



Palacký University
Olomouc



PRACTICAL INFORMATION I. SUMMARY

Orientation Week / Winter Semester 2021/2022



Information Summary

- Classes start officialy on **Monday, September 20, 2021!** Check emails from coordinators about meetings, instructions! Or, write to your departmental/faculty coordinator!
- 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!



Information Summary

- Students of EU countries staying out of the campus (staying in a private apartment) are in a duty to report a place of their stay to the **Foreigner's Police Dept., Smetanova 14, Olomouc** within 30 days after the arrival
- <https://goo.gl/maps/NSnhDA6RnuL2>
- You need to take an **accommodation contract in Czech language**, fill in a brief **form** (available in IRO or at the Police dept.), **ID/passport**



Information Summary

Coordinators at UP:

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

Registration of courses at UP:

- **Online** (STAG) all students must have their courses registered in STAG
- **paper** (yellow card) - required at 2 UP Faculties: **Medicine, Health Sciences,** registration done by the Faculty coordinator based on the yellow card (enrolment form)

yellow card (EF) - follow instructions from the Faculty coordinator

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 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. Simona Černá – simona.cerna@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.



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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!

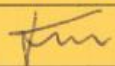

Important!

Name/Jméno: SHELDON COOPER

Academic year/Akademický rok: 2017/2018

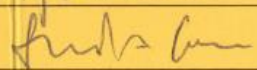
Semester/Semestr:

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		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:





Palacký University
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ISIC + UP ID Card = two in one

450 CZK (200 deposit + 250 brand payment)

Valid till December 2021



UP Standard Blue Card

200 CZK deposit

Valid for the time of your 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.

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



Notification email when the ID card is printed - 2021

Dear student,

This is an automatically generated e-mail, please do not reply.

- Please note that your personal UP ID Card is ready for pick up. **It will be issued in the ID Card Office in “Zbrojnice” (the Armoury building), Biskupské náměstí 1, 2nd floor, room no. 3.87**
- Students must use the reservation system to apply for picking up of the ID card at <https://rezervace.upol.cz/karty>
- Additional information please find on the website of the ID card office <https://cvt.upol.cz/en/identificationcards/#c6366>
- If, for any reason, you do not manage to schedule the appointment, please come within the office hours (see the web).
- **Always state that you are an Erasmus exchange student. Have your ID/passport ready to prove your name to speed up the distribution of the cards.**
- **Please wear a mask/respirator and keep the social distance. No gatherings of students in front of the ID card office allowed. Please enter the office individually, not in a group!**



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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



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 20.9.2021**. Only **valid insurance** can be registered.
- When the registration is approved, students will be notified **via e-mail**. **If you need to prolong the registered insurance, contact** the International Relations Office, Křížkovského 8 or directly the insurance company – see the address in the document.
- **Whole-year students - registration is to expire on January 31, 2022!**



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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
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Health Insurance third countries nationals/visa students

NEW!

Changes to the Act on the Residence of Foreigners with effect from August 2nd, 2021

For the coming five years from the law amendment's effectiveness (i.e., from 2 August 2021 to 2 August 2026), travel medical insurance covering comprehensive health care as required by the Act on the Residence of Foreign Nationals may be taken out **exclusively with Pojišťovna VZP, a.s.** - <https://www.pvzp.cz/en/>

Foreign national arrives in the Czech Republic first on or after 2 August 2021, such a foreign national has an obligation to contract comprehensive health insurance with Pojišťovna VZP, a.s. within ninety (90) days of entering the Czech Republic.



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Counselling & Medical Care

Center for students with Special Needs - <https://cps.upol.cz/en/>

Address and contact: Faculty of Education, Žižkovo nám. 5, Olomouc,
tel.: +420 585 635 323

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.



Medical Care and Services

- 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)

<https://www.upol.cz/en/covid-19/> - check the info + update

- Emergency Ward in the University Hospital – urgent cases (weekend, night)
- Military Hospital/Klášterní Hradisko – 8 – 11 a.m. urgent problems, MUDr. Kaiprová (kaiprovad@vnol.cz)
- Any GP upon appointment – check the web, EHIC+ registration document required
- Need assistance – contact IRO or UP Faculty coordinator



Testing in Olomouc / Covid-19 – RT-PCR test Where to go, how to apply, what is the current cost of the test?

- **Testing in Olomouc** - <https://covid.fnol.cz/antigenni-testovani-verejnosti>
- **University Hospital** (Fakultní nemocnice /FNOL) <https://covid.fnol.cz/>
- **Kláštevní Hradisko (Army Hospital)** – <https://www.vnol.cz/index.php/cs/aktuality-a-akce/410-odberove-misto-na-vysetreni-covid-19-pouze-pro-samoplatce>
- **Šantovka**
- Online reservation system
- After arrival and any time you want to take the test – you pay for the test
- **Test ordered by a GP – paid by insurance company**
- **Self-payers - 814,- CZK**



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Healthcare Centres Olomouc Medical specialists and services

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



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COVID-19 prevention and health guidelines

<https://koronavirus.mzcr.cz/en/>

COVID-19 information hotline (dial 1221) is also available in English from anywhere in the Czech Republic on weekdays from 8 a.m. to 7 p.m. and on weekends from 9 a.m. to 4:30 p.m.

Health and safety is the priority – be smart! It is simple and clear!

We protect you and you protect us!

Social responsibility of (young) people, compliance with the rules, responsibility for consequences!

Covid-19 – deadly serious – none of us is safe unless we all are safe – be smart, **rely on facts and use common sense!**

One bad bar party - spread of the virus!

Outbreak any place - outbreak everywhere!



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Covid- 19 information links

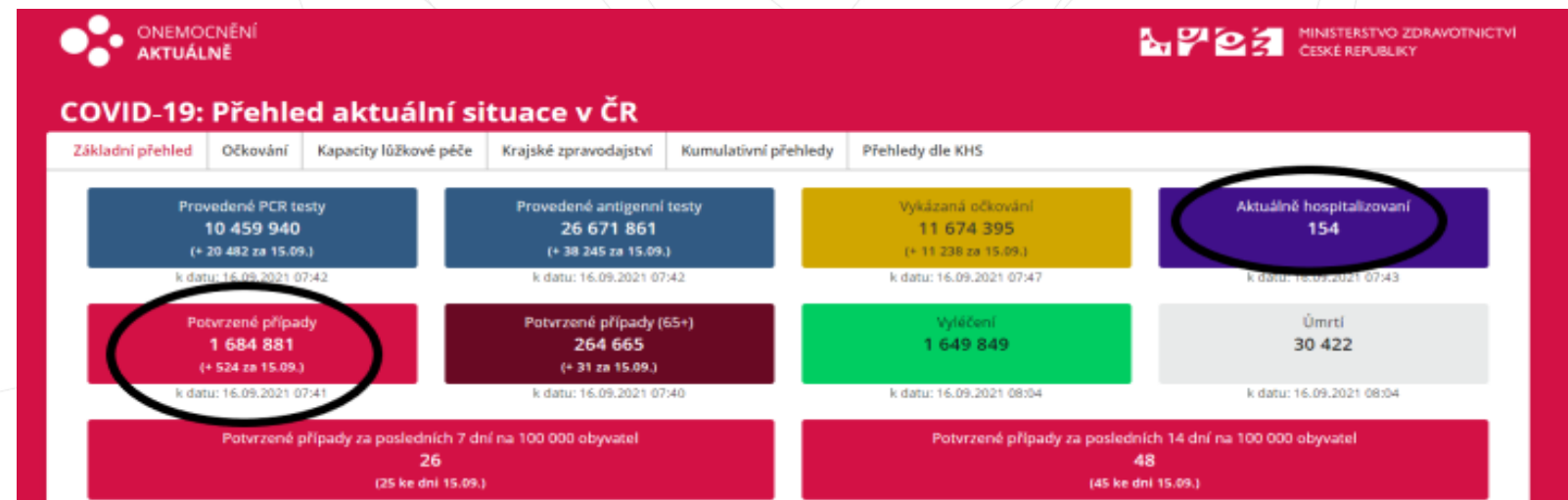
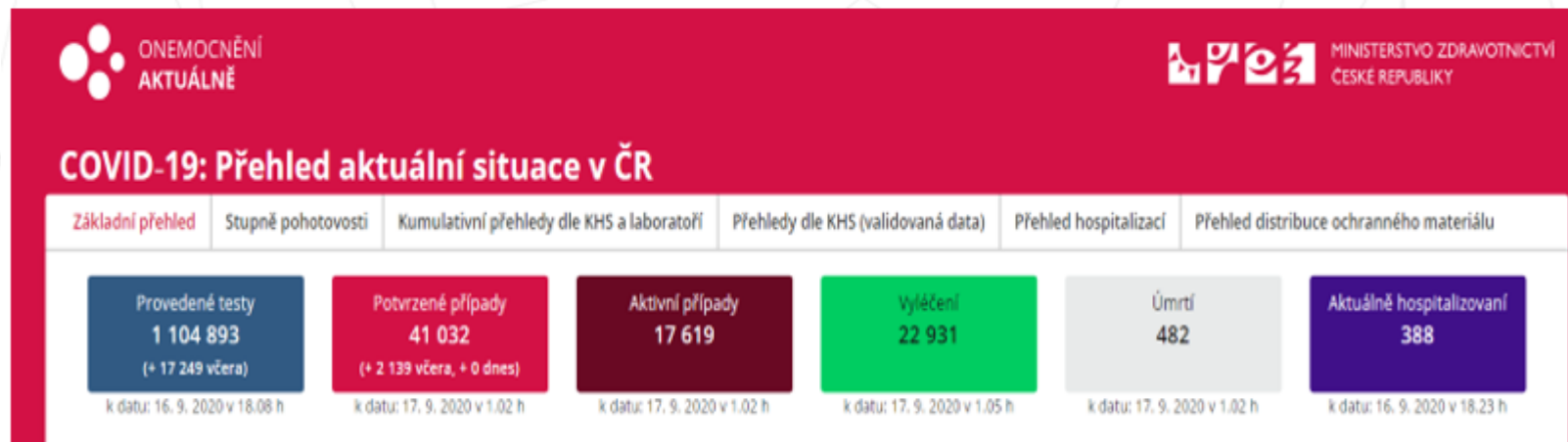
Check the web regularly to stay informed:

- <https://www.upol.cz/covid-19/>
<https://www.upol.cz/en/students/guide/counselling-medical-care/>
- <https://koronavirus.mzcr.cz/en/>
- <https://www.mvcr.cz/mvcren/article/coronavirus-information-of-moi.aspx>



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COVID-19 in the Czech Republic - comparing 16.09.2020 to 16.9.2021

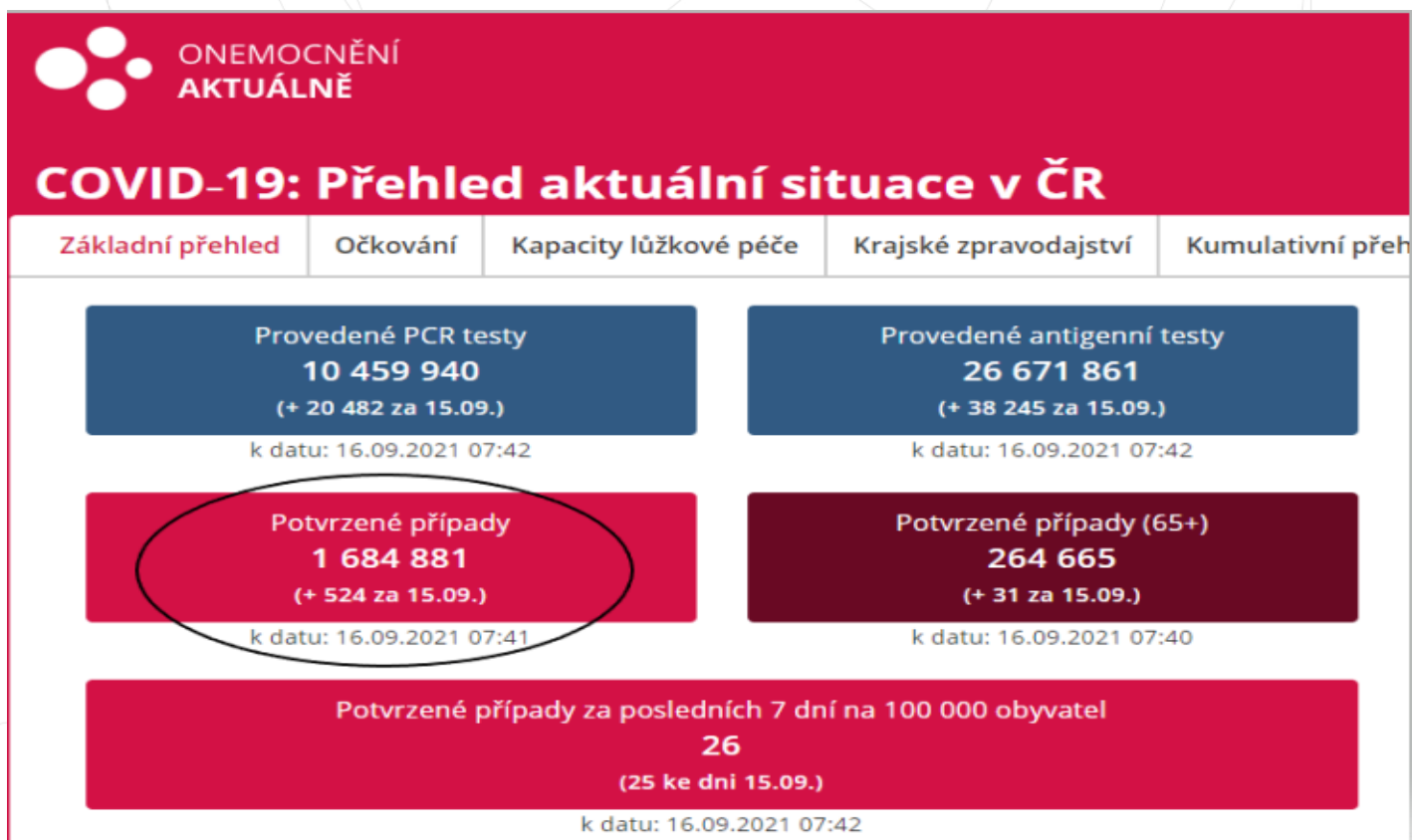




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COVID-19 in the Czech Republic - 16.09.2021

<https://koronavirus.mzcr.cz/>





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REPORT = Occupational Health and Safety Instructions and Obligations (see the slide below)

The document must be signed and uploaded into the UP online application, section „APPENDICES“ as soon as possible after the arrival.

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... 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



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	✘



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 <https://kb.upol.cz/czech-for-foreigners/>** (Czech for Foreigners, Erasmus), deadline for sending the test is **September 19, 2021**. Results will be sent to the e-mail address of the sender.
- To view the timetable - check the web: <https://kb.upol.cz/czech-for-foreigners/>



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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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www.upol.cz

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

FF > Katedra bohemistiky > Czech for Foreigners

Czech for Foreigners

Contact

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

Contact

Placement Test FALL 2021

FALL 2021 (CJPC1: 4 crds.,
CJPZ1: 1 crd.)

Placement Test FALL 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 **19. 9. 2021.**

FALL 2021 (CJPC1: 4 crds., CJPZ1: 1 crd.)

	Lesson 1	Lesson 2	Teacher
Beginners	MON 16:46-18:15 KA-1.35	THU 13:15-14:45 KA-P1.31	Mgr. Zuzana Maleňáková
Intermediate	TUE 8:00-10:30 KA-P1.37	THU 11:30-13:00 KA-2.21	Mgr. David Jirsa
Advanced	WED 15:00-16:30 KA-1.42	FRI 11:30-13:00 KA-1.42	Mgr. Darina Hradilová, Ph.D.



Waste Management Municipality Fee

- Required from incomers staying in Olomouc for **more than 3 months (90 days)**
- Fee of **804 CZK per year** (2021)
- <https://www.upol.cz/en/students/guide/practical-information/#c55234>

- **Starting 2021, students under 26 years of age staying in UP dorms are not required to pay the fee.**
- Payment is requested by the Municipality of Olomouc, Economic dept., office of municipal fees, based on the Municipal Council decision (order no.12/2020).
- Information is also available on the web of the town (in Czech language):
- <https://www.olomouc.eu/aktualni-informace/aktuality/15246>



Announcement Form (Waste management fee)

Announcement of Municipal Fee for the waste management system of collection, transport, sorting, treatment and disposal of municipal waste in the City of Olomouc for persons with residency within the City of Olomouc (Municipality of Olomouc, Economics Department, Office of Municipal Fees)

Reporting: ¹	beginning of fee obligation	date: ²	
	change of data relevant for the fee obligation	date: ²	
	end of fee obligation	date: ²	

Reason for fee: ¹	permanent residency of a Czech citizen
	granted permanent residency of a foreigner
	temporary stay of a foreigner in Olomouc for more than 3 months
	a foreigner who is an applicant for international protection or a person suffered in the territory or an applicant for temporary protection
	a foreigner with international protection or temporary protection status

Surname:			
First name:			
Date of birth:		National Identity Number: ³	

Permanent Address in the Czech Republic: ⁴	Street/number of the house	
	municipality, postal code:	
	additional contacts (telephone number, e-mail, account number):	



Ad Announcement Form (Waste management fee)

- It is necessary to fill out the announcement form and bring it to the **Municipality of Olomouc, Economics department, Office of Municipal Fees, Palacky 14, Olomouc – the third floor and pay the fee.** The precise amount of money will be calculated according to the presented filled out form and the evidence from Police Registration of Foreigners, concretely according to the beginning of fee of obligation in that year (in case of a stay for a period of time from the year, you pay a partial amount of money).
- **If you pay online, do not forget to send the announcement form via email to have you payment identified by the respective office!!!**



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, Šantovka, etc.





Accommodation Subsidy – **YET NOT CONFIRMED!**

- A portion of money given only to Erasmus+ (KA103) students to support their accommodation in Olomouc.
- Winter semester portion is paid for October, November, December – 3 months approx. **750,- CZK** per month
- Always available at the end of semester (in December) at the main cash desk, Křížkovského 8
- Subsidy cannot be paid in advance
- Paid in cash (CZK)
- It must be taken in person!
- No application form
- Info email from IRO to students at the end of November



Dear students,

this kitchen is shared by other residents
as well.

Please, be considerate and **clean up** after
yourself before you leave the kitchen.





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Zuzana Hamdanieh, International Relations Office



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Olomouc





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Olomouc

My house - my castle

Would you like your home to look like the rooms in the pictures?

Of course, not!

Every time you cook /prepare meals you must clean the kitchen area after you. This is not the work of dormitory cleaning staff !

It is forbidden to bring garbage from the room to the kitchen!

Every extra garbage (paper box, plastic/glass bottles etc.) is the responsibility of the student who must keep the room clean and in accordance with hygienic rules!

Udržitelný Palacký („Sustainable Palacký“)

<https://udrzitelnypalacky.upol.cz/en/think-out-of-the-bin-en/>



Recommendations and tips

- Olomouc is a unique historical place – discover its beauty in detail, go sightseeing.
- Keep fit – jogging, walking, yoga in Olomouc parks.
- Go for a tour/afternoon trip in the vicinity of Olomouc – e.g. visit the zoo.
- Concentrate on your studies, read, listen to music.
- Eat healthy food /vitamins.
- Remember which places you visited, whom you met in the past week/days (Covid-19 is still part of the reality)
- Get inspiration and good tips for leisure time activities from ESN UP.



Palacký University
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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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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?



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Using UP Portal

Zabezpečeno <https://portal.upol.cz>

The screenshot shows the top navigation bar of the UP Portal. On the left is the Palacký 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 border.

Přihlašovací údaje do Portálu UP



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Using UP Portal

The screenshot displays the UP Portal dashboard with a grid of service tiles. A blue header bar at the top contains the word "News" and a progress indicator with five circles, the second of which is filled. The tiles are arranged in four rows and four columns:

- Row 1: STAG (green), Edis (green), E-mail (dark blue), Canteen (teal)
- Row 2: MOODLE (green), LMS Unifor (green), UPShare (dark blue), Dormitory / ISKAM (teal)
- Row 3: Small STAG (green), Courseware (green), Office 365 (dark blue), Electronic forms (teal)
- Row 4: Help / Helpdesk (dark blue), Weather in Olomouc (dark blue), OwnCloud (dark blue), Erasmus (teal)

Red rectangular boxes highlight the following tiles: STAG, E-mail, MOODLE, Help / Helpdesk, Canteen, and Erasmus.



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: **wifiup2022**
- A new password you can view in Portal via Help/Helpdesk





Summary questions

- Who will register your courses if you are a student of the Faculty of Law?
- What is the „yellow card“ for ?
- Who at UP will sign your LA/LA Changes?
- Where will you go if you want to shorten your accommodation in dorms?
- How long is the notice period stated in the accommodation contract?
- When and where can you receive the accommodation subsidy? Students of which program are eligible for receiving it?
- How long is a single ticket valid in Olomouc public transport?
- How much would you pay to the inspector if you travel without a valid ticket/pass?



Summary Questions

- Who must pay the Waste Management Municipality Fee? Where is the fee paid? (University x Municipality of Olomouc)
- Do you need to register the Czech for Foreigners' Course in Stag? How much you pay for the course?
- Which document are you required to upload into the UP online application? The Report or an application for tramping?
- Can you register courses of other faculties?
- How much time do you have for changes in your LA?
- What are the night hours in dorms?
- Can you smoke in a restaurant or a public place?