



ERASMUS+ & EXCHANGE GUIDE

2016 / 2017

WELCOME FROM THE RECTOR OF PALACKÝ UNIVERSITY

Since its foundation in 1573, the university in Olomouc has always recruited students and academics from many European countries. Given the large number of foreign students we receive, our university has gradually evolved into a genuinely multilingual academy with Latin, German and Czech being the dominant tongues. Despite the challenges of history and dramatic discontinuities of the past, our university still believes in the twenty-first century that internationalization renders endless potential to enhance scientific excellence as well as the quality of research and academic training. Under my guidance, Palacký University has strong ambition to become the most international academy in Central Europe in terms of cutting-edge research collaboration, joint- and double-degree study programs and in the number of foreign students. However, internationalization does not only involve headhunting and recruiting students across the globe. In doing so, we also receive important side benefits, namely cultural diversity, plurality of judgments and, above all, much needed dialogue and tolerance. I very much hope that in Palacký University you will find a friendly institution, supportive tutors and an intellectually stimulating academic environment.

Jaroslav Miller,
Rector of Palacký University



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PALACKÝ UNIVERSITY

PART 1

HISTORY AND PRESENT DAY

Although in 2013 Palacký University in Olomouc celebrated 440 years since its establishment, which makes it the second oldest university in the Czech Republic, it is far from an old-fashioned institution. On the contrary, in recent years it has become one of the fastest growing schools of its kind. If we add the genius loci of Olomouc, nearly twenty-five thousand students and three thousand employees, it is no wonder that Palacký University is often referred to as the Czech Oxford. The history of Palacký University began in 1573, when, as an originally Jesuit college, it was granted all the rights of other European universities.

The modern history of the university dates to 1946, when it was restored after World War II under its present name. Over the centuries the Olomouc University primarily focused on teaching theology, medicine, mathematics, physics, and cartography. The reputation of the university is evidenced by its alumni, who have included the renowned general of the Thirty Years' War, Albrecht von Wallenstein; the founder of genetics, Gregor Mendel; and astronomer Karel Slaviček who worked for the Chinese emperor. The university enjoyed its greatest boom after the Velvet Revolution in 1989, when the number of faculties settled at today's eight.

FACULTIES

- Faculty of Arts (FoA)
- Faculty of Education (FoE)
- Faculty of Health Sciences (FoHS)
- Faculty of Law (FoL)
- Faculty of Medicine and Dentistry (FoM)
- Faculty of Physical Culture (FoPC)
- Faculty of Science (FoS)
- Sts Cyril and Methodius Faculty of Theology (CMFoT)

MAJOR RESEARCH CENTRES:

- The Institute of Molecular and Translational Medicine
- The Haná Regional Centre for Biotechnical and Agricultural Research
- The Regional Centre of Advanced Technologies and Materials (RCPTM)
- The Centre for Patristic, Medieval and Renaissance Texts
- The Research Centre for Optics
- Joint Laboratory of Optics
- Laboratory of Growth Regulators
- The Centre for Kinanthropology Research

THE CONFUCIUS INSTITUTE

Apart from language courses, the Institute also trains teachers and promotes the Chinese culture in the Czech Republic, including screenings of Chinese films, lectures, etc. In addition, it provides consultation in education and trade, etc.

For more, please visit
<http://konfucius.upol.cz/welcome/>



PRACTICAL INFO AND FIRST STEPS

PART 2

MOBILE PHONES

Czech Republic international calling code:
00420 or +420

The Czech Republic is densely covered by a GSM mobile phone network. If you have activated roaming service with your home operator, you should be able to use your mobile phone without problems. If you are from the USA or Canada, please check that your mobile device supports 900 MHz/1800 MHz GSM networks. A cheaper alternative than to using roaming is to use the services of one of the local operators. In the Czech Republic we currently have three major mobile phone operators. Check their websites for details (all of them have English versions available).

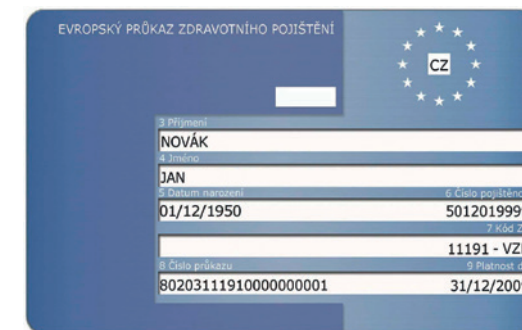
Operator	Websites / Olomouc location
O2	www.cz.o2.com Riegrova 4, Galerie Šantovka and Olomouc CITY
T-Mobile	www.t-mobile.cz Galerie Šantovka or OC Haná center
Vodafone	www.vodafone.cz Ostružnická 15, Galerie Šantovka and Olomouc CITY

EMERGENCY NUMBERS

European central emergency number (guaranteed assistance in English) – **112**
Emergency road service – **1230, 1240**
Police – **158**, Ambulance – **155**, Fire – **150**

HEALTH INSURANCE

It is the responsibility of each student to have their health insurance arranged for the entire time of their stay in the Czech Republic.



EU students are requested to bring along a 'European Health Insurance Card' (EHIC). The students should apply for the EHIC at a national health insurance provider in their home country before departure. The valid card will give you an access to state-provided health care during your temporary stay in the Czech Republic. Please note that it does not guarantee free services.

International students/**non EU citizens** must arrange comprehensive medical insurance for the whole period of their study stay at Palacký University. It is recommended to choose the provider of the health insurance based also on a number of medical facility and doctors that are bound by contracts with a certain health insurance company. Currently the incoming international students have had some positive experience with the following providers. The below mentioned companies offer online services which can be appreciated by visa students who may need to arrange and submit a proof of the health insurance within the visa process.

- <https://www.pvzp.cz/en/>
- <https://www.pvzp.cz/on-line-pojisteni/kzpcvpip/kzpc/basedata.aspx>

Pojišťovna VZP a.s. was established as a **subsidiary company** of VZP = Všeobecná zdravotní pojišťovna České republiky (General Medical Insurance Company of the Czech Republic).

Please note that it is also possible to arrange your comprehensive health insurance directly at VZP (General Medical Insurance Company of the Czech Republic) after your arrival. As it is the biggest provider of the health insurance in the Czech Republic, you can rely on an acceptance of your VZP health insurance by most doctors.

International students/**EU citizens** coming with a valid EHIC (see above) should register

at the VZP, Olomouc office after their arrival. Only submission of a valid EHIC is required. The central IRO provides basic instructions and helps students with the registration.

Pojišťovna Slavia

- <http://www.slavia-pojistovna.cz/en/>

It may happen that there is no contract between the doctor and Pojišťovna Slavia, then students are required to pay for the treatment provided and they get the payment refunded later at the local headquarter of the Slavia company.

***To sum up:** If you are a visa student you are required to arrange **comprehensive** health insurance. Non-visa EU students need to bring a valid EHIC and have it registered after the arrival in the Czech Republic to receive the state-provided health care. It is also worthy considering **travel insurance** arrangement covering private healthcare or costs for a transportation back home, repatriation or lost/stolen property.*

GENERAL TRAVEL INFORMATION

TRAVELLING IN THE CZECH REPUBLIC

Train and coach

There are several ways to get around the Czech Republic. If travelling by train, check these websites of Czech railway companies: www.cd.cz/en/default.htm and www.regiojet.cz or www.le.cz. If you decide to travel by coach, you can have a look at: www.student-agency.eu or www.elines.cz/en

Car

If you decide to travel by car, you should keep in mind the driving rules in the Czech Republic.

- zero alcohol tolerance
- no use of mobile phones and other communication devices while driving
- mandatory use of seat belts
- mandatory use of headlights at all times
- mandatory use of helmets by cyclists and motorcyclists

Speed limits: In-town speed limit: 50 km/h, Roads: 90 km/h, Motorways: 130 km/h

You can check the validity of your driving licence here:

<http://www.mvcr.cz/mvcren/article/third-country-nationals-is-my-license-valid>

[in-the-cr-may-i-do-i-have-to-replace-it-with-a-czech-driving-license.aspx](http://www.mvcr.cz/mvcren/article/third-country-nationals-is-my-license-valid)

Always carry your driving license, ID, and vehicle registration documents with you in your car as you may be fined if you do not. You must purchase a pass to be able to use Czech motorways. You can buy one-year, one-month, or ten-day passes, which are all available at border crossings, post offices, and petrol stations. Rented cars automatically come with the pass in the window. To rent a car, you usually must be at least 21 and have held your license for one year.

PUBLIC TRANSPORT INFORMATION SYSTEM (IDOS)

If you want to check the available trains, coaches, buses and trams at the same place, use the Internet Timetable Information System, or IDOS. The system provides time tables of all forms of public transport, from international connections to Olomouc trams. It is also available in English and German. www.idos.cz

TRANSPORT IN OLOMOUC

The main railway station in Olomouc (Hlavní nádraží, Hl. n.) is a public transport hub.

PUBLIC TRANSPORT IN OLOMOUC

Olomouc has a dense public transport network of tram and bus lines. The major opera-



tor is **Dopravní podnik města Olomouce** (Olomouc Public Transport Company, DPMO). For information about connections, tickets, fares, etc., please see their website: www.dpmo.cz. Departure times are also available at www.idos.cz.

Tickets

You need a valid ticket to use the public transport. You either need to buy a ticket from a ticket machine or other vendor or purchase one from the driver. You will also need to validate the ticket once inside the vehicle. The tickets are the same for both trams and buses. The fares are as follows:

- **14 CZK** single ticket (Valid within all parts of Olomouc for 40 minutes (60 mins at the weekend)).
- **23 CZK** discounted 24hrs ticket, 46 CZK full price 24hrs ticket.

The discounted ticket is for students up to 26 and are valid only if you have your ISIC card with you!

- **175 CZK/350 CZK** student/adult monthly pass
The monthly pass is valid for 30 days from the day of purchase.
- **450 CZK/ 900 CZK** student/adult 3-month pass
The 3-month pass is valid for three months from the day of purchase.

Where to buy the single/daily tickets?

- the yellow self-service ticket machines installed at the stops
- from the driver, which is a little bit more expensive (20 CZK for a single ticket) and you need to have the exact change
- by SMS to 90206 with 'DPMO' typed in the message
- at newspaper stands, selected shops or supermarkets
- at tourist centres

With your valid ticket you can ride any combination of buses and trams to complete your trip. Buses and trams run, on average, from 4:30 a.m. to 11:30 p.m., depending on the particular line. Night transportation is covered by buses no. 50, 51 and 52, which run in three different circuits around the city, or about once every hour.

How to get the public transport student pass?

Unless you wish to buy a single ticket every day, you can get one of the two last options. Apply for them at the Public Transport Company Office (Dopravní podnik) at the main railway station or in the city centre. Ask for "měsíční průkaz" (a 1-month pass) or "čtvrtletní průkaz" (a 3-month pass). Present a valid ID card (see Chapter ID-card) and have a passport photo ready. You will be asked to pay 175 CZK or 450 CZK respectively on the spot. The offices are at:

- Main railway station (Hl. nádraží – entrance hall): when you enter it is on your left hand side, the DPMO sign in red
- Legionářská 1 (the corner of náměstí Hrdinů and Palacký St.)

Ticket inspection

Inspectors check tickets on buses and trams on a random basis. Be aware that they do not wear any kind of uniform, often looking like regular passengers until the tram pulls away from the stop. They are obliged to prove their identity with a special ID. If you do not have a valid ticket, you will be fined 800 CZK if you pay on the spot or within 3 working days or 1,000 CZK if later.

However, if you happen to leave your valid tram pass (3-month pass) at home, do not worry. Just tell the inspector that you own a valid pass and you will be given a note, which you can present at the DPMO office and pay only a 60 CZK fine for the absence of your pass.

Taxi

Taxis are usually waiting in front of the main station and at the “bar district” in the city centre. For a complete list of taxi companies, see www.tourism.olomouc.eu.

ACCOMMODATION

The university provides accommodation to students if required. The dormitories are situated either a 10-minute walk or a 15-minute tram ride from the main building of the University. There are several single-rooms available, however most students share rooms with another student.

HOW TO GET TO ENVELOPA

After your arrival in Olomouc, you should check in at the dormitories. Almost all the dormitories are within the two main areas, Envelopa and Neředín. If you are travelling to the Envelopa area from the railway station, take tram no. 2, 3, 4 or 6 (direction to the centre) and get off at the second stop (**Žižkovo Náměstí**). The dormitories are about a 3-minute walk along 17 Listopadu Street. To find your dormitory, follow the signs.

HOW TO GET TO NEŘEDÍN

To reach the Neředín area, take tram no. 2 or 7 and get off at the very end. The dormitories are open even at the weekends, so you can move into your room almost any time (breaks of front-desks: 11:30 – 12:00, 17:00-18:00, 23:30 – 01:00). If the accommodation office is closed, ask for the key at the front desk, provided that you have notified them of your arrival in advance.

MOVE-IN CHECK LIST

You will need 1 passport size photo for the dormitory card (“Kolejka”). When checking in, you will be charged a **deposit** of 1,500 CZK (about 60 EUR), which you will get back when you check out, after you return the key. Depending on the date of your arrival, you will be asked to pay the rent for the month as well. Please note that as the dormitory office only accepts CZK, so you need to change your money first.

However, you can also pay by credit card. In general, all European cards are accepted, but since there have been problems with American Express and cards issued in Asian countries, if you are a holder of these cards, please pay in cash or ask at a different dorm.

You will also be asked to sign an **Accommodation Contract**. Please, visit your accommodation office in Neředín or Envelopa area.

The **Accommodation Rules** are available on the same website. Please read carefully what the contract says before signing. Students living at the university dormitories must follow the accommodation regulations.

If you are a visa student, please ask for the Czech version of your Accommodation Contract as well. You will need it for the visa prolongation.

FURNISHING

The minimum furnishing of all rooms includes a desk, a bed, and wardrobe space for each student. Typically, two students (three, in some cases) share a room, and two rooms always share a single bathroom. Each suite is equipped with a refrigerator, an incoming telephone, and internet connection. All resident buildings have social areas, TV and study rooms, and basic kitchen facilities (but no cooking utensils or dishes). Bedding is usually changed every two weeks. Each student will be provided with bed linen, which you can pick up at the relevant office, depending on which dormitories you are accommodated in:

- Dormitory Neředín III – ground floor, Entrance A (for the Neředín Dormitory)
- Dormitory J. L. Fischera – ground floor, corridor leading to Block A (for the dormitories Generála Svobody, J. L. Fischera, and Bedřicha Václavka)
- Dormitory 17 Listopadu – ground floor, the left corridor at the entrance from the 17 Listopadu St. (door on the right)

The dormitories have a laundry and a drying room. The washing machines and dryers are available for a fee payable at the front desk. Cleaning equipment, irons and ironing boards are available for a small fee at the front desk as well.

RENT PAYMENT

The rooms at all the dormitories are similar; room rates are based on the furnishings and

number of beds. The monthly rent is about 90-120 EUR. After having paid the deposit and the first month's rent, your next rent payment must be made no later than the first working day of the month you are paying for. For instance, your next month is October. The 1st of October is Monday and this means that it is the last day on which you can pay. It is very important to pay in time. In case of delayed payment, you will be charged 300 CZK.

PAYMENT METHODS

Direct debit	Requires a current account in CZK.
Standing order	Please consult the amount with the dormitory coordinator or the head of the building in which you are accommodated.
Cash/Card	A handling fee of 50 CZK is charged for each card payment. Credit card terminals are available at the Bedřicha Václavka, Generála Svobody and Neředín II dormitories.

Banking details

Bank	Komerční banka
Bank code	0100
Bank account	19-1146360257
IBAN	CZ4401000000191146360257
SWIFT	KOMBCZPPXXX
Address	Komerční banka a.s., tr. Svobody 14, 772 00, Olomouc, Czech Republic

INTERNET SERVICE IN DORMITORIES

Cable internet connection is provided by www.kolejnet.upol.cz in all rooms. Each student can only connect one device to the network using an RJ45 connector. Using own wireless access points and routers is not allowed; you need to get your own cable and switch to connect multiple computers in the room. A limited number of cables and switches are available for rent at the dormitory office. To find out how to connect, please visit www.skm.upol.cz/en and click on the 'Documents' link, or ask at the front desk.

WiFi internet connection is available in the common areas, especially around the front desks. WiFi coverage in dormitory rooms is gradually carried out. At this moment all these dormitories have full WiFi coverage: Dormitory generála Svobody, J. L. Fischera, Šmeralova and in summer 2017 will be covered two dormitories in Neředín.

MOVE-OUT CHECK LIST

Once you determine the day of your departure, please **notify the accommodation office (dormitory officer or manager) shortly in advance if departure date corresponds with the date in your Accommodation Contract.**

1. Notify your dormitory officer or manager about your day of departure as soon as possible especially **in case your departure date is not the same as in your Accommodation Contract.** If you want



to change the date in your Accommodation Contract, do it at least **two calendar months in advance** (read your Accommodation Contract for more details). If you are not sure with your departure date, communicate with your dormitory or manager to prevent any misunderstanding, please. Once your departure date is clear, arrange your check-out at the accommodation office **couple days before your departure (only on working days!)**. To check-out successfully: You should ask the front-desk officer or any cleaning lady to check your room so that you can have your dormitory card signed. Note that the room has to be vacant and clean! The common areas, the kitchen, toilet, and bathroom need to be clean as well – please notify your roommates of your move-out date. You all are jointly responsible for the common areas. Any objects left in the room will be disposed of and you will be charged any incurred expenses.

2. Return all the bed linen, pillowcases, sheets, switches, and cables to the Laundry Storeroom (not to the laundry). You will receive a document proving you have returned all borrowed items.

3. Now proceed to your dormitory office. Bring your student card (ISIC), the dormitory card, and the key with you. Your dormitory officer will check the move-out list and if everything is okay, you are free to collect your deposit at the nearest front desk.

FINAL NOTES

The rooms are equipped with a fridge and an electric kettle. For safety reasons, **no other appliances are permitted**; please consult the Accommodation Rules for a list of designated appliances. There are no garbage disposal units in the washbasins or sinks. Common areas are cleaned once a week, but the rooms are your responsibility. Please observe basic hygiene and respect your roommates! All of your mail is delivered to the dormitory front desk, so please make sure to collect it.

CONTACT DETAILS

Neředín Dormitories

tr. Míru 644/113, Olomouc
Contact: Jana Šimková, jana.simkova@upol.cz
Tel: +420 585 638 882

Envelopa Dormitories

(Dormitories: Generála Svobody, 17.listopadu, Šmeralovy, J.L. Fischera) Šmeralova 1122/12 (Generála Svobody Dormitory, door No. 41), Olomouc
Contact: Markéta Šmolcová, marketa.smolcova@upol.cz
Tel: +420 585 638 025

Contact person for both Neředín and Envelopa

Jaroslav Vrba, jaroslav.vrba@upol.cz
Tel: +420 585 638 006
Šmeralova 1112/12 (Generála Svobody Dormitory, door No. 40), 771 11 Olomouc

Private accommodation

If you prefer private accommodation, check out the Facebook group Spolubydlení Olomouc. It is very popular among Czech students offering rooms or looking for a new housemate.

Remember that if you stay over 90 days in the Czech Republic and live in a private flat/house you will need to register at the Foreign Police office (even if you are an EU citizen).

VISA AND FOREIGN POLICE

Upon arrival in the Czech Republic you are obliged to do a few things depending on the type of visa with which you came to the Czech Republic. Please check below to see which group you belong to and then simply follow the instructions.

REPORTING YOUR PLACE OF RESIDENCE IN THE TERRITORY OF THE CZECH REPUBLIC

By law, all foreigners who enter the territory of the Czech Republic are obliged to report to the Foreign Police (hereinafter FP). The accommodation provider has the reporting responsibility, which means that if you are staying in the dormitories or in a hotel, your

accommodation provider will report your place of residence for you and you do not need to see an FP officer yourself.

The reporting rules vary based on the type of visa or residence permit and your accommodation:

EU citizens + citizens of Iceland, Liechtenstein, Norway, and Switzerland + foreigners who do not need a visa

If you stay in the dormitories/hotel, you do not have to report in person. The dormitory officials will report your residence for you; you only need to complete the relevant document when moving in. If you live in private accommodation, you have to report in person to the FP within 30 days of entering the Czech Republic, provided you are staying for more than 90 days. You will need a confirmation from the owner of the apartment, e.g. a lease contract.

Short-term visa holders (type C max. 90 days) and non-EU foreigners authorized to reside in the Czech Republic without a visa

If you live in the dormitories, you do not need to see an FP officer yourself. The dormitory officials will report your residence for you; you only need to complete the relevant document when moving in. If you live in private accommodation, you have to report to the FP within 3 working days of entering the territory of the Czech Republic. You will need a con-

firmation from the owner of the apartment, e.g. a lease contract.

Long-term visa holders

You have to report to the FP within 3 working days of entering the territory of the Czech Republic, no matter whether you live in private accommodation or in the dormitories. You will need a confirmation of your accommodation, e.g. a lease contract and a copy of your health insurance.



Note that if you want to continue your study after your visa has expired, you need to apply for the long term residence permit 120 days at the earliest and not later than the last working day before the expiration of your visa.

Long-term residence permit for study purposes

If you have arrived with an arranged long-term residence for the purposes of study, you have to contact the International Relations Officer at your faculty within 3 working days and then you will be invited to report to the Department for Asylum and Migration Policy. Here your biometric data (photo and fingerprints) will be collected and you will receive a document allowing you to stay in the Czech Republic.

Remember that as part of their long-term residence foreigners from outside the EU may travel within the Schengen area, but cannot be away from the registered place of residence for more than 90 continuous days.

EXTENSION OR CHANGE OF RESIDENCE PERMIT, CHANGE OF ADDRESS

Please see the Visa and registration instructions at www.upol.cz/en

IMMIGRATIONS OFFICES CONTACTS

To report your residence in the Czech Republic:

Department of Foreign Police Olomouc

Smetanova 14, Olomouc
Tel.: +420 974 761 845, +420 974 761 841

Mon and Wed 8am – 3pm
Tue and Thu 8am – 12noon

To arrange your long-term residence permit for the purpose of study, 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:

Department for Asylum and Migration Policy Olomouc

třída Svobody 8, Olomouc
Office hours: Thu 8am – 2pm



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) 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.

Department for Asylum and Migration Policy Přerov

U Výstaviště 3183/18,
Tel.: 974 760 399

Office hours:
Mo, We: 8.00 – 17.00 (12:00 – 12:30 break)
Tu, Th: 8.00 – 12.00

You do not need to make an appointment in Přerov. To get there from the train station in Přerov you need to take the bus no. 105 from “autobusová stanice” (to the right of the train station), get off at the third stop “Most Míru” and change to bus no. 104. Then get off at the fourth stop “Kopaniny, výstaviště”. The office is in a big modern building across the street. If you go to Přerov by bus, you can ask if it stops at “Most Míru” and take the bus 104 from there as described above.

If anything mentioned above is not clear to you or if you have any question regarding your stay in the Czech Republic, do not hesitate to contact officers of the Ministry of the Interior via e-mail pobyty@mvr.cz or telephone (+420) 974 832 421, (+420) 974 832 418.

PALACKÝ UNIVERSITY ID CARD

There are several practical reasons to arrange your UP ID card soon after your arrival. **A refundable deposit of 200 CZK is paid for any type of UP ID card and a filled form with a passport-size photo are required, too.**

International students at UP can request an ID card according to the following criteria:

1. ISIC - International Student Identity Card is recommended to degree and short-term international students studying/staying at UP for more than 3 months. This card is also good as a discount card at many sites and at places such as movie theatres.



For more information about ISIC see:
<http://www.isic.cz/en/>

2. The so-called “blue ID card with a photo” is recommended to students staying for more than 30 days and less than 90 days.



3. The so-called “blue ID card without a photo” is intended for UP visitors who need to access the university premises including basic services.

Please note that there may be differences based on the type of the programme, length of your stay or cooperation agreement. Students are always informed during the orientation week or soon after their arrival about their eligibility criteria.

ID cards are issued at the UP Computer Centre (CVT) <http://www.cvt.upol.cz/> located at the UP Library (1 Biskupské Sq.) on the 2nd floor. (For directions, check out the maps at the UP Portal – see Chapter UP Portal, STAG or the map at the end of this guide).

HOW TO GET AN ID CARD

If you attend the Orientation Week, simply **follow the instructions** you receive there. If not, follow the steps below for trouble-free acquisition of the card.

1. Request an ID card application form from the Central IRO

2. Check whether you are registered in the UP Information System via the UP Portal

Go to www.portal.upol.cz/contacts “student search”. Enter your first and last name. If you see the card number, Portal ID, email and STAG login under your name, you may apply to collect the card. If not, wait a little longer. The process takes 1- 3 days from the time the data is entered in the system. If you still cannot find yourself, see the Faculty International Relations officer.

3. Pay 200 CZK at the main UP cash office (Pokladna) and keep the receipt

The cash office is situated in the main courtyard at Křížkovského 8. If you cannot find the cash office, ask any student or employee at the front desk of the UP Rector’s Office for help.

4. Fill out the application form, bring the 200 CZK receipt from the cash office, a photo and your passport to the ID card office

Bring a passport photo (please do not stick the photo on the application form, but write your name on the back side and just attach

Students use this IC in accordance with Act No. 111/1998 Coll. of The Higher Educational Schools as a **student ID card**. All IC users are provided with some benefits at UP, especially registration at Accommodation and Dining facilities, borrowing services of UP Libraries, entrances to defined rooms and buildings UP. These services are gradually expanded both inside and outside UP (e.g. Public Transportation, Research Library in Olomouc, etc.).

Read the instructions on the back first, then fill in the following part of this application.

Faculty / Department:

- | | |
|--|---|
| <input type="checkbox"/> Faculty of Medicine and Dentistry | <input type="checkbox"/> Faculty of Health Sciences |
| <input checked="" type="checkbox"/> Faculty of Arts | <input type="checkbox"/> Faculty of Law |
| <input type="checkbox"/> Faculty of Science | <input type="checkbox"/> Faculty of Education |
| <input type="checkbox"/> Sts Cyril and Methodius Faculty of Theology | |
| <input type="checkbox"/> Rector’s office UP | <input type="checkbox"/> Accommodation and Dining |
| | <input type="checkbox"/> others |

Type and Length of Stay:

Period of stay: ☒ Winter Semester ☐ Summer Semester ☐ Full Academic Year

Duration of Stay (months):5.....

Type of Stay:

- ☐ Erasmus+ ☐ Erasmus Mundus ☐ CEEPUS ☒ Cooperation Agreement ☐ Others

Fill out the following personal information:

<u>COOPER</u> Surname	<div>HERE PLACE PHOTO 35 × 45 mm</div>	<u>06/07/1993</u> Date of birth
<u>SHELDON</u> Name/title		<u>93570616SC</u> Birth code
<u>MEXICO</u> Country		<u>MALE</u> Male / Female
<u>12/09/2016</u> Date of application		<u>[Signature]</u> Signature

Indicate the relationship to the UP (form of study/employee):

- | | | |
|--|--|-----------------------------------|
| <input checked="" type="checkbox"/> full-time study | <input type="checkbox"/> lifelong learning | <input type="checkbox"/> employee |
| <input type="checkbox"/> combined study | <input type="checkbox"/> traineeship | <input type="checkbox"/> retired |
| <input type="checkbox"/> doctoral study | | <input type="checkbox"/> others |
| <input type="checkbox"/> student follow up – fill in only those who need a new IC (losing or destroying the original IC UP Olomouc). | | |



it with a clip to the form) and a completed application form to the ID card office. Do not forget to bring a form of identity, preferably a passport (EU citizens a national ID card).

5. Pick up your card in the ID card office when ready and wait 24 hours

Your card will be ready the following day, all you need to do is sign a contract.

If the card gets lost or destroyed during the semester, first you have to pay 200 CZK again at the cash office and only then you can apply for a new one at the ID card office. The international validity of the card can be renewed each year with a revalidation sticker. After logging into the UP Portal you will find out how to pay. The payment must be made by transfer or money order at the post office. It is not possible to pay at the ID card office; you have to already have the payment receipt.

If there are any problems with the ISIC card, visit the ID card office. There they will run a test to see what the problem with the card is.

6. Before you go back home

Remember to collect the money left on the card at the canteen checkout (meal credit) or at the computer lab admins' office (copy credit). Unless you wish to keep the card, and provided the card has not been damaged, you can return it and get back the 200 CZK. You can arrange to return the card shortly before leaving within office hours at the ID card office.

CANTEEN (MENZA)

Beverages and snacks are available at any time at the dormitories front desks, but when you get really hungry, have a meal at one of the UP canteens. The canteens serve high quality Czech and international cuisine at very low prices. There are always many options of warm meals to choose from. UP students and employees pay from 28 to 68 CZK per meal. Soups (15 CZK) and salads (11-22 CZK) are also available. The prices are subject to change. For an updated price list please check: menza.upol.cz/webkredit. The canteens are open throughout the semester, but only on weekdays. Please remember that you can order meals only with a valid ID card. You can order or meal or come and select.

TOPPING UP YOUR ACCOUNT VIA ID CARD

Before ordering a meal, you first need to top up your ID card either at the cash desk office of the UP Main Canteen (on the left of the main entrance to the hall, far end of the corridor), any snack bar at the dormitories front desks, the snack bar of the Neředín Canteen, or the fast food bar in the Main Canteen (upstairs).

ORDERING MEALS

There are several ways to order a meal: through the website, in person using the terminals in each canteen, and also via the Android application – at Google Play look for “Mobilní objednávání Kredit”.

MENZA ONLINE

Once you are logged in www.portal.upol.cz, click on the (Menza) Dining on the top bar and

then click "Vstoupit do systému pro objednávání jídel WebCredit" (Enter the WebCredit Meal Ordering System", which redirects you to the or-

OPENING HOURS (MON – FRI)

UP Main Canteen Address: 17. listopadu 54 Envelopa dormitories area	Lunch	11am – 2:30pm
	Quickly prepared and ready-to-serve meals	11am – 8pm
	Fast food	10:30am – 8pm
Šmeralova Canteen Address: Šmeralova 6	Lunch Quickly prepared meals	11am – 2:30pm
Neředín Canteen Address: tř. Míru 113	Lunch	11am – 2:30pm
	Fast food	11am – 3:30pm
Holice Canteen Address: Šlechtitelů 11	Lunch	11:30am – 2:00pm
	Quickly prepared meals	9am – 2:30pm
17. listopadu Snack Bar		7am – 8pm
Neředín Snack Bar		7am – 2:00pm
Výdejna jídel Křížkovského Křížkovského 8	Lunch Quickly prepared meals	11am – 2:30pm

**Please note that the opening hours may change during the academic year and during summer holidays. Friday opening hours are usually shorter than stated above.*

dering system. If you want to switch to the English version of the site and menu, click on the UK flag in the upper right corner. Translations are usually provided one week in advance.

USER TERMINALS

Food ordering terminals are in every canteen. The system is user-friendly. Select a language and place your ISIC card against the terminal, then select the date, canteen, and meal. By swiping the card once more you log out of the system.

MENZA APP

The application 'Mobilní objednávání Kredit' for Android is now available (including an English version). To download go to www.goo.gl/cqJV2.

MEDICAL CARE

There is a basic health care centre on Envelopa (J. L. Fischer Student Dormitory, Šmeralova 10) with a general practitioner and a dentist. Although the doctors do speak basic English, we recommend bringing a Czech-speaking friend along (your buddy).

DOCTORS

- MD Ševčíková, GP, tel.: +420 585 224 204, email: jarkasevcik@volny.cz
- MD Davidová, dentist, tel.: +420 585 220 463

For other medical specialists and services, visit the main Olomouc healthcare centres such as

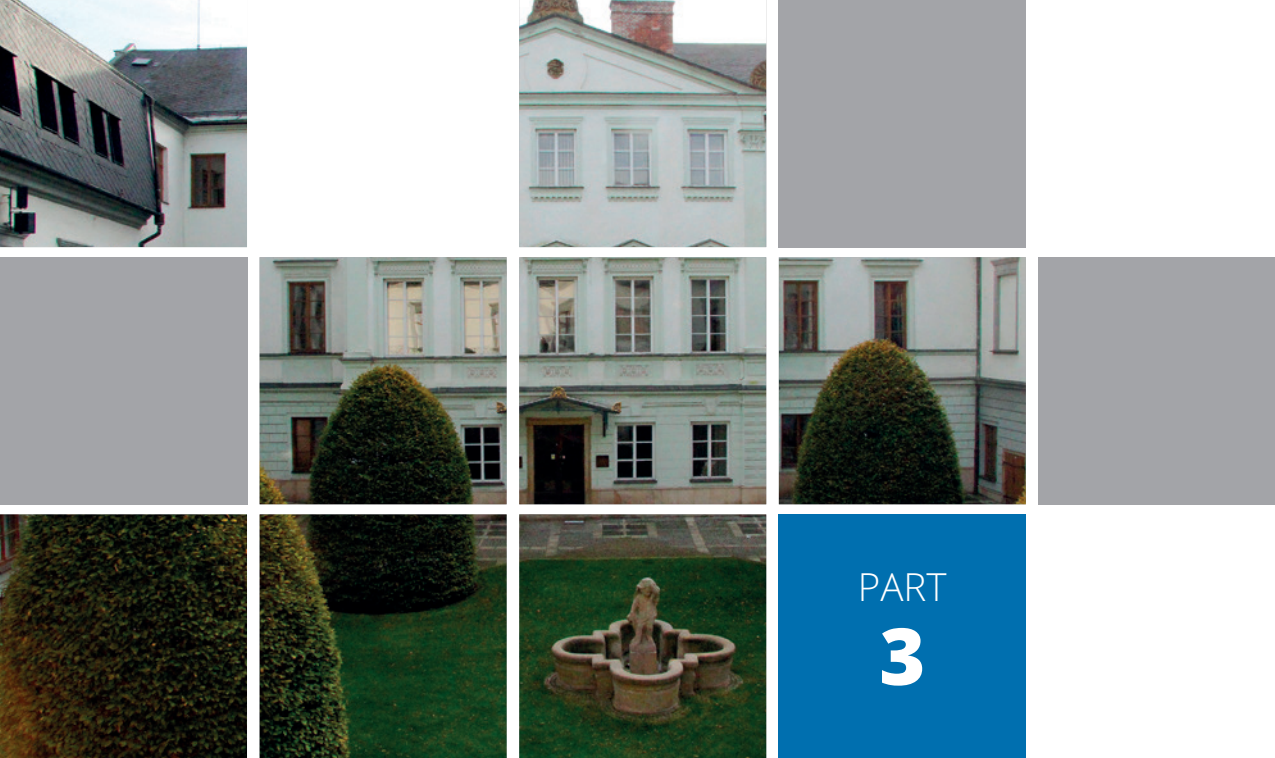
- Health Centre "Poliklinika" Olomouc, třída Svobody 32, www.poliklinikaolomouc.cz
- Olomouc University Hospital, I. P. Pavlova 6, www.fnol.cz, www.fnol.cz/pdf/fnol_cz_mapa.pdf

All the doctors below from the Health Centre "Poliklinika" are guaranteed to speak English.

- **surgeon** MD Ondřej Kroupa
+420 585 506 233
- **gynaecologist** MD Imad Hamdanieh
+420 585 506 223
- **GP, psychiatrist** MD Dagmar Přikrylová
+420 585 506 146
- **dentist** MD Radomír Hanos
+420 585 506 303

PHARMACIES

There are a number of pharmacies in the centre of Olomouc. While basic medicine and vitamins or tea are available over counter, for more specialized medicine you will always need to have a prescription. If you need special medication, either bring enough for the entire duration of your stay or note down the chemical composition of the drug as the commercial names of medicine vary depending on the country. A good idea is to bring along an empty container when you go see the Czech doctor. It will help them to find a substitute.



STUDYING AT PALACKÝ UNIVERSITY

PART 3

THE INTERNATIONAL RELATIONS OFFICE

Several departments are in charge of international relations at Palacký University. The central office – the International Relations Office (IRO) – is at the Rector's Office and organizes the orientation week and incoming student coordinators are ready to assist you with general administration (confirmation of study period, etc.) during your stay at UP. In each faculty you can find a faculty IRO. Faculty international relations officers (coordinators) administer all other international programmes, such as CEEPUS, AKTION, DAAD, Freemover, mobility within international agreements of the Czech Ministry of Education, etc.

The faculty IROs are also in charge of the electronic study agenda – STAG (see Chapter STAG) concerning ALL international programmes including Erasmus+, i.e. STAG registration in selected courses, verification of the results at the end of the student placement, and the Transcript of Records, including its submission to the student's home university.

WHO IS WHO

Academic authorities for international relations

The international relations of the university are managed by the Vice-Rector for International Relations who is appointed by the Rec-

tor. Each faculty has its Vice-dean for international relations who manages international issues and their specifications of the relevant faculty.

Administrative staff

The administration of international relations is overseen by the faculty IROs and by the central IRO.

- The **ERASMUS+**, **EMA2EURICA** programmes are run by the central **International Relations Office** (Central IRO) – the Rector's Office, Křížkovského 8, <http://www.upol.cz/en/menu/erasmus-exchange/>
- **All other international programmes** (e.g. CEEPUS, AKTION, Visegrad Fund, Freemover etc.) and **degree programmes in foreign languages** are managed by the **Faculty International Relations Offices** (Faculty IRO)

INSTITUTIONAL & FACULTY INTERNATIONAL RELATIONS OFFICERS

FUNCTION/POSITION	WORKPLACE/FACULTY	NAME	CONTACT
Head of the IRO	Rector's Office	Hynek Böhm	hynek.bohm@upol.cz
Institutional Coordinator	Rector's Office	Yvona Vyhnánková	yvona.vyhnankova@upol.cz
Incoming student coordinator (Erasmus+)	Rector's Office	Zuzana Hamdanieh	zuzana.hamdanieh@upol.cz
Incoming student coordinator (EURICA, non-EU students)	Rector's Office	Štěpánka Bublíková	stepanka.bublikova@upol.cz
Student coordinator (KA107 International Credit Mobility)	Rector's Office	Eva Ohnisková	eva.ohniskova@upol.cz
Faculty International Relations Officer	Faculty of Theology	Petra Hubená	petra.hubena@upol.cz
Faculty International Relations Officer	Faculty of Medicine & Dentistry	Petra Nakládalová	petra.nakladalova@upol.cz
Faculty International Relations Officer	Faculty of Medicine & Dentistry	Jana Osmani	jana.osmani@upol.cz
Faculty International Relations Officer	FacultyF of Arts	Zuzana Henešová	zuzana.henesova@upol.cz
Coordinator for degree programmes in foreign languages	Faculty of Arts – Students Office	Eva Gyuránová	eva.gyuranova@upol.cz
Faculty International Relations Officer	Faculty of Science	Dana Gronychová	dana.gronychova@upol.cz
Faculty International Relations Officer	Faculty of Education	Jana Dostálová	jana.dostalova@upol.cz
Faculty International Relations Officer	Faculty of Education	Dagmar Zdráhalová	dagmar.zdrahalova@upol.cz
Faculty International Relations Officer	Faculty of Physical Culture	Zuzana Hanelová	zuzana.hanelova@upol.cz
Faculty International Relations Officer	Faculty of Law	Radana Kuncová	radana.kuncova@upol.cz
Faculty International Relations Officer	Faculty of Health Sciences	Irena Jedličková	irena.jedlickova@upol.cz

PALACKÝ UNIVERSITY PORTAL

The gateway to all important things at the university is at <http://www.portal.upol.cz/>. Since as a UP student you will be using it almost daily, we recommend browsing through the site to get an idea of what it is all about.

The UP Portal simply contains most of what you need:

- a directory of people (emails and phone numbers of your classmates and instructors)
- access to student admin (STAG), an online

system that manages and records your studies

- ordering meals in canteens
- links to web interfaces for reading your university email
- manuals and instructions (e.g. how to connect your laptop to the UP network, how to set up mail forwarding, etc.)
- maps and plans of the university buildings
- links to the website of the library, including a catalogue of books, magazines and videos
- access to UP Portal applications (DMS, Courseware etc.)
- other useful links

The screenshot shows the Palacký University Portal interface. At the top, there's a blue header with the university logo and the text 'Portal Palacký University Information system'. Below this, there's a navigation bar with links like 'Home', 'Studying & Teaching', 'Applications', 'Services', 'Contacts', and 'E-mail'. The main content area is divided into several sections. On the left, there's a 'Login' section with fields for 'User ID:' and 'Password:', and a 'Log in' button. To the right of the login section, there's a 'Don't glance over' section with a notification about a new WiFi network. Below the login section, there's a 'Často používané aplikace' (Often used applications) section with links to 'Help and Guidelines', 'Pre-registration info', 'Online application', 'STAG', 'Courseware', 'UPShare', 'DMS', 'OBD', and 'E-mail'. On the far right, there's a section titled 'Informace CVT' and 'Upgrade stravovacího systému KREDIT'.

Portal
Palacký University information system

Home | Studying & Teaching | Applications | Services | **Contacts** | E-mail |

Find Contact | Contacts By Departments | Support Contacts

Contacts / Find Contact

SEARCH STAFF

Upol Hledání zaměstnanců

Surname:
First Name:
Search

SEARCH STUDENTS

Upol Hledání studentů

Surname:
First Name:
Search Hide results

Total count: 1; Results displayed: 1..1

Name	Card No.	Portal ID	E-mail	Stag login	Faculty	Programme name	Year
Henzlová Klára Bc.	80019846	henzkl00	klara.henzlova01@upol.cz	F140970	FIF	Angličtina se zaměřením na tlumočení a překlad	2

THIS IS YOUR PORTAL ID

Upol Hledání studentů

Surname:
First Name:
Search Hide results

Total count: 1; Results displayed: 1..1

Name	Card No.	Portal ID	E-mail	Stag login	Faculty	Programme name	Year
Henzlová Klára Bc.	80019846	henzkl00	klara.henzlova01@upol.cz	F140970	FIF	Angličtina se zaměřením na tlumočení a překlad	2

HOW TO LOGIN INTO THE UP PORTAL

Open **www.portal.upol.cz**, switch to the English version and click on "Contacts".

2. Type your **name** in the student search.
3. Check your **Portal ID**. This will be your login name.
4. Your **password** is your **personal identification code** (pseudo birth-code) that was generated when you filled in the on-line application form before arriving in Olomouc. If you have forgotten your password, the faculty international relations officer will provide you with it.
5. Click "**Login**" (upper right corner).
6. Enter your login data.
7. And welcome to the UP Portal!

After logging in you will be prompted to change your password. The password to the UP Portal (the personal identification number) is only temporary. For security reasons, the password must have at least eight characters, of which at least one must be special (digit or symbol). A change of password will be required every six months. The password reset is under "Edit my profile".

STAG – MANAGING YOUR STUDIES

STAG refers to the online study management and records at UP. It is a system that serves to manage study programmes, disciplines, curricula and courses in order to compile schedules, register for courses and exams, grade records, as well as records of bachelor's and master's theses. Apart from this, it has many other features.

BELOW ARE STAG FUNCTIONS THAT YOU ARE CERTAIN TO USE:

- registration for courses, through which you will get your individual study plan
- viewing and searching other data (your own schedule, information about courses, study programmes, disciplines, instructors, departments)

ONLY FOM STUDENTS USE THE FOLLOWING STAG FUNCTIONS:

- registration for exams

Log into the system at **www.portal.upol.cz**. In the menu, select "Studying and teaching (STAG)-Preregistration".

COURSE REGISTRATION

You can select courses and register for them online **only once you are here, not before**

your arrival at UP! During Orientation Week you will learn how to register in courses online via the STAG UP Portal. Instructions for online registration of courses are available on the UP website or on your faculty's website.

While the main language of instruction at UP is Czech, many courses use a variety of foreign languages. There are now a number of courses in English, designed for exchange students coming for short-term (i.e. one or two-semester) programmes.

To find and choose courses and information about courses, please refer to the UP Course Catalogue on the UP website: www.upol.cz/en -> Studying -> Course Catalogue
A list of courses taught in English, which are primarily designed for foreign students, is also available at the Faculty International Relations Office. **Theoretically, you can register for any course of any UP department and faculty, but please always keep in mind your language skill levels.**

Before registering for any course, please always check with the relevant instructor/teacher. It is best if you see them right after the opening class. (Does not apply to exchange students of the UP FoM.)

As exchange students (in programmes of up to 1 year), you have a double obligation to register for courses:

- **online** (see above)

- **on paper** – by filling out the Exchange Student Enrolment Form (EF). It may happen that the class is full and you will not be able to enrol for it online. In this case, enter the class in the EF and see the instructor in the first weeks of the class to find out whether you can register for the course even though it is full. If the instructor agrees, he/she signs the EF to confirm the registration. Then submit the EF, including all selected courses (also those that you have registered in online), to the faculty international relations officer. The faculty international relations officer will register you in the remaining courses. Keep the EF and hand it in, together with your study results, at the end of your stay, before you leave for home. The EF then serves as the basis for an official Transcript of Records, which the faculty international relations officer will send to you and the coordinator at your home university within 30 days of the end of your stay. (Does not apply to exchange students of the UP FoM.)

Online registration in courses does not apply to exchange students of the FoM and freshmen of the FoM (English programmes) and students of the Faculty of Education. In these cases, the courses are registered for the students by the faculty IRO or study department. However, before the registration, students of FoM must have passed all the pre-requisite courses of the individual programmes at their home university. A detailed presentation of the registration via STAG, applies to all exchange students: www.upol.cz/en.

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 beginning the student should submit the form to the responsible person (respective faculty coordinator – see a list below) for registering into the electronic evidence of course participating students (STAG).*
- After completing the course requirements, the lecturer will confirm course grading into the form (credit amount, examination grade).
- The student must submit the hard copy of the form to the responsible person (faculty coordinator) before he/she leaves Palacký University.
- Palacký University will send the official Transcript of Records to the student's home institution and to the student at the addresses as noted in this form only after all commitments between the student and UP (including Dormitories administration) have been settled up.

**There are differences in administration at UP Faculties, please follow the instructions given by your faculty coordinator during the orientation week*

Palacký University Faculty Coordinators:
Faculty of Arts: Ms. Zuzana Henešová – zuzana.henesova@upol.cz
Faculty of Medicine: Ms. Petra Nakládalová – petra.nakladalova@upol.cz
Faculty of Health Sciences: Ms. Irena Jedličková – irena.jedlickova@upol.cz
Faculty of Education: Ms. Jana Dostálová – jana.dostalova@upol.cz
Faculty of Science: Ms. Dana Gronychová – dana.gronychova@upol.cz
Faculty of Law: Ms. Radana Kunčová – radana.kuncova@upol.cz
Faculty of Physical Culture: Ms. Zuzana Hanelová – zuzana.hanelova@upol.cz
Faculty of Theology: Ms. Petra Hubená – petra.hubena@upol.cz

Description of the UP grading system:
Credit (R) awarded after fulfilling academic requirements at the end of each term
Colloquium (R) exam, graded only "passed" or "failed" (no grade)
Exam, grades
A – excellent
B – excellent minus
C – very good
D – very good minus
E – good
F – fail

The value of local credits corresponds to ECTS credits.

Palacký University Olomouc

ERASMUS+ / EXCHANGE STUDENT ENROLMENT FORM
Výkaz o studiu výměnného studenta

Name of the student/Jméno:

Date of birth/Datum narození:

Permanent address/Trvalé bydliště:

E-mail:

Home Institution/Vysílající instituce:

Home Institution address (to send Transcript of Records) / Adresa vysílající instituce (pro zaslání výpisu výsledků):

Name and email of the coordinator at the home institution / Jméno a email koordinátora na vysílající instituci:

Name/Jméno:

Academic year/Akademický rok:

Semester/Semestr:

Course code / Kód kurzu	Course title and time / Název kurzu a čas konání	Lecturer / Vyučující	ECTS credits amount / Počet kreditů	Enrolment approval / Potvrzení o zápisu	Grade / Hodnocení	Date and signature / Datum a podpis
KAA/LK03	INTRODUCTION TO CZECH CULTURE / LITERARY COLLOQUIUM 3, WED 16:45	dr. LIVINGSTONE	4		A	12.12.2016

ORGANIZATION OF STUDY

ACADEMIC YEAR

The academic year is divided into two semesters. Each semester is 13 weeks long. Winter semester starts in late September; in the last week before Christmas there are no classes because it is a “credit week”, which is one week of mostly written tests which are either a completion of the courses themselves or a prerequisite of registering for an oral exam

in the exam period. The exam period goes on through January until mid-February. The summer semester runs from mid-February to mid-May. The last week is again a credit week, with the exam period lasting until the end of June.

ACADEMIC CALENDAR 2016/2017

The academic year starts on **September 1st, 2016** and ends on **August 31st, 2017**.

The winter semester ends before Christ-

Arrival at the dormitories	September 10 - 11, 2016
Orientation week Winter semester	September 12 - September 16, 2016
Winter semester (beginning of classes)	September 19, 2016*
Winter semester (ending of classes)	December 16, 2016*
Christmas break	December 17, 2016 - January 3, 2017
Examination period beginning*	January 2, 2017
Examination period ending	February 10, 2017
Orientation week Summer semester	February 6 - February 10, 2017
Summer semester (beginning of classes)	February 13, 2017*
Summer semester (ending of classes)	May 12, 2017*
Palacký University Olomouc Academic week	February 20 - 26, 2017
Sports Day	May 10, 2017
Examination period beginning *	May 15, 2017
Examination period ending	June 30, 2017 (September 4, 2017 at the latest)

mas. Exams are scheduled throughout January. The summer semester begins in the middle of February and ends in the middle of May with exams continuing until the end of June.

- * With approval from respective departments, students can take examinations also before the official examination period.
- * Winter semester at the Faculty of Medicine and Faculty of Health Sciences starts on September 12, 2016 and ends on January 6, 2017.
- * Summer Semester at the Faculty of Medicine and Faculty of Health Sciences starts on February 13, 2017 and ends on May 26, 2017.

CLASSES

The schedule and instruction methods logically vary between faculties and disciplines. Classes can start in the early hours of the morning (7am) and run until 8pm at the latest. Individual classes are 45 mins or 90 mins long. Lectures tend to be longer, followed by shorter, more practical seminars or exercises. At lectures, students mostly passively listen to the presentation, while at seminars, active participation and homework in the form of readings, essays, exercises or seminar papers are required. UP students may combine disciplines freely and attend courses outside their home departments or even faculties. It may happen that a course primarily designed for one particular year is also attended by students of higher or lower years. Everything depends on the capacity of the course and the instructor's decision.

Medical students follow their own specific rules and a fixed schedule which they can complement with optional courses.

As the method of instruction and course requirements are determined by the instructor, always check with them for details before registering in the course!

COURSE COMPLETION

Some courses may be completed through good attendance and the fulfilment of continuous tasks throughout the semester or by submitting a semestral project or paper, without the need for another exam. However, completion of the majority of courses requires first the acquisition of a “credit” and then passing an exam. The “credit” is usually a written test. It may consist of an essay, but mostly it is a classic test with open- or closed-ended questions. Credit tests are mostly held in the last week of the semester. By acquiring the “credit” you either complete the entire course or qualify for an exam. Exams are held in the exam period. They may be written, but are very often oral. Prior to the exam, students receive relevant topics or questions and need to revise the contents of the course in the semester. At the oral exam you discuss the selected topic with the instructor; the test can take anywhere from 15 minutes to 1 hour or more, again depending on the discipline, instructor, and logically on

how you are performing in the exam. If you fail your “credit” or exam, you can do up to two retakes. Note that many courses are concluded only with a credit or “kolokvium” (oral assessment through discussion), i.e. only the pass/fail evaluation, without a grade (A, B, C, D, E, F). If your home university requires grades, remember to choose courses that are concluded with an exam. UP cannot give you grades for courses that are concluded with a “credit” or colloquium.

TRANSCRIPT OF RECORDS

The official documents which shows your completed or failed courses is called the Transcript of Records. This ToR is automatically printed from STAG by the faculty international relations officer once all your courses / exams / grades have been registered in the system by the teacher. Please note that you must hand in the EF in order to get your ToR. The ToR is sent to your home institution

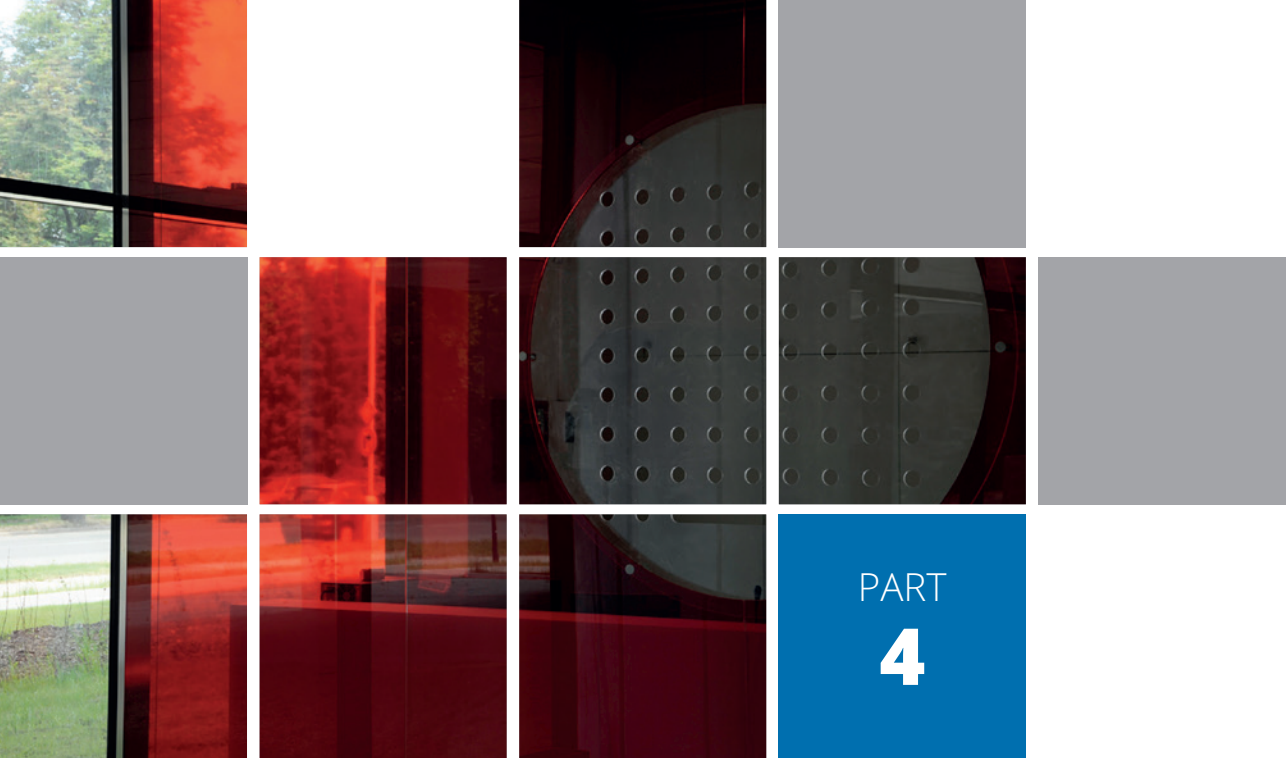
within several weeks after your departure. If you completed all your courses and still have not received your ToR in 6 weeks, please contact your faculty international relations officer.

CONFIRMATION OF STUDY PERIOD

This confirmation is issued at the beginning and at the end of your study period to confirm the dates of your arrival and departure. Erasmus+ and exchange / short-term students can get it in the central International Relations Office. You can bring a form from your home institution or request an official one issued by UP.

Please note that the International Relations office cannot confirm the date of departure earlier than 2-3 days prior to the real departure.





UNIVERSITY FACILITIES AND SERVICES

PART 4

ACCESS TO THE INTERNET

The main data you need to have to be able to connect to the Internet are your Portal ID and birth identification code (see page 71). With them, you can login to the UP Portal and connect to the KolejNET internet network in dormitories. The Portal ID is listed in the Contacts section. You can obtain your birth identification code from your faculty international relations officer. You will also be given both your Portal ID and birth identification code by the CVT office when you collect your ISIC card.

If you experience difficulties logging in or get your access blocked, please contact the UP Information Centre:

**lenka.ceplova@upol.cz,
tel.: +420 585 631 842.**

CONNECTING TO THE DORMITORIES NETWORK

In the dormitories you can connect to the KolejNet network. In addition to the general rules of the UP network, it is necessary to also observe the binding rules of KolejNET. An overview of these rules, the office hours of administrators, news, and other information are available at <http://www.kolejnet.upol.cz/>. To get Internet access in your room, you need an ethernet cable. Simply ask for help at the front desk.

SETTING A WI-FI PASSWORD

Before you can connect to the wireless network around the whole university, you need to set a WiFi password through the UP Portal. Login to the UP Portal (see Chapters 'UP Portal' and 'STAG – Managing your studies online'). Click "Edit my profile" in the upper right corner. After setting up a password, you can access the internet.

WIRED CONNECTION

Besides the wireless connection, you can also connect your laptop to the Internet with a cable. To connect the cable to the designated outlets you need to have your own UTP cable with an RJ-45 connector. The network you want to connect to at the UP is called EDUROAM.

To connect to the WiFi you need to make a few adjustments on your PC. Instructions in English on how to connect are at the front desk of the UP Library (Zbrojnice). Feel free to ask the staff. Remember you have to have your computer protected (an installed and updated antivirus programme, downloaded and installed service packs of Windows, MS Office, etc.) It is mandatory to have computers protected. There is also a network called UPOL and you will find the password after login into UP Portal.

INTERNET CONNECTION PROBLEMS

If you have problems with the connection, try asking Czech colleagues for help or check

the UP Portal data again for incorrect login details. Consult the faculty network administrator only after all of your previous attempts have failed. Accurate and updated contact details of the administrator are available at the UP Portal, section: Help and Guidelines – UP computer network – Computer Network Support.

If the network has not been working to your liking for an extended period of time, you can also contact the CVT help-line at **stag-help@upol.cz**, tel.: +420 585 631 842.

In the case of problems with the dormitory networks, please contact the KolejNET support at **kolejnet@upol.cz**.

- **CMFoT - Eva Slavičková**
+420 585 637 300
eva.slavickova@upol.cz
- **FoM - Aleš Pop**
+420 585 632 957
ales.pop@upol.cz
- **FoHS - Maroš Gemzický**
+420 585 632 810
maros.gemzicky@upol.cz
- **FoA - Medard Kuřimský**
+420 585 633 049
medard.kurimsky@upol.cz
- **FoS - Adéla Mayerová**
+420 585 634 055
adela.mayerova@upol.cz

- **FoE - Ivana Weberová**
+420 585 631 793
ivana.weberova@upol.cz

- **FoPC - Pavel Brázda**
+420 585 636 040
pavel.brazda@upol.cz

- **FoL - Petr Šuta**
+420 585 637 553
petr.suta@upol.cz

- **Palacký University Rector's Office**
Jiřina Bekárková
+420 585 631 811
jirina.bekarkova@upol.cz

PUBLIC COMPUTER LABS

The largest IT centre is located on the ground floor of the UP Library (Zbrojnice) (over 100 well-equipped computers and a printer). Likewise, there are computer labs available at the faculties. Remember to always carry your ISIC as it is vital for logging in.

COPY AND PRINT SERVICES

With the ISIC card you can make copies and print out documents at computer labs and faculty libraries. The ISIC card also serves for the payment for these services. You can charge (top up) the card at designated charging terminals at the library desks). Also, there are copy centres in the city centre, which accept any electronic storage device to make copies and print. On average, rates range from 1 to 2 CZK per A4 page.

UP LIBRARY – ZBROJNICE

www.knihovna.upol.cz

UP Library = UP Central Library (Zbrojnice), Library of the CMFoT, FoPC, LoF, FoS, FoM, FoHS, the reading room at FoE, and the British Centre.

The UP Library (Zbrojnice) is the largest library at UP located across from the UP Faculty of Arts and the Rector's Office. Biskupské náměstí 1, tel.: +420 585 631 730

UP Library (Zbrojnice) opening hours:
Night Reading room:

Mon – Thu	8am to 10pm
<i>Mon – Thu</i>	<i>10pm to 6am</i>
Fri	8am to 7pm
<i>Fri</i>	<i>7pm to 6am</i>
Sat	9am to 4pm
Weekend	Closed

Please note that changes may occur during important holidays and summer.

OTHER LIBRARIES IN OLOMOUC

- Research Library in Olomouc (Bezručova 3, www.vkol.cz)
Mon-Fri: 8:30am - 7pm | Sat: 9am - 1pm
- The Municipal Library of Olomouc (nám. Republiky 1, www.kmol.cz)
Mon, Tue, Thu, Fri: 8am - 6pm
Sat: 8am - 12am

- Library of the Regional Museum in Olomouc (nám. Republiky 822)
Mon-Fri: 9am - 11am

COUNSELLING AT UNIVERSITY

SPECIAL NEEDS CENTRE

If you need assistance because of a physical disability, please contact the Support Centre for Students with Special Needs: www.cph.upol.cz The centre is at the Faculty of Education. Counselling is available on personal request. If need be, the counselling can take place outside the Centre's premises.

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

Study abroad is often described as an unforgettable and entirely positive experience. A little known fact, however, is that it is also a time of major changes and a lot of stress. At some point of your stay, you may feel down, lonely, anxious, homesick, lost in your new environment, etc. If Skyping with your family back home or hanging out with new friends does not help and you have been feeling out of place for a longer period of time, do not be afraid to ask for professional help. Con-

tact 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.

LEARNING CZECH AND OTHER LANGUAGES AT PALACKÝ UNIVERSITY

Each faculty offers classes of foreign languages. Philology departments, in particular, also provide courses for students of other departments and faculties. For more details, check the UP Portal or the department offices or ask your Czech classmates. In addition, there are specialized centres, or departments, that focus on foreign language skills.

CZECH LANGUAGE COURSES

Palacký University provides a free course of Czech for Foreigners for international short-term students throughout the academic year. The course starts at the beginning of each semester. You will be asked to take a placement test first to identify your language skills and select the appropriate course. There are always courses for beginners, intermediate and advanced learners. Students who regularly attend the course, fulfil the tasks and pass the final exam are granted credits for the semester course. Updated information regarding the placement test, instructors, classrooms, etc. is provided in the Orientation Week and also at: www.kb.upol.cz/czech-for-foreigners/. For enquiries, email darina.hradilova@upol.cz.

The test available on the website needs to be submitted to the same email address.

Address and contact:

The Faculty of Arts, Department of Czech Studies, Křižkovského 10, Olomouc

Aside from Czech language courses designed for international short-term students, there are also tailored **courses of Czech language for prospective international students**, who are planning to join a BA or MA programme.

These courses are organized by **The Centre of Distance Learning of the Faculty of Arts**: <http://www.ff.upol.cz/en/groups/studying/czech-languages-courses/>

Address and contact:

The Faculty of Arts, tř. Svobody 26, Olomouc, veronika.glogarova@upol.cz.

UPLIFT – LANGUAGE SCHOOL OF THE FACULTY OF ARTS

You can study various languages at the brand new language school of Palacký University. The University offers subsidized academic English courses for international students. For more information about the courses, visit the website. You could also take up Czech as a foreign language as part of your study programme.

Address and contact:

The Faculty of Arts, tř. Svobody 26, Olomouc, www.up-lift.upol.cz

SPORTS

ACADEMIC SPORTS CENTRE (UP ASC)

The contact point of the UP ASC is situated next to the main entrance of the Palacký University Sports Hall (next to the bike shop). You can buy membership passes for the sports programmes there as well. If you have any questions about the sports programmes, please check the Facebook page of the Academic Sports Centre or email: babeta.vankova@upol.cz, tomas.valenta@upol.cz.

Throughout the year students can also take advantage of the Academic Fitness Gym (www.akademikfitness.cz).

Address and contact:

Sportovní hala (UP Sports Hall),
U sportovní haly 554/2a, Olomouc,
www.akademikolomouc.cz,
www.facebook.com/Akademik-sport-centrum

SPORT PROGRAMMES

There are two types of sport programmes for UP students. The basic programme “Základní program” covers a wide range of sport activities – ball games, dances, aerobics, etc. The specialized programme “Speciální program” focuses on the more exotic sports – climbing, indoor cycling, archery, etc. The whole programme range is available on the UP website at the beginning of each semester (search in Czech). In order to participate you need to first buy a sports pass. Bring your ISIC and one passport photo.

The Basic Programme pass is about 600/1,000 CZK per semester/year. Although you are asked to select one sport of preference you want to attend, you are allowed to attend any other sport from the Basic Programme unless they are full.

The cost of the Specialized Programme pass varies depending on the selected sport. You can buy the sports card in the first two weeks of the semester at the central canteen (třída 17. listopadu). The UP ASC staff will be there with a printed list of programmes to help you choose the best option for you and tell you more about the courses. The sports passes are available for sale at their office.

Are you into running? Check the regular running practices by Jogito ergo sum <https://www.facebook.com/Radostzpohybu>, a project coordinated by the Faculty of Physical Culture.

BAJKAZYL OLOMOUC

Bajkazył Olomouc is the Olomouc branch of the Prague Bajkazył, a bike shop and bar. Offering full bicycle service, remanufacturing and the sale of retro bicycles, it also sells and repairs bike accessories and parts. Bajkazył is committed to promoting the bike community in Olomouc and help the bicycle become a common means of transport in cities, which is why it also cooperates with the Faculty of Arts.

Address and contact: Wurmova 7, Olomouc, email: bajkazył.olomouc@gmail.com



STUDENT LIFE, CULTURE, LEISURE

STUDENT ORGANIZATIONS

Olomouc is renowned for student activities. The following list will come in handy if you are looking to join a student association, organization or civic association. All the organizations welcome new members; students usually speak good English and, if not, you can always make yourself understood with a bit of effort. So do not hesitate and go explore the student world!

ESN UP OLOMOUC

As part of the international student organization Erasmus Student Network, each year the ESN UP Olomouc is here for several hundred exchange students who choose to study at any of the eight faculties of Palacký University in Olomouc. They are volunteers who help you on the basis of students helping students. At the beginning of your study abroad, you will especially appreciate the buddy system and the afternoon programme of Orientation Week.

The buddy system is based on communication between exchange students and Czech 'buddy' students. To get your buddy, register at MySection <https://upol.mysection.cz/register/international>, fill in your profile and your Czech buddy will pick you.

For further information please contact ESN UP at hr@esn.upol.cz

During the academic year, ESN UP Olomouc organizes trips around the Czech Republic and abroad, parties, cultural and sports events of all kinds (National Presentations, movie nights, wine tasting in wine cellars, beerpong tournaments, concerts, international dinners, paintball, as well as mushroom picking or kite-flying). UP students and international students form an international team where they practice foreign language skills, learn about different customs and cultures and make friendships that can last a lifetime.

To keep yourself updated about their events and to keep in touch with other international students, join their private group called Erasmus in Olomouc year/year. For more information about the ESN mission, scheduled events, contacts, partners, and the latest activities at the ESN UP Olomouc branch, go to <http://esn.upol.cz> or check out the ESN UP Olomouc Facebook page. The ESN welcomes all exchange students who want to join their activities; it does not matter which programme you are enrolled in.

ESN CARD

A special card which gives its holder the privilege to participate in all activities organized by ESN UP such as trips, sports and cultural activities, etc. Last, but not least, it offers discounts at hostels, restaurants, shops etc. The card is valid for one year all over Europe. For more information, see <http://escn.org>

OTHER STUDENT ORGANIZATIONS

- **PEPA** (Palacký English Programme Association)
www.facebook.com/groups/126357197471370
- **AIESEC OLOMOUC**
Website: www.olomouc.aiesec.cz, email: olomouc@aiesec.cz
- **ISHA Olomouc** (International Students of History Association)
www.facebook.com/ishaolomouc
- **ELSA OLOMOUC**
Website: <http://www.elsa.cz/olomouc>
- **THE INTERNATIONAL FEDERATION OF MEDICAL STUDENTS ASSOCIATION**
Website: www.ifmsa.cz/fakulty/olomouc/, email: lp.upol@ifmsa.cz (Local President)
- **OLOMOUC JAPANESE CLUB**
Website: www.japonskyklub.cz, email: jkolomouc@yahoo.co.uk
- **PASTICHE FILMZ**
Website: www.pastichefilmz.org
- **UNIVERSITY CHRISTIAN MOVEMENT OLOMOUC**
Website: www.ukh.cz, www.skh-olomouc.cz, email: jirkaskh@email.cz
- **UNIVERSITY CATHOLIC MOVEMENT OLOMOUC**
Website: www.vkholomouc.cz, email: predseda.vkholomouc@seznam.cz
- **ATENEO JOINT CHAMBER CHOIR**
Website: www.ateneo.upol.cz, email: ateneo@upol.cz

... AND MANY OTHERS!

CULTURE AND SOCIAL LIFE

There are many ways to find out about exciting places to go, where the gigs are playing, or where the sports matches are happening. Probably the easiest way is to keep checking the dozens of posters in the hallways of the dormitories, canteens and faculties or the ever-so-useful Internet. Take note of the most popular websites: www.upol.cz and www.zurnal.upol.cz, which post invitations to UP-related events and include an events calendar. Information about programmes are also available directly on the websites and the Facebook pages of the relevant theatres, cinemas, establishments and sports centres. Lastly, there are also the Olomouc city webpages (www.olomouc.eu) and the commercial sites (www.olomouc.cz, www.ol4you.cz, and www.i-olomouc.com).

- **Palacký University Art Centre – Konvikt**
Address and contact: Univerzitní 3,
www.upol.cz/en/art-centre/
- **Cultural and community venue W7**
Address and contact: Wurmova 7, Olomouc
www.divadlonacucky.cz
Facebook: [divadlonacucky](https://www.facebook.com/divadlonacucky)
- **Cultural and social center ArtUm**
Address and contact: Sokolská 7,
<http://www.artumcentrum.cz/>

THEATRES AND CINEMAS

Theatres

Do you want to relax for a while? You can visit some of our theatres and cinemas.

- **The Moravian Theatre Olomouc**
www.moravskedivadlo.cz
- **Tramtarie Theatre**
www.divadlotramtarie.cz
- **Divadlo Na Cucký**
www.divadlonacucky.cz
- **Na Šantovce Theatre**
www.divadlonasantovce.cz

Cinemas

- **Pastiche Filmz**
If you fancy cinema, you should consider attending the various events of the university film club. Every week they put on an independent movie at a small cinema at Konvikt. Sometimes this art group dedicates a week to a particular director and you can see a selection of his/her masterpieces. www.pastichefilmz.org
- **CineStar Olomouc**
<http://cinestar.cz/olomouc>
- **Metropol**
www.kinometropol.cz
- **Premier Cinemas** – Galerie Šantovka
www.olomouc.premierecinemas.cz

FESTIVALS

- **Academia Film Olomouc**
The International Festival of Science Documentary Films | www.afo.cz
- **Flora Theatre Festival**
The International Theatre Festival
www.divadelniflora.cz
- **PAF** The International Festival of Film Animation | www.pifpaf.cz

- **Majáles of Palacký University**
Traditional student party in the month of May | www.majales.upol.cz
- **Beerfest**
Czech Octoberfest | www.beerfest.cz
- **Colores Flamencos Olomouc**
Multi-genre flamenco festival www.floyal.cz
- **MusicOlomouc**
International Festival of Contemporary Music | www.musicolomouc.cz
- **VZÁŘÍ/Septembeam**
The Festival of Light and Video Mapping
www.vzari.cz
- **Jeden svět/One World**
The International Human Rights Documentary Film Festival | www.oneworld.cz
- **Noc Kostelů/Night of Churches**
www.nockostelu.cz
- **Festivals by the Moravian Philharmonic Olomouc**
Festivals of classical music
www.mfo.cz

CLUBS & PUBS

- **Doga**
- **U-Club**
- **S-klub**
- **15minut Music Club**
- **Buddys Bar & Music club**
- **Belmondo**
- **Varna**
- **Metro Chill-out Club**
- **Black Stuff**
- **Vertigo**
- **Jazz Tibet Club**
- **Ponorka**



CAFÉS

Olomouc is packed with coffee shops. There is one round every corner in the centre. For instance, Café 87 at náměstí Reubliky, Café La Feé (Ostružnická 13) or Coffee Library right at the Zbrojnice library. Kafe Kodo (Ostružnická 342/40) roasts their own coffee and makes excellent coffee-to-go. Another cosy coffee-and-read-books place is Druhý Domov, located right next to the Bystřice river. But of course, different strokes for different folks, so be sure to have a look for yourself...

PIZZA & FOOD DELIVERY

When you get tired of the university canteens and do not feel like cooking, you can head to one of the many restaurants in the city. Most of them offer daily specials at very reasonable prices (for an overview see, for example, www.olomouc.cz). If you want to try Czech cuisine, why not try Drápal (www.restauracedrapal.cz) or U Červeného volka (www.ucervenehovolka.cz). At Saint Wenceslas Brewery you will find a pleasant atmosphere, homemade beer and a beer spa (www.svatovaclavsky-pivovar.cz).

There is also vegetarian cuisine (www.greenbar.cz) and vegetarian Indian cuisine (www.govinda-olomouc.cz) in the city. Or you can try Nepalese cuisine (www.nepalirestaurant.cz) or Indian at Aroma or Taste of India. Pizza restaurants are a whole new chapter. Olomouc has so many of them

that they compete with each other to offer students better prices and flavours. It is up to you to find out where they have the best and cheapest pizza. Most of them give ISIC and quantity discounts. Likewise, you can get sandwiches and burgers delivered to your door. Lots of Asian and döner kebab restaurants deliver food, too.

Go to www.damejidlo.cz to see all the possibilities!

SHOPPING

UPoint - The Information Centre and Shop of Palacký University Olomouc
<http://upoint.upol.cz/en/>

UPoint is ready to provide you with a wide range of information about Palacký University and life in Olomouc a great university city. It offers a variety of souvenirs and useful items (ranging from pens to picnic blankets to university-produced honey or beer). Our graduates have created our own fashion brand called UniWearCity.

See also:

- Galerie Šantovka
www.galeriesantovka.cz
- Globus & OlomoucCITY Shopping Mall
www.globus.cz, www.mojecity.cz
- Olympia Shopping Mall
www.olympiaolomouc.cz
- Centrum Haná Shopping Mall
www.ochana.cz



PLACES TO VISIT

AROUND OLOMOUC

Here are several tips for places which you can visit around Olomouc. Please see the full list with descriptions at www.upol.cz/en

- **Bouzov** Castle
- **Dlouhé Stráně** pumped-storage hydroelectric power plant
- **Helfštýn** Castle
- **Loštice** Museum of Tvarůžky Cheese
- **Mladečské Caves**, Javoříčské Caves, Javoříčko
- **Sovinec** Castle
- **The Kroměříž** Archbishop's Castle and Gardens
- **Tovačov**
- **The Hranice** Chasm
- **Velké Losiny** Handmade Paper Factory and Chateau

AROUND THE CZECH REPUBLIC

Below you will find some tips on places worth seeing in the Czech Republic. Please see the full list with descriptions at www.upol.cz/en

- **Český Krumlov** www.ckrumlov.info
- **Cheb** www.tic.mestocheb.cz
- **Kutná Hora** www.kutnahora.cz
- **Mikulov** www.mikulov.cz/tourism
- **Ostrava** www.czechtourism.com/t/ostrava/
- **Prague** www.praha.eu
- **Slavonice** www.telc.eu
- **Tábor** www.taborcz.eu
- **Veselý Kopec u Hlinska** www.vesely-kopec.cz



PART 7

HOLIDAYS AND TRADITIONS

CZECH PUBLIC HOLIDAYS

- **1 January** – New Year's Day/Restoration Day of the Independent Czech State
- **(March or April)** – Easter Monday
- **1 May** – Labour Day, (Day of Love, EU Accession Day)
- **8 May** – Liberation Day
- **5 July** – Saints Cyril and Methodius Day (introduction of Christianity and the first written form of the old Slavic language)
- **6 July** – Jan Hus Day (religious reformer burnt to death)
- **28 September** – St Wenceslas Day (Czech Statehood Day)
- **28 October** – Independent Czechoslovakia (founded in 1918)
- **17 November** – Struggle for Freedom and Democracy Day – International Students' Day commemorates the German storming of Czech universities in 1939.
- **24 December** – Christmas Eve
- **25, 26 December** – Christmas

IMPORTANT DEADLINES IN 2016/2017

- **30 September 2016** – registration of courses in STAG/submitting of the Enrolment Form (yellow paper) to a Faculty International Relations Officer
- **30 September 2016** – submitting of your EHIC copy in the IRO
- **15 October 2016** – changes to the original LA (winter semester)
- **30 November 2016** – announcement of your date of departure (winter semester) –housing subsidy purpose

- **November/March** – time to announce changes of your departure date stated in the accommodation contract – contact the Accommodation Office
- **15 March 2017** – changes to the original LA (summer semester)
- **30 April 2017** – announcement of your date of departure (summer semester) – housing subsidy purpose

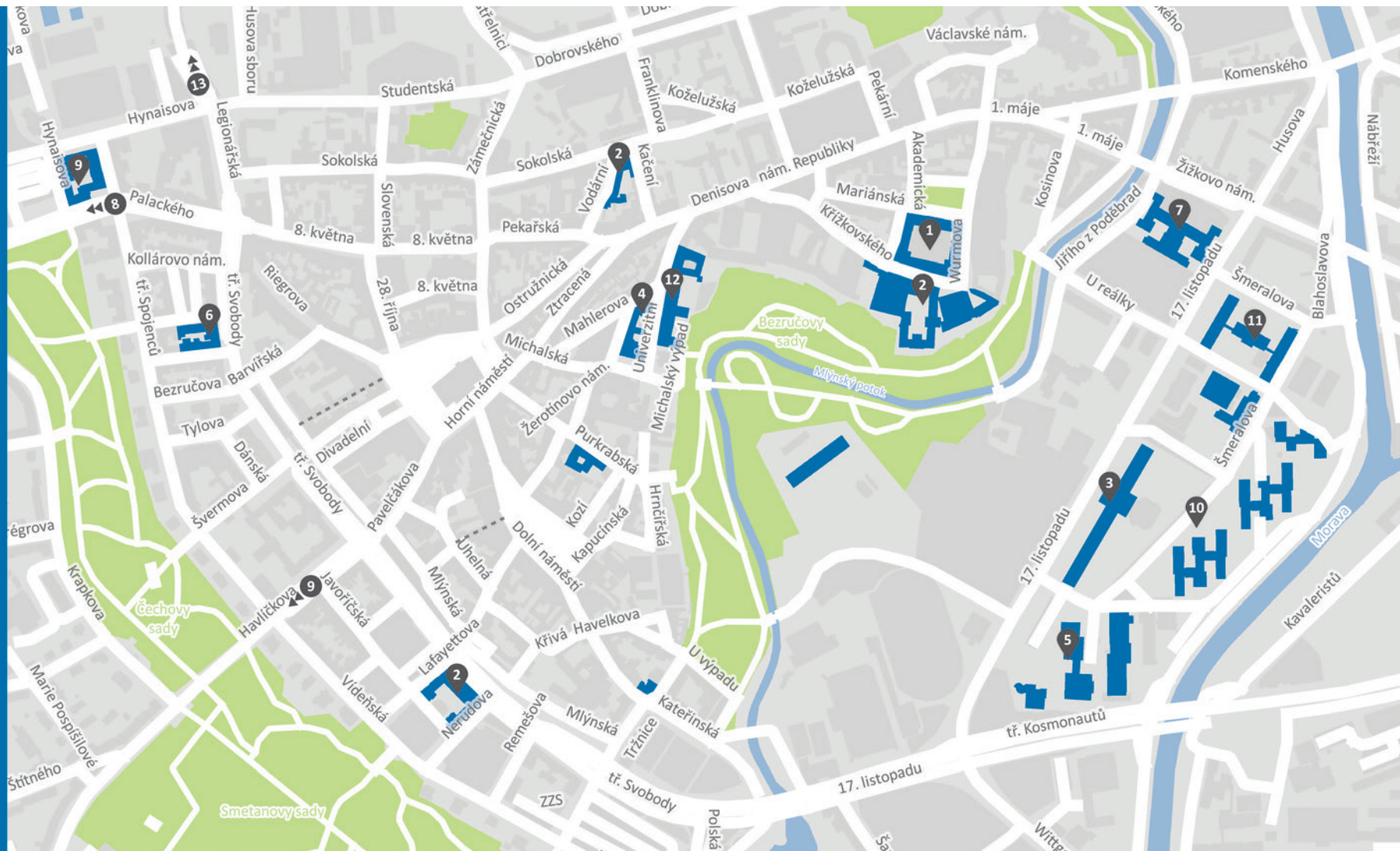
A FEW TIPS AND RULES THAT WILL COME IN HANDY AT PALACKÝ UNIVERSITY

1. Remember to read all the information about UP, your faculty, your department, your discipline, and to study ... it's worth it.
2. If you do not understand something, instead of immediately contacting the international relations office, first try asking your friends or classmates. Often it pays off!
3. If tips 1 and 2 haven't worked for you, then you can go and ask your Faculty International Relations Officer or Department Co-ordinator.
4. Say "Hello!" (or "Dobrý den!") to your teachers (even if they sometimes fail to respond). It's culturally polite and respectful.
5. Observe office hours – that way you show respect for the other person.
6. Regularly check the Central IRO's website and your email. Ignorance is no excuse.
7. Keep track of the academic schedule, deadlines, days off, etc.
8. Rely on yourself. You are a university student.

PALACKÝ UNIVERSITY MAPS

- 1 – UP Library – Zbrojnice
- 2 – Faculty of Arts and Rector's office /
Central International Relations office
- 3 – Faculty of Science
- 4 – Sts. Cyril and Methodius
Faculty of Theology
- 5 – Faculty of Law
- 6 – Faculty of Health Sciences
- 7 – Faculty of Education
- 8 – Faculty of Physical Culture
- 9 – Faculty of Medicine and Dentistry
- 10 – Student dormitories area – Envelopa
- 11 – Main student canteen – Menza UP
- 12 – Art center – Konvikt
- 13 – Sports Hall
-  Palacký University

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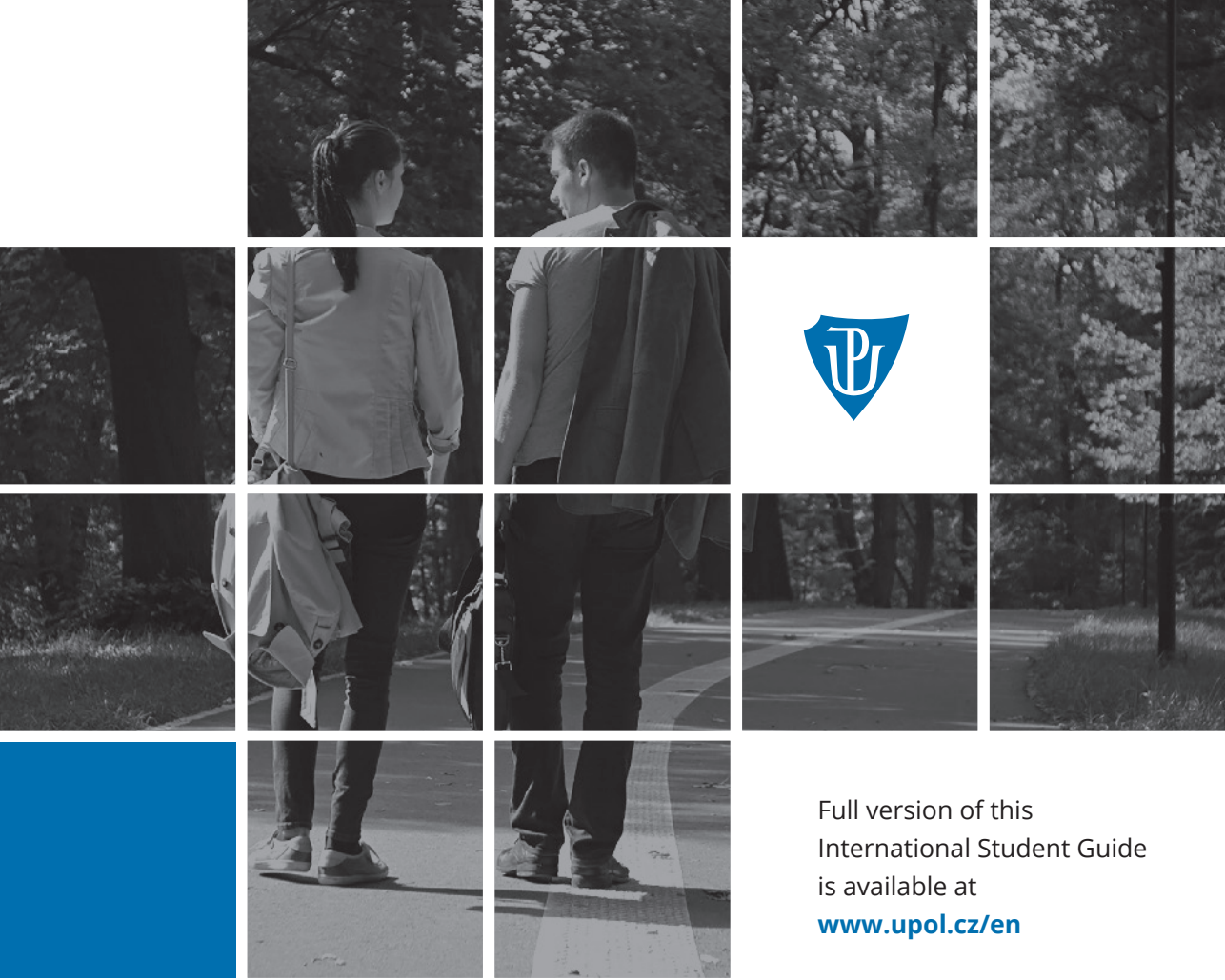
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www.upol.cz/en



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