


<b>PART 1: CZECH REPUBLIC, OLOMOUC, UP</b>	<b>4</b>
- INTRODUCTION – CZECH REPUBLIC	6
- CULTURE SHOCK	9
- CZECH REPUBLIC – BLAME IT ALL ON CULTURE	12
- MUST WATCH AND MUST READ	14
- WHY OLOMOUC?	15
- PALACKÝ UNIVERSITY OLOMOUC	18
<b>PART 2: PRACTICAL INFO BEFORE YOU ARRIVE</b>	<b>22</b>
- APPLICATIONS, DEADLINES, PROGRAMMES	24
- VISAS	25
- HEALTH INSURANCE	26
<b>PART 3: PRACTICAL INFO UPON ARRIVAL – FIRST STEPS</b>	<b>28</b>
- ARRIVAL	30
- TRANSPORT IN OLOMOUC	32
- ACCOMMODATION	34
- INTERNATIONAL RELATIONS OFFICE and Orientation Week	40
- VISA AND FOREIGN POLICE	40
- UP ID card	43
- STUDENT GRANTS	45
- BANKS, OPENING AN ACCOUNT	46
- DINING HALL	48
- MEDICAL CARE	51
<b>PART 4: STUDYING AT UP</b>	<b>54</b>
- INTERNATIONAL RELATIONS OFFICE	56
- WHO IS WHO	56
- UP PORTAL	62
- STAG – MANAGING YOUR STUDIES ONLINE	63
- ORGANIZATION OF STUDY	65
<b>PART 5: UNIVERSITY FACILITIES AND SERVICES</b>	<b>68</b>
- ACCESS TO THE INTERNET	70
- THE UP LIBRARY (ARMOURY)	72
- COUNSELLING AT UP	76
- LEARNIG CZECH AND OTHER LANGUAGES AT UP	78
- SPORTS	81
- MEDIA AT UP	83
<b>PART 6: STUDENT LIFE, CULTURE, LEISURE</b>	<b>86</b>
- STUDENT ORGANIZATIONS	88
- RELIGION	93
- CULTURE AND SOCIAL LIFE	94
- THEATRES AND CINEMAS	95
- FESTIVALS	98
- CLUBS & PUBS	100
- SHOPPING	103
<b>PART 7: PLACES TO VISIT</b>	<b>106</b>
- AROUND OLOMOUC	108
- 10 TRIPS AROUND THE CZECH REPUBLIC	111
- HOLIDAYS	112
- GLOSSARY	118
- A FEW TIPS AND RULES THAT WILL COME HANDY AT UP	119



## **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 received, our university 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 in the twenty-first century still believes that internationalization renders an endless potential to enhance scientific excellence as well as the quality of research and academic training. Under my guidance, Palacký University has a 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 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***



PART 1:  
CZECH REPUBLIC,  
OLOMOUC,  
UP

## INTRODUCTION – CZECH REPUBLIC

Welcome to the Czech Republic, a country with a rich history, which is often referred to as the heart of Europe. You may have heard that the Czech Republic is the land of beer, or that it has plenty of castles and chateaux and one of the best national ice-hockey teams worldwide. While all that is definitely true, there is a lot more...

In the following pages you will find basic and useful information about your new home country. As this booklet is by no means intended to be a textbook of history or geography, we recommend looking up the info you might be interested in at these internet sources:

The official website of the Czech Republic: [www.czech.cz](http://www.czech.cz)

The official website of Czech tourism: [www.czechtourism.com](http://www.czechtourism.com)

A site brimming with practical info about various aspects of life in the Czech Republic: [www.myczechrepublic.com](http://www.myczechrepublic.com)

### Basic information

Facts about the Czech Republic

Location: Central Europe

Area: 78,866 km<sup>2</sup>

Bordering on (length of border): Germany (646 km), Austria (362 km), Poland (658 km), Slovakia (215 km)

Time: Central European Time – GMT+1, Central European Summer Time – GMT+2

Official language: Czech (Slavic language)

Currency: Czech crown (International code: CZK; Czech code: Kč)

Population: 10.5 million

Major cities (population): Praha/Prague (1,240,000), Brno (380,000), Ostrava (300,000), Plzeň/Pilsen (167,000), Liberec (100,000), Olomouc (100,000)

Political system: Parliamentary republic

European Union: Czech Republic joined the EU on 1 May 2004

Member of: NATO, IMF, WB, WTO, OECD, OSCE

### Climate

Generally speaking, the weather in the Czech Republic is mild. There are four seasons, each about three months long. Spring can be cold with fast weather changes, while autumn is mostly foggy and rainy, except for a few sunny and cold days, when you can fully enjoy the beautiful

autumn colours in the trees. Nevertheless, summers can get very warm and winters very cold. Summer temperatures range from 23 °C (73 °F) to 30 °C (86 °F) and there is usually a lot of sunshine.

Winter temperatures tend to be between -10 °C (14 °F) and 0 °C (32 °F). There is usually quite a lot of snow in winter. If you are arriving for the wintersemester, remember to bring a winter jacket and warm boots. You can check the weather forecast at: [www.chmi.cz](http://www.chmi.cz)

### Prices

Although the Czech Republic is rapidly catching up with the Western standard of living in many ways, it is still cheaper to live here than in Western Europe.

To give you an example: a lunch special in a restaurant is 4 – 6 EUR / 5 – 8 USD, a standard meal 5 – 10 EUR / 7 – 13 USD, and a dish at a high-end restaurant 12 – 15 EUR / 16 – 20 USD. The average price of beer is 1 EUR / 1.3 USD. A ticket to the movies is 6 EUR / 8 USD.

As for Olomouc prices, a month's rent at student dorms is about 100 EUR / 135 USD, a tram ticket about 0.5 EUR / 0.7 USD, a loaf of bread a bit over 1 EUR / 1.5 USD, 1kg of chicken is 2.7 EUR / 3.5 USD, 1 litre of milk 0.8 EUR / 1 USD, and a coffee to go 1.5 EUR / 2 USD.

Generally, you as a student can live here comfortably for as little as 8,000 CZK (approximately 300 EUR) per month. For exchange rates, visit for example the XE Currency website: [www.xe.com](http://www.xe.com)

You will need a little more if you plan to rent a car, make weekend trips or travel. Be careful not to carry around large amounts of cash. Bring some extra money for the first days of your stay, e.g. for the deposit on university accommodation, to get your ISIC identity card, to charge up your ISIC card to buy meals in the uni's dining halls, make copies, etc.

**Electricity**  
The voltage power in the Czech Republic is 230 V / 50 Hz. Plug sockets are Type F sockets compatible with those used in the majority of the European countries (but different than in the UK for example). If a different voltage is used in your country (i.e. 110 V), you will need a voltage converter.

### 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 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	web sites	Olomouc location
O2	www.cz.o2.com	Riegrova 4 or Šantovka shopping centre
T-Mobile	www.t-mobile.cz	Horní náměstí 19 or Šantovka shopping centre
Vodafone	www.vodafone.cz	Ostružnická 15 or Šantovka shopping centre

#### Emergency numbers

European central emergency number (guaranteed assistance in English)	112
Emergency road service	1230, 1240

## CULTURE SHOCK

While staying abroad for a longer period of time almost everyone experiences „culture shock“ to some degree. It is quite normal, but temporary. Culture shock is the term used to describe the disorientation and frustration many people feel when they enter a culture different from their own. Unfamiliar environment, new people, foreign language, and on top of all that you have to deal with all of this on your own, with no friends or family around to support you.

Symptoms of culture shock can be both physical and psychological, such as: feelings of sadness, loneliness, physical aches and pains, insomnia or the desire to sleep a lot, feeling vulnerable, angry, etc. People who are experiencing culture shock complain about all aspects of life - the food, the weather, the people, and idealize their own home country. The process of personal adaptation to a new environment has distinct stages which last a different length of time for each of us.

It starts with Excitement (sometimes called the Honeymoon period) when everything is new and exciting. You find everything interesting and people seem to be friendly.

Then comes the Crisis. Everything is difficult and confusing. You feel homesick and isolated and complain about the new country. This is the stage we hear referred to as “culture shock.”

After every crisis come better days. This period is called Adjustment (turning point). You feel more confident and relaxed. Customs and traditions become clearer; the culture in general seems more familiar.

In the end, you get to the point of Integration. You have recognized that the new culture has much to offer. You find the differences valuable and important. You are able to function in both cultures with confidence.

To deal with culture shock, try to obtain as much information about the country, people, and culture as possible. Keep in touch with your family and friends. Have familiar things around you that have personal meaning. For example, bring pictures of your closest family and friends. Make friends with local students and other international students. Talk to people in your department and faculty. Contact local students' organizations. Do not give up your hobbies, you can make new friends while doing sports, arts or whatever you are interested in. And relax, it will all get better.

People often do not fully understand culture shock until they return home to their country, when they are surprised to see their own country with new eyes. Be aware that after your study stay is over, culture shock may strike you even harder when you come back to your home country.

Some even say that it is easier to leave than to come back. If you feel constant psychological or physical discomfort, do not be afraid to ask for help. At Palacký University, you can turn to the Career Counselling Centre or psychological assistance at UP (see page 76). The Centre offers consulting and aid to all international students. Contact them if you encounter situations which you cannot tackle yourself or if you have any academic or other practical problems with which you need assistance. They are there for you, so do not hesitate.

Contact: Career Counselling Centre, Faculty of Arts, tř. Svobody 26, Olomouc., Tel. +420 585 633 250, [ppc@upol.cz](mailto:ppc@upol.cz)

#### **Tandem Olomouc**

If you want to meet Czech friends, learn to speak Czech, and find out more about Czech culture, we recommend joining the Tandem Project, which helps Czech and international students to connect. You can even join before arriving in Olomouc to get some useful information from Czech students.

Registration at: [www.tandem.netsource.cz](http://www.tandem.netsource.cz)



## CZECH REPUBLIC – BLAME IT ALL ON CULTURE

This section should give you an idea of what and why to expect in the Czech Republic, which will help you understand the reactions you may come across. In no way are we saying this is the definitive or all-encompassing description of Czech people. We must never forget that each person is a unique being.

Czech culture is markedly influenced by the neighbouring Slavic and Germanic peoples and by the long rule of the authoritarian communist regime. For most of its history, the Czech Republic has (voluntarily or involuntarily) been exposed to political and economic influences of neighbouring nations, having to fight not only for survival but also to maintain its own identity. The ever changing conditions of existence in the heart of Europe have taught Czechs to improvise and adapt to almost anything.

Czech society tends to be individualistic, where people care mostly about themselves and their loved ones. In comparison with the southern nations, Czechs at first glance may seem standoffish and reserved towards strangers and foreigners in general. They carefully protect their privacy, and friendships take a long time to develop. Additionally, it is quite hard to enter a close network of friends and family. At first, they will be cautious, and compared with other cultures, a Czech needs much longer to open up to a stranger. Modesty is desirable, while exaggerated and openly professed confidence will not meet with a positive response. Czechs hate open conflicts and do their best to avoid them. Similarly, it is hard for them to give and accept criticism. Instead of open confrontation, they prefer to complain in private (mostly in a pub) and then say there is nothing they could do about it anyway. Scepticism and complaining are unfortunately dominant features of Czech culture. Additionally, Czechs are inordinately afraid of making a mistake and looking ridiculous.

On the other hand, Czechs greatly value a sense of autonomy and independence. They are very creative and skilful, as evidenced by the typically Czech do-it-yourself attitude. They have a knack for unconventional solutions and are open and tolerant to new ideas and opinions. They excel at learning new things, adapting to new circumstances, and improvising. Thanks to this and much more, Czechs make brilliant scientists and entrepreneurs. Due to the German influence, Czechs place a considerable emphasis on order and on following the rules. At the same time, though, they are characterized by a remarkable adaptability and flexibility once they find out that it is more convenient and practical to

get around the rules. Although they are organized and plan ahead, they do not always stick to their plans. The majority of work is done at the last minute.

Once the initial coldness passes, Czechs become very warm and caring, always ready to help and advise the person they have decided to consider as one of them. Friends and family play an extremely important role for Czechs. They emphasize a positive social climate, good interpersonal relationships, mutual trust, and generally, pleasant interpersonal communication.

A completely separate chapter is the Czech sense of humour, full of double meaning, irony, and sarcasm, which stems from a strong communication context. Communication is often brimming with hints, allusions, ambiguities, and references to the wider context.

What does that all mean for you?

Do not expect to be actively welcomed by your Czech colleagues. That does not mean they are not interested or unfriendly but that the first step is usually up to you. Do not hesitate to reach out at a lecture to the first person who seems nice; the mere fact that they smile at you at the beginning is a good sign. Do not give up if the first attempt fails as you might have come across someone who is not sure when communicating in a foreign language, or simply an unpleasant person, which can happen anywhere. Do not take it personally when a shop assistant or waitress is not acting their friendliest. It is still not common for the Czechs to encounter foreigners on a daily basis; the older generation does not speak foreign languages well, and so unfortunately people may sometimes act with hostility when required to do what they cannot. Join student organizations or sports activities – that is the easiest way to make new Czech friends, who will gladly explain the intricacies of the Czech culture to you. Once you get invited for a beer, you are home and dry. And most importantly, be on time!

For more info on this topic, see e.g. *Czech Republic (Culture Shock! A Survival Guide to Customs & Etiquette)* by Tim Nollen or *Czechs and Balances: A Nation's Survival Kit* by Benjamin Kuras (this one is pretty harsh on Czechs but true and fun at the same time). Both of them are available in the UP library in English. The foreign community in Prague have created [www.expats.cz](http://www.expats.cz) where you can find some useful tips for Prague as well as a Survival Guide to Czech culture. Also check out [www.iknowczechia.com](http://www.iknowczechia.com) and just for fun, try googling "How to annoy a Czech".

## MUST WATCH AND MUST READ

### Movies

Cinematography is based on the history of the nation, reflecting its characteristics and approach to life. Czech cinema has a lot to offer and will hopefully help you understand the Czech temperament. The following movies, which are in chronological order based on the historical period they are set in, provide an insight into the modern history of the Czech Republic: *Hand* (1965), Jiří Menzel's Oscar winning film based on Bohumil Hrabal's novel *Closely Watched Trains* (1966), *Ear* (1970), *Elementary School* (1991), *Thanks for Every New Morning* (1994), *Wonderful Years That Sucked* (1997), *All My Loved Ones* (1999), *Cosy Dens* (1999), *Divided We Fall* (2000), *Dark Blue World* (2001), *Identity Card* (2010), *In the Shadow* (2012), and *The Burning Bush* (2013). If we were to pick only one film, it would have to be *Cosy Dens*, which Czechs simply adore.

Czech comedies that are worth seeing include *Little Village* (1985), *Kolya* (1996), *Loners* (2000), *Saturnin* (1994), *The Return of the Idiot* (1999), *Pupendo* (2003), and *Tales of Ordinary Madness* (2005).

We must point out that what Czechs consider a comedy may sometimes make an uninformed audience sad. Expect a generous dose of sarcasm, irony, black humour, and overall a bittersweet atmosphere. Soothing, for a change, are Czech fairy-tale films, such as *Three Nuts for Cinderella* (1973), *Give the Devil His Due* (1985) or *Kooky* (2010).

The above-mentioned films are definitely available online, some dubbed and some with subtitles, and if with neither, at least you can practice your Czech. For more about Czech movies, go to: [www.filmcenter.cz](http://www.filmcenter.cz)

### Literature

Franz Kafka, Václav Havel, Jaroslav Seifert (Nobel Prize for literature), Milan Kundera, and many other great writers come from the Czech Republic. Selected works again may help you understand your temporary home. *The Good Soldier Svejk* by Jaroslav Hašek, *Saturnin* by Zdeněk Jirotka or *Stories* by Karel Čapek are outstanding examples of Czech humour. Serious themes of Czech history are discussed by, for instance, Bohumil Hrabal in his book *Closely Watched Trains* or by Milan Kundera in his novel *The Joke*. For more details, summaries, and links to translations, go to: [www.czechlit.cz](http://www.czechlit.cz).

By the way, you cannot leave without learning about the greatest scien-

tist, writer, traveller, philosopher, and researcher Jára Cimrman (see one of his plays at the Žižkov Prague theatre – [www.zdjc.cz](http://www.zdjc.cz)) and having a good laugh with Little Mole, a highly popular Czech cartoon.

### WHY OLOMOUC?

There are cities you visit and the memories go away within a few weeks. There are several destinations where you like to go back to. And then there are places that you fall for immediately, that will not let you go. Olomouc is one of them, a city that captivates with its unique atmosphere.

Olomouc is a city more than a thousand years old, currently the fifth largest city in the Czech Republic. It is situated in Central Moravia on the rivers Morava and Bystrice. It used to be an important centre during different historical periods, was the capital of Moravia until The Thirty Years War and since 1777 has been an archbishop's seat. Nowadays Olomouc is an important industrial town, transport crossroads and centre of education. Thanks to its rich history, there is a wonderful complex of historical memorials, ancient churches, fountains, and romantic streets accompanied by the gorgeous scenery of the city parks.

There are simply a lot of beautiful places in Olomouc which you must see. The highlight is definitely the historical city centre, which has the status of an architecture conservation area and is the second most important one after Prague. The Holy Trinity Column on Horní náměstí (Upper Square) has been included in the UNESCO World Heritage List since 2000 and it is the highest column in the Czech Republic. You can admire a lot of churches and cathedrals throughout the entire downtown area, for example St Michael's Church, St Wenceslas Cathedral or St Moritz Church with a nice view from its tower.

A good idea is to make a trip to Svatý Kopeček (The Holy Hill) as well – there is a convenient bus connection. The place provides a charming overview of the whole city and is home to the wonderful Basilica of Virgin Mary from the 17th century. Pope John Paul II gave a mass here during his visit to Olomouc in 1995. You can also visit the Svatý Kopeček zoo, which is open daily.

Besides food industry, engineering, and pharmaceutical firms, there are important cultural institutions in Olomouc, such as the Moravian Philharmonic Orchestra, the Moravian Theatre, the State Deposit Library, the museum, the Archives, and last but not least – Palacký University. It is the university, together with a great number of other educational institutions that makes Olomouc the top student city in the Czech Republic – simply because every fifth person in the city is a student!



The conservation part of the city is home to over 23,000 students from all over the world, who prove every single day that there is a reason why Olomouc is referred to as the Czech Oxford. Students are literally all over the place, which only highlights the friendly or even family-like atmosphere of the city, which you will fall in love with at first sight. The leading traveller guide Lonely Planet has ranked Olomouc for two years in a row among the top ten European destinations, claiming that: "Olomouc is one of the Czech Republic's most underrated destinations, with a great nightlife scene and a mini-Prague feel." Dozens of parks, cafes, and mysterious nooks, theatres, diverse music clubs, and varied sports centres – all this will be at your fingertips. Add music, theatre, and film festivals that are held here almost every week, and you can rest assured that the city will stay in your heart months or even years after your studies in Olomouc are over, and you will always be happy to come back.

Have a look at YouTube: "**Olomouc- University City**" the official spot created in cooperation with Palacký University and Olomouc city. For more information, visit the visitor centre and its official page: [www.tourism.olomouc.eu](http://www.tourism.olomouc.eu), [www.olomouc.cz](http://www.olomouc.cz), [www.zoo-olomouc.cz](http://www.zoo-olomouc.cz). A great map of Olomouc specifically made for international students is available at [www.esnup.upol.cz](http://www.esnup.upol.cz).



## PALACKÝ UNIVERSITY OLOMOUC

### History and present time

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 included, for example, the renowned general of the Thirty Years' War, Albrecht von Wallenstein, the founder of genetics Gregor Mendel or 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.

### Palacký University is a public university with eight faculties

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

### Palacký University - more than just studying...

The eight faculties of Palacký University offer over three hundred degree programmes and their combinations, with many courses available in a foreign language. Basically everything is included, ranging from theology, teacher education, law, physical education, and sport through

humanities, social sciences, and art history to science, medicine or healthcare sciences. Students can study full-time and part-time programmes, and one or more majors at the same time, even between different faculties. Everything depends on your preference, plus it is possible to incorporate subjects from other disciplines in the „schedule“. Check out [www.study.upol.cz](http://www.study.upol.cz) to see for yourself.

The Olomouc University places emphasis on the individual approach and instruction of foreign languages, study abroad programmes, and practical training with professionals in the field. On the other hand, students are given sufficient space for their extracurricular activities, whether in university sports facilities (the docks, gym, sports fields), culture (film clubs, student theatres, magazines) or for example in the context of social events (“Majáles” festival, dance balls, departmental parties). There is something for everyone!

### Centre for Science and Research

In the last few years, Palacký University has built and opened a number of top research institutes of international importance. In 2013, the scientific output of the Olomouc University outgrew all other institutions of higher education in the Czech Republic! Thanks to the Centre of the Region Haná for Biotechnological and Agricultural Research, the Regional Centre of Advanced Technologies and Materials, the Project BIOMED-REG (Biomedicine for regional development and human resources), the new Research and Educational Centre of the Faculty of Education, and others, the university has not only increased its scientific output but also developed applied research and strengthened collaboration with the corporate sector. There are dozens of experts from around the world working in these centres. The university also has its own Project Service, Science and Technology Park, and Business Incubator, which aids budding entrepreneurs, including students. The public can make use of the interactive educational centre Stronghold of Knowledge in the captivating setting of a former medieval fort.

### Major research centres

Institute of Molecular and Translational Medicine  
Centre of the Region Haná for Biotechnical and Agricultural Research  
Regional Centre of Advanced Technologies and Materials (RCPTM)  
Centre for Patristic, Medieval and Renaissance Texts  
Research Centre for Optics

Joint Laboratory of Optics  
Laboratory of Growth Regulators  
Centre for Kinanthropology Research

[www.upol.cz/en](http://www.upol.cz/en)

### **Degree programmes in English and other languages**

#### **Faculty of Arts**

English Philology (Bc.\* , Mgr.\*\*)  
Deutsche Philologie (Bc., Mgr. ; in English or German)  
Political Science (Mgr., Ph.D.\*\*\*)  
Euroculture (Mgr.)  
Chinese Philology (Bc.)  
Jewish and Israeli Studies (Bc. Mgr.)  
Sociology (Ph.D.)

\*Bc. - Three-year-long bachelor's study programme (abbr. Bc. – corresponds to B.A.)  
\*\*Mgr. - Two-year-long master's study programme (abbr. Mgr. – corresponds to M.A.)  
\*\*\*Ph.D. - Three/Four-year-long Ph.D. study programme

[www. http://www.ff.upol.cz/en/groups/studying/degree-programmes](http://www.ff.upol.cz/en/groups/studying/degree-programmes)

#### **Faculty of Physical Culture**

Kinanthropology (Ph.D.)

#### **Faculty of Medicine and Dentistry**

Dentistry (MDDr.)  
General Medicine (M.D.)  
Postgraduate programmes at the Faculty of Medicine and Dentistry (Ph.D.)

#### **Faculty of Education**

Education (Ph.D.)  
Music Theory and Education (Ph.D.)  
Special Education (Ph.D.; in English or Russian)  
Special Needs Counselling (Mgr.; in English or Russian)  
Pre-Primary Education (Mgr.)  
Leisure Time Activities Counselling and Management (Mgr.)

#### **Faculty of Science**

FoS has two NMgr. and all PhD programmes accredited in English.

#### **Sts. Cyril and Methodius Faculty of Theology**

Teologia sistematica e filosofia cristiana (Ph.D.)

#### **Summer School of Slavonic Languages**

The Summer School of Slavonic Languages (SSSL) at the Faculty of Arts of Palacký University in Olomouc organizes courses of Czech for foreigners, and other courses of Slavonic languages (Russian and Polish in particular) for students from other countries. The Summer School is designed for professors, senior lecturers, lecturers and students of Czech language and literature, Slavonic studies, for translators, journalists, and the general public interested in Czech language, literature, history, and culture. The School also holds courses for beginners. The courses are held in English and Czech, based on the students' level. The lessons are complemented with additional events—film club, theatre workshops, workshops of folklore dances, two one-day trips, a weekend trip to Prague, etc.  
More on <http://lsss.upol.cz/en/>

#### **CONFUCIUS INSTITUTE**

The Institute was officially opened at Palacký University in Olomouc on 26 September 2007. The founding bodies, with certified schooling status, are Palacký University in Olomouc and Beijing Foreign Studies University. 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, trade, etc. A lot of thought went into the concept of the courses at the Confucius Institute. It is characterized by a step by step approach, along with coherence in terms of instruction.  
For more, please visit <http://konfucius.upol.cz/welcome/>



PART 2:  
PRACTICAL INFO  
BEFORE YOU ARRIVE

## APPLICATIONS, DEADLINES, PROGRAMMES

### International study programmes

Deadlines for applications to study abroad vary depending on the international programme. Most often, however, it is May or June for the wintersemester and October or November for the summer term. It is necessary to consult the university website or the site of the faculty or specific international programme. Please do not forget that the international programme providing the funds and administrative organization of your stay may differ from the application deadline of the host university.

Online application:

<http://www.ff.upol.cz/en/groups/studying/admissionregistration/>

### Degree programmes in English and other languages

Applicants for bachelor's and master's study programmes conducted in a foreign language must fill in an online application at <https://prihlaska.upol.cz/wps/portal>, and always by 28 February. Those interested in the degree programmes need to follow up for updates and instructions.

For more information on programmes in foreign languages, please visit [www.upol.cz/en](http://www.upol.cz/en)

### Warning for students coming to study at the Faculty of Medicine:

If you are interested in a master's programme in English, please apply online directly at the faculty's site [www.medicineinolomouc.com](http://www.medicineinolomouc.com).

Students entering the first year of the master's programmes are obliged to have hepatitis B vaccination (at least two vaccination doses must be applied no later than by the end of the first term). Students need to submit evidence of vaccination to the study department while registering for the programme.

In addition to the evidence of hepatitis B vaccination, students coming for short-term study stays/fellowships must also submit a HIV test, proof of health insurance, and a list of courses completed at their home university prior to their arrival.

## VISAS

The following information only sums up the basic and most important facts and requirements. Always check the current conditions on the website of the Czech Ministry of Foreign Affairs and contact the nearest Czech embassy for updated and complete information.

### Visa requirements according to the country of origin

1. **EU citizens** + citizens of Iceland, Liechtenstein, Norway and Switzerland **do not need** any visa, just a travel document on entering the country (ID, passport).

2. Foreign nationals from outside the EU do need a visa. There are two types – **short and long term visa**. The short term residency visa (type C) is valid for max. 90 days. The residency visa for more than 90 days (long term visa type D) is valid for 1 year and allows the foreign citizen to travel repeatedly into and out of Czech territory. The residence of foreign nationals in the Czech Republic is governed by the Act on the Residence of Aliens in the Territory of the Czech Republic (Act 326/99, as amended).

You must apply for (and obtain) a visa before your departure for the Czech Republic. The processing time is up to 60 days (but might take longer) and therefore it is recommended to apply for a residency permit as soon as you receive the letter of acceptance.

The following **documents** are required for a student visa or a residency permit. They need to be less than 1 month old:

- Completed application
- A valid passport and passport photos
- Documents related to the purpose of the stay (e.g. a letter of acceptance from the education institution)
- Proof of funds for your stay (e.g. a bank statement or a confirmation of being the beneficiary of a grant)
- Affidavit that you will not be receiving any social benefits.
- Proof of accommodation – this is submitted by the University directly to the embassy via data box, you can request a print-out
- Proof of health insurance valid in the Czech Republic – a comprehensive one, not a basic one!

- A criminal records check

Citizens of selected countries may be required to provide extra documents – e.g. health card report (African countries), etc. The original or a certified copy of the documents must be submitted. Prepare to have them translated into Czech.

This list above is just to give you an idea, for detailed information please see: [www.upol.cz/fileadmin/user\\_upload/ILO/dokumenty/Petra/Entry\\_conditions.pdf](http://www.upol.cz/fileadmin/user_upload/ILO/dokumenty/Petra/Entry_conditions.pdf) or the website of your faculty.

For more information, or if you need help with arranging your visa, please contact Petra Schneiderova, Student Visa Coordinator, International Relations Office, UP Rector's Office at [stepanka.bublikova@upol.cz](mailto:stepanka.bublikova@upol.cz).

#### Useful links:

[www.en.domavcr.cz](http://www.en.domavcr.cz) (practical tips for foreigners)  
[www.mzv.cz](http://www.mzv.cz) (Ministry of Foreign Affairs)

## HEALTH INSURANCE

You absolutely have to arrange health insurance to cover your study period at Palacký University BEFORE arriving in the Czech Republic. Students from EU countries, Iceland, Liechtenstein, Norway, and Switzerland are entitled to necessary and emergency medical treatment for free or at a reduced cost. All you need is a **certified E 128** form from your home country or a **European Health Insurance Card**, which replaces the required paper forms.

Student from non-EU countries who spend **less than 3 months** in the Czech Republic should have supplementary **travel health insurance**. You should arrange it before you leave your home country.

Students from non-EU countries spending **more than 3 months** in the Czech Republic must **take a health insurance policy** with an insurance company that is licensed to operate in the Czech Republic under special legal regulation, i.e.:

- domestic health insurance companies and insurance companies from non-EU countries licensed by the Czech National Bank to deal health insurance
- health insurance companies from other EU countries, whose operation in the Czech Republic is grounded on the right to set up a branch or on the freedom to provide services for a limited period of time.

It is recommended that you consult the Czech embassy or consulate and

verify whether the particular insurance policy meets the requirements of application for a visa or residence permit for stays over 90 days.

In most cases, you will be charged for medical services and will be reimbursed by your insurance company after you return home. Medical check-ups and most standard prescriptions will usually cost at maximum several hundred CZK. It is recommended that you bring your **immunization history documents**.

In any case, to receive medical care, you need to prove that you are covered by a health insurance policy. If you find yourself in an emergency and do not have the insurance card with you, you will of course still receive medical treatment. However, you will be charged. Detailed information about health care in Olomouc is available in the following chapter.

For more on health care concerning your stay in the Czech Republic, please visit: [www.cmu.cz](http://www.cmu.cz) For info about the largest health insurance company in the Czech Republic, go to: [www.vzp.cz](http://www.vzp.cz) You can also check [www.cap.cz](http://www.cap.cz) (Czech Insurance Association).



PART 3:  
PRACTICAL INFO UPON  
ARRIVAL – FIRST STEPS

## ARRIVAL

### Travelling to the Czech Republic

#### Train and coach

There are several ways to get to the Czech Republic. If travelling by train, check these websites of Czech railway companies: [www.cd.cz/en/default.htm](http://www.cd.cz/en/default.htm) and [www.regiojet.cz](http://www.regiojet.cz). If you decide to travel by coach, you can have a look at: [www.studentagency.eu/](http://www.studentagency.eu/) or [www.elines.cz/en](http://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>  
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 coupon 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 coupon. To rent a car, you must usually be at least 21 and have held your license for one year.

#### Airplane

If you are planning to travel by plane, you will likely arrive at the international Václav Havel Airport Prague (PRG) or Vienna Airport (Austria, VIE). Low cost companies also fly to Brno and Ostrava or Bratislava (Slovakia). For more, see their respective websites.

#### Getting from Prague airport to Olomouc

Travelling from Prague to Olomouc by train is the most comfortable way,

and that is why we suggest you go for this option. The Prague Public Transport Company offers a special airport bus providing direct connection between the airport and the Main Railway Station (<http://www.dpp.cz/en/bus-ae-airport-express>). Bus No. 119 runs every 10 minutes from 4:30 to 23:30 between the airport and Dejvická metro station. You need to purchase a 32 CZK ticket at a newspaper stand or from the yellow ticket machines at the bus stop. This ticket is valid within the whole city network for 75 minutes (90 minutes on the weekend and at night from 8pm to 5am). Change at Dejvická station to metro line A, go to Muzeum station, and change to metro line C, and get off at Hlavní Nádraží (Main Railway Station, abbrev. Praha Hl. n.).

<http://www.dpp.cz/en/daytime-operation/>

You could take a taxi but the airport tends to have the highest charging taxis; please be aware that Prague taxi-drivers are infamous for overcharging foreigners. If you still prefer to go by taxi, we suggest calling City Taxi (+420 257 257 257).

#### Getting from the Vienna airport to Olomouc

The most comfortable way to get from Vienna airport to Olomouc is to use private transport companies which offer **multiple times-a-day express connection** direct from the airport.

[www.studentagency.cz](http://www.studentagency.cz) or [www.tigerexpress.eu/en](http://www.tigerexpress.eu/en)

#### Travelling from Prague to Olomouc

At the Main Railway Station you need to buy a ticket to Olomouc (which is pronounced something like "O-lo-moats"). The best thing is to find ČD Centrum (Czech Railways Information Office), where the staff speak English. A single ticket from Prague to Olomouc is around 250 CZK. You can decide if you want to travel with Czech Railways or with private companies such as Regiojet: [www.regiojet.cz](http://www.regiojet.cz) or Leo express [www.le.cz](http://www.le.cz)

The trip to Olomouc takes about 3 hours, depending on the type of train that you take.

#### Travelling in the Czech Republic - 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](http://www.idos.cz)



## TRANSPORT IN OLOMOUC

The main railway station in Olomouc (Hlavní nádraží, Hl. n.) is a public transport hub. If you plan to travel by train more frequently, we suggest getting a special railway discount card, for example the In-karta. Ask for more information at the railway station. Other railway operators offer discounts as well; check their websites [www.regiojet.cz](http://www.regiojet.cz), [www.le.cz](http://www.le.cz)

### Public Transport in Olomouc

Olomouc has a dense public transport network of tram and bus lines. The major operator is Dopravní podnik města Olomouce (Olomouc Public Transport Company, DPMO).

For information about connections, tickets, fares, etc., please see their website: [www.dpmo.cz](http://www.dpmo.cz). Departure times are also available at [www.idos.cz](http://www.idos.cz).

### Buses and Coaches

The main coach station in Olomouc is not too far from the main railway station (the stop Autobusové Nádraží Podchod of tram no 4, the second stop after the main railway station in the direction of Pavlovičky). Although the majority of long-distance (inter)national lines stop at the main coach station, be aware that, for example, Student Agency coaches stop close to the main railway station, so plan your trip carefully. Regional buses in Olomouc have their stops either in front of the main railway station or at Tržnice, which is closer to the city centre and has a small bus station, too. The free shuttle bus No. 60 to the Olympia Shopping Mall also stops at Tržnice and the main railway station.

### 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 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 students/adults monthly pass: The monthly pass is valid for 30 days from the day of purchase.

450 CZK/ 900 CZK students/adults 3-month pass: The 3-month pass is valid for three months from the day of purchase.

### Where to buy single/daily tickets

- 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 4:30am to 11:30pm, 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, about once an hour.

### How do I get the public transport student concession 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 Centre (Dopravní podnik) at the main railway station or the city centre. Ask for "měsíční průkaz" (1-month pass) or "čtvrtletní průkaz" (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:

- ČD railway station (vestibul): when you enter it is on your left hand side, the DPMO sign in red
- Legionářská 1 (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, 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.

## 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](http://www.tourism.olomouc.eu)

## ACCOMMODATION

The university provides housing to students if required. The dormitories are situated within a ten-minute walk or 20-minute tram ride from the main building of the University. There are some single-rooms available, however most students share rooms with one or two other students.

### How to get to Envelopa

After arrival to Olomouc, you should check in at the dorms. Almost all the dorms 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 dorms are about a 3-min walk along 17. listopadu Street. To find your dorm, 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 dorms are open even at the weekends, so you can move into your room almost any time. 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 2 passport size photos for the dorm card. 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 dorm office only accepts CZK, 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.

You will also be asked to sign a housing contract. In order to speed up the procedure, please have 2 copies (double-sided) of the housing contract printed out and completed. The contract is available at [www.skm.upol.cz/en](http://www.skm.upol.cz/en), via the 'Documents' link at the top left. The Accommodation Rules are available at the same site. Please carefully read what the contract says before signing. Students living at the university dorms must follow the housing regulations.

## 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 dorms you are accommodated at:

- Dormitory Neředín III – ground floor, Entrance A (for the Neředín Dorm)
- Dormitory J. L. Fischera – ground floor, corridor leading to Block A (for the dorms 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 dorms 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 reception as well.

## Rent payment

The rooms at all the dorms are similar; room rates are based on the furnishings and number of beds. The monthly rent is about 100 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. 1 October is Monday and this means that it is the last day on which you can pay. It is very important to pay on time. In case of delayed payment, you will be charged 300 CZK.

## Payment methods

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

## Banking details

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

## Internet service in dorms

Internet service in rooms is provided by [www.kolejnet.upol.cz](http://www.kolejnet.upol.cz). Each student can only connect one device to the network using an RJ45 connector. Using 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 dorm bedding office. To find out how to connect, please visit the [skm](http://skm) website and click the 'Documents' link, or ask at the front desk. To some extent, free WiFi is available in the common areas, especially around the front desks.

## Move-out check list

- Once you determine the day of your departure, please notify the accommodation office, at least 2 weeks in advance.
- Notify the dorm officer one day in advance to arrange your check-out. Provide a specific date and time. You can ask 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.

- Return all the bed linen, pillowcases, sheets, switches, and cables to the Laundry Office (not to the laundry). You will receive a document proving you have returned all borrowed items.
- Now proceed to your dormitory office. Bring your student card (ISIC), the dormitory card, and the key with you. Your dorm 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 your mail is delivered to the dorm front desk, so please make sure to collect it.

## Contact details

If you have any questions concerning accommodation PRIOR to your arrival, you can contact Jaroslav Vrba by phone or email. Should you have any kind of problems during your stay, please contact Hana Kubičková or Jana Šimková, preferably via email.

### Neředín Dorms

tř. Míru 113, Olomouc  
Contact: Jana Šimková, [jana.simkova@upol.cz](mailto:jana.simkova@upol.cz); tel: +420 585 638 824

### Envelopa Dorms

(Resident halls: Generála Svobody, 17.listopadu, Šmeralovy, J.L. Fischera)  
Šmeralova 12 (Generála Svobody Dorm, door No. 41), Olomouc  
Contact: Hana Kubičková, [hana.kubickova@upol.cz](mailto:hana.kubickova@upol.cz)  
Tel: +420 585 638 025

### Contact for - Neředín and Envelopa – English speaking person

Jaroslav Vrba, [jaroslav.vrba@upol.cz](mailto:jaroslav.vrba@upol.cz)  
Šmeralova 12 (Generála Svobody Dorm, door No. 41)

GSM: +420 777 937 936, Tel.: +420 585 638 006  
Šmeralova 12 (Generála Svobody Dorm, door No. 41) 771 11 Olomouc

For detailed information about the furnishing, rules, and rates, go to [www.skm.upol.cz/en](http://www.skm.upol.cz/en).

### Private housing

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



## INTERNATIONAL RELATIONS OFFICE and Orientation Week

For the entire duration of your stay, all student affairs are the responsibility of the IRO along with the faculty's IRO (see Section 4, p34), which are in charge of all major organizational and administrative issues. You will find out about how things work at UP, its faculties, and departments at the Orientation Week.

Organized by the UP International Relations Office, the Orientation Week is held one week before the start of each semester. The morning session provides foreign students with practical information about how the University works; students can attend Czech lessons and lectures on Czech culture, join a tour of the city, and meet representatives of the Czech police force. The evening session focuses on getting the students together, and organising fun entertainment and sports events. The OW programme is available at: [www.upol.cz/en](http://www.upol.cz/en).

## VISA AND FOREIGN POLICE

For general information about visa requirements, please see Chapter 9. Upon arrival in the Czech Republic you are obliged to do a few things, depending on the visa type with which you came to the Czech Republic. All foreigners in the Czech Republic must report their place of residence; please check below to see which group you belong to and then simply follow the instructions.

### Reporting 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 dormitories or, for instance, 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 as follows, based on the type of visa or residence permit and your accommodation:

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

If you stay in dorms/hotel, you do not have to report in person. If you live in private housing, it is your duty to report in person to the Olomouc FP

within 30 days of entering the Czech Republic, provided you are staying for more than 30 days.

#### 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 dorms, you do not need to see an FP officer yourself. The dorm officials will report your residence for you; you only need to complete the relevant document when moving in. If you live in private housing, please report to the Olomouc Foreign Police within 3 working days of entering the territory of the Czech Republic. You will need a confirmation from the owner of the apartment, e.g. a lease.

#### Long term visa holders

If you have arrived with a long term visa, please report to the Olomouc Foreign Police within 3 working days of entering the territory of the Czech Republic. It does not matter whether you live in private housing or in the dorms. The Foreign Police office is where you will be registered. If you change your address in the course of your stay, you must report this change in person at the Foreign Nationals' Residence Department in Přešov, and likewise, contact them if you need to have your visa extended. Always have your passport, a proof of residence from the dorms/apartment, an insurance policy, and a health insurance card ready.

#### Long-term residence for study purposes

If you have arrived with an arranged long-term residence for the purposes of study, please report to the Foreign Nationals' Residence Department in Přešov within 3 days. Here you will receive a biometric document allowing you to stay in the Czech Republic. If you change address in the course of your stay, you are obliged to report to this office again and apply for new documents.

Please contact the same office if you want to extend your visa or apply for a long-term residence for study purposes. You may submit an application for a long-term stay 90 days at the earliest and not later than 14 days before the expiry of your long-term visa.

Remember that as part of their long-term stay, 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.

### Application for long-term residence for study purposes

You will need to travel to Přerov to apply. Requirements for application: passport, two passport photos, a certificate of student status/confirmation of enrolment, proof of accommodation – typically a lease agreement (or a form, see MFA website), proof of health insurance (with a health insurance company in the Czech Republic), income verification – typically a bank statement that shows that you have sufficient funds for your stay (at present min. 86,000 CZK). If the application is approved, you can buy a 2,500 CZK “stamp” at any post office in the Czech Republic and bring it to the meeting when collecting your documents in Přerov.

**If you are not sure which visa you have, please contact the Foreign Police in Olomouc or the Foreign Nationals' Residence Department in Přerov! It is always better to arrive at a meeting in Olomouc and Přerov with a Czech speaker.**

**To report your residence in the Czech Republic, please visit:**

#### Department of Foreign Police Olomouc

Address:  
Smetanova 14, Olomouc, Tel.: +420 974 761 845, +420 974 761 841  
Opening hours:  
Mon and Wed 8am – 3pm  
Tue and Thu 8am – 12noon

#### BIO Foreign Nationals' Residence Department Přerov

In charge of the Přerov, Olomouc, Prostějov, Šumperk, Jeseník and Bruntál districts

If you have arrived with a **Long-Term Residence for the Purpose of Study**, need to **extend your long-term visa**, **have changed your address during your stay with a long-term visa** or wish to switch from a long-term visa to a long-term residence for the purpose of study, please contact the Foreign Nationals' Residence Department in Přerov.

Address:  
U Výstaviště 3183/18, Přerov, tel.: +420 974 760 399, 391, 392, 393, 394, 395, 397 (incl. telephone appointments)  
Opening hours:  
Mon, Wed 8am – 5pm (12noon – 12:30 break)

Tue, Thu	8am – 12noon
Fri	8am – 11am (by appointment only)

### UP ID card

An ID card is the most important card you will need at UP.

1. ID card for students staying for at least 90 days – **ISIC** is an international card that provides the holder with a variety of discounts and benefits while also being the university identification card that lets you use all the services that UP provides. An ISIC card is valid until the end of the following calendar year, so you can keep it and go on using it once you get back to your home country.
2. ID card for students of shorter programmes (less than 90 days) – ID card without the added value of the ISIC benefits.
3. ID card for internship students – does not entail ISIC benefits or any discounts provided by UP, e.g. in the canteen

#### 7 uses of an ID card

- unlimited access to the internet in the UP computer labs – simply swipe the ISIC against the reader at the entrance
- taking out books from the UP libraries and the Scientific Library
- printing and making copies at the Armoury and elsewhere at UP
- good, cheap food in the canteen
- entry to selected UP buildings, i.e. classrooms, labs, etc., which are accessible via readers within the CEVIS university access system
- ISIC will get you a discount at the Olomouc Public Transport office
- ISIC is a globally recognized student card that will get you a ton of things cheaper in many places. For more information go to [www.alive.cz](http://www.alive.cz).

ID cards are issued at the UP Computer Centre (CVT) <http://www.cvt.upol.cz/>, located at the Armoury (1 Biskupské Sq.), opposite the entrance to the Zbrojnice Restaurant, 2nd floor. (for directions, check out the maps at the UP Portal – see Chapter Portal, STAG or the map at the end of this brochure).

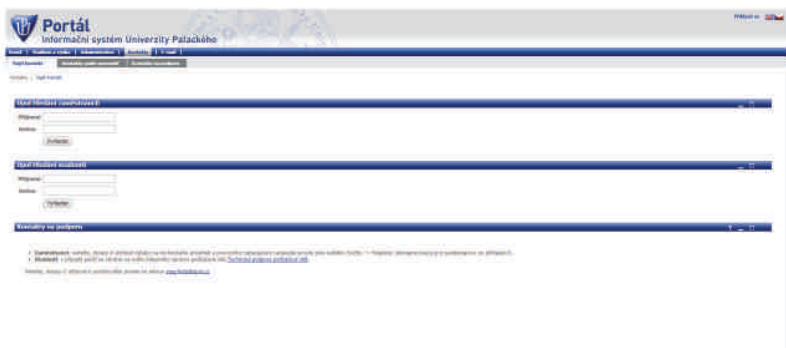
If you arrive in the winter semester, you can either get the card from students responsible for dispensing IDs at the beginning of the academic year or go directly to the office – turn left behind the stairs and follow to the end of the corridor – Mrs. Alena Vymětalová (door No. 387) email:

alena.vymetalova@upol.cz, tel.: +420 585 631 840.

### How to get an ID card?

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

1. **Find an ID card application form** - At the initial meeting, the study abroad coordinators will give you an application form for you to fill in. If you join the Orientation Week, you will receive the application form together with other students.
2. **Find out whether you're in the system** - Go to [www.portal.upol.cz/contacts](http://www.portal.upol.cz/contacts) "student search". Enter your first and last name. If you see the card number, ID portal, email and STAG login under your name, you may 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 International Relations faculty coordinator or your study coordinator.



3. **Pay 200 CZK at the main UP cash office and keep the receipt** - The cash office is on the right, behind the inner entrance to the Faculty of Arts (Křížkovského 10). 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, attach the 200 CZK receipt from the cash office, a photo, and your passport** - Bring a passport photo and a completed application form (your card number at the Portal is the ID number - Birth identification number - required in the ID card application) to the ID card office. Do not forget to bring a form of identity, preferably passport (EU citizens a national ID card).
5. **Wait for 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 can you apply for a new one at the office. The international validity of the card can be renewed each year with a revalidation sticker. After logging into the 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 office, you have to already have the payment receipt. If there are any problems with the ISIC card, visit the office from which you collected the card. There they will run a test to see what the problem with the card is.
6. **When the study abroad is over** - 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 same office where you acquired it.

### STUDENT GRANTS

You can secure financial support for your study abroad not only from your home university but also from UP. Below you will find the options and grants to which you are entitled.

1. Erasmus+ students are granted subsidies supporting their Olomouc study placement by their domestic universities. UP, however, provides a **housing grant to Erasmus+ students**, based on the information regarding the date of departure from the Czech Republic, to the faculty coordinator for international relations at the end of the stay placement. The funds are paid out in cash at the UP cash office.
2. Students arriving under the CEEPUS Programme and through international treaties of the Czech Ministry of Education receive

grants from the **relevant faculty** of Palacký University, i.e. the faculty coordinator for international relations (see Chapter 21). If after arriving in Olomouc the students do not open a bank account here, to which the UP could transfer the funds, the students are required to collect their grant funds in person at a specified date from the cash office of the relevant UP faculty. These students **cannot receive a housing grant from the UP**.

- Students arriving under the UP agreements of direct cooperation receive grants only when the financial support has been agreed on between the UP and the partner university. The volume of the grant is set out in the contract. As above, students from these partner universities **do not receive a housing grant either**.
- Students of programmes in a foreign language are not eligible for a housing grant.

## BANKS, OPENING AN ACCOUNT

### Payment system

International credit cards such as Eurocard/MasterCard, American Express, VISA, Diner's Club, Japan Credit Bureau, Access, and Carte Blanche are accepted.

### Money Exchange

You can change money at the airport and at all public transport stations, banks, and bureaux de change, but please first check the exchange rate to see if it is okay. Warning: Never change money in the street! There is a bureau de change at the main railway station (entrance hall), so you can change money immediately after you arrive. Other bureaux are at Riegrova St 11, the Information Centre, Horní nám. 1 (inside the town hall), and at Švédská 10. There are also many ATMs in Olomouc, which accept all standard payment cards.

### Opening a bank account

Some faculties ask students to open a bank account to receive their grants. An advantage of having a Czech account is that you will save

on ATM withdrawal charges. The terms for opening a bank account vary depending on the bank. All you need to provide is a proof of identity, and note that a passport is more suitable than your ID in this case.

### Foreigner-friendly banks in Olomouc

**Komerční banka** [www.kb.cz](http://www.kb.cz)  
 Address: Třída Svobody 14  
 Opening hours: Mon to Fri: 9am to 5pm  
 Languages spoken: English  
 Tel.: +420 955 564 163

**Česká spořitelna** [www.csas.cz](http://www.csas.cz)  
 Address: Třída Svobody 19  
 Opening hours: Mon to Fri: 9am to 5pm  
 Languages spoken: English  
 Tel.: +420 956 758 061

**Raiffeisenbank** [www.rb.cz](http://www.rb.cz)  
 Address: Náměstí hrdinů 1  
 Opening hours: Mon to Fri: 9am to 5pm  
 Languages spoken: English  
 Tel.: +420 585 206 932, +420 585 206 911, jakub.gall@rb.cz

**ČSOB** [www.csob.cz](http://www.csob.cz)  
 Address: Horní náměstí 6  
 Opening hours: Mon to Fri: 9am to 12.30pm, 1.30pm to 5pm  
 Languages spoken: English  
 Tel.: +420 585 501 333

**GE Money Bank** [www.gemoneybank.cz](http://www.gemoneybank.cz)  
 Address: Opletalova 2  
 Opening hours: Mon to Fri: 9am to 5pm  
 Languages spoken: English  
 Tel.: +420 585 205 771

**Volksbank** [www.volksbank.cz](http://www.volksbank.cz)  
 Address: Horní náměstí 17  
 Opening hours: Mon to Fri: 8.30am to 12noon, 1pm to 4.30pm  
 Languages spoken: English  
 Tel.: +420 800 133 444



**Fio banka** **www.fio.cz**  
 Address: Dolní náměstí 20, 779 00  
 Opening hours: Mon to Thu 8.30am to 6pm, Fri 8.30am to 5pm  
 Languages spoken: English, German  
 email:olomouc@fio.cz, tel.: +420 224 346 920

## DINING HALL

Beverages and snacks are available at any time at the dorms front desks, but when you get really hungry, have a meal at one of the UP dining halls. The dining halls serve high quality Czech and international cuisine at very low prices. There are always at least 7 options of ready-to-serve and quickly prepared meals to choose from. UP students and employees pay from 28 to 68 CZK per meal and outsiders 55 to 91 CZK. Soups (15 CZK) and salads (11-19 CZK) are also available. The prices are subject to change. For an updated price list please check: [www.skm.upol.cz/en](http://www.skm.upol.cz/en). The dining halls are open throughout the semester, but only on weekdays. At weekends you are on your own. Please remember that you can order meals only with a valid ID card.

### Topping up your account via ID card

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

### Ordering meals

There are several ways to order a meal: through the website, in person using the terminals in each dining hall, and now also via the Android application.

### Dining online

Once you are logged on [www.portal.upol.cz](http://www.portal.upol.cz), click on (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 ordering system. If you want to switch to the English version of the site, click on the UK flag in the upper right corner. This

setting only changes the page menu but not the meals! To change the language in which the meals are shown, log in and go to the top menu to "Settings", and then „Language settings“. Select „English“ from the dropdown menu in the "Application language" menu, then click „Save language“ and log off (upper right corner). Then log in again. Now you should have everything in English – applications and meals. Translations are usually provided one or two weeks in advance.

### User terminals

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



## Android

The new application 'Menza Univerzity Palackého' for Android is now available (including an English version). To download go to [www.google.com/cqJV2](http://www.google.com/cqJV2).

## What to order?

It is important to distinguish between different types of food in the dining halls. Breakfast is usually served between seven and nine o'clock in the morning. You can place an order in any snack bar: simply go and order one of the options. Breakfast cannot be requested in advance.

Lunch is the main meal in the Czech Republic. Traditional lunch is served from 11am to 1pm, but in the dining halls it is served until 2:30pm. Lunch needs to be ordered at least one day in advance (by 2:15pm)! An order for quickly prepared meals can be placed throughout the opening hours, but their number is limited. Fast food cannot be ordered in advance. It is available in the main UP and Neředín dining halls. Simply come and choose (please keep in mind that not all staff speak English).

## Typical Czech meals you should try

### Vepřo-knedlo-zelo

Roast-pork with dumplings and sauerkraut

### Svíčková

Sliced beef sirloin with vegetable cream sauce, cranberries, and whipped cream, served with dumplings

### Smažený sýr

Fried cheese with potatoes

### Bramboráky

Potato pancakes

### Ovocné knedlíky

Fruit dumplings, topped with sugar and cream

### Palačinky

Crepes served with fruit or jam

### Koláče

Fruit-filled pastry

### Czech beer & Moravian wine

World-famous, an important part of the culture

## Opening hours (Mon – Fri)

### UP Main Dining Hall

Address: 17. listopadu 54 (Envelopa dorms 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	11am – 2:30pm
Quickly prepared meals	11am – 2:30pm

### Neředín Dining Hall

Address: tř. Míru 113

Lunch	11am – 2:30pm
Quickly prepared meals	11am – 6:30pm

### Holice Canteen

Address: Šlechtitelů 11

Lunch	11.30am – 2:30pm
Quickly prepared meals	9am – 2:30pm

### 17. listopadu Snack Bar

7am – 8pm

### Neředín Snack Bar

7am – 6:30pm

## MEDICAL CARE

### Doctors

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

- MD Ševčíková, GP, tel.: +420 585 224 204, email: [jarkasevcik@volny.cz](mailto: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

- Poly-Clinic Olomouc, Třída Svobody 32, [www.poliklinikaolomouc.cz](http://www.poliklinikaolomouc.cz)
- Olomouc University Hospital, I. P. Pavlova 6, [www.fnol.cz](http://www.fnol.cz)  
Map of OUH: [www.fnol.cz/pdf/fnol\\_cz\\_mapa.pdf](http://www.fnol.cz/pdf/fnol_cz_mapa.pdf)

All the doctors below from Poly-Clinic Olomouc 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

Students of the Faculty of Medicine can see MD. Jan Gregar, 2nd Internal Clinic, FoM UP and Olomouc Faculty Hospital, tel.: +420 588 443 271, e-mail : [Jan.Gregar@fnol.cz](mailto:Jan.Gregar@fnol.cz). For dental care, they can e-mail DDS. Voborná at: [Iva.Voborna@fnol.cz](mailto:Iva.Voborna@fnol.cz)

### 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.





PART 4:  
STUDYING AT UP

## INTERNATIONAL RELATIONS OFFICE

Several departments are in charge of UP international relations. The main agency – the International Relations Office (IRO) – is at the Rector's Office and is responsible for a large share of the administration of the Erasmus programme.

The administration of all other international programmes, such as CE-EPUS, AKTION, DAAD, Freemover, mobility within international agreements of the Czech Ministry of Education, and others, is the responsibility of the departments of foreign affairs (DFA) of the relevant faculty. The faculty DFAs are also in charge of electronic learning agenda – STAG (see Chapter STAG) concerning ALL international programmes including Erasmus, i.e. STAG registration of exchange students, student 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

### Vice-rector for international affairs and her team

#### 1. Academic authorities for international affairs

The international affairs of the university are managed by the Vice-Rector for International Affairs, who is appointed by the Rector. Each faculty has its vice-dean for foreign affairs, who manages international issues and their specifications of the relevant faculty.

##### Rector's Office

Ivana Oborná  
Vice-Rector for International Relations

##### Faculty of Theology

Martina Pračkeová  
Vice-Dean for International Relations

##### Faculty of Medicine & Dentistry

Jiří Ehrmann  
Vice-Dean for International Relations

##### Faculty of Arts

Antonín Kalous  
Vice-Dean for International Relations

##### Faculty of Science

Josef Molnár  
Vice-Dean for International Relations

##### Faculty of Education

Vojtěch Regec  
Vice-Dean for International Relations

##### Faculty of Physical Culture

Martin Kudláček  
Vice-Dean for International Relations

##### Faculty of Law

Oldřich Bureš  
Vice-Dean for International Relations

##### Faculty of Medicine

Jan Galuszka  
Vice-Dean for International Relations

#### 2. Administrative staff for international affairs

The administration of foreign affairs is overseen by the departments for foreign affairs of individual faculties and by the main IRO.

- The **ERASMUS+** Programme is run by the main **UP International Relations Office (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 **International Relations Office (IRO) of the relevant faculty** – Dean's Offices.

FUNCTION/POSITION	WORKPLACE	NAME	CONTACT DATA	RESPONSIBILITIES
Institutional Coordinator and Head of the International Relations Office	Rector's Office	Yvona Vyhnančková	yvona.vyhnanckova@upol.cz	<ul style="list-style-type: none"> <li>- bilateral agreements</li> <li>- learning agreements – LA (when previously signed by a UP departmental coordinator)</li> <li>- official documents – e.g. confirmation of study period</li> </ul>
Coordinator for incoming Erasmus students	Rector's Office	Zuzana Hamdanieh	zuzana.hamdanieh@upol.cz	<ul style="list-style-type: none"> <li>- information for students interested in Erasmus study placement at UP</li> <li>- receiving and managing applications, LAs</li> <li>- sending letters of acceptance and practical information before arrival</li> <li>- organization of the orientation week for incoming students</li> </ul>
Student advisor for incoming students	Rector's Office	Štěpánka Bublíková	stepanka.bublikova@upol.cz	<ul style="list-style-type: none"> <li>- information for students interested in Erasmus study placement at UP</li> <li>- organization of the orientation week for incoming students</li> <li>- visa formalities</li> </ul>
Faculty coordinator	Faculty of Theology	Dagmar Pojslová	dagmar.pojslova@upol.cz	<ul style="list-style-type: none"> <li>- STAG - UP information system of academic registration</li> <li>- final transcript of records</li> <li>- housing subsidy</li> </ul>
Faculty coordinator	Faculty of Medicine & Dentistry	Zuzana Kullová	zuzana.kullova@upol.cz	<ul style="list-style-type: none"> <li>- STAG - UP information system of academic registration</li> <li>- final transcript of records</li> <li>- housing subsidy</li> </ul>
Coordinator for degree programmes in English	Faculty of Medicine & Dentistry	Jana Osmani	jana.osmani@upol.cz	<ul style="list-style-type: none"> <li>- master's degree programmes: Dentistry &amp; General Medicine</li> </ul>
Faculty coordinator	Faculty of Arts	Dana Sztwiertnia Hellová	dana.hellova@upol.cz	<ul style="list-style-type: none"> <li>- STAG - UP information system of academic registration</li> <li>- final transcript of records</li> <li>- housing subsidy</li> </ul>
Coordinator for degree programmes in foreign languages	Faculty of Arts Office for Study Affairs	Branka Čačkovičová	branka.cackovicova@upol.cz	<ul style="list-style-type: none"> <li>- BA &amp; MA degree programmes: Euroculture, English Philology, Jewish &amp; Israeli Studies, Deutsche Philologie, Chinese Philology</li> </ul>

FUNCTION/POSITION	WORKPLACE	NAME	CONTACT DATA	RESPONSIBILITIES
Faculty coordinator	Faculty of Science	Dana Gronychová	dana.gronychova@upol.cz	- STAG - UP information system - final transcript of records - housing subsidy
Faculty coordinator	Faculty of Education	Jana Dostálová – Erasmus students	jana.dostalova@upol.cz	- STAG - UP information system - final transcript of records - housing subsidy
Coordinator for degree programmes in foreign languages	Faculty of Education	Dagmar Ludvíková – other exchange students	dagmar.ludvikova@upol.cz	- degree programmes - STAG - UP information system - final transcript of records
Faculty coordinator	Faculty of Health Sciences	Irena Jedličková	irena.jedlickova@upol.cz	- STAG - UP information system of academic registration - final transcript of records - housing subsidy
Departmental coordinators	FACULTY OF ARTS only	list of coordinators	www.ff.upol.cz/en	- study advisers: LAs & changes to LA Due to the number of study programmes and possible combinations that the Philosophical Faculty offers, you will need to contact the departmental coordinator. This person helps with your study plan before arrival, provides information on academic issues (courses, credits etc.), approves the proposed study programme / LA. The coordinator is the first to sign the LA (on the receiving institution's side).

## UP 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 what it is all about.

Portal  
Palacký University Information System

Home | Studying & Teaching | Administration | News | Contacts | E-mail | My Portal | Helpdesk

Welcome | Site Map | Helpdesk links

Home / Welcome

Student's Menu

Registration  
Submit Final Thesis  
My Studies  
Evaluation of Courses  
My courses  
Ubyt., a soc. stipendium  
Accommodation IS  
Documents  
Help and Guidelines

Employee's Menu

Helpdesk  
Travel Orders  
My Teaching  
My courses  
Documents

The portal simply contains most of what you need:

- 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 dining halls,
- 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 portal applications (DMS, Courseware etc.)
- other useful links

## How to login to the portal?

1. Open [www.portal.upol.cz](http://www.portal.upol.cz/) 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 that was generated when you filled in the on-line application form before arriving in Olomouc. If you have forgotten your password, the faculty coordinator for foreign affairs will provide you with it.
5. Click Login (upper right corner).
6. Enter your login data.
7. And welcome to the portal!

After logging in you will be prompted to change your password. The password to the 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.

## Use of maps

English version – Administration – Maps and plans of UP buildings  
Thanks to this portal feature, you can find any building or room of the UP. The system will show a detailed map including public transport. Although the system is in Czech, it is very easy and intuitive. „Název“ and „Adresa“ refer to the name and address of the building you are searching for. Using the box „Místnost“, you can track down the exact class room you need. The number is in the schedule and is given for each course you are enrolled in. After filling in all the fields, start the search by clicking “Trasy” (Routes) – “Trasy k objektům UP“ or „Místnost“ (Room).

## STAG – MANAGING YOUR STUDIES ONLINE

STAG refers to online study management and records at UP. It is a system that serves to manage study programmes, disciplines, curricula, and courses, to compile schedules, enrol in courses and exams, grade records, 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, with 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:

- registrations for exams
- submission of seminar papers
- entering data of the diploma thesis

Log into the system at [www.portal.upol.cz](http://www.portal.upol.cz). In the menu, select Studying and teaching (STAG)-Preregistration.

#### Course registration

You can select courses and enrol in them online **only once you are here, not before your arrival at UP!** At the Orientation Week you will learn how to register in courses online via the STAG 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 UP web sites or use UP Portal: [www.upol.cz/](http://www.upol.cz/) → Portal UP → Studies and Teaching → Courses.

A list of courses taught in English, which are primarily designed for foreign students, is also available at the office of the faculty coordinator for foreign affairs. **Theoretically you can enrol in any course of any UP department and faculty, but please always keep in mind your language skill levels.**

Before enrolling 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:

1. online (see above)

2. 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 enrolled in online) to the faculty coordinator. The coordinator 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 coordinator 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 this case, the courses are registered for the students by the foreign affairs or study department of the UP FoM and FE. 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](http://www.upol.cz/en).

## 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 „credit week“, which is one week of mostly written tests, which are either a completion of the course themselves or a prerequisite of registering for an oral exam in the exam period. This 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 examination period lasting until the end of June.

## 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 enrolling in the course!**

## Course completion

Some courses may be completed through good attendance and 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 always 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, or 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.

Czech colleges let students try for a "credit" or exam a total of 3 times; if

you fail the first time, you do a retake on another stipulated date. Some courses conclude 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). The transfer of credits you earn at UP is carried out by your home university.

**Exchange students do not register for exams or "kolokviums" electronically via STAG.** All exchange students register for exams by arranging a date directly with the instructor. This is because many exchange students leave before the beginning of the exam period.

You will receive the Transcript of Records within 30 days of your departure and after you have submitted the Student Exchange Enrolment Form with your results.

Please remember that some disciplines are completed at UP not with a grade but with Passed.



PART 5:  
UNIVERSITY FACILITIES  
AND SERVICES

## 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 Chapter 22). With them, you can login to the UP Portal and connect to the KolejNET internet network in dorms. The Portal ID is listed in the Contacts section (see Chapter 22). You can obtain your birth identification code from your faculty coordinator. 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](mailto:lenka.ceplova@upol.cz), tel.: +420 585 631 842.**

### Connecting to the dorm network

In the dorms 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. If you have troubles connecting at Neředín 1, the IT staff will help you activate the Internet connection. 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 Wi-Fi password through the Portal. Login to the 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 now 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 Zbrojnice central

library. Please 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.

### Internet connection problems

If you have problems with the connection, try asking Czech colleagues for help or check the 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 Portal, section: Instructions and Help – UP computer network – Network technical 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](mailto:stag-help@upol.cz), tel.: +420 585 631 842.

In the case of problems with the dorm network, please contact the KolejNET support at [kolejnet@upol.cz](mailto:kolejnet@upol.cz).

CMFoT	Eva Slavíčková	7300	<a href="mailto:eva.slavickova@upol.cz">eva.slavickova@upol.cz</a>
FoM	Aleš Pop	2957	<a href="mailto:ales.pop@upol.cz">ales.pop@upol.cz</a>
FoHS	Maroš Gemzický	2810	<a href="mailto:maros.gemzicky@upol.cz">maros.gemzicky@upol.cz</a>
FA	Medard Kuřimský	3049	<a href="mailto:medard.kurimsky@upol.cz">medard.kurimsky@upol.cz</a>
FoS	Adéla Mayerová	4055	<a href="mailto:adela.mayerova@upol.cz">adela.mayerova@upol.cz</a>
FoE	Ivana Weberová	1793	<a href="mailto:ivana.weberova@upol.cz">ivana.weberova@upol.cz</a>
FoPC	Pavel Brázda	6040	<a href="mailto:pavel.brazda@upol.cz">pavel.brazda@upol.cz</a>
FoL	Petr Šuta	7553	<a href="mailto:petr.suta@upol.cz">petr.suta@upol.cz</a>
PU Rector's Office	Jiřina Bekárková	1811	<a href="mailto:jjirina.bekarkova@upol.cz">jjirina.bekarkova@upol.cz</a>

### Public computer labs

The most versatile IT centre is the high-capacity venue on the ground floor of the Armoury (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 (usually in every computer lab with a printer or 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.

## THE UP LIBRARY (ARMOURY)

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

The UP Central Library, or the Armoury 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

### Armoury opening hours:

Mon – Thu	8am to 10pm
Fri	8am to 7pm
Sat	9am to 4pm

Aside from the tens of thousands of books and other publications, the library at the Armoury is a good place for studying. It has wired connection for laptops, wireless connection, vending machines, computer labs, a clubroom with comfortable sofas, a microwave oven, and a coffee or teapot. At the entrance to the library there is also a seating area with a vending machine. All the library services are available only for holders of valid ID cards.

### Library services

- Free access to the loan stock
- External and internal loans
- Reservations from library stock
- Information about the reader's loans
- Inter-library loans (including international loans)
- On-line access to electronic information resources
- Electronic information resources training
- Individual consultations on available databases
- Advice on new databases
- Multimedia players (CD, DVD)

- Network connection for laptops (cabled or wireless) – Manuals for wireless connection in English are available at the Armoury central desk)
- Copy and print services

### Practical tips for using library services

If you top up your ID card at the B library desk, you can use it for cheap and easy printing and copying. Desk B is opposite the central desk, i.e. on the first floor, on the right, past the toilets and vending machines.

You will also need the ISIC card for loans. Reference items (red tape on the back) cannot be removed from the library; all others are available for standard loans.

If you need a book that is not in high demand, it is likely to be on-site; simply fill in the online booking form and within an hour the book will be waiting for you at the central desk. In the same way, you can loan older issues of newspapers and magazines, which are also stored outside the main halls. You can even take advantage of the interlibrary loan service and request a loan from other libraries, including ones outside of Olomouc.

The online catalogue: [www.knihovna.upol.cz/katalog](http://www.knihovna.upol.cz/katalog) will guide you in creating a request. If you encounter difficulties, ask your librarian for assistance with the request.

All books and textbooks can be easily located using the library computer or in advance from home. Also, you can use the online catalogue to check your loans, due dates, or to reserve another book. Like in other libraries, you may be fined for returning items past the due date. Remember therefore to renew your loan in time (maximum twice in a row). Loaned books can be returned at any section of the UP library (with the exception of the British Centre) and newly also via BiblioBoxes at the passage to the Armoury and at the Theoretical institutes of the Faculty of Medicine.

You can also get trained in working with electronic information sources to which the library offers free access at <http://www.ezdroje.upol.cz/>.

If interested, please contact [bis@upol.cz](mailto:bis@upol.cz). Send an email to the same address if you need access to specialized scientific articles and publications; the office will help you find them or will strive to obtain inaccessible materials.

If you have any questions regarding the operation and services of the

library, feel free to email to: [vypujcka@upol.cz](mailto:vypujcka@upol.cz)

You can also get in touch with the library through Facebook:  
[www.facebook.com/knihovnaUP](https://www.facebook.com/knihovnaUP)

Although the library feed is in Czech, it frequently refers to useful sources of information in other languages, and its administrators are happy to answer any questions in English. Subscribing to their Facebook page is definitely a good idea.

Note that you need to handle the books that you have loaned with care, and return them all before you leave. For example, the Faculty of Law requires all its exchange students to submit a document issued by the faculty library that confirms that the student has returned all the books. Without this confirmation, you will not receive the Confirmation of Study Period.

#### **A short tour of the library for groups of students (by appointment only)**

This is especially useful at the beginning of your studies. Ask for more details at the front desk of the central library. If you find enough people to form a group, the librarians will give you a tour of the whole library and its services.

#### **Night study**

If you are a night owl, you can take advantage of night study hours. Although the library reading rooms on the first floor are closed at night, a smaller reading room is available on the ground floor. Throughout the night there is access to the university network (wireless), a toilet, and food and beverage vending machines. Entrance to the reading room is via the student ID card.

Opening hours: Mon – Thu: 10pm to 6am, Fri: 7pm to 6am

#### **Other libraries in Olomouc**

##### **Research Library in Olomouc**

(Bezručova 3, [www.vkol.cz](http://www.vkol.cz))

Mon-Fri 8.30am to 7pm

Sat 9am to 1pm



### **Municipal Library of Olomouc**

(nám. Republiky 1, [www.ok-olomouc.cz](http://www.ok-olomouc.cz))  
Mon, Tue, Thu, Fri 8am to 6pm  
Sat 8am to 12noon

### **Library of the Olomouc Museum of National Art and History**

(nám. Republiky 823)  
Mon-Fri 9am to 11am

### **Publishing Centre of UP**

If you are looking to buy a textbook, publication or UP paraphernalia (hats, t-shirts, etc.), check out our Publishing Centre in front of the main entrance to the library (Armoury). Sale and distribution are also available online: [www.e-shop.upol.cz](http://www.e-shop.upol.cz).

Address: Biskupské nám. 1, Olomouc

## **COUNSELLING AT UP**

### **Special Needs Centre**

If you need assistance because of a physical disability, please contact the Support Centre for Students with Special Needs: <http://www.uss.upol.cz/centrum-pomoci-handicapovanim/>

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, e-mail: [lucia.pastierikova@seznam.cz](mailto:lucia.pastierikova@seznam.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 are likely to 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. Contact 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.

### **Multicultural consulting**

The Career Counselling Centre provides consulting services and aid to all international students. If you are in a situation you cannot cope with on your own, have any academic or practical problems that you need help with, feel lonely or have any other personal problems, feel free to contact the centre at: [ppc@upol.cz](mailto:ppc@upol.cz).

Address and contact: Career Counselling Centre, Faculty of Arts, Palacký University in Olomouc, tř. Svobody 26, Olomouc., tel. +420 585 633 250.

### **Science and Technology Park – Future entrepreneurs consultancy**

The Science and Technology Park of Palacký University in Olomouc (VTP UP) provides office and facility leases, consulting services and the use of the equipment and know-how of Palacký University with favourable terms. Through the Business Incubator it helps start-up entrepreneurs in launching a business with a unique idea and plan. If you have an idea for a business, you can discuss it with the professionals at the centre. The centre offers specialised seminars as well, most of them in Czech but from time to time also in English.

Address and contact: Šlechtitelů 21, Olomouc-Holice, tel.: +420 585 631 420, e-mail: [vtpup@upol.cz](mailto:vtpup@upol.cz), [www.vtpup.cz](http://www.vtpup.cz)

## LEARNING CZECH AND OTHER LANGUAGES AT UP

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.

### The Summer School

The Summer School of Slavonic Languages (SSSL) at the Faculty of Arts of Palacký University in Olomouc organizes courses of Czech language for foreigners, as well as other Slavonic languages, Russian and Polish in particular, for students from other countries. It may be a good idea to take a course before starting your studies at Palacký University. The summer classes are complemented with events such as a film club, a theatre workshop, a folklore dance workshop, two one-day trips, and a weekend trip to Prague.

For more information, go to: [www.LSSS.upol.cz](http://www.LSSS.upol.cz), e-mail: [lsss@upol.cz](mailto:lsss@upol.cz)

### Survival Czech

This is a short four-day course held at the Orientation Week. It is designed for true beginners as it teaches basic phrases, greetings, requests, and simple questions used in everyday life in the Czech Republic. If you want to attend the Survival Czech course, you need to register in advance (a registration form is sent to all students).

### Czech Language Course

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 at the Orientation Week and also at: [www.kb.upol.cz/czech-for-foreigners/](http://www.kb.upol.cz/czech-for-foreigners/). For enquiries, email [darina](mailto:darina).

[hradilova@upol.cz](mailto:hradilova@upol.cz). The test available on the website needs to be submitted to the same email address.

Address and contact: Faculty of Arts, Department of Czech Studies, Křížkovského 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/>, contact: [veronika.glogarova@upol.cz](mailto:veronika.glogarova@upol.cz).

Address: Faculty of Arts, tř. Svobody 26, Olomouc

### 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.

Contact: Faculty of Arts, tř. Svobody 26, Olomouc, [www.up-lift.upol.cz](http://www.up-lift.upol.cz)

### Czech for foreign students at the Faculty of Education

The Faculty of Education also offers courses of Czech for foreign students. The duration of the course is either one or two semester(s) and there is a tuition fee.

Address and contact: Faculty of Education, Žižkovo nám. 5, Olomouc, [www.ccv.upol.cz](http://www.ccv.upol.cz)

### Language centres at faculties

#### Department of Applied Linguistics, FoA

(STAG abbreviation/code: KAL)

Aside from general language courses of all levels, the department provides a range of specialised courses in bachelor's and master's programmes, for instance courses specializing in various disciplines (sociology,



economy, history etc). Moreover, students can take advantage of a wide range of academically and professionally oriented courses, e.g. Academic English, Business English, and Professional Communication in English.

Address and contact: Vodární 6, 771 80 Olomouc, tel.: +420 585 633 571, e-mail: gabriela.grulichova@upol.cz, www.kal.upol.cz

#### **Foreign Language Department, FoL** (STAG abbreviation/code: KJA)

The Foreign Language Department of FoL specializes in technical language with a focus on legal terminology. You will learn grammar and vocabulary, as well as legal terminology of the basic legal sectors in selected countries, including a comparison of foreign-language names for identical or comparable institutions. The classes also focus on legislative, executive, and judicial powers in the given language in comparison with Czech terminology. The Department also provides courses of legal Czech for French-speaking students.

Address and contact: Faculty of Law, tř. 17. listopadu 8, Olomouc, alena.opichalova@upol.cz, +420 585 637 537, www.pf.upol.cz/menu/struktura-pf/katedry/katedra-jazyku/

#### **Language Centre, FoM**

If you are a medical student, you may contact the Department of Foreign Languages of the Faculty of Medicine.

Address and contact: Hněvotínská 3, Olomouc, www.ucjlf.upol.cz  
British Centre

The British Centre offers specialised services in English language teaching and learning, language exams and international certificates. If you are thinking of getting a Cambridge English certificate (FCE and CAE), this is the place for you.

Address and contact: Křížkovského 8, Olomouc, tel.: +420 585 631 874, e-mail: bc@upol.cz

#### **Confucius Institute — the Centre for Chinese Language**

Have you ever wanted to learn Chinese or calligraphy? The experienced team of tutors and graduates of the Department of Asian Studies offers lectures and training in various aspects of China and Chinese culture.

Address and contact: Křížkovského 8, Olomouc, tel.: +420 58 563 1256, e-mail: konfucius@upol.cz, www.konfucius.upol.cz

#### **Tandem Olomouc**

**Why not supplement** what you learn in your courses by joining the Tandem project, which connects international and Czech students to promote linguistic and cultural exchange.

www.tandem.netsource.cz

## **SPORTS**

There are a great variety of sports activities to choose from in Olomouc. The first thing to catch your eye are the concrete courts right next to the dorms; simply find a ball and a few sports enthusiasts and you can go play basketball, football or volleyball. The lawn by the river just begs to host (besides studying and barbecuing) a game of Frisbee. Bikers, in-line skaters, and die-hard joggers find their paradise in the vast Olomouc parks and on bike paths outside the city. You can also join a local gym – Sportcentrum Best, Help Fitness Club, Omega or FitCentrum Gambare. At the Regional Centre Olomouc there is the Help Fitness Prestige gym, and another sports venue is the Koruna Club with its squash courts. There are also lots of places to play tennis, miniature golf, and paintball. The same applies to bowling. If you love water, check out the Swimming Pool [www.olterm.cz/plavecky-bazen/aktuality](http://www.olterm.cz/plavecky-bazen/aktuality) or the Aquapark water park – [www.aqua-olomouc.cz](http://www.aqua-olomouc.cz). Interested in dancing? Visit one of the local dance schools: [www.coufalovi.cz](http://www.coufalovi.cz), [www.tanecni-olomouc.cz](http://www.tanecni-olomouc.cz), [www.tk-mango.cz](http://www.tk-mango.cz) or try one of the Latin dance halls for more information. You can also join Facebook group Salsa/Bachata/Zouk/WCS in Olomouc. Before you start exploring the city, have a look at what the university sports centre has to offer.

#### **Akademik Sport Centre**

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

Every year, the Akademik Sports Centre of Palacký University (UP ASC) organizes a whole range of various courses. In winter you can even go skiing, learn to snowboard or try snowblading. For adventurous souls there are snowshoe hikes, with nights spent in hunting cabins. In summer you can go for an outdoor adventure course of windsurfing or paragliding. For a complete list of all the courses, check the UP ASC website. You can also just rent skis or a tent and live the adventure on your own. Throughout the year students can also take advantage of the Akademik Fitness gym ([www.akademikfitness.cz](http://www.akademikfitness.cz)).

Address and contact: Sportovní hala (UP Sports Hall), U sportovní haly 554/2a, Olomouc, [www.akademikolomouc.cz](http://www.akademikolomouc.cz), [www.facebook.com/Akademik-sport-centrum](https://www.facebook.com/Akademik-sport-centrum), (8am to 9:30pm)

### Sport programmes of UP ASC

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 sport card. Bring your ISIC and one passport photo. The Basic Programme card 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 card varies depending on the selected sport. You can buy the sport card in the first two weeks of the semester at the central Dining Hall (Třída 17. listopadu). The Akademik Centre staff will be there with a printed list of programmes to help you choose the best option and tell you more about the courses. The sport cards are available for sale at their office.

### BAJKAZYL OLOMOUC & KOLOMOUC, o.s.

Bajkazyl Olomouc is the Olomouc branch of the Prague Bajkazyl, a bike shop and bar. Offering full bicycle service, remanufacturing, sale, and rental of retro bicycles, it also sells and repairs bike accessories and parts. Bajkazyl 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, e-mail : [bajkazyl.olomouc@gmail.com](mailto:bajkazyl.olomouc@gmail.com)

## MEDIA AT UP

### Public Relations Office

The Public Relations Office is responsible for relations with local and national media, issuing press releases, organization of press conferences, and posting the latest news on the university website and in the online and printed versions of the UP Journal. The Communications Division also helps students publish facts of interest and, for example, invitations to departmental parties on the university website, or have information printed in the university paper or even in major dailies and radio stations.

Address and contact: Biskupské nám. 1, e-mail: [redakce@upol.cz](mailto:redakce@upol.cz)

### Journal of Palacký University

The printed bi-weekly summarizes all major news. It is available for free at all faculties (usually in the vicinity of the entrance to a building or to the main lecture rooms) and in the UP Library and dining halls. The journal is published in Czech only. The printed version is complemented by the Žurnál Online. The English version is at: [www.zurnal.upol.cz/rubriky/news-in-english](http://www.zurnal.upol.cz/rubriky/news-in-english)

Students are welcome to contribute to the Journal; if interested, please email [redakce@upol.cz](mailto:redakce@upol.cz)

### Palacký University YouTube channel

The official UP YouTube channel primarily serves for posting and sharing UP-related reports and spots, which are created with the help of the UP students or staff. It features for example reports of UP Student television as well as about 130 spots and videos!

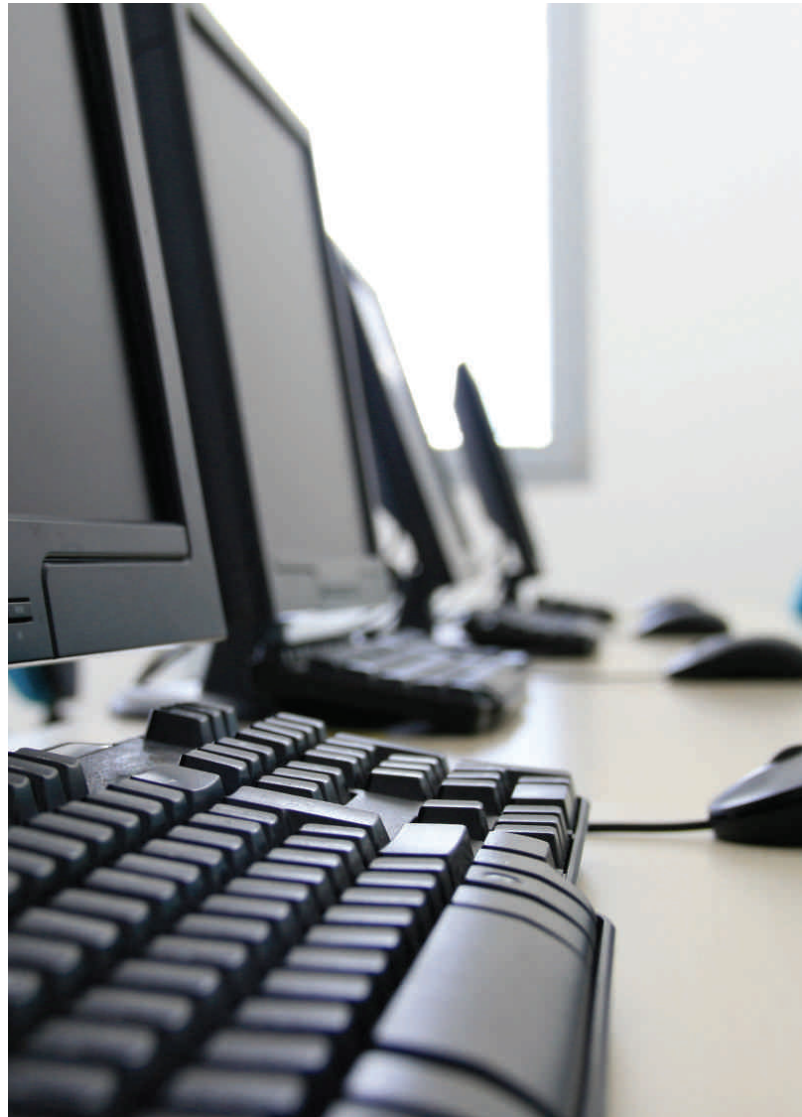
For more, go to: [www.youtube.com/user/Palacký University](http://www.youtube.com/user/Palacký%20University)  
Be sure to check the official UP promo video, which is available on YouTube also in English: „Olomouc – University City“.

### **Facebook UP**

Facebook ([facebook.com/univerzita.palackeho](https://facebook.com/univerzita.palackeho))  
Although the university Facebook page is in Czech, it is still very useful to subscribe to it as it provides a ton of tips and news so that you do not miss out on any fun events.

### **Student magazine 'Helena v krabici' (Helena in the Box)**

Helena V Krabici is an unincorporated association and an online and printed magazine of Palacký University students. Right now it has two dozen permanent members on the editorial staff, who work on bringing news from university life, Olomouc, and the world of culture. If you would like to join the team, please email the editorial staff at: [helenavkrabici@gmail.com](mailto:helenavkrabici@gmail.com), web site: [www.helenavkrabici.cz](http://www.helenavkrabici.cz) .





PART 6:  
STUDENT LIFE,  
CULTURE, LEISURE

## STUDENT ORGANIZATIONS

Olomouc is renowned for student activities. The following list will come 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!

### Student organizations focusing on exchange students ESN UP OLOMOUC

As part of the international student organization Erasmus Student Network, each year the ESN UP Olomouc is there for several hundred exchange students who choose to study at any of the eight faculties of the Palacký University in Olomouc.

At the beginning of their study abroad, new students especially appreciate the buddy system and the afternoon programme of the Orientation Week.

The buddy system is based on communication between exchange students and Czech 'buddy' students. Buddies contact their foreign counterparts via email, advise them on how to reach Olomouc, answer their questions, pick them up at the station, take them to the dorms, etc. This system facilitates the foreigners' integration into the Czech environment and is beneficial for both parties.

Exchange students interested in the buddy service please contact UP ESN at [hr.esn@upol.cz](mailto:hr.esn@upol.cz)

### UP and ESN Orientation Week

During the academic year, ESN UP Olomouc organizes trips around Czech cities and abroad, parties, cultural and sports events of all kinds (movie nights, concerts, international dinners, paintball, as well as mushroom picking or kite-flying). UP students and Erasmus 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.

ESN UP Olomouc is also excited to participate in charitable and socially beneficial events held before Christmas, such as selling punch on the main square and donating the earnings to charity, donating blood together, etc.

For more information about the ESN mission, scheduled events, contacts, partners, and the latest activities at the ESN UP Olomouc branch, go to <http://www.esnup.upol.cz/> or check out the ESN UP Olomouc Facebook page. In Neředín dormitory, by the reception, ESN UP members run an information board for international students. 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, sport and cultural activities etc., and last but not least it offers discounts at hostels, restaurants, hairdressers etc. The card is valid for one year within the ESN network [www.esn.org](http://www.esn.org).

### PEPA (Palacký English Programme Association)

PEPA is a student organisation of the exchange students studying at UP FoM. Feel free to join their Facebook group, where students share useful info, educational materials, and organize meetings. [www.facebook.com/groups/126357197471370](https://www.facebook.com/groups/126357197471370)

### AIESEC OLOMOUC

AIESEC Olomouc is one of the nine branches of the international student organization AIESEC in the Czech Republic. AIESEC specializes in study and work placements abroad. Students can study in over 100 countries around the world, participate in various projects, improve foreign language skills, and gain valuable practical experience. The Olomouc branch also offers AIESEC membership, which is mainly about fun, team leadership, communication in English, improving soft skills, etc. Every year interns come to Olomouc from all over the world; AIESEC members are used to communicating in English. You can join in the daily operation of the branch or participate in multicultural events that AIESEC holds.

Website: [www.olomouc.aiesec.cz](http://www.olomouc.aiesec.cz)

### **GUILD OF THE DISABLED OF CENTRAL EUROPEAN HISTORIOGRAPHY**

This organization aims to bring together the current and former students of the Department of History (Faculty of Arts) of the UP and other people interested in history. The guild organizes cultural and sporting events as well as sightseeing tours. The cultural events include the annual inauguration of the freshmen of the Department of History and co-organization of parties and balls of the department. Other activities of the Guild include the revitalization and maintenance of the garden belonging to the Department of History.

Website: [www.cish.bloger.cz](http://www.cish.bloger.cz), email: [cish@centrum.cz](mailto:cish@centrum.cz)

### **CZECH ASSOCIATION OF STUDENTS OF PSYCHOLOGY**

The Czech Association of Students of Psychology is an association of students and graduates of psychology who are active in the Czech Republic. The basic aims of the Association include improving cooperation between the students of various psychology departments in the Czech Republic. The Association is involved in psychology conferences and seminars on both a domestic and international level, student exchanges, introductory events for freshmen, and the traditional Psychoparty.

Website: [www.caspos.cz](http://www.caspos.cz), e-mail: [viceprezident.ol@caspos.cz](mailto:viceprezident.ol@caspos.cz)

### **KONVIKT THEATRE**

The Konvikt Theatre is a nonprofit organization that focuses on cultural and community-oriented activities. It is the organiser of the international Flora Theatre Festival, which every year in May introduces leading theatre and dance shows. It produces the activities of the Divadlo na Cucky Theatre, which has its own space in Wurmova Street. Since 2013 it has also been managing the community garden Za()hrada, along with a series of lectures and workshops on sustainability, environmental education, and civic activism.

Website: [www.divadlokonvikt.cz](http://www.divadlokonvikt.cz), e-mail: [info@divadlokonvikt.cz](mailto:info@divadlokonvikt.cz)

### **ELSA OLOMOUC**

The European Law Students' Association brings together law students and young lawyers in 41 countries in Europe. The main idea behind

the association is cooperation between Europeans working in the legal industry or studying law. ELSA organizes lectures, seminars on current and thought-provoking topics, and international conferences. In October, you can look forward to an exchange of textbooks, tips, and ideas or to the Antiples law party.

Website: [www.elsa.cz](http://www.elsa.cz), contact: Blanka Hrdinová, [hrdinova@elsa.cz](mailto:hrdinova@elsa.cz)

### **INTERNATIONAL FEDERATION OF MEDICAL STUDENTS ASSOCIATIONS**

IFMSA is represented by more than one million students from one hundred countries and six continents. The organization is affiliated with the UN and WHO (World Health Organization) as an international forum for medical students. The goal of this non-profit organization is to support specialized training, international cooperation of students, and spread humanist ideals. If you are a medical student, you should check the IFMSA out.

[www.ifmsa.cz](http://www.ifmsa.cz), e-mail: [lp.upol@ifmsa.cz](mailto:lp.upol@ifmsa.cz) (Local President), [lpr.upol@ifmsa.cz](mailto:lpr.upol@ifmsa.cz) (Local Officer Public Relations)

### **CZECH DENTAL STUDENT ASSOCIATION**

e-mail: [leo.olomouc.sssc@gmail.com](mailto:leo.olomouc.sssc@gmail.com)

### **UP FoM MEDICAL STUDENT ASSOCIATION**

e-mail: [predsedasm@gmail.com](mailto:predsedasm@gmail.com)

### **OLOMOUC JAPANESE CLUB**

The Olomouc Japanese Club is a student association operating as a stand-alone civic association under the auspices of the Philosophical Faculty of the Palacký University and the Department of Asian Studies. Its members share an interest in all that is Japanese and love to share their enthusiasm with others. The club holds regular screenings of Japanese films, lectures on interesting topics, creative workshops, food and drink tastings or demonstrations of martial arts.

Contact: [jkolomouc@yahoo.co.uk](mailto:jkolomouc@yahoo.co.uk), website: <http://www.japonskyklub.cz>

### **PASTICHE FILMZ**

The film club Pastiche Filmz is run by students and non-students active in the field of dramatic arts. The club is mainly about art, theatre, photography, music, and movement art. For several years now, Pastiche Filmz

has not only been helping to create the cultural image of the university, but also a new dramaturgical platform that offers a wider range of past and present Czech and international filmmaking. Pastiche showcases the diversity of global and domestic film production with the help of both the traditional film club and special projects and film festivals, in which Pastiche closely cooperates with cultural centres abroad, showcasing artists and works that are outside the scope of mainstream distribution. Website: [www.pastichofilmz.org](http://www.pastichofilmz.org) , contact: Ondřej Kratina, [program@pastichofilmz.org](mailto:program@pastichofilmz.org)

#### **SPECIAL EDUCATION STUDENTS ASSOCIATION**

The association is affiliated with the Institute of Special Education Studies of the UP FoE and its activities are designed for those interested in special education, especially its students. Members meet regularly to prepare projects, organize lectures, seminars, workshops, and discussions with special educators-teachers, experts, people with disabilities, etc. Contact: Jana Kasáčková, [kasackova.jana@seznam.cz](mailto:kasackova.jana@seznam.cz), [www.assp.upol.cz](http://www.assp.upol.cz)

#### **UNIVERSITY CHRISTIAN MOVEMENT OLOMOUC**

UCM is a network of small Christian groups of students who share the same vision: They want to bring the good news of Jesus Christ to their friends at the university. This is not a church, nor does this organization wish to replace it. Members come from Christian communities from all over the Czech Republic, encouraging new Christians to settle in local communities. This means they support each other in the work and strive to maintain student initiative and leadership at all levels of the service. UCM is part of the International Fellowship of Evangelical Students (IFES), which brings together over 150 national student Christian movements under one vision: to introduce Christ to students. Contact: Jiří Král, [skh@olomouc.cz](mailto:skh@olomouc.cz) , website: [www.ukh.cz](http://www.ukh.cz) , [www.skh-olomouc.cz](http://www.skh-olomouc.cz)

#### **UNIVERSITY CATHOLIC MOVEMENT OLOMOUC**

A civic association that professes Christian values. Members include the students of UP and other Olomouc higher education institutions. Regardless of your creed or worldview, you can go to Mass together with

the UCM members every Wednesday from 7pm at the Church of the Virgin Mary of the Snow, or join other activities. With UCM you can spend your spare time in a meaningful way. UCM kicks off the academic year with a Solemn Mass, which is celebrated by our bishop. Contact: Liduška Chalupová, [chalupova.lida@seznam.cz](mailto:chalupova.lida@seznam.cz) , [www.vkholomouc.cz](http://www.vkholomouc.cz)

#### **ATENEO JOINT CHAMBER CHOIR**

Consisting of students of the Palacký University in Olomouc, the choir was founded in 2001 on the initiative of student music-lovers under the auspices of the Department of Music Education of the Faculty of Education. Ateneo members are not only students of musical disciplines, but the majority are a mix of people from departments and faculties across the university. The Ateneo repertoire is as varied as its composition. Styles range from classical music through choral arrangements of folk and popular songs to the songs of minor genres such as blues, spirituals, and gospel. In addition to regular rehearsals, choir activities include concerts, off-site workshops, CD recording, and collaboration with other choirs and artists. The choir life, however, also entails many informal activities. Come to see us any time and make the choir stronger with your voice. Contact: [ateneo@upol.cz](mailto:ateneo@upol.cz) , website: [www.ateneo.upol.cz](http://www.ateneo.upol.cz)

#### **RELIGION**

The Czechs feel rather ambivalent about religion, ranking among the most atheist nations in the world. This is connected to a very strong secularism. While religions are respected, they do not exercise too much influence over everyday life. Below are facilities and contacts which you can turn to if you would like to practice your faith in Olomouc.

##### **Evangelical church (Protestants)**

Evangelical Church of the Moravian Brethren, Husova Street

##### **The Jewish Centre**

Telephone: +420 585 223 119

##### **Muslim community**

Olomouc Muslim Community has facilities in which daily prayers as well as weekly prayers can be offered. The community holds events such as

Eid-UI-Fitr and Eid-UI-Adha. Halal meat is also sold by the community. [info@olomoucmuslims.com](mailto:info@olomoucmuslims.com)

#### **Orthodox Church**

Church of St. Gorazd , Gorazdovo square

#### **Roman Catholic Church**

Saint Wenceslas Cathedral, Václavské square

Church of Saint Maurice, 8. Května

Church of St. Michael, Žerotínovo square

Church of the Virgin Mary of the Snow, Náměstí republiky square – student mass every Wednesday night

## **CULTURE AND SOCIAL LIFE**

There are many ways to find out where the places to go are, where to see a gig, and where to go for a sports match. Probably the easiest way is to keep checking the dozens of posters in the hallways of the dorms, dining halls, and faculties or the ever so useful internet.

Note down the most popular websites – [www.upol.cz](http://www.upol.cz) and [www.zurnal.upol.cz](http://www.zurnal.upol.cz), which post invitations to UP-related events and an events calendar. Information about the programme is also available directly on the website and Facebook pages of the relevant theatres, cinemas, establishments, and sports centres. Lastly, there are also the web pages of the city of Olomouc ([www.olomouc.eu](http://www.olomouc.eu)) and commercial sites ([www.olomouc.cz](http://www.olomouc.cz), [www.ol4you.cz](http://www.ol4you.cz) or [i-olomouc.com](http://i-olomouc.com))

#### **Palacký University Art Centre – Konvikt**

Even if you are not an art student, you should have a look around the Art Centre of UP at least once. The stunning Baroque building of the former Jesuit college is the artistic hub of UP. It houses five art departments and most of the space is used for instruction as well as for a variety of artistic activities. The chapel hosts classical and other concerts, and the corridors are decorated with the works of the students of various art disciplines, whose workshops are on the ground floor. In the attic there is a theatre where you can see the shows of the student Konvikt Theatre ([www.divadlokonvikt.cz](http://www.divadlokonvikt.cz)) and a movie theatre plays the movies of the Pastiche film club, among others ([www.pastichefilmz.org/](http://www.pastichefilmz.org/)). There is also a music hall, where the UP chamber choir Ateneo rehearses every week. Konvikt also holds a variety of cultural festivals – PAF ([\[paf.cz\]\(http://paf.cz\)\), AFO \(\[www.afo.cz\]\(http://www.afo.cz\)\) and many others. Follow the UP calendar on the main site and check posters for updates.](http://www.pif-</a></p></div><div data-bbox=)

Address: Univerzitní 3, [www.upol.cz/en/art-centre/](http://www.upol.cz/en/art-centre/)

#### **Cultural and community venue W7**

The cultural and community venue W7 runs the Divadlo Na Cucky Theatre, an independent scene open to art and dialogue. In addition to Divadlo Na Cucky, the venue hosts Czech and international artists mainly from the field of contemporary theatre and dance. The theatre regularly runs workshops on dance, juggling, storytelling, and many other activities. It is also a venue of environmental and civic activities.

Address: Wurmova 7, Olomouc [www.divadlonacucky.cz](http://www.divadlonacucky.cz) [www.facebook.com/divadlonacucky](http://www.facebook.com/divadlonacucky)

For more, check their facebook: W7 cultural and community venue

## **THEATRES AND CINEMAS**

### **Theatres**

Fancy relaxing for a while? You can visit some of our theatres and cinemas.

#### **Moravian Theatre Olomouc**

For those interested in traditional theatre, there is Moravské divadlo Olomouc (Moravian Theatre Olomouc) located on Horní náměstí. You can choose from ballet, classical drama or opera. Performances are held almost daily. Prices start at 55 CZK and the most expensive ticket is 230 CZK (these prices include a 50 percent student discount). [www.moravskedivadlo.cz](http://www.moravskedivadlo.cz)

#### **Tramtarie Theatre**

If you prefer alternative theatre or want more fun, we recommend the independent Divadlo Tramtarie (Tramtarie Theatre). You can choose one of their entertaining plays and just enjoy. The actors of this theatre are non-professionals who are simply keen on playing, many of them students of the university. You will find this small theatre at Slovanský dům



(Slavic House) above the Billa supermarket, not far from the swimming pool and the centre.

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

#### **Konvikt Theatre / Divadlo na cucky**

As mentioned above, students of Palacký University are also great actors. If you are into exclusively student shows, you should head to the theatre at the Konvikt cultural centre in Universitní Street.

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

#### **Na Šantovce Theatre**

The Na Šantovce Theatre Olomouc puts on high quality shows not only for adults but also for children. Besides the shows of visiting theatre groups it also hosts concerts, lectures, theatre Saturdays, and many more fun events. The venue is in the Šantovka shopping mall in Olomouc, top floor.

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

#### **Cinemas**

##### **Pastiche Filmz**

If you fancy cinema, you should consider joining the university film club. Every week they put on an independent movie at a small cinema at Konvikt. Sometimes this art house dedicates a week to a particular director and you can see a selection of his/her masterpieces.

[www.pastichefilmz.org](http://www.pastichefilmz.org)

##### **Cinestar Olomouc**

The best place to see the latest blockbusters is the CineStar multiplex. This cinema is in the Olomouc City shopping mall, which is basically a part of the Globus shopping mall. You can reach it directly by bus No. 27 from the city centre or get off at Hřbitovy (tram no 2, 5 or 7) and walk from there. Tickets are cheaper on Mondays, but remember to bring your ISIC card, as you will get a student discount. For information about what is on and to book tickets, visit their website.

<http://cinestar.cz/olomouc>



## Metropol

The Metropol Cinema is near the city centre, behind the Koruna Department Store (U Sv. Mořice tram stop). Metropol is a traditional single-auditorium cinema that shows both new flicks as well as less commercial movies; it also holds film club nights.

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

## Premier Cinemas – Šantovka Mall

The multiplex is in the new Šantovka shopping mall (Polská 1).

[www.olomouc.premierecinemas.cz](http://www.olomouc.premierecinemas.cz)

## FESTIVALS

### Academia Film Olomouc

International Festival of Science Documentary Films | [www.afo.cz](http://www.afo.cz)  
Organized by Palacký University, the oldest film festival of its kind in Central Europe has been running continuously for 49 years. Every year in mid-April, Olomouc becomes a hub of films, music, and visual arts for children, students, and adults alike. Most of the programme takes place on the ancient and beautiful premises of the university.

### Flora Theatre Festival

International Theatre Festival | [www.divadelniflora.cz](http://www.divadelniflora.cz)  
What kind of September in Olomouc would it be if all conceivable venues were not brimming with theatre? With university students playing a major part, this long-established festival is one of the top events of its kind in the country. Come and see the very best of the Czech, European, and world theatre in theatres, clubs, and on the street.

### PAF

International Festival of Film Animation | [www.pifpaf.cz](http://www.pifpaf.cz)  
This four-day festival of film animation and contemporary art has been around, mainly thanks to the UP students and alumni, for 13 years. The PAF Festival brings the best of animated films, live performance, and visual art. The event includes workshops, open discussions with celebrities, and concerts of progressive artists.

## Majáles of Palacký University

Traditional student party in the month of May | [www.majales.upol.cz](http://www.majales.upol.cz)  
„Majáles“ is a student party that has a rich history at universities in the Czech Republic. It is basically a celebration of the spring, youth, and civil liberties. Students hold concerts, film screenings, theatre shows, elect their king, and organize an allegorical mask parade through the city. Student and non-profit organizations get to present themselves, and it is all just one big party.

## Beerfest

Czech Octoberfest | [www.beerfest.cz](http://www.beerfest.cz)  
The Olomouc beer festival is the largest in the country. It brings together dozens of breweries and beer brands, and also dozens of the best Czech bands. In three days you get to taste the best beers out there and enjoy a great atmosphere with another twenty thousand visitors. A perfect way to see, once again, that the Czechs and beer go truly hand in hand.

## Colores Flamencos Olomouc

Multi-genre flamenco festival | [www.floyal.cz](http://www.floyal.cz)  
Within five years of its existence, this festival for lovers of Spanish culture and the flamenco in particular has secured a strong position on the Olomouc scene. You can look forward to leading artists, fascinating movies, delicious food, and a lot of other programmes which will envelop Olomouc in Spanish rhythms, flavours, and fragrances for a few days in the summer.

## MusicOlomouc

International Festival of Contemporary Music | [www.musicolomouc.cz](http://www.musicolomouc.cz)  
Founded in 2009, the festival consists of several concerts of specific style, genre or theme that combine regional, national, and international values. If you are into spectral and experimental music, ethnic music or jazz, this is the event for you.

## VZÁŘÍ/Septembeam

Festival of Light and Video mapping | [www.vzari.cz](http://www.vzari.cz)  
Septembeam is an international competition festival of video mapping

and a celebration of various forms of light. It introduces current technology and trends in large-scale animation and lighting design. If you would like to see what light and video mapping can do with facades of historic buildings in the city, and on top of that go to awesome concerts, note down the dates!

## CLUBS & PUBS

### Doga

If you live in the Envelopa dorms, there is no other way to start than with Doga Pub, which is on the ground floor of the J. L. Fischera Dorm. In addition to hard and soft drinks of all kinds, the pub also features a jukebox, darts, billiards, table football, and serves a great pizza.

### U-Club

[www.u-klub.cz](http://www.u-klub.cz)

The „Účko“ is likewise in the dorm area. Having been around for nearly thirty years, U-Club holds a student night every Tuesday as well as many concerts of bands from the Czech scene. The bar, which is open daily, has free table football. Účko is simply a classic that is always good.

### S-Cube

[www.scube-ol.cz](http://www.scube-ol.cz)

„Esko“ is just a stone's throw away, off the main road, opposite the new building of the Faculty of Science. Re-opened two years ago after reconstruction, S-Cube is a platform for Czech and foreign concerts, club nights, theatre shows, films, and workshops. It often hosts punk and metal gigs and also the biggest drum'n'bass party in Olomouc.

### 15minut Music Club

[www.facebook.com/klub15minut](https://www.facebook.com/klub15minut)

The most popular among the top three student nightclubs, 15minut is on Komenského Street. The place guarantees a great atmosphere only students can have until the wee hours of the morning. The Fifteen also rents out space for your student or departmental parties free of charge!

### U Mě Doma

<http://www.rave.cz/klub/u-me-doma/>

Located in the Masné Krámy Arcade on Dolní Sq., U Mě Doma is a music venue and art gallery in one. The paintings inside are by the founder of the club, Libor Schubert. There is no entry fee and the DJs are great. You will have fun, dance, and you can even buy a painting if it strikes your fancy.

### Arktic Music Club

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

If you prefer non-smoking spots, Arktic on Havlíčkova St is the right place. Besides club nights it also holds a talk show and film screenings. The venue includes Arktic Food, so you can enjoy a fresh baguette right in the club or have it delivered to the dorm.

### Varna and Belmondo

If you dig classic discos, these two clubs are highly popular, especially with the Olomouc youth. Varna is in Riegrova Street and Belmondo, which partly specializes in R&B and hip hop, is across from the Theresian Gate.

### Metro Chill Out Club

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

Focusing on electronic music, the small Metro Club is well-hidden in a passage opposite the Gallery Moritz Mall. Underground par excellence.

### Black Stuff

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

Black Stuff is a piece of Ireland in Olomouc, offering a plethora of different kinds of whiskey (and whisky), exotic beers, nachos, and a conservatory, among others.

### Vertigo

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

The oldest student club in Olomouc is right across from the UP Art Centre (Konvikt). This venue, which is said to have a better vibe the smokier it is, is frequented especially by art students and intellectuals.

## Jazz Tibet Club

[www.jazzclub.olomouc.com](http://www.jazzclub.olomouc.com)

The dramaturgical concept of Jazz Tibet Club is among the best Olomouc has to offer. This non-smoking venue and quality eatery regularly presents the very best of jazz, folk, blues, Olomouc bands, and foreign artists.

## Ponorka

A legend among legends. An establishment where the same regulars have been sitting, drinking, and eating for twenty years. President Václav Havel and singer Karel Kryl used to frequent this place. If there is anything even deeper than underground, it is Ponorka (the Submarine)! It is on Třída 1.máje 8.

## WINE BARS

Kaštánek, U dvou strašidel, U Dómu and others. All three wine bars are between the Faculty of Education and the U Dómu tram stop. They all also sell bottled wine.

## TEAROOMS

Dobrá Čajovna (Havelkova 7), Čajovna Wabi (Šemberova 64/13), Té&Café Kratochvíle (Sokolská 36), etc. Fancy a wide range of teas and possibly a shisha? All three Olomouc tearooms have an extraordinary setting and much more.

## CAFÉS

Olomouc is packed with coffee-shops. There is one round every corner in the centre. For instance Café 87 at Náměstí Republiky, Café La Feé (Ostružnická 13), and Café Saint Angelo (Denisova 11). Kafe Kodo (Ostružnická 342/40) makes excellent coffee-to-go. A cosy coffee-and-read-newspapers space is also located in the heart of the Faculty of Arts. But of course, different folks, different strokes, so have a look for yourself...

## PIZZA & FOOD DELIVERY

When you get tired of the university dining halls 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](http://www.olomouc.cz)). If you want to try Czech cuisine, why not try Drápal ([www.restauracedrapal.cz](http://www.restauracedrapal.cz)) or U Červeného volka (Dolní Náměstí (Lower Square) 27/38). At Saint Wenceslas Brewery you will find a pleasant atmosphere, homemade beer, and a beer spa ([www.svatovaclavsky-pivovar.cz](http://www.svatovaclavsky-pivovar.cz)).

There is also vegetarian cuisine ([www.greenbar.cz](http://www.greenbar.cz)) and vegetarian Indian cuisine ([www.govinda-olomouc.cz](http://www.govinda-olomouc.cz)) in the city.

Or you can try Nepalese cuisine (<http://www.nepalska.cz/menu.php>).

Pizza restaurants are a whole new chapter. Olomouc has so many of them that they compete with each other to offer students a better price and flavour. 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 Doner Kebab restaurants deliver food, too.

## SHOPPING

Olomouc provides a plethora of shopping options. There are all sorts of shops and supermarkets in the city centre. Generally speaking, these shops are open from 9am to 6pm, but naturally it depends on the shop. Shops with extended opening hours are open till 7pm or 8pm.

### Globus & OlomoucCITY Shopping Mall

[www.globus.cz](http://www.globus.cz), [www.occ.cz](http://www.occ.cz)

Globus is one of the biggest and cheapest hypermarkets in Olomouc. From the city centre, take bus No. 27 from either the Tržnice or Náměstí Hrdinů stop, which goes all the way to Globus/OlomoucCITY, or take tram No. 2 or 7 to the Hřbitovy stop and walk from there.

### Olympia Shopping Mall

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

This shopping mall offers the widest selection of clothing shops in Olomouc. If you decide to spend a cold, rainy day there, you do not need to worry about food. Thanks to the onsite restaurants, cafés, and fast food joints you can spend hours and hours without ever going hungry. A good place to buy groceries is Albert, a huge supermarket that covers the largest share of the mall. It is at the very back of Olympia. There is a free

Olympia shuttle bus, No. 60, which stops in the city centre at Náměstí Hrdinů and Tržnice.

### **Centrum Haná Shopping Mall**

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

In many ways this shopping mall is similar to Olympia. Some of the shops are the same but most of them are different. For groceries and other goods head to the Tesco hypermarket, again the biggest part of the mall. Take tram No. 1, 4 or 6 all the way to the end, the Nová Ulice stop.

### **Galerie Šantovka**

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

The brand new shopping mall is in the very centre of Olomouc. In addition to a ton of international fashion brands, it also features a multiplex and a theatre.





PART 7:  
PLACES TO VISIT

## AROUND OLOMOUC

### Olomouc Fort

During the Hapsburg monarchy, Olomouc was an important military stronghold in the north of the vast empire. In the mid-18th century, a solid belt of bastion fortifications was built around the city, and a hundred years later, a number of military forts popped up, built to push the front line away from the city. Many parts of the fortification system have survived to the present day, whether the Korunní Fort and barracks in the city centre or the forts in Křelov, Lazce, and Radíkov, which are open to public. The forts are all accessible by public transport.

### The Kroměříž Archbishop's Castle and Gardens

Kroměříž is one of the most beautiful cities in central Moravia, namely thanks to its Baroque castle, a former stronghold turned into a comfortable residence by Olomouc (arch) bishops, and the Castle and Pleasure Gardens. The geometrical Pleasure Garden with colonnade, rotunda, and greenhouses still retains most of its original Baroque look. The gardens and the castle are on the UNESCO list.

Directions: Take a bus to Kroměříž or a train to Hulín and change to a local train to Kroměříž.

### Bouzov Castle

Looming majestically above the town of the same name, the Bouzov Castle is highly popular with film makers for its fairy-tale appearance. According to experts, it is an immaculate illusion of a medieval castle – Bouzov was given its present look only a century ago, when members of the Order of Teutonic Knights remodelled it into a comfortable residence. Directions: The best way is to drive to Loštice, from where it is just a short walk to Bouzov.

### Dlouhé Stráně pumped-storage hydroelectric power plant

The pumped-storage hydroelectric power plant Dlouhé Stráně is an admirable technical work. It was built from 1978 to 1996 inside the massif Mravenečník in the Jeseníky Mountains, within sight of Mount Praděd. The upper reservoir was built at the top of the mountain and the lower on the river Divoká Desná. The reservoirs are interconnected by tunne-

ls with reversible turbines, which are the largest in Europe. They were made reversible so that it is possible to change the direction of water flow if need be – if there is a shortage of power in the network, the water flows from the upper tank down the turbines, generating an electric current; when there is enough power, the water is pumped back into the upper reservoir. According to a 2005 survey by iDnes.cz, the power plant is one of the seven wonders of the Czech Republic. Tours are available upon arrangement.

Directions: Take a train to Kouty nad Desnou and then hike up or take a chairlift and walk.

### Mladečské Caves, Javoříčské Caves, Javoříčko

Nearby Litovel is the Mladeč Karst, whose caves are an important archaeological and paleontological site. The bones of prehistoric animals and evidence of human settlements from the Stone Age have been discovered here. Just over the hill are the Javoříčské Caves, renowned for their exquisite stalactites and stalagmites. These caves are named after the adjacent town Javoříčko, which was burnt down by an SS unit stationed at the nearby castle of Bouzov before the end of the Second World War due to the fact that the town had supported the guerrillas.

Directions: The best way is to drive, or you could cycle from Litovel.

### Velké Losiny Handmade Paper Factory and Chateau

Velké Losiny is infamous for witch trials, from the time of the dreadful inquisitor Henry Francis Boblig. Today, however, it is a small peaceful town with a charming chateau, captivating Renaissance arcades, and a handmade paper factory. The paper mill has been open continuously since the 16th century, which makes it one of the oldest factories in Europe.

Directions: Take a train from Olomouc to Šumperk and then change for a train to Velké Losiny.

### Tovačov

Although Tovačov does not seem like an important place, when the local fort was being remodelled to a chateau, it was the first time that Renaissance architecture touched the lands of today's Czech Republic. Visible from afar, the Graceful Tower and its stunning stone portal from 1492 will take your breath away even today. The town itself is also worth seeing,

notably the Jewish cemetery, picturesque square, and the ponds that envelop most of the town.

Directions: Take a bus from Olomouc in the direction of Kroměříž.

### **Loštice Museum of Tvarůžky Cheese**

Genuine Olomouc tvarůžky cheese is not manufactured in Olomouc but in the town of Loštice, which is west of the Haná metropolis. The original factory for this ripening cheese now houses a museum, where you can sample and buy tvarůžky. A great place to try is the nearby tvarůžky patisserie in the street leading from the square to the church.

Directions: Take a train to Moravičany or Mohelnice and change for a bus to Loštice.

### **Sovinec Castle**

The peaks of the Low Jeseníky Mountains hide the Sovinec Castle, which, like Bouzov, used to be owned by the Teutonic Knights. In the 20th century the knights made it their monastic museum, but lost it at the beginning of WWII, when the castle was used as a station for a special SS unit. At the end of the war it burned down, and we are still unsure if it had been set on fire by the retreating Germans or by Russians. Later on a part of the castle was restored and is now open to public, for example the tower, which offers a great view of the surroundings.

Directions: Best is to drive to Šternberk, to Paseka and higher up the hills.

### **The Hranice Chasm**

The mysterious Hranice Chasm is the deepest abyss in the Czech Republic. So far, probes have reached a depth of 442.5 metres, but experts believe that the chasm could be as much as 700 metres deep. Another interesting fact is that the abyss was formed by strong gushes of mineral springs from the depths.

Directions: Take a train or bus to Hranice and continue to Teplice nad Bečvou; the route is marked out from the station.

## **10 TRIPS AROUND THE CZECH REPUBLIC**

Below you will find some tips on places worth seeing in the Czech Republic. We will only give you a brief description of the specific sites of interest, the rest you will have to discover yourself.

### **Mikulov**

A picturesque wine-making town below the Pálava Highlands, with a stunning chateau, Svatý Kopeček, and old Jewish quarter. [www.mikulov.cz/tourism](http://www.mikulov.cz/tourism)

### **Ostrava**

An industrial city of a rich extractive and mining tradition – Vítkovice area [www.czechtourism.com/t/ostrava/](http://www.czechtourism.com/t/ostrava/)

### **Slavonice**

A small town close to the Austrian border, more scenic and less touristy than Telč, which is also worth a visit. [www.telc.eu](http://www.telc.eu)

### **Český Krumlov**

Magical castle grounds from the 16th century, UNESCO heritage. [www.ckrumlov.info](http://www.ckrumlov.info)

### **Cheb**

Unique Roman castle, beautiful historic centre: Špalíček, half-timbered houses. [www.tic.mestocheb.cz](http://www.tic.mestocheb.cz)

### **Kutná Hora**

A town that will take you back to the Middle Ages; Church of St. Barbara, stunning panorama. [www.kutnahora.cz](http://www.kutnahora.cz)

### **Tábor**

Gorgeous centre; the seat of the Hussite movement. [www.taborcz.eu](http://www.taborcz.eu)

### **Veselý Kopec u Hlinska**

Open-air museum of folk architecture. [www.vesely-kopec.cz](http://www.vesely-kopec.cz)

### **Prague**

Just a little bigger, but as beautiful as our Olomouc. [www.praha.eu](http://www.praha.eu)



## HOLIDAYS

On public holidays, when you are free, (almost) all shops are closed. You could take advantage of the days off to visit some of the places mentioned above.

### Czech Public Holidays

**1 January** – New Year's Day/Restoration Day of the Independent Czech State

#### 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

### Traditions

#### Easter

Women usually hate Easter because this day is the only day when Czech men are allowed to spank them. This is done using "pomlázka", a special handmade plaited whip made from young willow rods. After decorating the top with colourful ribbons, men visit each house in the morning to whip girls (to keep them healthy and beautiful for the next year) and the girls reward them with decorated eggs.

#### Witch Burning

Celebrated on 30 April, this is an old pre-Christian feast for warding off the evil influence of malign forces, especially witches. It likely originated from the Celtic/Gaelic Bealtaine holiday, as Celtic tribes inhabited the Czech lands before the arrival of the Slavs. People usually make a fire on the highest hill to avoid bad influences. People also create their own witch figure, which is burnt at midnight. To be honest though, nowadays

this festival is a time to meet with friends, have fun, dance around the fire, and drink a beer or two.

#### May First

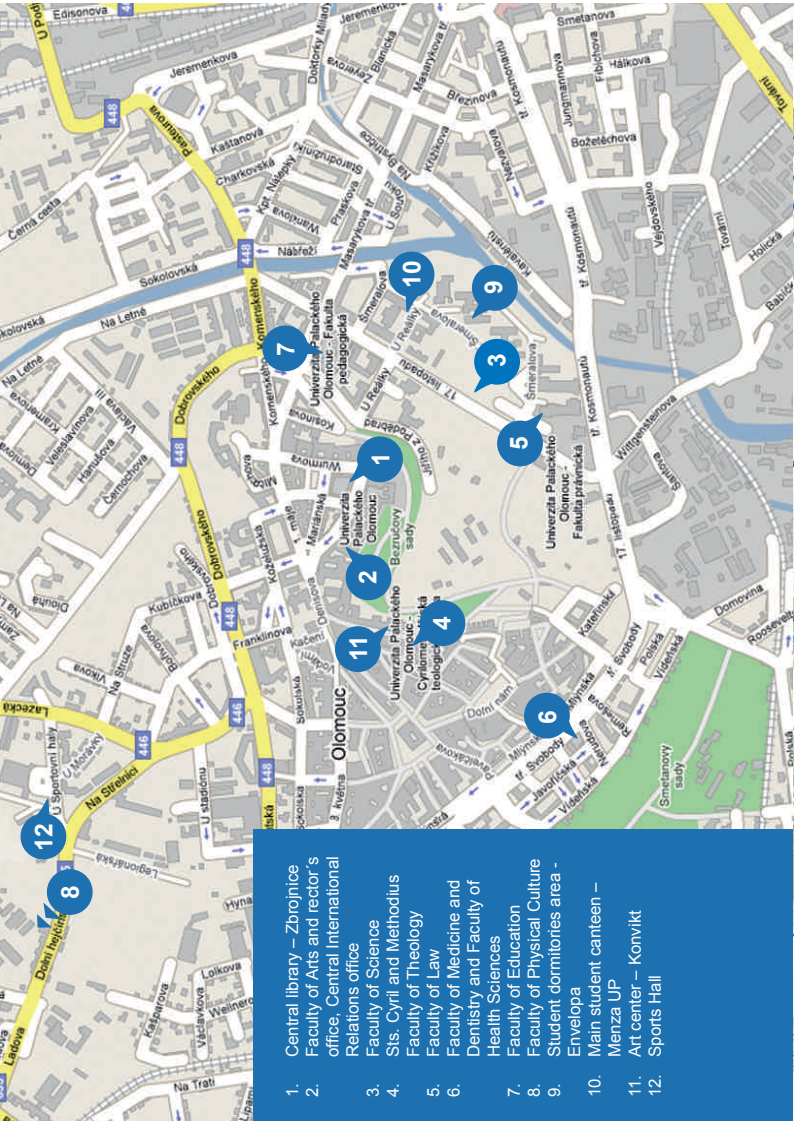
Although Valentine's Day is celebrated in the Czech Republic, the original day celebrating love in the Czech Republic is 1 May (formerly also the Labour Day). On that day every man should kiss his sweetheart under a cherry blossom and surprise her with a little gift.

#### Devil and Saint Nicolas (Čert a Mikuláš in Czech)

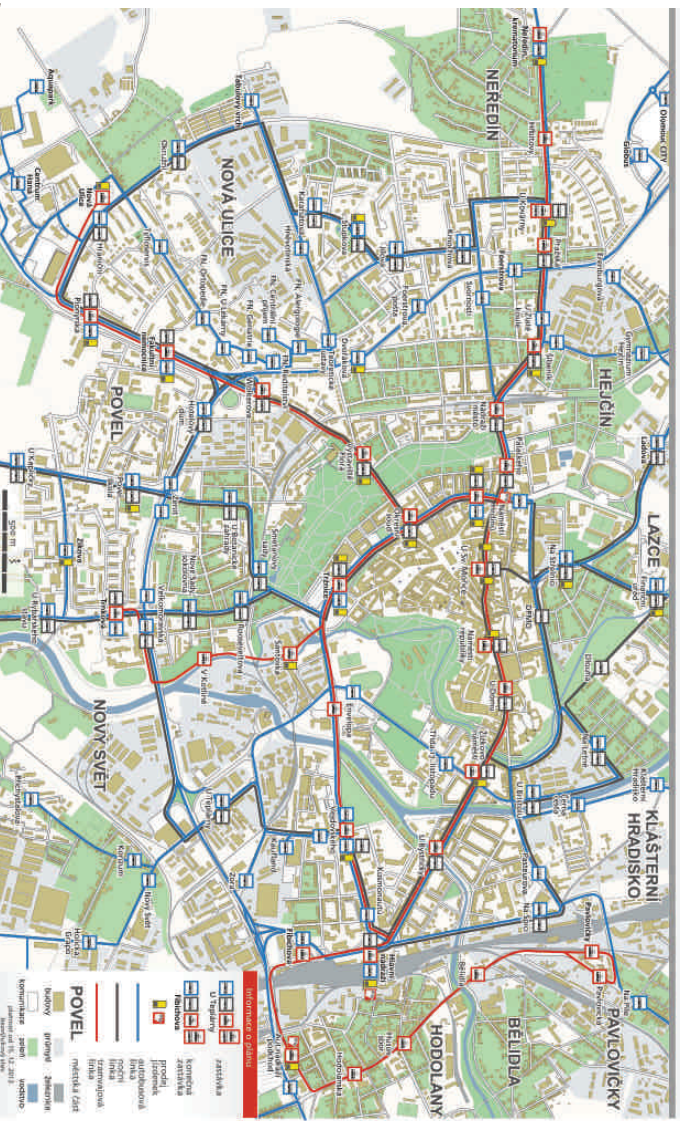
Together with the Devil and the Angel, St. Nicolas visits children at their home to ask them if they were good in the past year. If this is the case, the children are rewarded with sweets, nuts or fruit. Naughty kids however, as the traditional story goes, would only get a sack of coal or potatoes. On top of that, they would be put in the Devil's sack and taken to hell. If you would like to see the St Nicolas, the Angel, and the Devil, simply take a stroll around the streets.

#### Christmas

In the Czech Republic it is Ježíšek (Baby Jesus) who brings the presents, not Santa Claus. The most important part of Christmas is the evening of 24 December, when the family gathers at Christmas dinner (traditionally fried carp and potato salad) to eat, and then the presents are handed out. Afterwards the family sing carols, halve an apple or pour lead (or wax). Several weeks before Christmas, women bake special cookies and put up beautiful Christmas decorations.



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



PUBLIC TRANSPORT NETWORK IN OLOMOUC AND SURROUNDINGS



## GLOSSARY

- **international short-term student** – a foreign student taking part in Erasmus, CEEPUS, Freemovers, Aktion, DAAD, or Visegrad fund students
- **degree student** – a student taking part in a degree programme
- **study mobility** – study abroad for 1 or 2 semesters
- **degree programme** – accredited bachelor, master or doctorate programme leading to an academic degree
- **international study programme** – short study placement (1 or 2 semesters) abroad funded by an international programme such as Erasmus+, CEEPUS, AKTION, DAAD
- **study programme/field of study** – what you are currently studying (e. g. Political Science, Spanish Philology, EU law, Dentistry, etc.)
- **letter of acceptance/admission** – invitation from your host university
- **learning agreement** – a confirmation of your provisional module choices. It does NOT guarantee that you will be allowed to sign up for all your chosen courses when you arrive. Do not forget that LA must always be signed by the departmental coordinator (i.e. the academic contact) before it is counter-signed by the institutional coordinator. It must be signed always first at the home institution.
- **changes to learning agreement** – all that you have changed in your LA
- **transcript of records** – the number of credits and grades awarded for each course, issued by your faculty coordinator within 30 days of your leaving for home
- **confirmation of study period abroad** – a document in which your host institution confirms the actual dates of your stay abroad
- **confirmation** – a printed document e.g. for the bank in case you want to open up a bank account
- **bilateral agreement** – an agreement between your institution and host institution that enables student exchange
- **university** – universitas magistrorum et scholarium, which roughly means “community of teachers and scholars
- **faculty** – not only a horror/sci-fi movie by Robert Rodriguez, but also an academic division within a university
- **department** – the faculty is divided into departments, which deal with a particular academic discipline
- **coordinator** – the person in charge of your studies (a departmental coordinator takes care of your study plan/Learning Agreement,

while a faculty & institutional coordinator is responsible for administration related to your studies)

- **lecture** – the instructor gives a lecture, you listen and make notes
- **seminar** – type of course or practical exercise complementing the lecture, which is aimed at encouraging students to think and work independently; it is more interactive than a lecture
- **syllabus** - an outline of what the course will cover, who teaches the course, and what you need to read to be able to pass the exam
- **credit** – your work is rewarded with credits; the harder the course, the more credits
- **university portal** – the door of information unlocked, or everything you always wanted to know about UP: courses, contact details, instructions
- **STAG** – Big Brother who watches your studies, or the UP computing system

## A FEW TIPS AND RULES THAT WILL COME HANDY AT UP

1. Remember to read all the information about UP, your faculty, department, discipline, study ... it's worth it.
2. If you do not understand something, instead of immediately contacting the international relations office, first try asking your classmates. That, too, often pays off.
3. If rules 1 and 2 do not work, go and ask your faculty or departmental coordinator.
4. Say hello to your instructors (even if they sometimes fail to respond).
5. Observe office hours – that way you show respect for the other person.
6. Regularly check the 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  
Olomouc

**Executive editor:**

Jana Hořáková, Lenka Kernerová

**Acknowledgement:**

Anna Dostálová, Ondřej Martínek, Martin Višňa,  
Jiří Šmoldas, Eva Čížková, Jana Kuřová, Monika  
Lebedová, Monika Meislová, Pavla Polívková,  
Alexandra Spurná, Renata Štolfová, Jana Kuřová.

**Executive translation:**

Eva Černínová, Matthew Sonter

**Photo:**

Palacký University photobank, [www.freeimages.com](http://www.freeimages.com)

**Published by:**

Palacký University, Olomouc  
Křížkovského 8, 771 47 Olomouc

**Design and layout:**

Radim Měsíc

**Printing:**

Tiskservis, Generála Sochora 1764, 708 00 Ostrava

**Olomouc 2014**

**Not for resale**