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Palacký University  
Olomouc



# **PRACTICAL INFORMATION I.**

## **Orientation Week / Winter Semester 2018/2019**



## What is on the program?

- Who is Who (coordinators)
- Documents – Safety and Health Protection (Report), Confirmations, LA
- Registration of courses, Enrolment Form (EF)
- European Health Insurance Card (EHIC)
- Palacký University ID
- Public Transport Card (Trampass)
- Accommodation Rules (payment, deferred payment, deposit)
- **Accommodation Subsidy**
- **Waste Management Municipality Fee**
- Czech Language Course
- Academic calendar, national holidays, deadlines
- Medical care, safety, shopping etc...



## Who is Who?

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

**Incoming Student Coordinator** / Zuzana Hamdanieh / Tereza Kalousková/  
Eva Ohnisková (general and practical issues)

**Faculty coordinator** (see the list of coordinators)

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

**Departmental coordinator = Responsible Person**

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



## Faculty Coordinators

Faculty of Arts (Philosophical Faculty)	<a href="mailto:lenka.hanicakova@upol.cz">lenka.hanicakova@upol.cz</a> <a href="mailto:j.horakova@upol.cz">j.horakova@upol.cz</a>
Faculty of Education	<a href="mailto:jana.dostalova@upol.cz">jana.dostalova@upol.cz</a>
Faculty of Science	<a href="mailto:dana.gronychova@upol.cz">dana.gronychova@upol.cz</a>
Faculty of Medicine & Dentistry	<a href="mailto:petra.nakladalova@upol.cz">petra.nakladalova@upol.cz</a>
Faculty of Physical Culture	<a href="mailto:tereza.kucerova@upol.cz">tereza.kucerova@upol.cz</a>
Faculty of Law	<a href="mailto:radana.kuncova@upol.cz">radana.kuncova@upol.cz</a>
Faculty of Health Sciences	<a href="mailto:irena.jedlickova@upol.cz">irena.jedlickova@upol.cz</a>
Sts Cyril and Methodius Faculty of Theology	<a href="mailto:petra.hubena@upol.cz">petra.hubena@upol.cz</a>

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 HOŘÍ (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.....

Current 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





Palacký University  
Olomouc

# Confirmation documents – arrival certificate

not required by all institutions – check instructions of your home institution



**UNIVERSITATEA BABEŞ-BOLYAI**  
ROMANIA



**Erasmus+**  
Centre for International Cooperation  
Avram Iancu street, no. 68  
Tel.: 0264-42 97 62  
co@ubbcluj.ro  
www.cct.ubbcluj.ro  
Cluj-Napoca, RO-400083

At the beginning of a study stay

**ARRIVAL CERTIFICATE**  
(study mobility)


I hereby Suzana HAMDANIEH (name, position) certify that Ms/Mr ANDI ORSOLYA from Universitatea Babeş-Bolyai, Cluj-Napoca, ROMANIA (RO CLUJNAP01) is enrolled as an ERASMUS\* student at (host institution name) PALACKY UNIVERSITY starting with 10.9.2016 (dd/mm/yyyy).

Place and Date  
Olomouc, 20.9.2016

Host University  
(stamp and signature)  
  
**International Student Coordinator**  
Univerzita Palackého v Olomouci  
Zahranicni oddeleni  
Křížkovského 8 | 771 47 Olomouc

This document has to be sent to the ERASMUS Office of the Home Institution, in maximum 2 weeks after arrival.

**Erasmus+**  
Study Placement



**UNIVERSITY OF LINCOLN**  
UNITED KINGDOM

At the end of a study stay

**Confirmation of Student Attendance 2016-17**  
*To be completed at the end of the study period*  
**Please note: the dates given on this document will be used to determine the student's actual entitlement to Erasmus Student Mobility funding**


1. **Student Details** (to be completed by student)
 

Name:	<u>STEPHEN LOWDSCALE</u>
Home of University:	University of Lincoln
Erasmus code:	UK LINCOLN 05
Academic Unit:	<u>DEPT. OF HISTORY</u>
  
2. **Host Institution Details** (to be completed by Institutional Erasmus Co-ordinator at the host institution)
 

Name of Institution:	<u>PALACKY UNIVERSITY</u>
Erasmus Code:	<u>CZ OLMOUC01</u>

I confirm that the above student completed an Erasmus study placement at our institution between 10.9.2016 and 18.12.2016  
(date / month / year) (date / month / year)

We **have provided / will provide** (please delete as applicable) the student with a transcript giving details of their studies during the placement.

Name:	<u>SUZANA HAMDANIEH</u>
Position:	<u>INCOMING STUDENT COORDINATOR</u>
Signature:	
Date:	<u>18.1.2017</u>

Official Institution Stamp: **Palacký University Olomouc**  
International Relations Office  
Křížkovského 8  
771 47 Olomouc | Czech Republic

Student: Please return to your Erasmus administrator no later than 2 weeks upon your return to Lincoln



Palacký University  
Olomouc

# Learning Agreement

Before mobility

During mobility

After mobility

Erasmus+ Learning Agreement for studies 2016

**Erasmus+ Higher Education Learning Agreement for Studies**  
Alicja Czerniecka Academic Year 2016/2017

Student	Last name(s)	First name(s)	Date of birth	Nationality <sup>1</sup>	Sex (M/F)	Study cycle <sup>2</sup>	Field of education <sup>3</sup>
	Czerniecka	Alicja	09.05.1993	Polish	F	First	Czech Philology
Sending Institution		Name	Faculty/Department (if applicable)	Address	Country	Contact person name <sup>4</sup> , email, phone	
		University of Bielsko-Biala	Faculty of Humanities and Social Sciences/Department of Slavic Languages	ul. Wilkowa 2, 43-300 Bielsko-Biala	Poland	Barbara Loranć-Paszyk, PhD bloran@ath.bielsko.pl +48 33 82 79 454	
Receiving Institution		Name	Faculty/Department (if applicable)	Address	Country	Contact person name, email, phone	
		Palacký University	Faculty of Arts/Department of Czech Studies	ul. Vilanova 6, 771 41 Olomouc, CZ	Czech Republic	Zuzana Hamdanieh N.A. zhamdan@upol.cz +420 58 563 11 08	

## Before the mobility

**Study Programme at the Receiving Institution**  
Planned period of the mobility: from [month/year] 9/2016 to [month/year] 2/2017

Table A Before the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue <sup>5</sup> )	Semester (e.g. winter/summer term)	Number of ECTS credits (or equivalent) <sup>6</sup> to be awarded by the Receiving Institution upon successful completion
	KBH/SGPS	Contemporary Grammatical Description	winter	3
	KBH/CLIS	Czech Literature I	winter	3
	KBH/VIS	Culture of Czech speech and writing	winter	3
	KBH/SYSL	Contemporary Slavic languages	winter	4
	KBH/VGC	Czech A1 Foreign Language	winter	7
	KBH/KALAS	Foreign Language 1 - Russian	winter	10
	KAL/CIPA	Foreign Language - English	winter	3
	ERS/TUR1	Tourism 1	winter	3
				<b>Total: 39</b>

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: <http://upol.cz>

The level of language competence<sup>7</sup> in Czech/English (indicate here the main language of instruction) that the student already has or agrees to acquire by the start of the study period is: A2 □ A2 □ B1 □ B2 □ C1 □ C2 □. Native speaker □

## Recognition at the Sending Institution

Table B Before the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester (e.g. autumn/spring term)	Number of ECTS credits (or equivalent) <sup>6</sup> to be recognized by the Sending Institution
		Descriptive Grammar of Czech	autumn	3
		A History of Czech Literature	autumn	3
		Culture and Civilization of Slavic Countries	autumn	3
		The Linguistic and Cultural Aspects of the Slavic World	autumn	3
		Practical Czech	autumn	6
		Practical Russian	autumn	3
		English	autumn	2
		Contemporary Form of Tourism	autumn	3
		Physical education	autumn	1
		Phraseology Slavic	autumn	3
				<b>Total: 39</b>

Provisions applying if the student does not complete successfully some educational components:

**Erasmus+ Higher Education Learning Agreement for Studies**  
Academic Year 2016/2017

**Commitment**  
By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies for the purposes agreed in the inter-institutional Agreement for institutions located in Partner Countries. The Sending Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to ensure all the credits gained at the Receiving Institution for the successfully completed educational components and to cover them towards the student. If any exceptions to this rule are documented in an annex to this Learning Agreement and agreed by all parties, the student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

Commitment	Name	Email	Position	Date	Signature
Student	Alicja Czerniecka	czerniecka.alicja@wp.pl	Student	31.05.2016	<i>Alicja Czerniecka</i>
Responsible person <sup>8</sup> at the Sending Institution	Barbara Loranć-Paszyk, PhD	bloran@ath.bielsko.pl	Erasmus Coordinator	31.05.2016	<i>Barbara Loranć-Paszyk</i>
Responsible person <sup>8</sup> at the Receiving Institution	PhDr. Ondřej Bláha, Ph.D	ondrej.blaha@upol.cz	Odborný asistent na katedře bohemistiky FF UP	31.05.2016	<i>Ondřej Bláha</i>

**During the Mobility**

## During the Mobility

**Exceptional changes to Table A**  
(to be approved by e-mail or signature by the student, the responsible person at the Sending Institution and the responsible person at the Receiving Institution)

Table A2 During the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component (tick if applicable)	Added component (tick if applicable)	Reason for change <sup>9</sup>	Number of ECTS credits (or equivalent)
	KBH/SGPS	Contemporary Grammatical Description	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Choose an item.	3
	KBH/SYSL	Contemporary Slavic Languages	<input checked="" type="checkbox"/>	<input type="checkbox"/>		4
	KPG/MAR1	Foreign Language 1 - Russian	<input checked="" type="checkbox"/>	<input type="checkbox"/>		10
	KAL/CIPA	Foreign Language - English	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3
	KRS/TUR1	Tourism 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		4
	KBH/VGC	Czech A1 Foreign Language	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3
	KBH/VIS	Culture of Czech speech and writing	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3
	KBH/CLIS	Czech Literature II	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Choose an item.	3
	KSD / SPF1	Polish cinema 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		2
	KAL / R21	Russian for Beginners 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		4
	KBH / CIP1	Intensive Course of Czech for Foreign Students	<input checked="" type="checkbox"/>	<input type="checkbox"/>		2
	KAL / GAC1	Raban for Beginners 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		2
	KAL / AM1	Lower Intermediate English 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3
	KSD / TRAF1	Regional aspects in the Polish culture 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3

## Exceptional changes to Table B (if applicable)

(to be approved by e-mail or signature by the student and the responsible person at the Sending Institution)

Table B2 During the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component (tick if applicable)	Added component (tick if applicable)	Number of ECTS credits (or equivalent)
		The Linguistic and Cultural Aspects of the Slavic World	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3
		Contemporary Form of Tourism	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3
		Phraseology Slavic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3
		Standard language and its development in the languages of the countries of the former Yugoslavia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3
		Culture of Polish Language for foreign philologists	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3
		Organizing tourist events	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3

**Erasmus+ Higher Education Learning Agreement for Studies**  
Alicja Czerniecka Academic Year 2016/2017

Commitment	Name	Email	Position	Date	Signature
Student	Alicja Czerniecka	czerniecka.alicja@wp.pl	Student	18.10.16	<i>Alicja Czerniecka</i>
Responsible person at the Sending Institution	Barbara Loranć-Paszyk, PhD	bloran@ath.bielsko.pl	Erasmus Coordinator		<i>Barbara Loranć-Paszyk</i>
Responsible person at the Receiving Institution	PhDr. Ondřej Bláha, Ph.D	ondrej.blaha@upol.cz	Odborný asistent na katedře bohemistiky FF UP	11.10.16	<i>Ondřej Bláha</i>

## After the Mobility

**Transcript of Records at the Receiving Institution**  
Start and end dates of the study period: from [day/month/year] \_\_\_\_\_ to [day/month/year] \_\_\_\_\_

Table C After the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Was the component successfully completed by the student? (Yes/No)	Number of ECTS credits (or equivalent)	Grades received at the Receiving Institution
				<b>Total: ...</b>	

(Signature of responsible person in receiving institution and date)

**Transcript of Records and Recognition at the Sending Institution**  
Start and end dates of the study period: from [day/month/year] \_\_\_\_\_ to [day/month/year] \_\_\_\_\_

Table D After the mobility	Component code (if any)	Title of recognized component at the Sending Institution (as indicated in the course catalogue)	Number of ECTS credits (or equivalent) recognized	Grades registered at the Sending Institution (if applicable)
				<b>Total: ...</b>

(Signature of responsible person in sending institution and date)

<sup>1</sup> Nationality: country to which the person belongs administratively and that issues the ID card and/or passport.  
<sup>2</sup> Study cycle: Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).  
<sup>3</sup> Field of education: The ISCED-E 2013 search tool available at [http://ec.europa.eu/education/tools/isced-f\\_en.htm](http://ec.europa.eu/education/tools/isced-f_en.htm) should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.  
<sup>4</sup> Erasmus code: a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.  
<sup>5</sup> Contact person: person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.



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## Registration of Courses at Palacký University ONLINE & PAPER - required are both

Online – STAG

Deadline – **asap** / different deadlines for faculties

**Faculty of Arts – student!**

Law – coordinator

Science – coordinator

Medicine – coordinator

Health Sciences – coordinator

Education – coordinator

Theology – coordinator

Physical Culture – student + coordinator

Paper – Enrolment Form

Deadline – **30. 9. / 1.10. 2018**

Bring the Form with selected courses to the faculty coordinator.

Do not just rewrite courses from your Learning Agreement

-there may be some changes!

**It is important to deliver the yellow card at the beginning and at the end of the semester!**





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## Faculty of Arts

- Registration in STAG is done **by the students themselves!**

Enrolment Form/Yellow Card must be delivered (whether or not confirmed by teachers) in person by **October 1, 2018 at the latest** to Ms. Lenka Haničáková, Faculty of Arts, Křížkovského 10

**It is important to bring the yellow card!**



## Enrolment Form/ „yellow card“

- 1.It's necessary to fill in 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 30 September/ 1 October, 2018
4. Newly required also by the Faculty of Physical Culture.

## 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 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. Lenka Haničáková – [lenka.hanicakova@upol.cz](mailto:lenka.hanicakova@upol.cz)  
**Faculty of Medicine:** Ms. Petra Nakládalová – [petra.nakladalova@upol.cz](mailto:petra.nakladalova@upol.cz)  
**Faculty of Health Sciences:** Ms. Irena Jedličková – [irena.jedlickova@upol.cz](mailto:irena.jedlickova@upol.cz)  
**Faculty of Education:** Ms. Jana Dostálová – [jana.dostalova@upol.cz](mailto:jana.dostalova@upol.cz)  
**Faculty of Science:** Ms. Dana Gronychová – [dana.gronychova@upol.cz](mailto:dana.gronychova@upol.cz)  
**Faculty of Law:** Ms. Radana Kuncová – [radana.kuncova@upol.cz](mailto:radana.kuncova@upol.cz)  
**Faculty of Physical Culture:** Ms. Zuzana Hanelová – [zuzana.hanelova@upol.cz](mailto:zuzana.hanelova@upol.cz)  
**Faculty of Theology:** Ms. Petra Hubená – [petra.hubena@upol.cz](mailto: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.



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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!

Important!

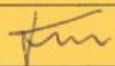



Name/Jméno: SHELDON COOPER

Academic year/Akademický rok: 2018/2019

Semester/Semestr:

Winter  
Semester

Course code/ Kód kurzu	Course title and time / Název kurzu a čas konání	Lecturer / Vyučující	ECTS credits amount / Počet kreditů	Enrolment approval/ Potvrzení o zápisu	Grade/ Hodnocení	Date and signature/ Datum a podpis
KAA/LK03	INTRODUCTION TO CZECH CULTURE / LITERARY COLLOQUIUM 3 WED 16:45	dr. LIVINGSTONE	4		A	 17.12.2016

More information on courses at <https://edis.upol.cz/cc>

FACULTY APPROVAL

NAME: Faculty Coordinator

DATE: 10.02.2017

SIGNATURE: 

STAMP: 





## European Health Insurance Card (EHIC)

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

- Upload a copy of **VALID** EU health insurance card/document into the Online Application /Appendices **by 21.9.2018**
- Only **valid insurance** can be registered. When the registration is approved, students will be notified via e-mail.
- Students who need to see the doctor urgently can individually contact the IRO to request the registration in priority.



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EVROPSKÝ PRŮKAZ ZDRAVOTNÍHO POJIŠTĚNÍ



3 Příjmení

**NOVÁK**

4 Jméno

**JAN**

5 Datum narození

**01/12/1950**

6 Číslo pojištěnce

**1234567890**

7 Kód ZP

**20901 - ZPŠ**

8 Číslo průkazu

**80203209010000000000**

9 Platnost do

**31/12/2010**

Check  
the date



Palacký University  
Olomouc

Všeobecná zdravotní pojišťovna

Pobočka/Expozitura/Územní pracoviště v OLOMOUC  
Všeobecná zdravotní pojišťovna OLOMOUC

kód pojišťovny: 11189 - VZP OLOMOUC  
adresa: [redacted]  
spojení:  
fax:  
telefon: 420 952 222 222  
e-mail: info@vzp.cz

ev. číslo Potvrzení:

### potvrzuje

že pojištěnec [redacted] ..... dat nar. 14.12.1992  
pojišťovací číslo ve státě Polsko ..... : 9212140R228  
číslo pojištěnce v ČR : 9282644030  
druh pojištění : ...4 - pojištění dle mezinárodních smluv .....  
adresa ve státě .....  
adresa v ČR : CZ .....  
má

- podle Nařízení Evropského parlamentu a Rady č. 883/2004  
 podle platné smlouvy mezi Českou republikou a .....

od 28.11.2016 ..... do 10.02.2017. nárok na:

- věcné dávky v rozsahu nutné a neodkladné péče  
 lékařsky nezbytnou zdravotní péči s přihlednutím k povaze dávek (nemoci) a předpokládané době pobytu na území ČR. Péče musí být poskytnuta tak, aby se pacient nemusel do státu pojištění vracet předčasně. Toto Potvrzení neopravňuje k čerpání péče na účet české zdravotní pojišťovny, pokud sem pacient vycestoval pouze za účelem jejího poskytnutí  
 všechny věcné dávky zdravotní péče v plném rozsahu podle platných právních předpisů České republiky, jako by byl našim pojištěncem.  
 léčení podle zdravotní pojišťovnou přiložené kopie souhlasu příslušné instituce (zdravotní pojišťovny / nemocenské pokladny) ve smluvním státě s lékařským ošetřením

Náklady poskytnuté zdravotní péče účtujte podle metodiky samostatnou fakturou se samostatnými dávkami.

dne 30.11.2016 .....

razítko a podpis

nicky podepsal(a)  
2016.11.30  
3 CET  
Vystavil, podepsal



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ERASMUS+

MY APPLICATION

APPLICATION

LEARNING AGREEMENT

APPENDICES

DOCUMENTS

Login:

[REDACTED]

Status:

[REDACTED]

LA status:

[REDACTED]

Welcome to the online application





## Counselling & Medical Care

- Medical Care
- There is a basic Healthcare Centre in Envelopa (J. L. Fischer Dormitory, Šmeralova 10) with a general practitioner and a dentist. Although the doctors can speak basic English, we recommend bringing a Czech-speaking friend along (your buddy), if possible.
- **Registration of your health insurance document required!**
- MD Ševčíková, GP, tel.: +420 585 224 204, email: [jarkasevcik@volny.cz](mailto:jarkasevcik@volny.cz)
- **Monday - Wednesday – 8:00 – 14:00 (14:30)**
- **Thursday – 12:30 – 15:30 only in the afternoon!**
- **Friday – 8:00 – 12:00**
- **Come at least 30 min before the end of the working time!**
- MD Davidová, dentist, tel.: +420 585 220 463



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

Health Centre "Poliklinika" Olomouc, třída Svobody 32  
[www.poliklinikaolomouc.cz](http://www.poliklinikaolomouc.cz)

Health Centre „SPEA“  
nám. Národních hrdinů 769/2, 779 00 Olomouc  
[www.spea.cz](http://www.spea.cz)

Olomouc University Hospital, I. P. Pavlova 6  
[www.fnol.cz](http://www.fnol.cz), [www.fnol.cz/pdf/fnol\\_cz\\_mapa.pdf](http://www.fnol.cz/pdf/fnol_cz_mapa.pdf)



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## Choose your UP ID Card both cards provide the same services within UP

### ISIC + UP ID Card = two in one

**450 CZK** (200 deposit + 250 payment)

Valid till December 2019



### UP Standard Blue Card

**200 CZK** deposit

Valid for the time of a study stay





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# Palacký University ID Card Standard Blue Card (200,- CZK) or ISIC (450,-CZK)?

1. Fill in a form and add a passport size photograph

2. Pay a deposit of **200/450 CZK** to our **ISIC POINT** assistant.

**ISIC POINT** – in the morning 09:00 – 11:00/ Faculty of Law

in the afternoon 13:00 – 14:30/ IRO, Křížkovského 8

**Friday, 14.9. - in the morning 09:00 – 11:00/ IRO, Křížkovského 8**

Bring the application/ the missing items - money? photo? by the end of the week - to International Office, Křížkovského 8.

Applications are submitted by the international office (form+photo+payment)

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 in Portal/contacts to know if your card is ready)

Join Practical information 2. to know where the ID card office is located.

**ISIC= full-time student university card „Two in One Card“ – [www.isic.cz](http://www.isic.cz)**





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## IDENTIFICATION CARD APPLICATION FORM (STUDENT ID CARD)

place photo  
here  
35 x 45 mm

Students are required to have an identification card (ID card) in accordance with Act. No. 111/1998 Coll. of the Higher Education Schools. **Information summary related to usage of ID card at Palacký University is available at: <http://www.cvt.upol.cz/>** (Computer centre/identification cards).

All IC users are provided with some benefits at UP such as registration at Accommodation and Dining facilities, borrowing services of UP Libraries, entrances to rooms and buildings UP. These services are gradually expanded both inside and outside UP (e.g. Public Transportation, Research Library in Olomouc, etc.).

Students of **full-time studies can choose either green ISIC cards with international validity, which are subject to a charge (<http://www.isic.cz>), or so-called standard blue ID card with Palacký University logo, which is designated to other types of studies.**

Students of **combined studies** will receive a standard blue ID card with Palacký University logo.

Deposit of 200 CZK must be paid for both types of ID cards. The deposit is refundable upon the end of studies.

There is an additional license fee 250 CZK for ISIC. ISIC card international validity is from September to December of the following year. Card validity is pre-printed on the front page of the card. Students can prolong the international validity of the ISIC card for the next Academic year. In order to prolong the validity students can purchase a validation stamp for 250 CZK.

If a student is accepted to **more than one faculty**, he or she fills in only **one identification card application form**. If a student has already studied at Palacký University, Olomouc (e.g. previous or follow-up studies) and owns a functional ID card of Palacký University (continuation of full-time or combined form of studies and not changing faculty to FoM or FoHS), he or she does not apply for a new card, does not pay the deposit again and does not send this application to Palacký University.

**Foreign students**, who do not have a Czech birth code, or students from Slovakia born after 1.1.1993, must enter their pseudobirth code assigned in the online application form to the "birth code" box. Foreign students, who have already studied at Palacký University Olomouc or at any other university in Czech Republic must enter their pseudobirth code from their previous studies.

Online application form at UPOL: <https://pnihiaska.upol.cz>

Neředín/  
Envelopa

-----  
surname  
-----  
name / title  
**DATE OF BIRTH**  
-----  
birth code  
-----  
place of residence - ZIP  
(Foreign students shall write the country of origin next to the ZIP code)

### FACULTY:

- Faculty of Health Science
- Faculty of Medicine and Dentistry
- Faculty of Arts
- Faculty of Science
- Faculty of Education
- Faculty of Physical Culture
- Faculty of Law
- Sts Cyril and Methods Faculty of Theology

### I APPLY FOR A CARD:

- full-time study - **ISIC** - international card
- full-time study - **standard blue ID card** - student
- combined study - standard blue ID card - student
- lifelong learning, U3A, RIGG - standard blue ID card - others

### PAID USING:

- on-line using payment gateway
- other form

**Note:** Students of FoM or FoHS prefer these faculties before the others. Report changes regarding faculties immediately to Computer Centre using Palacký University Helpdesk (<http://www.helpdesk.upol.cz>) in order to get a correct card printed.

**Mandatory information according to Act no. 101/2000 Coll., on protection of personal data, the processing of personal data for creating the ISIC card with an international validity.** GTS ALIVE Inc., the data controller, located at Letenská 118/3, Prague 1, company registration number 26193272. The scope of the processed personal data for issuing and use of ISIC card includes name, date of birth, the license is valid from / to the serial number of the card, status of compliance, UID number (chip) card, student status, name of the university and form of study. The processing period is 9 years after the ISIC card is issued and during this period it is necessary to follow the rules of use while using the card at <http://www.isic.cz>.

ISIC applicant agrees to send these data to the data controller for the purposes of this application.

Current  
Date

Signature

OLOMOUC

place of signature

date of signature

student's signature

Send the application FORTHWITH to the address: CVT - pracoviště IK, UP Olomouc, Biskupské nám. 1, 771 11 Olomouc

Write to the bottom-left side of the envelope: "NEOTVÍRAT - Žádost o vystavení IK" ("DO NOT OPEN - ID card application")



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## **ID Card Office Central Library ( called Zbrojnice)**

<b>Monday</b>	<b>7.30 – 12.00</b>	<b>13.00 - 15.15</b>
<b>Tuesday</b>	<b>7.30 – 12.00</b>	<b>13.00 - 15.15</b>
<b>Wednesday</b>	<b>7.30 – 12.00</b>	<b>13.00 - 15.15</b>
<b>Thursday</b>	<b>7.30 – 12.00</b>	<b>13.00 - 15.15</b>
<b>Friday</b>	<b>7.30 – 12.00</b>	<b>13.00 - 15.15</b>



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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 – read instructions from the dormitory representative Mr. Jaroslav Vrba – sent by e-mail

Discount prices



## 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, at least **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 of money given only to **Erasmus+ (KA103)** students to support their accommodation expenses
- Winter semester portion is paid for October, November, December – 3 months/ **760,- CZK** per month
- Always available at the end of the semester (in December) at the main cash desk, Křížkovského 8
- Subsidy cannot be paid in advance
- Paid in cash (CZK)
- No application form
- Necessary to inform the **faculty coordinator** about a departure date if your stay ends up earlier (October/November)



## Waste Management Municipality Fee

- Required from everybody staying in Olomouc for **more than 3 months ( 90 days)**
- Fee of **660 CZK per year**
- Information available in dorms (reception desk)
- Payment is requested by the Municipality of Olomouc, Economic dept., office of municipal fees, based on the Municipal Council decision (order no.6/2016).
- Information is also available on the web of the town (in Czech language):
  - **<http://www.olomouc.eu/aktualni-informace/aktuality/15246>**
- Soon also on the UP web in English /Exchange Students/ News and Reminders
  - **<http://www.upol.cz/en/students/exchange-students/news-and-reminders/>**



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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  
( an ISIC proves your student's status, it can substitute the confirmed form)
3. Go to the Public Transport Agency, Legionářská street no. 1 (center of the town, see the map with your buddy), submit a photo + confirmed form /ISIC
4. Buy a trampass ( prices below are valid for students below 26)  
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

2018/2019

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

DATE OF BIRTH  
Datum narození žadatele:

06/07/1993

DD/MM/YYYY

Název a adresa školy:

UNIVERZITA PALACKÉHO V OLOMOUCI, KRÍŽKOVSKÉHO 8.

771 47 OLMOUC

YEAR OF STUDIES

třída – ročník

3.

DATE

Current Date

V Olomouci dne .....

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 žadatel potvrzena druhá žádanka.

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

Current Date

právněného zástupce školy

Vyplní dopravce:

Údaje ověřil a zlevněnou časovou jízdenku č. .... vydal .....

razítko a podpis oprávněného zaměstnance



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## Czech For Foreigners' Courses

**Survival Czech Course** / a lecture during orientation week

**Semester course** / two 90 min lessons per week

Placement test: Not for beginners !

Test assignment available at [www.kb.upol.cz](http://www.kb.upol.cz) (Czech for Foreigners, Erasmus), deadline for sending the test is **September 16, 2018**. Results will be sent to the e-mail address of the sender.

To view the timetable - check the web: [www.kb.upol.cz](http://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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# Czech for Foreigners

## Contact

Mgr. Darina Hradilová, Ph.D.  
e-mail: [darina.hradilova@upol.cz](mailto:darina.hradilova@upol.cz)  
tel.: 585 633 168

## Placement Test FALL 2018

[placement\\_test.docx](#) 

The placement test is obligatory for intermediate and advanced students. Beginners do not have to fill it in. Please do not use any dictionary and grammar books. Please send your test to [darina.hradilova@upol.cz](mailto:darina.hradilova@upol.cz) till 16. 9. 2018.

## FALL 2018 (CJPC2: 4 crds., CJPZ2: 1 crd.)

	Lesson A	Lesson B	Teacher
Beginners	MON 16:45-18:15 KA-P1.42	WED 15:00-16:30 KA-1.42	Mgr. Karolína Haiderová
Beginners+	TUE 16:45-18:15 KA-1.42	THU 13:15-14:45 KA-P1.37	Mgr. Tomáš Franta
Intermediate	MON 16:45-18:15 KA-P1.37	WED 16:45-18:15 KA-1.42	Mgr. Jana Mášová
Advanced	WED 15:00-16.30 KA-P1.37	FRI 11:30-13:00 KA-1.42	Mgr. Darina Hradilová, Ph.D.



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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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## **Meeting Departmental Coordinators (Responsible Persons) – list of all available on the web**

**Faculty of Physical Culture – Wednesday, 12.9. at 2 p.m., Neředín campus, NA 410 – meeting with the coordinator**

**Faculty of Law – only faculty coordinator – meet her individually any time**

**Faculty of Medicine – meet her individually any time**

**Faculty of Theology – meet her individually any time**

**Faculty of Health Sciences – meet her individually any time**

**Info by e-mail/ meeting at the dept. or individually if no meeting scheduled:**

**Faculty of Science**

**Faculty of Education**

**Faculty of Arts**



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## Meeting Departmental Coordinators (Responsible Persons) – list of all available on the web

<https://www.upol.cz/en/students/exchange-students/departamental-coordinators/>

**Political Science Dept. (FoA)**  
Ms. Markéta Zapletalová  
Tuesday, 18. 9. 2018 at 13.15,  
Křížkovského 12, room 2.13

**Psychology Dept. (FoA)**  
Ms. Tereza Sadková  
on Wednesdays, 8.30 - 9:30  
Vodární 6, office of Ms. Sadková, room 2.24, 1st floor

**History Dept. (FoA)**  
Ms. Petra Hubená

**English Dept. (FoA)**  
Ms. Markéta Janebová  
Monday, 17.9.2018 at 10:30  
Krizkovskeho 10, front building, entrance on the left, ground floor, room 1.44



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## Meeting Departmental Coordinators (Responsible Persons) – list of all available on the web

<https://www.upol.cz/en/students/exchange-students/departmental-coordinators/>

**Czech Studies Dept.**

**Mr. Ondřej Bláha**

**Tuesday, 18.9. at 9:45**

**Křížkovského 10, room 1.22 (FoA)**

**Musicology Dept.**

**doc. Jiří Kopecký**

**Tuesday, 18.9. at 13:15**

**Univerzitní 3, Arts Centre (Konvikt)**

**Theatre and Film Studies Dept.**

**Mr. Milan Hain**

**Tuesday, 18.9. at 10:00**

**Univerzitní 3, Arts Centre (Konvikt), 2nd floor, door 231**



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## Meeting Departmental Coordinators (Responsible Persons) – list of all available on the web

**Institute of Education and Social Studies (FoE - Žižkovo náměstí 5)**

**Ms. Jitka Plischke**

**Wednesday, 19. 9. at 10.30**

**Faculty of Education main building, on the right, room P1**

**Primary Education Dept. (FoE - Žižkovo náměstí 5)**

**Ms. Alena Vavrdová**

**Monday, 17.9. at 14.00**

**Faculty of Education main building, room P 38b**

**English dept. (FoE - Žižkovo náměstí 5)**

**Ms. Jana Koříková (e-mail her to set an appointment)**

**Friday, 14.9. between 9:00 and 11:00 or on Monday 17.9. between 12.30 – 14:00**

**Faculty of Education main building, 3rd floor**

**Dept. of Mathematics**

**Ms. Martina Uhlířová**





## Practical Information II.

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

**IF YOU MISSED THE PRACTICAL INFO 2, PLEASE ASK YOUR BUDDY FOR HELP 😊**