



Palacký University
Olomouc

Practical Information I. Orientation Week/ Winter Semester 2016/2017



Palacký University
Olomouc

What is on the program?

- Safety and Health Protection/ Record
- European Health Insurance Card/registration
- Who is Who (coordinators)
- Palacký University ID
- Enrolment Form + Learning Agreement
- Public Transport Card (Trampass)
- Czech Language Course
- Accommodation Rules (payment, deferred payment, deposit)
- Accommodation Subsidy
- Academic calendar, holidays, deadlines
- Medical care, safety, shopping etc...

Report

on the instruction of students of Palacký University in Olomouc (hereinafter referred to as "PU") on basic obligations with regard to their compliance with occupational health and safety and fire prevention regulations.

I hereby undertake the following:

- 1. I will comply with all principles and rules of occupational health and safety and fire prevention, maintain the lecture rooms and specialized workplaces in order, comply with the defined work procedures, observe the prohibition to handle equipment for which professional qualification is needed (specified electric, gas and pressure equipment, lasers etc.). I will also pay attention to my own health and safety, and use the required personal protective equipment, observe the principles of safe conduct in buildings and on premises where instruction and practical training take place, as well as during all other activities related to instruction. Furthermore, I will participate in any other compulsory training at PU departments and workplaces, as well as in other workplaces of my practical training organized by the respective teacher (supervisor of the workplace), and I will obey his or her instructions.
2. I will observe and follow the prohibition of entry, smoking, using naked flames, and any other warning signals, or other safety and fire protection signs, operational and fire fighting rules of the respective workplaces, fire alarm plans, dormitory codes etc.
3. I will acquaint myself with fire alarm plans, fire fighting regulations, locations of the fire alarm service, exit routes, and the placement of portable fire extinguishers, including the use thereof, or as the case may be, other fire fighting tools for all buildings and premises (related to instruction), in which I will be present.
4. If I spot a fire, I will try to extinguish it by all means available (unless my own safety is endangered). I will announce the fire alarm by calling out HORÍ (FIRE in Czech) and immediately inform the teacher (supervisor of the workplace) thereof, and report the fire by dialling 150 - Fire Rescue Service, or 112 - European Emergency Call number. The 112 emergency call number is to be used mainly for more extensive emergencies.

In such a case, I will provide the following details:

- a) where the fire is (the address of the workplace on fire)
b) what is on fire (e.g. a chemistry laboratory, archives, a hospital ward)
c) who is calling (my first name and surname)
d) persons injured
e) the phone number I am using
f) I will wait at the phone for a possible return call.

I will obey the instructions of the person in charge of the fire brigade (or its members), or of the Police of the Czech Republic.

- 5. Without undue delay, I will inform my teacher (supervisor of the workplace) of all identified deficiencies or faults, which could result in an injury, damage to health or fire. I will immediately inform him or her of all identified deficiencies related to occupational health and safety and fire protection, and, if relevant, of injury to me or other persons. I will have all injuries immediately treated, and subject to the circumstances I will immediately ask the teacher (supervisor of the workplace) to record the injury or draw up an accident report. After my sick leave terminates, I will submit the form called Report on Compensation for Pain and Suffering (KOOPERATIVA a.s. insurance company) duly filled in and confirmed by the attending doctor to the secretary of the respective department.

I hereby acknowledge that accident insurance applies only to my person and my activities during instruction according to the programme of study, and is valid only in Europe. The insurance does not apply to free-time activities before and after classes, lectures, practical classes, day training programmes or professional training plans, courses etc.

- 6. I hereby declare that I will observe the strict confidentiality of all sensitive personal details, and other facts which I learn in course of my practical training. Should I breach such duty of confidentiality, I am aware of possible sanctions under the Disciplinary Code of PU, and other possible sanctions pursuant to applicable laws.

Please sign on the last page

extinguishing flammable gases

extinguishing live devices under voltage up to 1,000 V

- c) never use to extinguish the following: !!! loosely stored loose materials (sawdust, dust, wood shavings)
d) do not use in small confined spaces

I also acknowledge that I have been duly acquainted with the principles of occupational safety, namely:

- with occupational hazards and corrective actions while performing my job or related activities
• with the workplace, its surroundings and working conditions
• with technological and work procedures, or as necessary working with contagious and biological materials and methods for their disposal
• with instruction manuals for machinery, devices, electrical appliances, technical devices and tools, and with the use of working tools
• with safety signs, signage and signals
1) with the effects of hazardous substances and flammable liquids, with methods for their use and storage, corrective actions, first aid principles and required decontamination procedures and procedures for elimination of accidents, as well as safety instructions provided by the manufacturer of the hazardous substance, or flammable liquid, safety data sheets and instructions provided by the manufacturer on the label of the product
2) with the use of assigned personal protective equipment

I hereby confirm by my signature that I have been acquainted with the basic obligations arising from the occupational health and safety and fire protection regulations, and that I have fully understood them.

On.....

Date

Student's first name and surname

Student's signature

- 1) Only persons coming into contact with hazardous substances and flammable liquids.
2) Only persons who have been provided with personal protective equipment, or who use such equipment.

Name

Signature



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European Health Insurance Card

Registration of a valid health insurance will be arranged via International Relations Office, a copy of a valid EHIC is required.

Students will receive an e-mail notification as soon as the Confirmation of Registration is available in the International Relations Office

Students come individually to pick up the Confirmation of Registration in the International Relations Office.



Palacký University
Olomouc

EVROPSKÝ PRŮKAZ ZDRAVOTNÍHO POJIŠTĚNÍ



3 Příjmení

NOVÁK

4 Jméno

JAN

5 Datum narození

01/12/1950

6 Číslo pojištění

1234567890

7 Kód ZP

20901 - ZPŠ

8 Číslo průkazu

80203209010000000000

9 Platnost do

31/12/2010

Check
the date



Palacký University
Olomouc

Who is Who?

Institutional coordinator / Mrs. Yvona Vyhnánková (Head of Central International Relations Office)

Incoming Student Coordinator / Mrs. Hamdanieh/ Ms. Bublíková (general and practical issues)

Faculty coordinator (see a list of coordinators)

- each faculty has a **Faculty International Relations Officer** for international students (8 officers)
- deal with STAG/Enrolment Form, Accommodation Subsidy,
- prepare Final Transcript of Records

Departmental coordinator = Responsible Person

- information on courses, study plan
- person to sign your Learning Agreement/ to guarantee your study plan



Palacký University
Olomouc

Faculty Coordinators

Faculty of Arts (Philosophical Faculty)

e-mail: zuzana.henesova@upol.cz

Faculty of Education:

e-mail: jana.dostalova@upol.cz

Faculty of Science:

e-mail: dana.gronychova@upol.cz

Faculty of Medicine:

e-mail: petra.nakladalova@upol.cz

Faculty of Physical Culture:

e-mail: zuzana.hanelova@upol.cz

Faculty of Law:

e-mail: radana.kuncova@upol.cz

Faculty of Health Sciences:

e-mail: irena.jedlickova@upol.cz

Faculty of Theology:

e-mail: petra.hubena@upol.cz



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Palacký University ID Card

1. Fill in a form and add a passport size photograph (do not stick it, just clip it)
2. Pay a deposit of **200,- CZK**, bring a receipt of the payment to the International Office or give it to your Czech buddy. Applications are submitted by the international office (form+photo+ confirmation of a paid deposit)
3. The ID card is issued in Zbrojnice (Central Library) within a week upon the request was submitted. **ID cards are taken individually** during the office hours (see the information board, join Practical information II).

**Palacký University ID Card = „Two in One Card“
ISIC + a full-time student university card**



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Palacký University ID Card

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"/> Faculty of Physical Culture |
| <input type="checkbox"/> Rector's office UP | <input type="checkbox"/> Accommodation and Dining |
| <input type="checkbox"/> others | |

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:

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

Date of birth
(DD/MM/YYYY)

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). | | |

14/09/2016



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Payments Office/Cash Office

Courtyard, Křížkovského 8, a deposit of **200,- CZK**

Please follow instructions of your guides!

Keep a confirmation of payment and bring it to the International Relations Office/ give it to your buddy!

Monday	9.00 - 12.00	13.00 - 14.30
Tuesday	9.00 - 12.00	13.00 - 14.30
Wednesday	9.00 - 12.00	13.00 - 14.30
Thursday	9.00 - 12.00	13.00 - 14.30
Friday	9.00 - 12.00	13.00 - 14.30



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ID Card Office Central Library (called Zbrojnice)

Monday	9.00 - 11.30	13.00 - 14.00
Tuesday	9.00 - 11.30	
Wednesday	9.00 - 11.30	13.00 - 14.00
Thursday	9.00 - 11.30	13.00 - 14.00
Friday	9.00 - 11.30	



Palacký University
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Palacký University Student Card

24 hours after printing ready for full use

Library

Computer Halls

Dining Hall – **Envelopa or Neředín** – meal orders

Problems: Main Dining Hall at Envelopa, 17.listopadu street,

Mrs.Vodrážková /office hours:

Mo – Thu: 11.00 – 14.00

Friday: 11.30 – 13.30

Password for online meal orders

Discount prices



Palacký University
Olomouc

Registration of Courses at Palacký University both required

Online – Stag

Deadline – 26. 9./ 30.9. 2016

Faculty of Arts – student

Law – coordinator

Science – coordinator

Medicine – coordinator

Health Sciences – coordinator

Education – coordinator

Theology – coordinator

Physical Culture – coordinator

Paper – Enrolment Form

Deadline – 3.10. 2016

Bring the form with selected
courses to the faculty
coordinator.

Do not just rewrite courses from
your Learning Agreement

-there may be some changes!



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Enrolment Form

1. It's necessary to fill out the form as soon as possible upon your arrival
2. Have the form confirmed by UP teachers
3. Bring the confirmed form to your **faculty coordinator** in order to do/check your registration in STAG **by September 30/ October 3, 2016**

Notes:

- At the beginning of each term the student will draw up a schedule of courses. The courses must be registered into this form and their enrolment must be approved by the individual lecturers. *Please, use original course title and code as listed in the course catalogue STAG.*
 - ***Latest in three weeks after the term begins the student should submit the form to the responsible faculty coordinator – see a list below) for registration of course participating students (STAG).**
 - After completing the course requirements, the student should enter the grading into the form (credit amount).
 - The student must submit the hard copy of the form to the faculty coordinator (faculty coordinator) before he/she starts the course.
 - Palacký University will send the form to the student's home institution and to the student's home institution form only after all commitments between the student and the home institution (Dormitories administration) have been settled.
- *There are differences in administration at UP Olomouc, please follow the instructions given by your faculty coordinator during the orientation week

Palacký University Faculty Coordinators:

- Faculty of Arts:** Ms. Zuzana Henešová – zuzana.henesova@upol.cz
Faculty of Medicine: Ms. Petra Nakládalová – petra.nakladalova@upol.cz
Faculty of Health Sciences: Ms. Irena Jedličková – irena.jedlickova@upol.cz
Faculty of Education: Ms. Jana Dostálová – jana.dostalova@upol.cz
Faculty of Science: Ms. Dana Gronychová – dana.gronychova@upol.cz
Faculty of Law: Ms. Radana Kuncová – radana.kuncova@upol.cz
Faculty of Physical Culture: Ms. Zuzana Hanelová – zuzana.hanelova@upol.cz
Faculty of Theology: Ms. Petra Hubená – petra.hubena@upol.cz

Description of the UP grading system:

- Credit (R)** awarded after fulfilling academic requirements at the end of each term
- Colloquium (R)** exam, graded only "passed" or "failed" (no grade)
- Exam, grades**
- A – excellent
 - B – excellent minus
 - C – very good
 - D – very good minus
 - E – good
 - F – fail

The value of local credits corresponds to ECTS credits.



Palacký University
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ERASMUS+ / EXCHANGE STUDENT ENROLMENT FORM Výkaz o studiu výměnného studenta

Name of the student/Jméno:

SHELDON COOPER

Date of birth/Datum narození:

06/07/1993

Permanent address/Trvalé bydliště:

ROAD 12, STREET 3
MEXICO CITY 45671, MEXICO

E-mail:

SHELDON.COOPER@GMAIL.COM

Home Institution/Vysílající instituce:

ABRAHAM UNIVERSITY

Home Institution address (to send Transcript of Records) /
Adresa vysílající instituce (pro zaslání výpisu výsledků):

ABRAHAM UNIVERSITY
ROAD 34, STREET 6, MEXICO CITY 45671, MEXICO

Name and email of the coordinator at the home institution /
Jméno a email koordinátora na vysílající instituci:

JOHN.SMITH, JOHN.SMITH@GMAIL.COM

Check your
faculty
coordinator

Fill in the
front
page!



Staying at Palacký University Dormitories

- Read your contract!
- If you change the date of your departure, inform the accommodation office and have a change recorded in your contract, **one month notice period!**
- Keep the rules – mainly: no noise during night hours, no alcohol, drugs, smoking, keep your place and cooking areas clean, no pets are allowed, return the key of the laundry room in time, otherwise you pay for extra time!
- Breaking the rules can cause an end of your stay there, your home institution will be informed !
- „Shopping carts are the property of the shopping centers – e.g. Globus supermarket!



Accommodation Subsidy

- A portion given to **Erasmus+** students to support their accommodation
- Paid each semester (according to a real length of a study stay)
- Students leaving UP in December and by January 15, 2017 will have their subsidy ready at the cash desk from **December 12, 2016**
- Students leaving UP after January 15, 2017 will get their subsidy at the cash desk from **January 16, 2017**



Accommodation Subsidy

- No application form
- Necessary to inform the **faculty coordinator** about a departure date by November 30, 2016 (everybody!)
- Paid in cash (CZK) at the main cash desk, Křížkovského 8 (the only place)
- To get a full subsidy for the last month of the stay a student has to stay at UP min. 15 calendar days
- Subsidy cannot be paid in advance



Palacký University
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Public Transport Card / Student Pass

1. Fill in a form and add a passport size photograph
2. Have the form confirmed in the International Relations Office
3. Go to the Public Transport Agency (center of the town, see the map with your buddy)
4. Buy a trampass
 - 10 months trampass / 1350 CZK
 - 3 months trampass / 450 CZK
 - 1 month trampass / 175 CZK



Dopravní podnik města Olomouce, a.s.

STUDENTSKÁ ŽÁDANKA NA ŠKOLNÍ ROK 2016 / 2017

Žádám o vydání studentské průkazky k využívání zlevněných časových jízdenek pro studenta, žáka, učně od 15 do 26 let věku (tj. do dne, který předchází dni 26. narozenin) na základě podmínek uvedených na rubové straně žádanky, s kterými jsem se seznámil(a) a které se zavazuji dodržovat.

NAME + SURNAME
Jméno a příjmení žadatele: SHELDON COOPER
(vyplňte hůlkovým písmem)

DATE OF BIRTH
Datum narození žadatele: 06/07/1993

Název a adresa školy: UNIVERZITA PALACKÉHO V OLOMOUCI, KRÍŽKOVSKÉHO 8.
771 47 OLOMOUČ YEAR OF STUDIES 3
třída – ročník

DATE
V Olomouci dne 14/09/2016

Sheldon Cooper
SIGNATURE podpis žadatele

Potvrzení školy:

Potvrzujeme, že žadatel(ka) je žákem, studentem denního studia na naší škole ve školním roce 2016 / 2017.
V běžném školním roce nesmí být žadateli potvrzena druhá žádanka.

Univerzita Palackého v Olomouci
Zahraněční oddělení
Křížkovského 8 | 771 47 Olomouc

14/09/2016
datum, razítko a podpis oprávněného zástupce školy

Vyplní dopravce:

Údaje ověřil a zlevněnou časovou jízdenku č. vydal
razítko a podpis oprávněného zaměstnance



Palacký University
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Czech For Foreigners' Courses

Survival Czech Course / only during orientation week

Semester course / two 90 min lessons per week

Placement test: Not for beginners !

Test assignment available at www.kb.upol.cz (Czech for Foreigners, Erasmus), deadline for sending the test is **September 18, 2016**. Results will be sent to the e-mail address of the sender.

To view the timetable - check the web: www.kb.upol.cz or information board in the International Office!



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Czech For Foreigners' Courses

CJPC1 – Czech for Foreigners – course – 4 ECTS

CJPCZ1 – Czech for Foreigners – exam – 1 ECTS



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Public Holidays in the Czech Republic

28 September – St Wenceslas Day (Czech Statehood Day)

28 October – Independent Czechoslovakia

(founded in 1918)

17 November – Struggle for Freedom and Democracy Day

24 December - Christmas Eve

25, 26 December - Christmas

Offices and some stores are closed !



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Practical Information II.

- Guided tour with a Czech student / guide
- Central Library
- British Library
- University services: Computer Hall, Xerox, ID Card Office, Cash desk, Bookshop,
- Basic orientation – departments



Palacký University
Olomouc

Meeting Departmental Coordinators (Responsible Persons)

Faculty/Department	Meeting with the coordinator	Contact
Faculty of Arts:		
Czech Studies	Czech dept. Tuesday, 20.9. at 9.45 a.m. Tř. Svobody 26 , 2nd floor, office of dr. Ondřej Bláha (room no.3.06)	ondblaha@centrum.cz
Political Science	Tuesday, 20.9. 2015 at 13.00 p.m., Křížkovského 12, room 2.13 Mrs Markéta Zapletalová (Ms. Markéta Šustková)	m.zapletalova@upol.cz
Philosophy	Available 19.9. – 23.9., Křížkovského 12, room 3.35	Filip.tvrdy@gmail.com



History	room no. 2.07B , situated on the second floor in the History dept. building Na Hradě street.	Petra.hubena@upol.cz
English	Monday, 19.9. at 12.15 p.m. room no.1.62, Třída Svobody 26, ground floor, on the right, English dept., room no. 1.65	M_janebova@post.cz
Romance Philology	Tř.Svobody 26 Individual meeting upon agreement	Daniel.esparza@upol.cz (Spanish section) Petra.svobodova@upol.cz (Portuguese) Lenka.kovacova@upol.cz (Italian section)
Art History	info sent by e-mail 15.9. or 29.9. at 11.30 a.m. Art Center (KONVIKT), Univerzitní street no.3	Lucie.valdhansova@upol.cz
Faculty of Health Sciences:	Individual meetings with faculty and dept. coordinators	Irena.jedlickova@upol.cz Jana.konecna@upol.cz Barbora.kolarova@upol.cz
Faculty of Education:		
Art	Konvikt, basement on the right, room 013	Vladimir.havlik@upol.cz
Institute of Education and Social Studies (Special) Education Primary Education	Doc. Milan Valenta, PhDr. Alena Jůvová - Žižkovo square 5, ground floor on the right, door no. 104 (info sent by e-mail) PhDr. Alena Vavrdová – Monday, 19. 9. at 13:00 , Faculty of Education, main building, Žižkovo square 5	Valenta22@klikni.cz Alena.juvova@upol.cz Alena.vavrdova@upol.cz
English	Žižkovo square, 5th floor, consulting hours sent by e-mail, 19.9./20.9. at 13.15 -15.00 p .m.	Jana.korinkova@upol.cz



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Faculty of Science: Geography Development Studies	Faculty of Science, main building in 17.listopadu street Dept. of Geography , 19. 9. at 15:00, 2nd.floor, room no.2027 Faculty of Science, main building in 17.listopadu street, 2nd floor, room no. 2027	Petr.simacek@upol.cz Jitka.dolezalova@upol.cz Simona.safarikova@upol.cz
Faculty of Physical Culture:	Thursday, 15. 9. at 16:00 Neředín, Faculty of Physical Culture, NA 411	Zuzana.hanelova@upol.cz
Faculty of Law:	Faculty of Law, building A, 1st floor Envelopa campus - individually	Radana.kuncova@upol.cz