



Palacký University
Olomouc



PRACTICAL INFORMATION I. SUMMARY

Orientation Week / Summer Semester 2020/2021



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



Information Summary

- **Classes start officially on Monday, February 15, 2021! Check email from coordinators! Write to your departmental 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.vyhnanкова@upol.cz)
- Mind the **Smoking Ban** in restaurants, public places!



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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**



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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!**



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 **by 15.2.2021 (during the first week of stay at the latest!)**
- 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 expired on January 31, 2021!**



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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



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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.



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 cost of the test?

- **University Hospital** (Fakultní nemocnice /FNOL) <https://covid.fnol.cz/>
- Klášterní Hradisko (**Army Hospital**) – <https://www.vnol.cz/index.php/cs/aktuality-a-akce/410-odberove-misto-na-vysetreni-covid-19-pouze-pro-samoplatce>
- 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 - 1510,- CZK(test) + 150,- CZK(certificate)**



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)



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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



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 – priority – simple and clear – be smart!
- **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



Covid- 19 information links

- See the web for more info and required forms at <https://www.upol.cz/covid-19/> or <https://www.upol.cz/en/students/guide/counselling-medical-care/>
- **Keep updated** - <https://koronavirus.mzcr.cz/en/current-measures/>
- <https://www.mvcr.cz/mvcren/article/coronavirus-information-of-moi.aspx>



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COVID-19 in the Czech Republic - 16.09.2020



ONEMOCNĚNÍ
AKTUÁLNĚ



MINISTERSTVO ZDRAVOTNICTVÍ
ČESKÉ REPUBLIKY

COVID-19: Přehled aktuální situace v ČR

Základní přehled

Stupně pohotovosti

Kumulativní přehledy dle KHS a laboratoří

Přehledy dle KHS (validovaná data)

Přehled hospitalizací

Přehled distribuce ochranného materiálu

Provedené testy
1 104 893
(+ 17 249 včera)

k datu: 16. 9. 2020 v 18.08 h

Potvrzené případy
41 032
(+ 2 139 včera, + 0 dnes)

k datu: 17. 9. 2020 v 1.02 h

Aktivní případy
17 619

k datu: 17. 9. 2020 v 1.02 h

Vyléčení
22 931

k datu: 17. 9. 2020 v 1.05 h

Úmrtí
482

k datu: 17. 9. 2020 v 1.02 h

Aktuálně hospitalizovaní
388

k datu: 16. 9. 2020 v 18.23 h



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COVID-19 in the Czech Republic - 09.02.2021

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



ONEMOCNĚNÍ
AKTUÁLNĚ



MINISTERSTVO ZDRAVOTNICTVÍ
ČESKÉ REPUBLIKY

COVID-19 v ČR

Provedené PCR testy

4 797 828

(+ 23 892 za 08.02.)

k datu: 9. 2. 2021 v 7.58 h

Provedené antigenní testy

1 852 444

(+ 40 192 za 08.02.)

k datu: 9. 2. 2021 v 7.58 h

Vykázaná očkování

365 712

(+ 13 106 za 08.02.)

k datu: 9. 2. 2021 v 7.58 h

Aktuálně hospitalizovaní

5 855

k datu: 9. 2. 2021 v 7.58 h

Potvrzené případy

1 045 132

(+ 7 663 za 08.02.)

k datu: 9. 2. 2021 v 7.58 h

Aktivní případy

95 479

k datu: 9. 2. 2021 v 7.58 h

Vyléčení

932 156

k datu: 9. 2. 2021 v 7.58 h

Úmrtí

17 497

k datu: 9. 2. 2021 v 7.58 h



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	✘



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

- 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




Palacký University
Olomouc

Confirmation documents – arrival certificate not required by all institutions – check instructions of your home institution



UNIVERSITATEA BABEŞ-BOLYAI




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

At the beginning of a study stay

ARRIVAL CERTIFICATE
(study mobility)

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

Place and Date
Olomouc, 20. 9. 2016

Host University
(stamp and signature)

INCOMBE STUDENT COORDINATOR
Univerzita Palackého v Olomouci
Zahraníční oddělení
Křížkovského 8 | 771 47 Olomouc

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

Erasmus+
Study Placement

At the end of a study stay



Confirmation of Student Attendance 2016-17

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

1. Student Details (to be completed by student)

Name: STEPHEN LONSDALE

Home of University: University of Lincoln

Erasmus code: UK LINCOLN 05

Academic Unit: DEPT. OF HISTORY

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

Name of Institution: PALACKÝ UNIVERSITY

Erasmus Code: CZ OLMOUC 01

I confirm that the above student completed an Erasmus study placement at our institution between 10. 9. 2016 and 18. 12. 2016
(date / month / year) (date / month / year)

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

Name: LUZANA HAMDANIEH

Position: INCOMBE STUDENT COORDINATOR

Signature: 

Date: 18. 9. 2016 Official Institution Stamp

Palacký University Olomouc
International Relations Office
Křížkovského 8
771 47 Olomouc | Czech Republic

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

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



Palacký University
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Learning Agreement

Before mobility

During mobility

After mobility

Erasmus+ Learning Agreement for studies 2016

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

Student	Last name(s)	First name(s)	Date of birth	Nationality 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 Białystok	Faculty of Humanities and Social Sciences/Department of Slavic Languages	ul. Wilkova 2, 43-300 Bielstok Biala	Poland	Barbara Loran-Pasztyk, PhD bloran@uwb.edu.pl +48 83 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. Wolowateho 6, 771 47 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/VIS	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
	ERS/TUR1	Tourism 1	winter	3
				Total: 39

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: <http://uwb.edu.pl>

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 □. Native speaker: □

Recognition at the Sending Institution

Table B Before the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester (e.g. autumn/spring term)	Number of ECTS credits (or equivalent) 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	6
		Practical Russian	autumn	3
		English	autumn	2
		Contemporary Form of Tourism	autumn	3
		Physical education	autumn	1
		Phrasology 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 ensure all the credits gained at the Receiving Institution for the successfully completed educational components and to cover them towards the student. Figure 4 described in Table B. An exception to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

Commitment	Name	Email	Position	Date	Signature
Student	Alicja Czerniecka	czerniecka.alicja@wp.pl	Student	31.05.2016	<i>Alicja Czerniecka</i>
Responsible person ⁸ at the Sending Institution	Barbara Loran-Pasztyk, PhD	bloran@uwb.edu.pl	Erasmus Coordinator	31.05.2016	<i>Barbara Loran-Pasztyk</i>
Responsible person ⁸ at the Receiving Institution	PhDr. Ondřej Bláha, Ph.D	ondrej.blaha@upol.cz	Odborný asistent na katedře slovenštiny 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 in the Sending Institution and the responsible person in 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
	KRS/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"/>		3
	KBH/VIS	Culture of Czech speech and writing	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3
	KBH/CLIS	Czech Literature II	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Choose an item.	3
	KSD / SFP1	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 / CACP1	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
	KSD / TRAP1	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 in the Sending Institution)

Table B2 During the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component (tick if applicable)	Added component (tick if applicable)	Number of ECTS credits (or equivalent)
		The Linguistic and Cultural Aspects of the Slavic World	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3
		Contemporary Form of Tourism	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3
		Phrasology 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 Loran-Pasztyk, PhD	bloran@uwb.edu.pl	Erasmus Coordinator		<i>Barbara Loran-Pasztyk</i>
Responsible person at the Receiving Institution	PhDr. Ondřej Bláha, Ph.D	ondrej.blaha@upol.cz	Odborný asistent na katedře slovenštiny 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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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.



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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

Czech For Foreigners' Courses

CJPC2 – Czech for Foreigners – course – 4 ECTS

CJPCZ2 – Czech for Foreigners – exam – 1 ECTS



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=MjJMS1ZZajMzK3I3VG11dDVWTTTEzUT09>

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>



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!





Palacký University
Olomouc

Dear students,

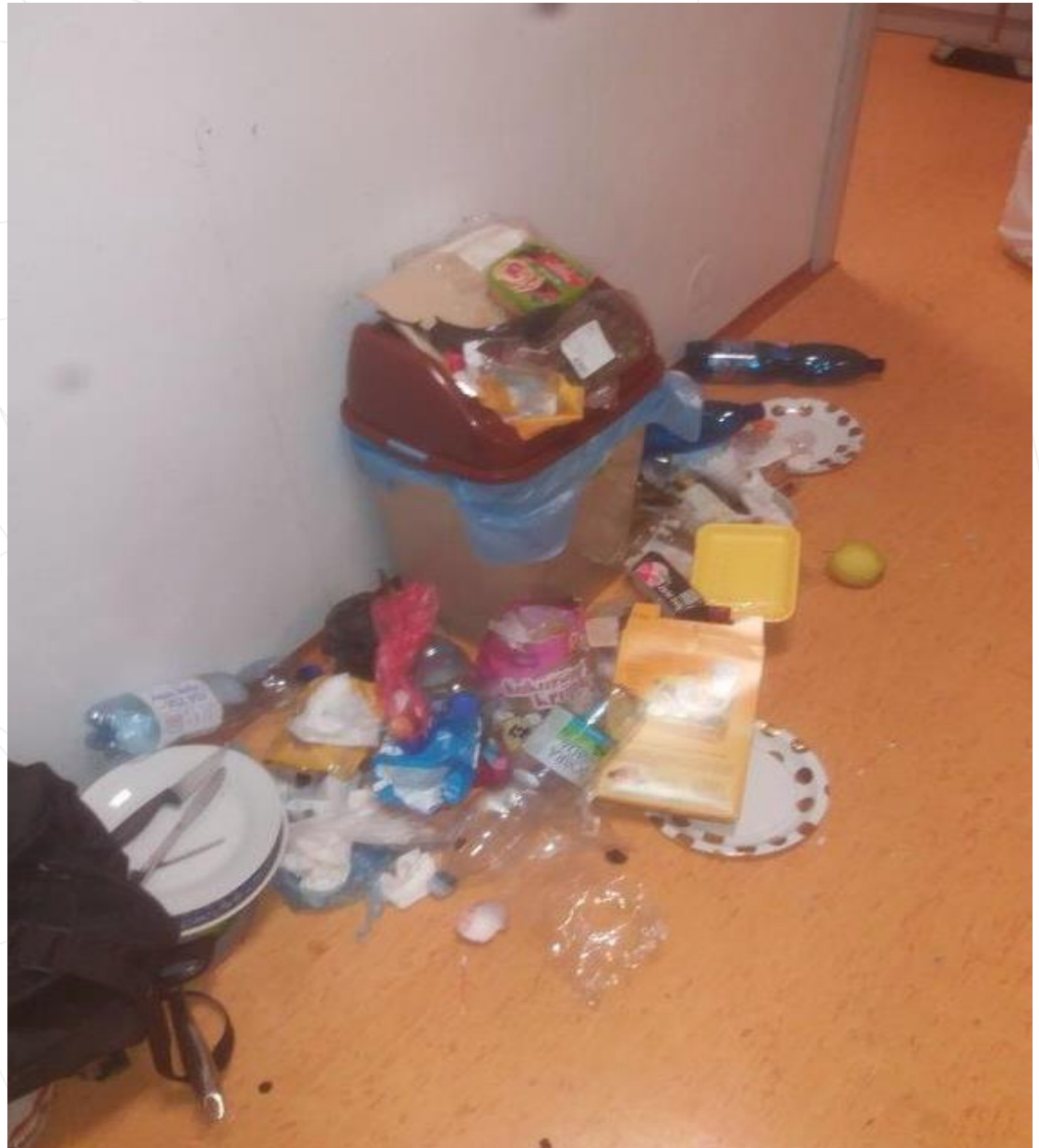
this kitchen is shared by other residents
as well.

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





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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



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 on the web.
- 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):

<http://www.olomouc.eu/aktualni-informace/aktuality/15246>

- UP web/Accommodation na Dining (in English):

<https://skm.upol.cz/en/accommodation/for-international-students/#c16609>



Accommodation Subsidy

- A portion of money given only to Erasmus+ (KA103) students to support their accommodation expenses in Olomouc.
- Summer semester portion is paid for February, March, April, May, (June) – 5 months max/ **760,- CZK** per month
- Always available at the end of semester (in May) 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



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



Portal
Palacký University

Search Contact or App



Incidents: 1

Log in

Česky

Important announcements



Přihlašovací údaje do Portálu UP



Uživatelské jméno



















Heslo

Přihlásit



Using UP Portal

News

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



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





Recommendation for Spring – learn more about Olomouc

- Olomouc is a unique historical place – discover its beauty in detail, go sightseeing.
- Keep fit in green areas – 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.
- Get inspiration and good tips for leisure time activities from ESN UP.
- Eat healthy food /vitamins
- **Remember which places you visited, whom you met in the past week/days**