



Palacký University
Olomouc



PRACTICAL INFORMATION I.

Orientation Week / Summer Semester 2020/2021



Main Topics

- **Practicalities after the arrival** + important reminders
- Who is Who (introducing coordinators)
- Documents – Safety and Health Protection (Report), Confirmations, LA
- Registration of courses, Enrolment Form (EF)
- Palacký University ID
- Medical care: European Health Insurance Card (EHIC), COVID testing
- Public Transport Card (Trampass)
- Accommodation Rules / Accommodation Subsidy
- Waste Management Municipality Fee
- Czech Language Course
- Academic calendar, national holidays, deadlines



Who is Who?

Institutional coordinator / Mrs. Yvona Vyhnánková (International Relations Office) – staff exchanges, bilateral agreements

Incoming Student Coordinators = contact person/ general and practical issues

Faculty coordinators (see the list of coordinators)

- each faculty has a **Faculty International Relations Officer**
- **STAG/ registration of courses, Final Transcript of Records(ToR)**

Departmental coordinators = responsible person

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



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Central International Relations Office (one office)

(coordinates international agenda on the central level, provides support to Faculty International Offices, etc.)

Institutional coordinator

Incoming student coordinators

Faculty International Relations Offices (8 offices)

Faculty coordinators

Departmental coordinators



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Central Office Incoming Students Coordinators

Ms. Yvona Vyhnánková – Erasmus Institutional Coordinator

Ms. Zuzana Hamdanieh – Erasmus KA103 – EU + Turkey

Ms. Eva Ohnisková – Erasmus KA107 – out of EU

Ms. Tereza Kalousková – Erasmus KA107 – out of EU (Georgia)
Cooperation Agreements (Belarus)

Ms. Štěpánka Přidalová – Cooperation Agreements (Latin America)



Faculty Coordinators

Faculty of Arts (Philosophical Faculty)	Simona.cerna@upol.cz
Faculty of Education	jana.dostalova@upol.cz
Faculty of Science	dana.gronychova@upol.cz
Faculty of Medicine & Dentistry	petra.nakladalova@upol.cz
Faculty of Physical Culture	tereza.havlova@upol.cz
Faculty of Law	radana.kuncova@upol.cz
Faculty of Health Sciences	irena.jedlickova@upol.cz
Sts Cyril and Methodius Faculty of Theology	petra.hubena@upol.cz



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Registration of courses in UP system STAG (**study agenda**)

Online in IS/**STAG**

All students must have their courses registered in STAG!

Deadline – asap / *different deadlines for faculties*

Who does the registration in STAG?

Faculty of Arts – student , 4 weeks for changes from 15.2.2021

Faculty of Law – coordinator, registration of all subjects, 2 weeks for changes

Faculty of Science – student + coordinator in office hours or via email

Faculty of Physical Culture – student + coordinator, 2 weeks for changes

Faculty of Medicine – coordinator + EF is used

Faculty of Health Sciences – coordinator + EF is used

Faculty of Education – student by 22.2.2021, 2 weeks for changes

Faculty of Theology – student by 22.2.2021 + coordinator

Notes:

EF = enrolment form

(yellow card)



Enrolment Form/ „yellow card“

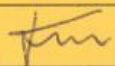

- Required at the Faculty of **Medicine, Health Sciences, Theology**
- It is necessary to fill in the form as soon as possible upon your arrival.
- Have the form confirmed by UP teachers.
- Check instructions from your coordinators!

Name/Jméno: SHELDON COOPER

Academic year/Akademický rok: 2020/2021

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		A	 17.12.2016

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

FACULTY APPROVAL

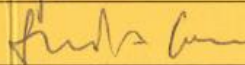
NAME:

Faculty Coordinator

DATE:

10.02.2017

SIGNATURE:



STAMP:





POSSIBLE VARIATIONS OF ERASMUS+ STUDY MOBILITIES AND SUBSEQUENT IMPACT ON FINANCIAL SUPPORT IN ACADEMIC YEAR 2020/2021

PHYSICAL MOBILITY		VIRTUAL MOBILITY	BLENDED MOBILITY (PHYSICAL + VIRTUAL)
STUDY IN PERSON, STAY ABROAD Study programme / traineeship takes place abroad. Participant stays abroad.	STUDY ONLINE, STAY ABROAD Study programme / traineeship takes place online. Participant stays abroad.	STUDY ONLINE, STAY IN CZECHIA Study programme / traineeship takes place online. Participant stays in the Czech Republic.	MOVE ABROAD DURING MOBILITY Mobility is partly physical, partly virtual. Student can begin or finish their mobility online, from the Czech Republic.
ELIGIBLE FOR MAXIMUM GRANT SUPPORT	ELIGIBLE FOR MAXIMUM GRANT SUPPORT	NOT ELIGIBLE FOR GRANT SUPPORT	ELIGIBLE FOR PROPORTIONATE GRANT SUPPORT

GENERAL GUIDELINES FOR GRANT ELIGIBILITY

- Participants are eligible for grant support for a physical mobility or for the periods of a blended mobility when they are physically present abroad.
- The period of a physical mobility or the physical part of a blended mobility must meet the minimum duration of 3 months for study stays, and 2 months for traineeships.
- Unexpected circumstances may occur (restrictive measures adopted by relevant authorities or institutions, illness, etc.) and the physical study mobility or the physical part of a blended mobility may be subsequently cut short. In these cases, force majeure applies. The Erasmus+ programme coordinator of the sending institution must be informed of the situation immediately.
- The virtual part of a blended mobility, when students stay in Czechia, are not limited in duration.
- Participants are not eligible for grant support for a virtual mobility or for the virtual part of a blended mobility.



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International Mobility at Palacký University in 2020/2021

Physical mobility at the host institution = in the host country = Olomouc, CZ

Exchange students arrive in a foreign country to pursue a study program at a host/partner institution.

Students can study online from dorms/private apartment, if possible participate in face-to-face education, or practical training

Host institution confirms the period of stay, provides ToR, the student is eligible to receive the Erasmus scholarship

Virtual mobility in the home country

Exchange students do not leave their home country, they enrol online in classes at a partner institution.

They study online from home.

Host institution confirms enrolment in virtual mobility, provides ToR, but the student is not eligible to receive the Erasmus scholarship (no expenses)



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Paperwork after the arrival ...



Occupational Health and Safety Instructions and Obligation

so called **Report**

Please sign and upload into the UP application - section APPENDICES

Mandatory documents

Before arrival

Scan of ID card or passport (Please ensure that your passport is valid and that you attach a clear and legible photocopy of the personal data page)

Upload

Medical Record Form (Only medical, health sciences students and physical culture physiotherapy major students if interested in clinical practice courses. [Medical Form](#))

Upload

Evidence of English Language Competence (In case you choose courses from KAA/ you are obliged to upload the CEFR B2 certificate. Recommended if you are not a native speaker.)

Upload

After arrival

Occupational health and safety instructions and obligations (Please upload with your signature after the arrival. [Download the form here](#))

Upload

Recommended documents

Academic Transcript of Records (It may be relevant for some study majors to provide information on courses you have completed at your home institution, please upload)

Upload

Scan of EHIC (European Health Insurance Card) (Please ensure that your EHIC is valid including time of proposed study stay abroad, if not, arrange a new valid card and submit a copy after your arrival in the international office)

Upload

Additional documents

Upload

Type	File	Size	Uploaded	
Passport	Passport scan.pdf	321.72 KB	06.05.2020 17:01:46	✘
Ehic	EHic scan.pdf	255.101 KB	19.09.2020 01:28:25	✘

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



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Confirmation documents – arrival certificate

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



UNIVERSITATEA BABES-BOLYAI
ROMANIA



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

At the beginning of the 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 the 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

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

Name of Institution: PALACKY 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: SUZANA HAMDANIEH

Position: INCOMING STUDENT COORDINATOR

Signature: 

Date: 18.1.2017 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



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Learning Agreement (LA)

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 ¹	Sex (M/F)	Study cycle ²	Field of education ³
	Czerniecka	Alicja	09.05.1993	Polish	F	First	Czech Philology
Sending Institution		Name	Faculty/Department (if applicable)	Address	Country	Contact person name ⁴ , email, phone	
		University of Bielsko-Biala	Faculty of Humanities and Social Sciences/Department of Slavic Languages	ul. Wilkova 2, 43-300 Bielsko-Biala	Poland	Barbara Loranc-Pasztyk, PhD bloranc@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. zhamdanieh@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 ⁵)	Semester (e.g. winter/summer term)	Number of ECTS credits (or equivalent) ⁶ 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/VSB	Culture of Czech speech and writing	winter	3
	KBH/SYNL	Contemporary Slavic languages	winter	4
	KBH/VGC	Czech As A Foreign Language	winter	4
	KBH/KALAS	Foreign Language 1 - Russian	winter	10
	KAL/CKPA	Foreign Language - English	winter	3
	KSJ/TUR1	Tourism 1	winter	3
				Total: 39

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

The level of language competence⁷ 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 □ Not sure □ other □

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) to be recognized by the Sending Institution
		Descriptive Grammar of Czech	autumn	3
		A History of Czech Literature	autumn	4
		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
				Total: 39

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 the credits agreed at the Receiving Institution for the successfully completed educational components and to cover them towards the student. The Receiving Institution commits to the credits agreed at the Receiving Institution for the successfully completed educational components and to cover them towards the student. The Sending Institution will communicate to the Receiving 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 ⁸ at the Sending Institution	Barbara Loranc-Pasztyk, PhD	bloranc@ath.bielsko.pl	Erasmus Coordinator	31.05.2016	<i>Barbara Loranc-Pasztyk</i>
Responsible person ⁸ 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 ⁹	Number of ECTS credits (or equivalent)
	KBH/SGPS	Contemporary Grammatical Description	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Choose an item.	3
	KBH/SYNL	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/CKPA	Foreign Language - English	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3
	KSJ/TUR1	Tourism 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		4
	KBH/VGC	Czech As A Foreign Language	<input checked="" type="checkbox"/>	<input type="checkbox"/>		4
	KBH/VSB	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
	KSJ/SF1	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/CAP1	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"/>		3
	KAL/AM1	Lower Intermediate English 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		2
	KSJ/TMAP1	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 Receiving 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 Loranc-Pasztyk, PhD	bloranc@ath.bielsko.pl	Erasmus Coordinator		<i>Barbara Loranc-Pasztyk</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
				Total: ...	

(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)
				Total: ...

(Signature of responsible person in sending institution and date)

¹ Nationality: country to which the person belongs administratively and that issues the ID card and/or passport.
² 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).
³ Field of education: The ISCED-E 2013 search tool available at 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.
⁴ 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.
⁵ 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.



Palacký University
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Medical Care and Services

<https://www.upol.cz/en/students/guide/counselling-medical-care>

- Students with EHIC (EU citizenship + EU residence permit) – insurance registration in the CR required – IRO assistance
- Students from visa countries (commercial comprehensive medical insurance – assistance services included)

Military Hospital (Kláštevní Hradisko) – urgent problems Monday–Friday, preferably from 9–11 am via telephone at +420 973 407 040 or e-mail kaiprovad@vnol.cz.

University Hospital/ Emergency Ward - urgent cases (weekend, night)



Medical Care & Counselling

- **Healthcare Centre in Envelopa** (J. L. Fischer Dormitory, Šmeralova 10) currently without a general practitioner. Dentist and gynaecologist are available there. Although the doctors can speak basic English, we recommend bringing a Czech-speaking friend along (your buddy), if possible.
- **Olomouc University Hospital**, Emergency ward located in the Surgery Clinic (blue building) - so called „urgentní příjem/pohotovost“
- Office hours on working days: 3 pm – 7 am, on weekend 7 am -7 pm
- **Dental Emergency** (24/7) - Olomouc University Hospital, I. P. Pavlova 185/6, KÚČOCH (Dept. of Oral and Jaw Surgery).
- For medical issues that require attention within 24 hours please try to come by 8 pm.
- During night hours 22 -7 please come only for medical issues which require immediate care (injury, bleeding)



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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.



Palacký University
Olomouc

Medical specialists and services in Olomouc healthcare centres

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



European Health Insurance Card (EHIC)

Registration of valid health insurance can be arranged via International Relations Office, based on the valid EHIC.

- Upload a copy of **VALID** EU health insurance card/document into the Online Application /APPENDICES **by 15. 02. 2021**
- Only **valid insurance** can be registered. **Check the expiration date of your card** in the UP online application
- 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 with priority.**
- **Commercial/private insurance – no registration**



Palacký University
Olomouc

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



ERASMUS+

MY APPLICATION

APPLICATION

LEARNING AGREEMENT

APPENDICES

DOCUMENTS

Login:

[REDACTED]

Status:

[REDACTED]

LA status:

[REDACTED]

Welcome to the online application



Palacký University
Olomouc

Všeobecná zdravotní pojišťovna

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

kód pojišťovny: 11189 - VZP OLOMOUC

ev. číslo Potvrzení:

adresa: [REDACTED]

spojení:

fax:

telefon: 420 952 222 222

e-mail: info@vzp.cz

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



Testing after the arrival/ duties after the arrival

- Duty to inform the public health authority representative (KHS) about the second PCR test result via email **infolinka@khsolc.cz** within 10 days after the entry.

Regional Public Health Authority – www.khsolc.cz

- It doesn't organize testing for public; PCR and antigen testing is done in the University Hospital (Fakultní nemocnice Olomouc) or Military hospital (Vojenská nemocnice Olomouc/Kláštevní Hradisko)



Palacký University
Olomouc

Testing in Olomouc

„red countries“ – testing between 1- 5 day after the arrival

„dark red countries“ – testing between 5 -10 days after the arrival

First scheduled testing for BE, NT, IT, F, PL, AT...

Tuesday, 9.2.2021 at 14:00

Testing for ESP, PT, SK, TR..

Friday, 12.2.2021 (arrivals 5.2. - 7.2.) – at 14:30

Wednesday, 17.2.2021 (arrivals after 10.2.) – at 14:00



Palacký University
Olomouc

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

1. **No form!** Open your UP online application, new section

„AFTER ARRIVAL“

2. Pay a **deposit of 200/450 CZK**

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 (check the status regularly to know when the card is ready for you or make a reservation of date to pick up the card).

ID cards office - <https://cvt.upol.cz/en/identificationcards/>


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



Palacký University
Olomouc

How to arrange your Palacký University ID CARD? Enter the UP Online Application

 **ERASMUS+**   

MY APPLICATION  INFORMATION

APPLICATION [LEARNING AGREEMENT](#) [APPENDICES](#) [DOCUMENTS](#) **AFTER ARRIVAL**

UP Login:

Pseudo birth number:

Login: Deadline : After deadline

Status: **Accepted**

LA status: **Uploaded by coordinator**

Welcome to the online application



Palacký University
Olomouc

Choose your UP ID Card in the online application both cards provide the same services within UP

ISIC + UP ID Card = two in one

450 CZK (200 deposit + 250 payment)

Valid till December 2021



UP Standard Blue Card

200 CZK deposit

Valid for the time of a study stay





UP ID CARD

As an Exchange student enrolled in Palacký University you can request a UP ID card.

You can choose only one of the cards mentioned below. Both provide the same services within the university.

In case you already hold an ISIC (picture 1) from your home institution/country, request Palacký University Standard Blue Card (picture 2) and pay less for the card arrangements.

In case you do not have an ISIC yet, it is recommended to apply for the ISIC and use additional advantages.



ISIC (International Student Identification Card)

Price: 450,- CZK

Valid 9/2019 - 12/2020

All available services within UP + official confirmation of student status out of UP

+ additional advantages world-wide (see more at www.isic.com)

Select



Palacký University Standard Blue Card

Price: 200,- CZK

Valid 9/2019 - departure date

All available services within UP + official confirmation of student status out of UP

Select



UP ID CARD

As an Exchange student enrolled in Palacký University you can request a UP ID card.

You can choose only one of the cards mentioned below. Both provide the same services within the university.

In case you already hold an ISIC (picture 1) from your home institution/country, request Palacký University Standard Blue Card (picture 2) and pay less for the card arrangements.

In case you do not have an ISIC yet, it is recommended to apply for the ISIC and use additional advantages.

Selected card



ISIC (International Student Identification Card)

Price: 450,- CZK

Valid 9/2019 - 12/2020

All available services within UP + official confirmation of student status out of UP

+ additional advantages world-wide (see more at www.isic.com)

Status: Card request approved

Payment status: **Paid via payment gate**



Palacký University
Olomouc

Palacký University ID Card

24 hours after printing ready for full use

Library

Computer Halls

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

Discount prices



Identification Cards Office

<https://cvt.upol.cz/en/identificationcards/>

UP > Information and communication technologies > Identification cards

Identification cards

Coronavirus – ID card office service during current government restrictions

ID card office is available during standard office hours, both for the card agenda and validation stamp distribution.

Please make a reservation for a slot at the ID card office reservation system <https://rezervace.upol.cz/karty>

Quick links

- General Information – mass distribution of ID cards to 1st year students and of validation stamps
- Instructions for new students
- Instructions for new employees
- ID card types and their use
- Payments
- Deposit and card distribution
- Validation and stamp distribution
- FAQ regarding ID cards
- Use of ISIC card
- Office hours
- Templates
- Contacts



NO ENTRY WITHOUT
FACE MASK
VSTUP POUZE
S ROUŠKOU

RESERVATIONS

Please make a reservation for a slot at the ID card office reservation system <https://rezervace.upol.cz/karty>

HELPDESK

We ask students to send their questions and inquiries regarding new card, card change, card blocking, revalidations stamps or licence payments through Helpdesk.

<http://helpdesk.upol.cz> – category
"Identification cards and validation stamps"
This is the only way to ensure an adequate response to your questions.



Palacký University
Olomouc

Palacký University Central Library Armoury/Zbrojnice

- Ordering books for loan and collecting them - via e-mail or by phone.
- **In the email you provide the book's call number ("signature"), your name, surname, your date of birth, and the ID number of your ISIC card.**
- As soon as the books are ready, you will receive an e-mail with information on how and where to collect them.
- **Rules for borrowing:**
 - It is possible to borrow **reference books** as well.
 - **Books should be returned via bookdrops ("biblioboxes")**
- **The maximum number of books** a student can borrow is **15**.



Palacký University
Olomouc

Palacký University Central Library – Armoury/Zbrojnice

– **Armoury Central Library:**

Books ordered are supposed to be collected in the non-contact zone behind the door to the Night Study room (you need a valid ISIC card).

Loans: Mon–Fri 8 am–6 pm

E-mail for ordering books: vypujcka@upol.cz

Tel: 585 631 749 | 704 856 137

– <https://www.knihovna.upol.cz/nc/en/news/clanek/palacky-university-library-services-since-4-jan-2021-last-update-4-feb-2021/>



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
- Summer semester portion is paid for February, March, April, May, (June) – 5 months/ **760,- CZK** per month
- Always available at the end of the semester (in May) 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 (March/April)



Waste Management Municipality Fee

- Required from everybody staying in Olomouc for **more than 3 months (90 days)**
- Fee of **816 CZK per year**
- Information available in dorms (reception desk)
- **Paid at the end of your stay!**
- Payment is requested by the Municipality of Olomouc, Economic dept., office of municipal fees, based on the Municipal Council decision (order no.14/2019).
- Information is also available on the web of the town (in Czech language):
- <https://www.olomouc.eu/aktualni-informace/aktuality/15246>
- 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

Public Transport Card / Student Pass

<https://www.dpmo.cz/en/> - **SMS tickets**

1. Fill in a form and add a passport size photograph
2. ISIC or have the form confirmed in the International Relations Office (an ISIC proves your student's status, it can substitute the confirmed application 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

2020/2021

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 žadatelé potvrzeni 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



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 **February 14, 2021**. 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

CJPC2 – Czech for Foreigners – course – 4 ECTS

CJPCZ2 – Czech for Foreigners – exam – 1 ECTS



Palacký University
Olomouc

www.upol.cz

<https://kb.upol.cz/czech-for-foreigners/>

Czech for Foreigners

Contact

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

Placement Test SPRING 2021

[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 till **14. 2. 2021**.

SPRING 2021 (CJPC2: 4 crds., CJPZ2: 1 crd.)

	Lesson A	Lesson B	Teacher
Beginners	MO 16:45-18:15 KA-1.42	WED 15:00-16:30 KA-P1.32	Mgr. Karolina Haiderová
Intermediate	MO 15:00-16:30 KA-1.35	WED 16:45-18:15 KA-P1.37	Mgr. Tereza Packová
Advanced	THU 13:15-14.45 KA-P1.35	FRI 9:45-11:15 KA-1.42	Mgr. Darina Hradilová, Ph.D.

Contact

Placement Test SPRING 2021

SPRING 2021 (CJPC2: 4 crds., CJPZ2: 1 crd.)



Palacký University
Olomouc

Links to join classes

Beginners: Mgr. Karolina Haiderová (kara@email.cz)

Join Zoom Meeting

<https://us04web.zoom.us/j/993776094?pwd=bmEwaHdwSWhOU2JDaWpNmtZY0Z5QT09>

Meeting ID: 993 776 094

Password: 664184

Intermediate: Mgr. Tereza Packová (tereza.packova01@upol.cz)

Join Zoom Meeting

<https://us02web.zoom.us/j/86184980090?pwd=MjJMS1ZZajMzK3I3VG11dDVWTTZlUT09>

Meeting ID: 861 8498 0090

Passcode: 200682

Advanced: Mgr. Darina Hradilová, Ph.D. (darina.hradilova@upol.cz)

<https://bbb.upol.cz/b/hla-h4h-9qf>



Reminder

- **Classes start officialy on Monday, February 15, 2021! Some dept./courses may start later! Check email from coordinators!**
- Exchange studens 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

Students living out of the campus

Your duty is to **report a place of your stay to the Foreign Police Dept.**

– **Department of Foreign Police Olomouc**

Smetanova 14, Olomouc

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

Mon, Wed 8am – 3pm

Tue, Thu 8am – 12noon

EU country student - within 30 days

Visa student – within 3 days

Take the accommodation contract with you!



Palacký University
Olomouc

Public Holidays in the Czech Republic

Easter – Friday, April 2, 2021 - Monday, April 5, 2021

May 1 – Labour Day

May 8 – Liberation Day

Offices and some stores are closed !

May 12, 2021 – UP Sport Day



one practical and important note 😊

Writing an e-mail to your coordinator

Imagine that there are 150 students this semester, each of them communicates via email.

E-mail address – we may like your nicknames, appreciate your imagination and invention, BUT sometimes we do not know who is writing.

- Be **TRANSPARENT** – SHELDON.COOPER@UPOL.CZ
- **Subject** of the email – it is good to know at first look what is the issue
- Be **INFORMATIVE** – Sheldon Cooper_ [arrival form /learning agreement](#)

Content of the email – be **CLEAR** – write to the point, be **POLITE** – write good morning/hello and do not forget to **SIGN** the e-mail



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 (Portal ID) and password

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

Check information in the online application! Contact IRO!

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?



Palacký University
Olomouc

Using UP Portal

Zabezpečeno <https://portal.upol.cz>

The screenshot shows the top navigation bar of the UP Portal. On the left is the university logo and the text 'Portal Palacký University'. In the center is a search bar with the placeholder text 'Search Contact or App' and a magnifying glass icon. On the right, there is a notification icon with a yellow triangle and the text 'Incidents: 1', and a 'Log in' button with a red box around it.

Important announcements - x

Přihlašovací údaje do Portálu UP

	<input type="text" value="Uživatelské jméno"/>
	<input type="password" value="Heslo"/>
<input type="button" value="Přihlásit"/>	



Palacký University
Olomouc

Using UP Portal

The screenshot displays the UP Portal dashboard with a grid of service tiles. A 'News' header is at the top. The tiles are arranged in four rows and four columns. Several tiles are highlighted with red boxes: STAG, E-mail, MOODLE, Help / Helpdesk, and Erasmus.

Row	Column	Tile Name	Icon Description
1	1	STAG	Three stacked books
1	2	Edis	Classical building facade
1	3	E-mail	Envelope
1	4	Canteen	Fork and knife
2	1	MOODLE	Graduation cap
2	2	LMS Unifor	Graduation cap
2	3	UPShare	Share icon
2	4	Dormitory / ISKAM	Hexagonal pattern
3	1	Small STAG	Single book
3	2	Courseware	Person with stethoscope
3	3	Office 365	Office building
3	4	Electronic forms	Folder
4	1	Help / Helpdesk	Question mark
4	2	Weather in Olomouc	Weather icon (17 °C)
4	3	OwnCloud	Clouds
4	4	Erasmus	Globe



Palacký University
Olomouc

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: **studujup2020**
- A new password you can view in Portal via Help/Helpdesk





European **112** Day 2016
factsheet



europaen emergency number association

When should I dial **112**?

- In case of a serious car accident with people injured or killed
- If people nearby you are victims of an act of violence
- If someone is attempting to steal a car
- If someone is attempting to damage or destroy property
- If you notice a person on the ground who may be unconscious



Information is key! Share your knowledge with family and friends.



What to do when dialling **112**?

1 Stay calm

When calling 112 it is important to stay calm. You need to provide the emergency service with relevant information.

2 If possible, make the call yourself

If you can, make the call yourself. No one can explain the situation better than you.

3 Wait until the operator answers your call

It may take a little time, but every repeated call is considered a new one and is put at the end of the queue, therefore the time of getting through might be prolonged.

4 State your name, what happened, who is involved and indicate your location

When the operator answers your call, say your name, try to explain what happened and who is involved. Also, try to indicate your location the best way possible. It makes it easier for the emergency services to reach you.

5 Follow the operator's advice

Answer the questions and follow the operator's advice. Do not hang up until the operator says so. Moreover, try to keep your phone line free until the emergency services reach you. The dispatcher may need to contact you for further information.

6 If something changes, inform 112 again

If the situation changes, for better or for worse, call 112 again and report it.



**BE SAFE AND ENJOY THE
ERASMUS EXPERIENCE!**



How can I protect myself from the coronavirus?

- Hand hygiene is the first and most important line of defence.
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Other tips include:
 - Carry a hand sanitiser with you to make frequent cleaning of hands easy
 - Always wash your hands before you eat
 - Be especially careful in busy airports and other public transport systems about touching things and then touching your face
 - Carry disposable tissues with you and **always cover your nose and mouth when you cough or sneeze** before disposing of the tissue carefully (catch it, bin it, kill it)
 - Do not share snacks from packets or bowls that others are dipping their fingers into
 - **Avoid shaking hands or cheek kissing if you suspect viruses are circulating**
 - **Regularly clean, not just your hands, but commonly used surfaces and devices you touch or handle**
 - **Avoid sharing household items**
 - You should not share dishes, drinking glasses, cups, eating utensils, towels, bedding, or other items with other people. After using these items, you should wash them thoroughly with soap and water.



Hygienic Hand Disinfection for 30 seconds!



1
Place palm on palm, also wrists. Rub against each other.



2
Right palm over left back of hand and vice versa. Move in circles.



3
Palm on palm with spread fingers. Interlock fingers and open again.



4
Outer side of fingers in opposite palm. Interlock fingers. Loosen grip and interlock again.



5
Circular rubbing of the left thumb in the closed palm and vice versa.



6
Circular rubbing of the closed fingertips of the right hand in the left palm and vice versa.



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 😊