



Palacký University
Olomouc



PRACTICAL INFORMATION I. SUMMARY

Orientation Week / Winter Semester 2018/2019



Information Summary

Coordinators at UP:

- **Incoming student coordinators** - central IRO – general confirmations
- **Faculty coordinator** (Faculty IRO)- academic issues – online registration, final ToR etc.
- **Departmental coordinator** (academic staff person = responsible person for LA)

Registration of courses at UP:

online(STAG) + paper(yellow card) = both required

Faculty of Arts – registration done by student – by **23. 9. 2018**

Other Faculties – registration done by Faculty coordinator

Deadline to submit a yellow card – **30. 9. 2018**



Information Summary

- **Classes start on Monday, September 17, 2018 !**
- Exchange students must be enrolled **FULL TIME** and receive minimum **15 ECTS** per each semester, Erasmus International Credit Mobility students must receive min. **20 ECTS** per each semester
- You must notify the IRO if you decide to cancel your stay before the official end of classes.
- You must notify the IRO as soon as possible of any change of address, legal name, and/or change of your major. If you do not live in dorms you must provide the IRO with an address of a place where you stay in.
- Visa students must report any change of accommodation to the Dept. for Asylum and Migration (OAMP). An appointment there is scheduled by sending an e-mail request to IRO, namely to Ms. Yvona Vyhnanková (yvona.vyhnankova@upol.cz)
- Mind the Smoking Ban in restaurants, public places!



Palacký University
Olomouc

ISIC + UP ID Card = two in one

450 CZK (200 deposit + 250 brand payment)

Valid till December 2019



UP Standard Blue Card

200 CZK deposit

Valid for the time of your study stay





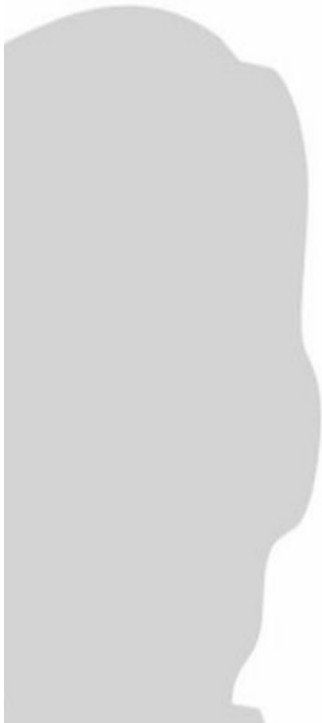
Palacký University
Olomouc

**See UP Portal/Contacts and check if your ID Card has already been printed. If yes, pick up your UP ID Card. Where?
Central Library building (Zbrojnice), ID card office, 2nd floor**

The screenshot shows the Palacký University UP Portal interface. At the top, there is a blue header with the university logo, the text "Portal Palacký University", a search bar with the placeholder "write in your name", and a "Log in" button with a "Čeština" language selector. Below the header, the main content area is divided into several sections. On the left, there is a "Warning - fake spam e-mails" alert with a blue background and white text, followed by a "News" section. On the right, there is a video player showing a group of students, with the text "VÝZKUM A GRANTOVÉ SOUTĚŽE" and "YouTube" overlaid. Below the video, there are two blue tiles: "Weather in Olomouc" showing "-2 °C" and "Help / Helpdesk" with a question mark icon. At the bottom, there are three green tiles for "STAG", "Edis", and "Courseware", each with an icon and a link symbol. In the bottom right corner, the "efb | european federation of biotechnology" logo is displayed.



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Name	Prohášková Alexandra DiS.art.
Portal ID	prohal00
Card number	80086368
Date of manufacture	nevyrobena
Oficial e-mail	alexandra.prohaskova01@upol.cz

Study fields

Code	Field	Year	Type	Faculty
F171039	8102R005 - Muzikologie	1	Bakalářský	FIF



Palacký University
Olomouc

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 on the web or contact a dormitory representative Mr. Jaroslav Vrba – sent him an e-mail request

Discount prices



European Health Insurance Card (EHIC)

Registration of the valid health insurance will 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 + **provide a copy of the card during the OW /first week of classes**
- Only **valid insurance** can be registered.
- When the registration is approved, students will be notified **via e-mail or** written proof in the International Relations Office, Křížkovského 8



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



ERASMUS+

MY APPLICATION

APPLICATION

LEARNING AGREEMENT

APPENDICES

DOCUMENTS

Login:

[REDACTED]

Status:

[REDACTED]

LA status:

[REDACTED]

Welcome to the online application



Palacký University
Olomouc

Access into the UP online application after arrival

- Via link received at the very beginning of the application process
- Via UP Portal – using UP login and password

Haven't received a notification e-mail with UP login and password?

Check information in the online application!

ERASMUS+

MY APPLICATION INFORMATION

APPLICATION LEARNING AGREEMENT APPENDICES DOCUMENTS

UP Login: [REDACTED]01

Pseudo birth number: 95051815KT

Login: 2a02f8f0-8d34-428c-b1d2-fd9ed6fd7ae5 [REDACTED]

Status: **Accepted**

LA status: **Uploaded by coordinator**

Welcome to the online application

Have you ever studied at Palacký University Olomouc before or have you ever applied for admission here?



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Olomouc

Using UP Portal

Zabezpečeno

https://portal.upol.cz



Portal
Palacký University

Search Contact or App



Incidents: 1

Log in

Important announcements

Přihlašovací údaje do Portálu UP



Uživatelské jméno



















Heslo

Přihlásit



Using UP Portal

News

 STAG	 Edis	 E-mail	 Canteen
 MOODLE	 LMS Unifor	 UPShare	 Dormitory / ISKAM
 Small STAG	 Courseware	 Office 365	 Electronic forms
 Help / Helpdesk	 17 °C Weather in Olomouc	 OwnCloud	 Erasmus



Palacký University
Olomouc

Counselling & Medical Care

- **Special Needs Centre**
- **Address and contact:** Faculty of Education, Žižkovo nám. 5, Olomouc, tel.: +420 585 635 323, mobile phone: +420 775 124 696, email: lucia.pastierikova@upol.cz
- **Psychological counselling**
- the Counselling Centre of the Department of Psychology and Psychopathology, FoE, UP. Email: jana.kvintova@upol.cz. Likewise, students can get psychological help at the UP FoM. Contact the Study Department for more.



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
- **Monday - Wednesday – 8:00 – 14:00**
- **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



Palacký University
Olomouc

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

Health Centre "Poliklinika" Olomouc, třída Svobody 32
www.poliklinikaolomouc.cz

Health Centre „SPEA“
nám. Národních hrdinů 769/2, 779 00 Olomouc
www.spea.cz

Olomouc University Hospital, I. P. Pavlova 6
www.fnol.cz, www.fnol.cz/pdf/fnol_cz_mapa.pdf



Information sources

- Visit the web of IRO at <https://www.upol.cz/en/students/>
- Visit the web of your UP department/Faculty
- FB
- Current password to UPOL Wifi network is: **genius19loci** **NEW!**
- This password was valid until **30.6.2019**. A new password you can view in Portal via Help/Helpdesk



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

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

ARRIVAL CERTIFICATE
(study mobility)

I hereby Luizana HAMDANIEH (name, position) certify that Ms/Mr ANDREI ORSOLYA from Universitatea Babeş-Bolyai, Cluj-Napoca, ROMANIA (RO CLUJNAP01) is enrolled as an ERASMUS* student at (host institution name) PALACKÝ UNIVERSITY starting with 10. 9. 2016 (dd/mm/yyyy).

Place and Date
Olomouc, 20. 9. 2016

Host University
(stamp and signature)
[Signature]
MOBILITY STUDENT COORDINATOR

Univerzita Palackého v Olomouci
Zahraníční oddělení
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.

At the beginning of a study stay

Erasmus+
Study Placement

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: STEPHEN LONSDALE
Home of University: University of Lincoln
Erasmus code: UK LINCOLN 05
Academic Unit: DEPT. OF HISTORY

2. Host Institution Details (to be completed by Institutional Erasmus Co-ordinator at the host institution)

Name of Institution: PALACKÝ UNIVERSITY
Erasmus Code: CZ OLMOUC01

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: LUZANA HAMDANIEH
Position: MOBILITY STUDENT COORDINATOR
Signature: [Signature]
Date: 18. 9. 2016 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

autor prezentace, datum prezentace, univerzitní oddělení, fakulta, adresa

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 student's 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
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
Olomouc

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: 2017/2018

Semester/Semestr:

Summer 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	<i>[Signature]</i>	A	<i>[Signature]</i> 17.12.2016

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

FACULTY APPROVAL

NAME: Faculty Coordinator

DATE: 10.02.2017

SIGNATURE: *[Signature]*

STAMP: 



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!**
- **Rent is always pay for a whole month!**
- **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! Any damage caused by students is taken off the deposit.**
- Any changes, you do in dorms, must be approved by the accommodation office, you must personally report them in the accommodation office in advance.
- „Shopping carts are the property of the shopping centers – e.g. Globus/Albert supermarket!





Palacký University
Olomouc

**Keep your common areas in dorms clean!
Never like in the photo(s) below!**





Palacký University
Olomouc





Accommodation Subsidy

- A portion of money given to **Erasmus+ (KA103)** students to support their accommodation expenses
- Spring 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)
- Received only in person, not by a friend
- No application form
- Necessary to inform the **faculty coordinator** about a departure date if your stay ends up earlier (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/>



Palacký University
Olomouc

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 (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 or information board
in the International Office.



Palacký University
Olomouc

Czech For Foreigners' Courses

CJPC1 – Czech for Foreigners – course – 4 ECTS

CJPCZ1 – Czech for Foreigners – exam – 1 ECTS



Palacký University
Olomouc

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 – only faculty coordinator - meet her individually any time

Faculty of Theology – only faculty coordinator - meet her individually any time

Faculty of Health Sciences – faculty coordinator - meet her individually any time

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

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

Faculty of Science

Faculty of Education

Faculty of Arts



Palacký University
Olomouc

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

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

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

History Dept. (FoA)

Ms. Petra Hubená

Friday, 21.9. 2018 , at 10:00

Na Hradě 5, street, room 1.08



Palacký University
Olomouc

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



Palacký University
Olomouc

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



Palacký University
Olomouc

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 !