzita.palackeho](#)

 [univerzita.palackeho](#)

 [univerzita.palackeho](#)

 [upolomouc](#)



### **Gifts, souvenirs, promotional goods and literature**

- The University operates the [\*UPoint shop and information centre\*](#) directly on the Upper Square (*in Czech: Horní náměstí*) in the city centre. Their offerings include postcards, souvenirs, fashion clothing collections and gift cards.
- A wide selection of academic literature, textbooks and course materials are provided by the [\*Palacký University Press\*](#) in the Zbrojnice Armoury. Academic literature can be ordered through the [\*e-shop\*](#) of Palacký University Press.

## LIFE IN THE CZECH REPUBLIC

- To compare the cost of living, real estate, crime rates or quality of life in the different areas of the world we recommend the page [numbeo.com](https://numbeo.com).

### Czech culture and language

- Czech is classified as a member of the West Slavic sub-branch of the Slavic branch of the Indo-European language family. Slovak is by far the closest linguistic relative of Czech, and the languages are closer than any other pair of West Slavic languages.
- There are several basic social rules within the work environment. When meeting with colleagues, the man greets first. If the man is noticeably older than the woman, the woman must always greet him first. The right hand is typically offered for a handshake. Before entering the room, it is polite to knock on the door.

### Family

- In connection with childbirth and care for a newborn child, women are entitled to a maternity leave lasting at least 34 weeks (depending on the number of children). The beginning of maternity leave is set by the attending physician, usually 6 weeks before the expected due date of the childbirth (8 weeks prior to childbirth at the earliest). Regarding continued child care, employers are obliged to grant the woman, or the man if they so request it, parental leave until the day the child turns three years old.
- The institutional form of preschool education is offered in pre-schools, including both kindergartens (children between the age of 3 and 6 years) and 'children's groups' (also children under 3 years of age). Education is provided in Czech, though there are several kindergartens (mostly private ones) which function in English.
- School education consists of nine years of elementary school and from three to five years of secondary school. Elementary education is further divided into two stages of four and five years respectively. It usually starts at the age of 6. Ten years of school attendance is compulsory.

## **Climate**

- The Czech Republic has a continental climate with 4 seasons (spring, summer, autumn, winter). Summers are hot; winters are cold, cloudy and humid. The average daily temperature in winter is  $-2\text{ }^{\circ}\text{C}$  but can plummet to  $-15\text{ }^{\circ}\text{C}$ . The average daily temperature in summer is  $21\text{ }^{\circ}\text{C}$  but can be above  $30\text{ }^{\circ}\text{C}$ . The coldest month is January; the hottest is July. The period from May to July is often considered the best season. Weather in the southern regions is generally more pleasant than in the north and mountainous regions, where it tends to be much colder.
- During winter, the sun rises approximately at 7:30 am and sets around 4 pm. During summer, sunrise is before 5 am and sunset around 9 pm.

## **Political system**

- The Czech Republic was established on January 1<sup>st</sup> 1993 as one of the successors to the Czechoslovakia. It is a parliamentary democracy and its Constitution guarantees equal rights to everyone, regardless of gender, race, skin colour, language, creed, religion, political or other opinions, national or social origin, nationality or ethnic origin, property, descent or any other status.

## **International identification**

ISO 3166-1: 203 CZE CZ

Vehicle registration code: CZ

Telephone extension: +420

National TLD: .cz

## LIVING IN OLOMOUC

- At present, Olomouc has just over 100,000 inhabitants, it is the 6<sup>th</sup> largest city in the Czech Republic and the regional capital.
- The city has a very low crime rate.
- All of the important state and local government offices are located here, including the regional office, district and regional court, tax office, the branch of the Czech Social Security Administration, and the labour office.
- **Important administrative tasks related to life in Olomouc (e.g. the waste collection fee) can be handled at the Municipal Office of Olomouc.** More information, such as the addresses of individual departments or office hours, can be found here [www.olomouc.eu/magistrat](http://www.olomouc.eu/magistrat)
- Interesting and useful information about the city (tourist guides, interesting places and cultural events, etc.) can be found here: [tourism.olomouc.eu/welcome/en](http://tourism.olomouc.eu/welcome/en)

### Paying the waste collection fee

- If you have been granted a permanent or temporary stay longer than 90 days, **it is your responsibility to pay the city of Olomouc a waste collection fee** (*in Czech: poplatek za svoz odpadu*). This fact is automatically reported by the MVČR (Ministry of the Interior CR) system, so do not delay this obligation.
- The fee is calculated according to the number of days you have stayed in the City of Olomouc. For the purpose of calculating the amount of the fee and the payment itself, it is necessary to visit the Municipal Office of Olomouc (Palackého 14), fill in the form, provide a copy of your passport and residence permit.
- Before you end your stay in Olomouc, do not forget to report your departure at the City Hall. This avoids the hassle of collecting claims for unpaid waste collection after you leave town.
- All information is available [here](#).

### Fares in Olomouc (DPMO)

- Price of a basic public transport ticket in Olomouc is **14 CZK**. This ticket is fully transferable and can be used for 40 minutes (working days) or for 60 minutes (other days) from the moment of validation. The



ticket must be validated upon boarding the bus or tram. This ticket is valid only for zone 71, which includes Olomouc and the city suburbs.

- It is also possible to buy a ticket from the tram or bus driver for **20 CZK**, though be aware they do not have to make change, so you should pay by coins. And it is possible to buy a ticket via SMS for **18 CZK**, telephone number 90206, text: DPMO.
- Beside the basic, fully transferable ticket, it is possible to buy a seasonal ticket; a 1 day ticket, a 7 day ticket, a 1 month ticket, a 3 month ticket and 1 year ticket. Except for the one day ticket, which can be used up to 24 hours from the moment of the validation, other season tickets are tied to a DPMO card. You can get the DPMO card only in the DPMO ticket office. To get the card you need to bring a 35×45 mm photograph of yourself and your identification card.
- Basic tickets and one day tickets are sold in newsstands (*in Czech: Tabák, Trafika*) throughout the whole city or in the yellow ticket vending machines, which are located at some tram and bus stops.
- **DPMO ticket offices:**  
Main station: Mon–Fri: 5 am – 7 pm, Sun: 2 pm – 7 pm  
Legionářská 1, Olomouc: Mon–Fri: 6 am – 6 pm, Sat: 7 am – noon.

## CULTURAL TIPS

- [\*The Moravian Theatre Olomouc\*](#) – theatre, which serves fans of drama, opera and ballet.
- [\*Na Cucky Theatre\*](#) (in Czech: *Divadlo na cucky*) – they run their own stage in the space on the Lower Square, where in addition to their own performances they also present outstanding guest artists.
- [\*Music Theatre of Olomouc\*](#) (in Czech: *Divadlo hudby*) – the theatre does not have a permanent ensemble, but it hosts theatre companies from across the nation and abroad in Olomouc. You can also find interesting concerts here.
- [\*Moravian Philharmonic\*](#) – one of the leading, and also oldest, symphony orchestras in the Czech Republic. In more than fifty years of its existence, it has created an exceptionally extensive repertoire. It places great emphasis on the works of Mahler, who at one time was its conductor.
- [\*UP Arts Centre\*](#) is a venue for important cultural events, such as the Olomouc Baroque Festival, concerts in the Corpus Christi Chapel or Town Bailey Gardens, and exhibitions of students and graduates.
- [\*Olomouc Museum of Art\*](#)
- [\*Olomouc Archdiocesan Museum\*](#)
- [\*Regional Museum in Olomouc\*](#)
- [\*Fort Science\*](#)
- [\*Metropol Cinema\*](#)
- [\*Premiere Cinemas Olomouc\*](#)
- [\*Cinestar Olomouc\*](#)





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Olomouc

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