PRACTICAL INFORMATION I. SUMMARY
Orientation Week / Summer Semester 2018/2019

Zuzana Hamdanieh, International Relations Office
Information Summary

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

Registration of courses at UP:

**Online** (STAG) + **Paper** (yellow card) = both required at most UP Faculties

Faculty of Arts – information meeting on course registration – **13. 2. 2019**

Other Faculties – registration done by Faculty coordinator

Deadline to submit a yellow card – **28. 2. 2019**
Information Summary

- **Classes start on Monday, February 11, 2019!** Check email from 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, fill in a form (available in IRO or at the Police dept.), ID
**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
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.
<table>
<thead>
<tr>
<th>Name</th>
<th>Prohásková Alexandra DiS.art.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portal ID</td>
<td>prohal00</td>
</tr>
<tr>
<td>Card number</td>
<td>80086368</td>
</tr>
<tr>
<td>Date of manufacture</td>
<td><strong>nevyrobená</strong></td>
</tr>
<tr>
<td>Official e-mail</td>
<td><a href="mailto:alexandra.prohaskova01@upol.cz">alexandra.prohaskova01@upol.cz</a></td>
</tr>
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</table>

**Study fields**

<table>
<thead>
<tr>
<th>Code</th>
<th>Field</th>
<th>Year</th>
<th>Type</th>
<th>Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>F171039</td>
<td>8102R005 - Muzikologie</td>
<td>1</td>
<td>Bakalářský</td>
<td>FIF</td>
</tr>
</tbody>
</table>
Palacký University Student Card

24 hours after printing ready for full use
Discount prices
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
Read instructions on the web to arrange online meal orders.
Dormitory representative - Ms. Ilona Utěkalová

Zuzana Hamdanieh, International Relations Office
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
Check the date
Welcome to the online application
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!
Using UP Portal

https://porta.upol.cz

Přihlašovací údaje do Portálu UP

Uživatelské jméno

Heslo

Přihlásit
Using UP Portal

News

STAG
Edis
E-mail
Canteen
Moodle
LMS Unitor
UPShare
Dormitory/ISKAM
Small STAG
Courseware
Office 365
Electronic forms
Help/Helpdesk
Weather in Olomouc
OwnCloud
Erasmus
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
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
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
− A new password you can view in Portal via Help/Helpdesk
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 HORI (FIRE in Czech) and immediately inform the teacher (supervisor of the workplace) thereof, and report the fire by dialing 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.
Confirmation documents – arrival certificate **not required by all institutions** – check instructions of your home institution

*At the beginning of a study stay*

*At the end of a study stay*
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 required grading into the form (credit and grade)
- The student must submit the hand-by-hand course (faculty coordinator) before he/she leaves.
- Palacký University will send the student's home institution and to the student's home institution only after all commitments between Palacký University and its partners (Dormitories administration) have been settled.
- *There are differences in administration at UP. In cases, please follow the instructions given by your faculty coordinator during your orientation week.*

Palacký University Faculty Coordinators:

**Faculty of Arts:** Ms. Simona Černá – simona.cerna@upol.cz
**Faculty of Medicine:** Ms. Petra Nakládalová – petra.nkladalova@upol.cz
**Faculty of Health Sciences:** Ms. Irena Jedličková – irena.jedlickova@upol.cz
**Faculty of Education:** Ms. Jana Dostálková – 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.hubenova@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:

SHELTON COOPER

Date of birth/Datum narození:

06/07/1993

Permanent address/Trvalé bydliště:

ROAD 12, STREET 3
MEXICO CITY 45671, MEXICO

E-mail:

SHELTON_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
<table>
<thead>
<tr>
<th>Course code/ Kód kurzu</th>
<th>Course title and time/ Název kurzu a čas konání</th>
<th>Lecturer / Vyučující</th>
<th>ECTS credits amount / Počet kreditů</th>
<th>Enrolment approval / Potvrzení o zápisu</th>
<th>Grade / Hodnocení</th>
<th>Date and signature / Datum a podpis</th>
</tr>
</thead>
<tbody>
<tr>
<td>KAA/LK03</td>
<td>INTRODUCTION TO CZECH CULTURE / LITERARY COLLOQUIUM &amp; WED 16:45</td>
<td>Dr. Livingstone</td>
<td>4</td>
<td></td>
<td>A</td>
<td>17.12.2016</td>
</tr>
</tbody>
</table>

More information on courses at [https://edis.upol.cz/cc](https://edis.upol.cz/cc)
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 paid 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!"
Accommodation Subsidy

- A portion of money given to Erasmus+ (KA103) students to support their accommodation expenses
- Summer semester portion is paid for **February – May** – 4 months/ 760,- CZK per month
- Always available at the end of the semester (in May/June) at the main cash desk, Křížkovského 8
- Subsidy cannot be paid in advance
- Paid in cash (CZK)
- 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 (March/April)

Zuzana Hamdanieh, International Relations Office
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.5/2018).
- Information is also available on the web of the town (in Czech language):
  http://www.olomouc.eu/aktualni-informace/aktuality/15246
- UP web/Accommodation na Dining (in English):
Czech For Foreigners´Courses

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

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

Placement test: **Not for beginners!**

Test assignment available at [www.kb.upol.cz](http://www.kb.upol.cz) (Czech for Foreigners, Erasmus),
deadline for sending the test is **February 10, 2019**. Results will be sent to the
email address of the sender.

To view the timetable - check the web: [www.kb.upol.cz](http://www.kb.upol.cz) or information board
in the International Office.

Zuzana Hamdanieh, International Relations Office
Czech For Foreigners’ Courses

CJPC2 – Czech for Foreigners – course – 4 ECTS
CJPCZ2 – Czech for Foreigners – exam – 1 ECTS
Meeting Departmental Coordinators (Responsible Persons) – list of all available on the web

Faculty of Physical Culture - Neředín campus – meeting with the coordinator during orientation week

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 – email from Ivana Ljustina
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 write to your coordinator:

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

Faculty of Science
Faculty of Education
Faculty of Arts

Zuzana Hamdanieh, International Relations Office
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, 12. 2. 2019 at 11.30,
Křížkovského 12, room 2.13

Psychology Dept. (FoA)
Ms. Tereza Sadková
Tuesday, 12. 2. 2019 at 8:00
Vodární 6, office of Ms. Sadková, room 2.24, 1st floor

English Dept. (FoA)
Ms. Markéta Janebová
Krizkovskeho 10, front building, entrance on the left, ground floor, room 1.44

History Dept. (FoA)
Ms. Petra Hubená
Na Hradě 5, street, room 1.08

Faculty of Arts
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
Křížkovského 10, room 1.22 (FoA)

Musicology Dept.
doc. Jiří Kopecký
Tuesday, 12.2. at 12:00
Univerzitní 3, Arts Centre (Konvikt)

Theatre and Film Studies Dept.
Mr. Milan Hain
Univerzitní 3, Arts Centre (Konvikt), 2nd floor, door 231

Dept. of Geography (Geoinformatics, Development Studies..)
Mr. Petr Šimáček
Tuesday, 12.2. at 9:00
Faculty of Science, room 2.027
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
Tuesday, 12. 2. at 9.45
Faculty of Education main building, basement, on the right, room P8

Primary Education Dept. (FoE - Žižkovo náměstí 5)
Ms. Alena Vavrdová
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, 8. 2. at 17.00 or on Monday 11. 2. between 13.00– 14:00 or on Tuesday 12. 2. at 13:00
Faculty of Education main building, 3rd floor