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Palacký University  
Olomouc



# **PRACTICAL INFORMATION I.**

## **Orientation Week / Winter Semester 2021-2022**



## Main Topics

- **Practicalities after the arrival + important reminders**
- Who is Who (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



## Reminder

- Classes start officialy on Monday, **September 20, 2021!** Some dept./courses may start later! Check email from coordinators!
- 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!



## one practical and important note 😊

### Writing an e-mail to your coordinator

Imagine that there are 250 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](mailto: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.





# VISA STUDENTS

- **If you live in dormitories**, the accommodation office will confirm a place of your stay in Olomouc to the Police dept.
- IMPORTANT – if type of your visa is **D/VR**  
**you need to arrange an appointment at the Department for Asylum and Migration Policy (OAMP) to finalize the administration process of a long-term residence permit for the purpose of study.**
- Note that you must make an appointment in advance (at least 3 – 4 weeks) by contacting the International Relations Officer at your Faculty or Ms. Yvona Vyhnánková (UP International Relations Office, [yvona.vyhnankova@upol.cz](mailto:yvona.vyhnankova@upol.cz)) and communicate the reason of your appointment together with your personal data (full name, passport number, date of birth, nationality)
- It is always better to have a Czech speaker (your Czech buddy) with you at the appointment.
- Appointment should be requested in case you need to extend your long-term visa, to report **change of your address** during your stay with a long-term visa, to apply for a switch from a long-term visa to a long-term residence permit for the purpose of study, too.
- <https://www.upol.cz/en/students/guide/visa-travel/>



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## Students living out of the campus

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

- **Department of Foreign Police Olomouc**  
Smetanova 14, Olomouc  
Tel.: +420 974 761 845, +420 974 761 841

Mon and Wed 8am – 5pm

Tue and Thu 8am – 12noon

EU country student - within 30 days

Visa student – within 3 days

Always take the accommodation contract with you!



## 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

Cooperation Agreements

Ms. Štěpánka Přidalová – Cooperation Agreements (Latin America)



## Faculty Coordinators

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



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# Paperwork 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 (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 HORÍ (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	<a href="#">Passport scan.pdf</a>	321.72 KB	06.05.2020 17:01:46	✘
Ehic	<a href="#">EHic scan.pdf</a>	255.101 KB	19.09.2020 01:28:25	✘



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# Confirmation documents – arrival certificate

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



**UNIVERSITATEA BABEŞ-BOLYAI**  
ROMANIA



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

At the beginning of a 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 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:	<u>STEPHEN LOWDSCALE</u>
Home of University:	University of Lincoln
Erasmus code:	UK LINCOLN 05
Academic Unit:	<u>DEPT. OF HISTORY</u>
  
2. **Host Institution Details** (to be completed by Institutional Erasmus Co-ordinator at the host institution)
 

Name of Institution:	<u>PALACKY UNIVERSITY</u>
Erasmus Code:	<u>CZ OLMOUC01</u>

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:	<u>SUZANA HAMDANIEH</u>
Position:	<u>INCOMING STUDENT COORDINATOR</u>
Signature:	
Date:	<u>18.1.2017</u>

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





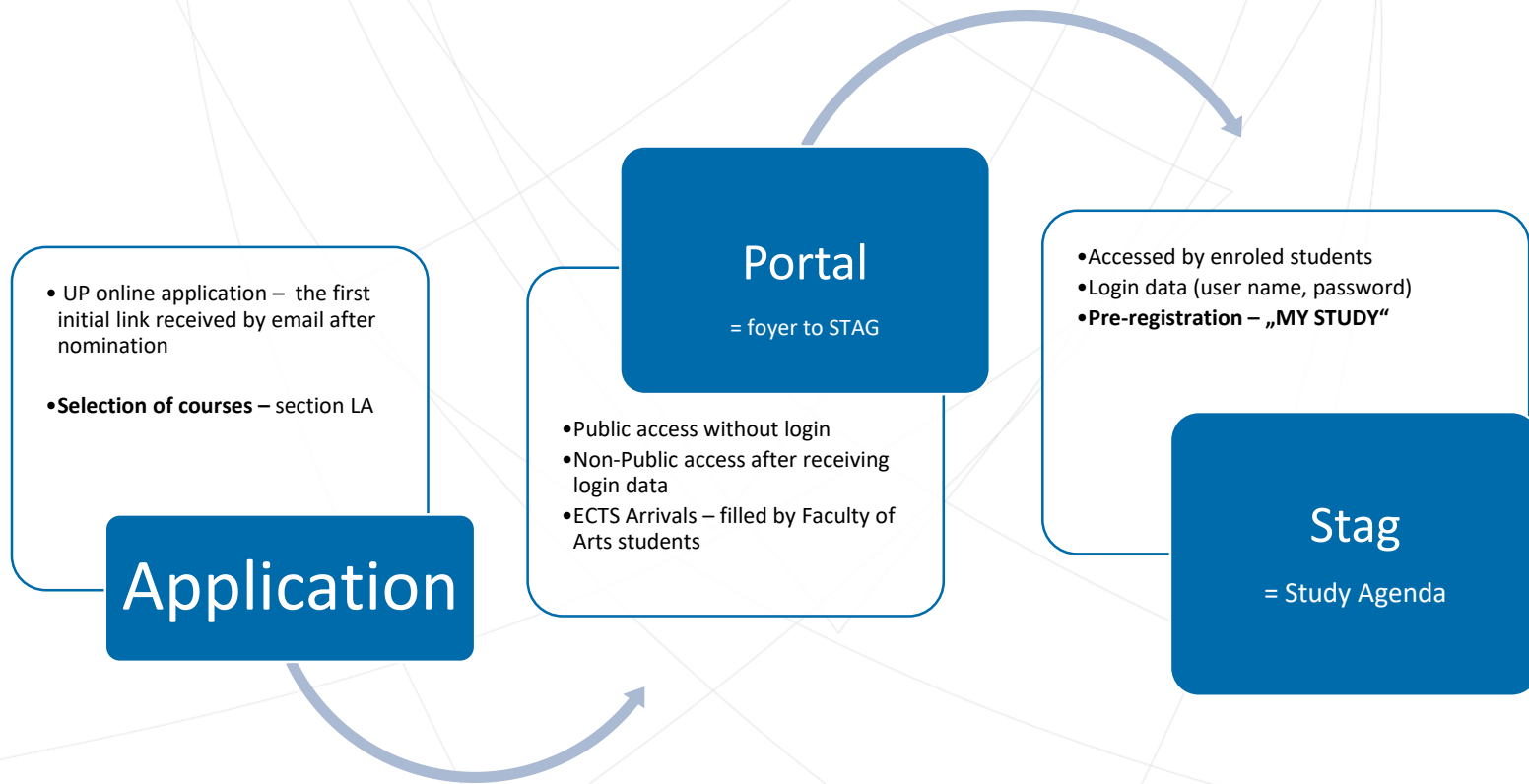


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# Registration of courses



# Registration of courses





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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 UP faculties

Notes:

**EF** = enrolment form  
(yellow card)

### Who does the registration in STAG?

Faculty of Arts – student

Faculty of Law – coordinator, registration of all subjects

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

Faculty of Physical Culture – student + coordinator

Faculty of Medicine – coordinator + EF is used

Faculty of Health Sciences – coordinator + EF is used

Faculty of Education – student, info email

Faculty of Theology – student + coordinator





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## Faculty of Arts

Registration of courses & changes in STAG

Ms. Simona Černá, Faculty of Arts, Křížkovského 10

**Meeting on Friday (17. 9. 2021) – students invited by email**



## 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.
- Bring the confirmed form to your faculty coordinator in order to do/check your registration in STAG - by **30 September, 2021, or upon agreement !**





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# Medical Care and Services



## 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)
- **Exclusively by PVZP** - <https://www.pvzp.cz/en/>

**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)



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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



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ERASMUS+

MY APPLICATION

APPLICATION

LEARNING AGREEMENT

APPENDICES

DOCUMENTS

Login:

[REDACTED]

Status:

[REDACTED]

LA status:

[REDACTED]

Welcome to the online application





## 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 20.9. 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**



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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



## 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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## Medical specialists and services in Olomouc healthcare centres

Health Centre "Poliklinika" Olomouc, třída Svobody 32

[www.poliklinikaolomouc.cz](http://www.poliklinikaolomouc.cz)

Health Centre „SPEA“

nám. Národních hrdinů 769/2, 779 00 Olomouc

[www.spea.cz](http://www.spea.cz)

Olomouc University Hospital, I. P. Pavlova 6

[www.fnol.cz](http://www.fnol.cz), [www.fnol.cz/pdf/fnol\\_cz\\_mapa.pdf](http://www.fnol.cz/pdf/fnol_cz_mapa.pdf)



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## Medical care - Emergency cases

- In case of emergency, please visit 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



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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](mailto:lucia.pastierikova@upol.cz)

- **Psychological Counselling**

the Counselling Centre of the Department of Psychology and Psychopathology, FoE, UP. Email: [jana.kvintova@upol.cz](mailto:jana.kvintova@upol.cz). Likewise, students can get psychological help at the UP FoM. Contact the Study Department for more.



## Testing in Olomouc

- „**high risk countries**“ – testing between 5 -10/14 days after the arrival
- First scheduled testing - students without/not finished vaccination, approved certificate
- **Thursday, 16.9.2021 at** to be confirmed (**arrivals 10.-11.9.**)
- **Info email from IRO** to come
- Monday/Tuesday 21./22.9.2021 – to be confirmed

### Testing points:

<https://testovani.uzis.cz/>

<https://www.fnol.cz/aktuality/information-for-self-payers-sars-cov-2-pcr-examination>





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# UP ID Cards



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# 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



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## 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](http://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](http://www.isic.com))

Status: Card request approved

Payment status: **Paid via paymant gate**



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## 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 office hours. When the card is printed, you receive an email with a link to make a reservation of the date to pick up the card).
4. **ID cards office - <https://cvt.upol.cz/en/identificationcards/>**
5. **4.Join Practical information 2. to know where the ID card office is located.**



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## Palacký University ID Card

- **24 hours after printing ready for full use**
- Library
- Computer Halls
- Dining Hall – **Envelopa or Neředín** – meal orders
- Discount prices





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# Miscellaneous Topics



## 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 expenses
- Winter semester portion is paid for October, November, December – 3 months/ approx. **740,- CZK** per month
- Always available at the end of the semester (in December) at the main cash desk, Křížkovského 8
- Subsidy cannot be paid in advance
- Paid in cash (CZK)
- No application form
- Necessary to inform the **faculty coordinator** about a departure date if your stay ends up earlier (October/November)



## 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>



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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



Dopravní podnik města Olomouce, a.s.

# STUDENTSKÁ ŽÁDANKA NA ŠKOLNÍ ROK

2021/2022

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 žadateli potvrzena 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





<https://www.dpmo.cz/en/information-for-passengers/ticket-inspection/>

### Ticket inspection



Inspection badge

Identification card

Inspection of compliance with fares and conditions of carriage on the lines of DPMO, a. s. belongs to a driver or any other person authorized by the carrier equipped with an inspection badge and identification card of the carrier (see the examples above), who, during the ticket inspection, identify themselves by the badge and, on passenger's demand, by the identification card with the holder's photograph, security stamp in the bottom of the photograph and a number, which is identical to the badge number.

1. A penalty fare of **CZK 1 500** applies on the lines of DPMO for each passenger travelling without a valid ticket. This is reduced to **CZK 700** if paid in cash on the spot or within 15 calendar days of the date following issue of the penalty fare notice.
2. If a passenger declares an ownership of a valid non-transferable season ticket with a 7-day or longer validity for Zone 71 and proves this fact within 3 working days at the cash desk or ticket offices of the carrier, the penalty fare is reduced to **CZK 30**.
3. A penalty fare of **CZK 100** applies to passengers without a valid ticket for their luggage or dog.
4. A penalty fare of **CZK 700** applies to violations of Carriage Code, Contractual Conditions of Carriage and





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<https://www.dpmo.cz/en/information-for-passengers/sms-ticket/>



Dopravní podnik města Olomouce, a.s.

INFORMATION FOR PASSENGERS

SERVICES

DPMO

CONTACTS



CZ | EN

Tariff / Fares

Travel terms and conditions

Timetables

Ticket offices

Ticket inspection

SMS ticket

FAQ

## SMS ticket

You can enter the vehicle only with valid sms ticket.



HOW TO ORDER  
THE SMS TICKET

HOW TO ORDER  
THE DUPLICATE

Send text **DPMO**  
to phone number  
**90206**

Send text  
**DPMO**  
to phone number  
**900 06 03**

SERVICE IS AVAILABLE ONLY WITH CZECH SIM CARD, NOT IN THE ROAMING.



## 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](http://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](mailto: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](mailto:darina.hradilova@upol.cz) till **19. 9. 2021.**

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

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



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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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## Meeting Departmental Coordinators (Responsible Persons)

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

**Faculty of Physical Culture – Tuesday, 14.9., Neředín campus, meeting with the coordinator (only Faculty of Physical Culture students)**

**Faculty of Law – only Faculty coordinator – meet her individually any time**

**Faculty of Medicine – meet her individually any time**

**Faculty of Theology – meet her individually any time**

**Faculty of Health Sciences – meet her individually any time**

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

**Faculty of Science**

**Faculty of Education**

**Faculty of Arts - Friday, 17.9. , meeting with the Faculty coordinator!**



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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>

Portal Palacký University

Incidents: 1

Important announcements - x

















## Přihlašovací údaje do Portálu UP

	<input type="text" value="Uživatelské jméno"/>
	<input type="password" value="Heslo"/>
<input type="button" value="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	 Weather in Olomouc 17 °C	 OwnCloud	 Erasmus



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## 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





## 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 😊**