



////////// GUIDE FOR
INTERNATIONAL //
STUDENTS
////////// TEACHERS

Academic Year 2009/2010



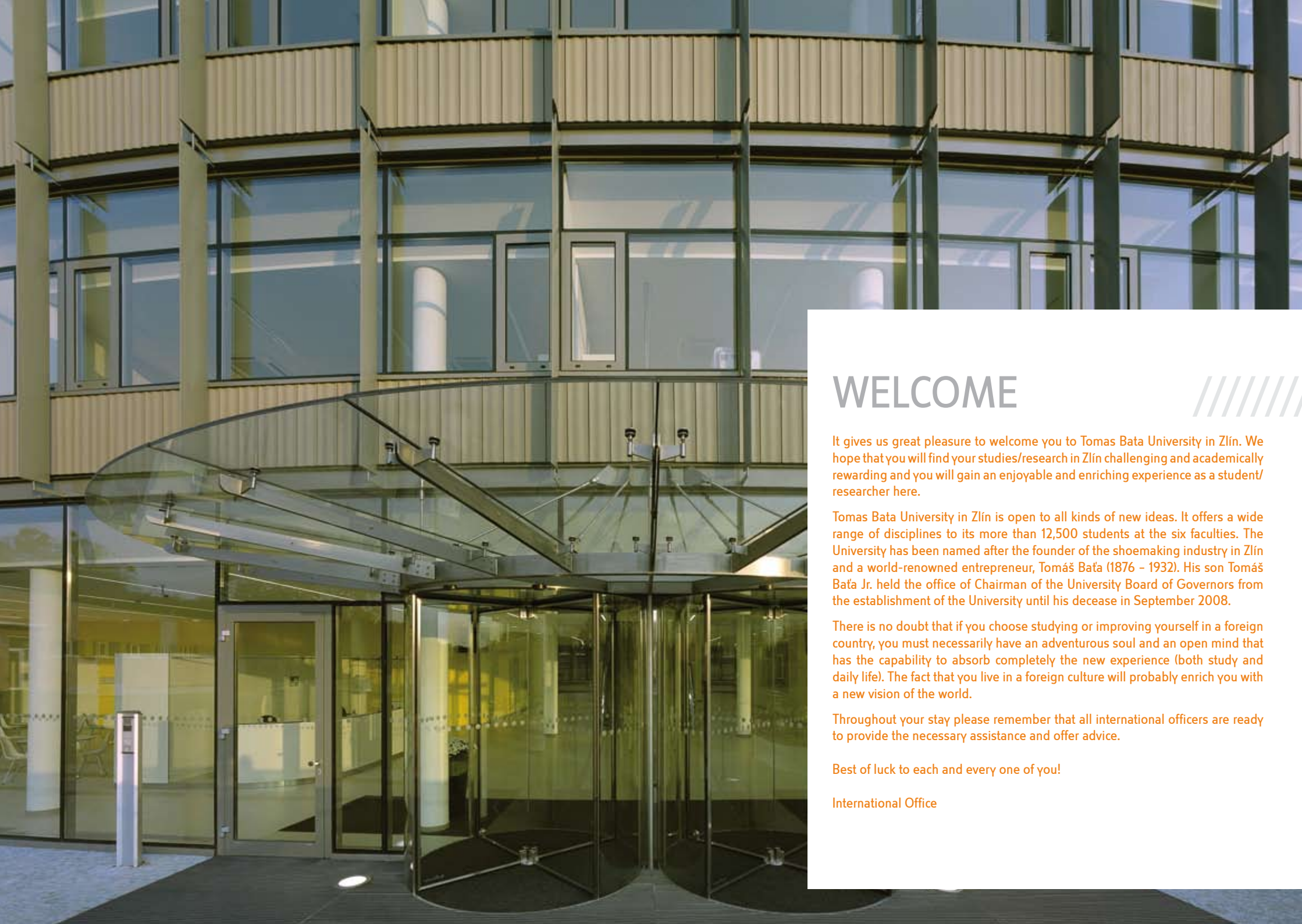
Tomas Bata University in Zlín



Academic Year 2009/2010

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WELCOME



It gives us great pleasure to welcome you to Tomas Bata University in Zlín. We hope that you will find your studies/research in Zlín challenging and academically rewarding and you will gain an enjoyable and enriching experience as a student/ researcher here.

Tomas Bata University in Zlín is open to all kinds of new ideas. It offers a wide range of disciplines to its more than 12,500 students at the six faculties. The University has been named after the founder of the shoemaking industry in Zlín and a world-renowned entrepreneur, Tomáš Baťa (1876 - 1932). His son Tomáš Baťa Jr. held the office of Chairman of the University Board of Governors from the establishment of the University until his decease in September 2008.

There is no doubt that if you choose studying or improving yourself in a foreign country, you must necessarily have an adventurous soul and an open mind that has the capability to absorb completely the new experience (both study and daily life). The fact that you live in a foreign culture will probably enrich you with a new vision of the world.

Throughout your stay please remember that all international officers are ready to provide the necessary assistance and offer advice.

Best of luck to each and every one of you!

International Office

1. GENERAL INFORMATION

1.1. The Czech Republic

The Czech Republic is a landlocked country in Central Europe. It is frequently referred to as being in the heart of Europe. The Czech Republic borders on Germany (in the west), Poland (in the North), Slovakia (in the East) and Austria (in the South).

The Czech Republic, with an area approaching 79,000 square kilometers (30,000 sq. miles), is a medium-sized European country. Administratively, the Czech Republic has fourteen regions, one of which is the City of Prague.

The Czech state boasts a history spanning more than one thousand years. For centuries the Kings of Bohemia ranked among Europe's leading monarchs and Prague was a place where artists, scholars and tradesmen from all corners of the world met. Bohemia, Moravia and Silesia, the three historical lands that form the present Czech Republic, each boast a vast cultural heritage.

Nowadays, the Czech Republic is a democratic parliamentary republic. It is a member of the UN (United Nations), the EU (European Union), NATO (North Atlantic Treaty Organization), the OECD (Organization for Economic Cooperation and Development), the Visegrad Group and numerous other important international organizations and groups.

Prague, the capital, is a gem among large European cities in its own right. Though it is the country's economic and cultural centre, Prague is far from the only attractive destination for tourists; testament to that is the fact that as many as twelve Czech towns and architectural monuments have been included on the UNESCO List of World Cultural Heritage.

However, historical monuments are certainly not the only reason the Czech Republic is worth visiting. Though relatively small in terms of its size, the country can offer many different types of landscape - ranging from fertile lowlands and deep forests to "rock towns" and mountains - all providing numerous opportunities for sports activities, both in summer and winter.

With a population of more than 10 million the Czech Republic is on the medium-small side for Europe. Most of them are Czechs and they speak the



Czech language. They tend to be polite, gentle, kind, and have a good sense of humour. They are intelligent, creative, but sometimes rather conservative. Young people are quite proficient in foreign languages. The largest Church is the Roman Catholic Church but Czechs are mostly atheists, due to the systematic oppression of religion during the years of the communist regime.

1.2. Higher Education Institutions in the Czech Republic

Higher education institutions are divided into public, state and private institutions. Public institutions are set up and closed down according to the law. State institutions are not legal entities but a part of their respective ministry. Since 2000 there are also private colleges. In order to be established, they must receive the accreditation from the Ministry of Education, Youth and Sports.

1.3. Degree Structure

HIGHER EDUCATION INSTITUTIONS PROVIDE EDUCATION AT THREE LEVELS:

Bachelor's degree programmes (3 to 4 years) is the first cycle of higher education. It is focused on preparing students for future employment or for continuation in Master's degree programmes. Its completion is viewed as a full higher education degree.

Master's degree programmes following after a Bachelor's degree programme (1 to 3 years) and full Master's degree programme (4 to 6 years) are focused on theoretical knowledge, its application and on the development of creative skills; in artistic disciplines the focus is on the development of creativity and talents.

Doctoral degree programmes (3 to 4 years) are designed for Master's degree holders and focused on scientific research and independent creative activities in research and development and in artistic disciplines.

Because of a growing interest, some institutions provide also degree programmes leading to the degree of Master of Business Administration (MBA). This study is oriented on solving real-life case studies and should enhance managerial knowledge and skills of students.

Students can study either in attendance form, distance form, or combine forms of study. Most public and state institutions provide all types of degree programmes, private institutions predominantly offer Bachelor's degree programmes. The majority of students is interested in economic and humanities subjects, technical areas of study rank in third place.

1.4. The Town of Zlín and Zlín Region

Zlín Region, famous, among other things, for its natural beauties, dynamic economy, and living folk traditions, is located in the eastern part of the Czech Republic. The administrative centre of the region is Zlín, which has nearly ninety thousand inhabitants. The eastern border of the region also constitutes the international border with Slovakia.

First-time visitors to Zlín admire all the neat green areas in town, the friendliness and hospitality of local people and particularly the unique red-brick functionalist architecture. The so-called "Garden Town" was created in the 1920s and 1930s by Tomáš Baťa who initiated the development of the shoe industry in Zlín and won worldwide fame.

The entrepreneurial spirit introduced by the founder of shoemaking factory at the beginning of the last century revived during the great business boom in Zlín in the first half of the 1990s. Thanks to numerous private firms that operate in Zlín and also thanks to the University, today's Zlín is a modern and lively town.

1.5. Information Centre

The town of Zlín operates the Information and Tourist Centre situated at the main square (Náměstí Míru 12), in the building of the Town Hall. It houses a wide selection of maps, brochures and other information materials on Zlín and its region, and also acts as a ticket agency offering tickets for a number of cultural events.

1.6. Getting to Zlín

BY AIR

Zlín does not have its own airport. The air gate to the Czech Republic is the Prague International Airport - Ruzyně (PRG) which has daily connections from/to major European cities. Another possibility is to fly to Vienna (Austria) - 220km from Zlín or Bratislava (Slovakia) - 200km from Zlín. There are direct train and bus connections to Zlín from the above cities.

More information on Ruzyně Airport and flight timetables is available on the website of the Czech Airports Authority at: www.prg.aero



BY TRAIN

The Czech Republic has an extensive railway network, which is operated by state railway company České dráhy, a.s. (ČD). It is easy to get to the Czech Republic from all major European cities by train. Railway station Otrokovice (10km from the centre of Zlín) is on the main rail line number 330 (Vienna) - Břeclav - Otrokovice - Přerov, with a connection in Přerov to line number 270 Prague - Ostrava - (Warsaw). The town Zlín and its industrial zones are connected to the local rail line number 335 Otrokovice - Zlín střed - Vizovice by a shuttle train. www.idos.cz

BY BUS

In addition to the extensive railway network there is a dense network of coach lines. Its long distance coaches tend to be faster, more frequent and even cheaper than trains. The Czech Republic has connection from/to major European cities several times a week. Most international buses arrive in Prague (Florenc) or in Brno (Zvonařka). There are several buses a day running to Zlín from Prague or Brno.

Further information on train and bus connections within the Czech Republic is available at: www.idos.cz

BY CAR

Zlín enjoys speedy access to the principal motorway links that bring it and other Czech towns within easy reach. The construction of a motorway to Zlín is being planned to extend the existing route D1 Praha - Brno - Kroměříž and to connect Zlín with the border of the Slovak Republic.

2. STUDY AT TOMAS BATA UNIVERSITY

Currently, Tomas Bata University in Zlín offers 13 accredited degree programmes in the English language at all higher education degrees (Bachelor's, follow-up Master's, Doctoral). A number of international students study in the 34 degree programmes accredited in the Czech language.

In the academic year 2009/10 a total of 802 international students are expected to study at TBU. Overall, 40 nations are represented at TBU.

2.1. Short-Term Exchange Students

STUDY IN ENGLISH

Exchange students can apply for a short-term study at TBU either within Erasmus exchange programme (Bilateral Agreement has to be concluded between TBU and sending institution) or as a Freemover within any other exchange programme which does not have to be based on a Partnership Agreement between TBU and sending institution.

Each exchange student should achieve 30 ECTS per semester.

Application procedure.

Exchange students can choose from a wide range of courses. The current list of courses offered by each of our faculties can be found on www.utb.cz in the section International Students / Erasmus.

If you want to be successfully involved in the selection process, the two following documents have to be delivered by the application deadline to the TBU International Office:

- Exchange Student Application Form
- Learning Agreement.

Both documents have to be typed and signed by people responsible for exchange studies at sending institution. When returning the forms supporting materials should be included:

- copy of the student identity card
- Transcript of Records
- CV.



THE APPLICATION DEADLINES ARE AS FOLLOWS:

- 31 May – for winter semester or the whole academic year
- 30 November – for summer semester.

2.2. Long-Term Degree Students

Tomas Bata University offers a wide range of degree programmes both in Czech and English language. To assess progress in studies, a unified credit system compatible with the ECTS standard is used for all TBU degree programmes. Moreover, the University was awarded the Diploma Supplement Label by the European Commission, which has raised TBU's prestige and reputation among European higher education institutes.

STUDY IN ENGLISH

Application procedure

The documents required by the International Office are as follows:

- completed application form (available on the TBU web pages) and other documents specified in the application form:
- diploma and transcript of records – verified and translated into Czech (or English)
- CV
- reference letter
- health certificate
- international certificate in English – min. B2 level (does not apply to native speakers), for example:
 - TOEFL Paper min. 513 / 677
 - TOEFL CBT min. 183 / 300
 - TOEFL IBT min. 65 / 120
 - IELTS min. 5.5 / 9
 - VEC Online Score min. 66 / 100
 - others (FCE, ...).

STUDY IN CZECH

Application procedure

The documents required by the Student Affairs Office are as follows:

- completed application form
- proof of payment of the administration fee
- other documents specified on the web site of the relevant faculty.

2.3. 1-Year Czech Course for Foreigners

The course is held in Uherské Hradiště (30km from Zlín) and shall involve 22 hours of study/week and will be completed - finished with an examination and subsequently by a certificate issued, proving the knowledge of the Czech language.

The course comprises the following subjects - grammar (7 lessons/week), conversation (8 lessons/week), cultural paradigm (4 lessons/week), projects (3 lessons/week).

For further information and the Application Form kindly refer to www.utb.cz / English version / Czech for Foreigners.

2.4. International Office

Address: Tomas Bata University in Zlín, Rectorate
náměstí T. G. Masaryka 5555
760 01 Zlín
Czech Republic
Email: international@utb.cz

Office hours:	Monday	9-11am	1-3pm
	Tuesday	9-11am	1-3pm
	Wednesday	9-11am	1-3pm
	Thursday	9-11am	1-3pm

Vice-Rector for International Relations:

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International Officers:

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Exchange Coordinator
Erasmus, Freemovers Incoming Students
Erasmus Incoming / Outgoing Academic Staff
Erasmus Mundus Programmes
Bilateral Agreements (Erasmus)

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Exchange Coordinator
Erasmus, Freemovers Outgoing Students
EEA/Norwegian Financial Mechanism
Bilateral Agreements (Erasmus)
Ministry of Education,
Youth and Sports Projects

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International Projects Coordinator
Long-term Degree Students
(EN+CZ programmes)
Czech Course for Foreigners
Recognition of Education
Partnership Contracts
Visegrad Fund
Internships
Erasmus Mundus Programmes
Ministry of Education,
Youth and Sports Projects

2.5. Student Affairs Offices

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Faculty of Multimedia Communications

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Faculty of Applied Informatics

Ing. Jana Korčáková
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Faculty of Humanities

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Email: nesrstova@ft.utb.cz

Faculty of Logistics and Crisis Management

2.6. TBU Term Schedule 2009/2010

Winter semester:

14 September – 18 December 2009 (14 weeks)

Summer semester:

8 February – 14 May 2010 (14 weeks)

Examination period – winter:

4 January – 5 February 2010 (5 weeks)

Re-examination period – winter:

8 February – 19 February 2010 (2 weeks)

Examination period – summer:

17 May – 18 June 2010 (5 weeks)

Re-examination period – summer:

21 June – 16 July 2010 (4 weeks)

No lessons held:

28 September 2009	Public holiday
28 October 2009	Public holiday
17 November 2009	Public holiday
21 December – 1 January 2010	Christmas holiday
5 April 2010	Easter Monday
13 May 2010	Rector's Sports Day
17 July – 31 August 2010	Summer holiday



2.7. Evaluation and Grading System in Bachelor's and Follow-Up Master's Programmes

Subjects are completed upon:

- awarding a credit
- awarding a graded credit
- passing an examination
- passing an examination after gaining a credit.

Examinations may be written, oral or combined.

The ECTS (European Credit Transfer System) grading scale is used for assessing student performance:

ECTS Grade	Verbal Description	Numerical Grade
A	Excellent	1
B	Very good	1.5
C	Good	2
D	Satisfactory	2.5
E	Sufficient	3
FX	Unsatisfactory	-
F	Unsatisfactory	-

If a student's performance is assessed by the FX grade, a credit is awarded to the student when re-enrolling into the subject. If a student's performance is assessed by the F grade, no credit is awarded to the student when re-enrolling into the subject.

The relevant ECTS grade together with its verbal description is written into a student's record book.

2.8. Evaluation and Grading System in Doctoral Programmes

An examination date for a subject is set upon agreement with the doctoral student. The supervisor, who usually participates in the examination, must be informed about the examination date.

The following grading scale is used for examining: "prospěl" or "neprospěl". Within a degree programme accredited in a foreign language the following equivalents are used: "pass" or "fail".

2.9. Proper Completion of Study in Bachelor's and Follow-Up Master's Programmes

Study is properly completed upon meeting the requirements for the relevant degree programme. A student meets the requirements as long as s/he gains a number of credits in the prescribed structure and the number is equal to the sixty-fold of the standard length of study expressed in years. Furthermore, a student must pass the final examination, part of which is a Bachelor's thesis defence in a Bachelor's degree programme and a Master's thesis defence in a Master's degree programme.

The day of proper completion of study is the day on which the final examination or its final part is passed under Section 55 Para 1 of the Higher Education Act (hereinafter referred to as "the Act").

2.10. Proper Completion of Study in Doctoral Programmes

The day of proper completion of study is the day on which the Ph.D. thesis was successfully defended. In all other cases, the day of study completion is determined by Section 56 Para 2 of the Act.

STUDIES ALSO COME TO AN END WHEN:

- a student decides to abandon studies
- a student fails to meet the requirements of a degree programme as set out in the Study and Examination Rules
- the accreditation of a degree programme is revoked
- the accreditation of a degree programme expires pursuant to subsection 80 of the Act
- a student has been expelled pursuant to Para 65 (1) c) or under Section 67 of the Act.



2.11. Suspension of Study

The Dean or Rector arranges suspension of study upon a student's written request in accordance with the Study and Examination Rules of Tomas Bata University in Zlín and the relevant degree programme.

Suspension of study when it is anticipated that a student may not perform his/her obligations is not allowed.

Suspension of study during the first semester of a Bachelor's or follow-up Master's degree programme is only possible in special cases, particularly on health grounds.

Suspension of study is usually terminated at the beginning of a semester.

Study may be coherently suspended for a maximum of 2 years. Exceptions, particularly on health grounds, may be approved by the Dean or Rector.

Study may be suspended repeatedly. Overall duration of study suspension must not exceed half of the standard length of study in the relevant degree programme.

Study of a student who fails to enroll within five workdays of the date on which the period of study suspension expires unless s/he submits an excuse or whose excuse has not been accepted is terminated under Section 56 Para 1b) of the Act. The Dean or Rector decides whether an excuse is accepted or not. The decision procedure is governed by Section 68 of the Act.

2.12. Dropping out of Study

If a student decides to drop out of the study, s/he submits his/her decision in written form to the Dean or Rector.

2.13. Student ID Card

TBU STUDENT IDENTITY CARD

All Tomas Bata University students must be issued with a TBU Student Identity Card. The Card is your access key to many University resources such as libraries, computer rooms, etc. The Card may be used as long as you are enrolled at TBU. It is a plastic card, bearing your photo and your ID number. The Card is free of charge. Replacement of a damaged or lost Card costs CZK 1,000.

TBU STUDENT IDENTITY CARD WITH ISIC LICENCE

All TBU students in the full-time mode of study are allowed to use a TBU Student Identity Card with ISIC licence (International Student Identity Card).

The Card with ISIC licence will be issued by the University upon the student's enrolment on the basis of his/her request and upon receipt of the fee payment – CZK 220. Consequently, the student will be obliged to return his/her original TBU Student Identity Card. The Card with ISIC licence shall be valid from September to December of the following year. The validity of the Card with ISIC licence may then be extended by buying a revalidation stamp.

The Request (available from the International Office), along with a proof of payment, must be submitted at the contact points (International Office / Student Affairs Office of the relevant faculty) by 31 August of the relevant year at the latest.

The Card provides a wide range of discounts and special offers on flights, ferries, rental cars, public transport, accommodation, restaurants, shops, museums and cultural attractions.

ISIC CARD

You may arrange the ISIC Card after you get to the Czech Republic at one of the issuing offices of Student Agency. The price of the ISIC Card is CZK 300.

You will need:

- the completed official Request (available from the International Office)
- proof that you are currently studying full-time at a recognized institution (TBU Student Identity Card)
- a passport-sized photo
- a valid passport.

2.14. Recognition of Your Education

Long-term degree students who have obtained their secondary/university education outside the Czech Republic are required by law to go through the process of getting their degree formally recognized, before they can be registered as full-time students.

In theory, the recognition process should be completed by students before they register for their first day of classes. In practice, this is impossible. We will therefore register all successful applicants for the first year (first and second semester), while they work on their papers and while we wait for the legal situation to clarify.

REQUIRED DOCUMENTS FOR THE RECOGNITION:

- the Request
- an original or approved copy of the secondary education/university diploma, examination certificate or similar proof of the completion of studies issued by a foreign university
- an original or approved copy of the diploma supplement or an approved copy of the transcript of records
- original translations of both proofs into Czech language.

International Office will help you with all formal documentation.

The recognition does not apply to students who have acquired secondary or higher education in Slovakia.

2.15. Tuition Fees

Tuition fees for degree programmes taught in a foreign language must be paid by all students studying in these programmes.

The amount of the fee for a degree programme taught in a foreign language, in compliance with Section 58 of Art. 5 of the Act, shall be stipulated on the basis of a written consent of the Rector in a directive on the publically announced admission procedure issued by the faculty providing the relevant degree programme.

The fee falls due on the dates mentioned in the faculty directives on the publically announced admission procedure.

The fee for tuition in a foreign language paid is partially refundable only in the case of termination of studies due to serious health problems attested by a doctor's certificate. TBU shall refund a part of the fee for tuition in a foreign language after deducting the expenses that have already been covered.

The fee for tuition in a foreign language paid is non-refundable in the case of closure of studies under Section 56 Para 1 Letter a), b) and e) of the Act.

The fees for tuition in a foreign language may be reduced or waived, or the due date may be postponed by the TBU Rector with consent of the Dean of the relevant faculty on the basis of a review of previous excellent or above average exam results of the student or his/her social situation.

2.16. Scholarships

SCHOLARSHIPS GRANTED BY TBU

Students of TBU can receive scholarships from state grants:

- for excellent study results
- for excellent scientific, investigative, development, artistic or other creative results that contribute to increasing knowledge
- in case of hard social circumstances of a student
- in cases deserving special consideration.

Scholarships paid from grants may be awarded also to support the study of foreigners in the Czech Republic.

Scholarships are granted and paid to students by the University or the faculty, depending on the specific scholarship regulations.

VISEGRAD SCHOLARSHIP PROGRAMME

The International Visegrad Fund offers Master's and Post-Graduate (Post-Master's/Doctoral) scholarships for study/research of 1 to 4 semesters.

In-Coming Scholarships are available for those students who plan to study at universities in the V4 region (the Czech Republic, The Republic of Hungary, the Republic of Poland and the Slovak Republic) and are citizens of the following countries: Albania, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Croatia, Georgia, Macedonia, Moldova, Montenegro, Russia, Serbia and Ukraine.

Intra-Visegrad Scholarships are offered to applicants from the V4 countries who wish to study/pursue research in another V4 country.



GOVERNMENT SCHOLARSHIPS - DEVELOPING COUNTRIES

Government Scholarships are designed to cover the standard length of study in:

- Bachelor's/Master's programmes plus one-year preparatory course of the Czech language. This scholarship is awarded to graduates who can enrol in degree programmes in the Czech language.
- Follow-Up Master's/Doctoral programmes - for applicants who enrol in degree programmes with instruction in the English language.

Scholarship applications together with the required attachments are to be submitted to the appropriate Czech Embassy in the applicant's home country.

SCHOLARSHIPS OFFERED BY THE CZECH MINISTRY OF EDUCATION, YOUTH AND SPORTS

The Ministry of Education, Youth and Sports of the Czech Republic annually offers scholarships to foreign nationals, pursuant to bilateral intergovernmental or inter-ministerial agreements concluded with a number of countries. Scholarships are awarded to applicants nominated by the competent authorities of the following countries: Austria, Belgium, Bulgaria (only researchers), Denmark, Egypt, Estonia, Finland, France, Germany, Greece, Hungary (only researchers), Iceland, India, Ireland, Israel, Italy, Japan, Latvia, Luxembourg, Mexico, Mongolia, Netherlands, Norway, Peru, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland and Vietnam.

Note: Possibility of studying/pursuing research at Czech public universities is offered also to students from Bulgaria, China, Hungary, Lithuania, Poland, Romania, the Ukraine and Russia. If admitted, the nominees receive scholarship from the appropriate authorities in their home countries.

Scholarships of this type are designed for university students or graduates and Ph.D. candidates (exceptionally also for university researchers/teachers) who wish to accomplish a study or research stay at one of the Czech public institutions of higher education. Its length usually ranges from 2 to 10 months depending upon the agreement made by the Czech government and the foreign government concerned that specifies also the categories of eligible recipients.

CEEPUS

The CEEPUS Programme (Central European Exchange Program for University Studies) provides for the exchange of scholarships designed for undergraduate students, who have completed two semesters of study, postgraduate students and university teachers. Each of the participating countries (Albania, Austria, Bosnia and Herzegovina, Bulgaria, Croatia, the Czech Republic, Hungary, Macedonia, Montenegro, Poland, Romania, Serbia, the Slovak Republic, Slovenia and Prishtina/Kosovo) annually offers a certain number of scholarship months intended for the admission of foreign students and teachers.

2.17. Accommodation

Most of the international students at Tomas Bata University are housed during the academic year in the University Halls of Residence U12 - náměstí T. G. Masaryka 3050, 760 01 Zlín. Accommodation is offered in double rooms that form part of a dormitory with shared facilities (a bathroom and a mini-kitchenette - fridge, sink and double hotplate). The rooms are equipped with furniture. Bed linen is provided.

All rooms are wired to allow Internet access. Students who are interested in this service must bring their own computer and pay a special monthly charge.

Rent is paid monthly by the fifth day of each month. A deposit must be paid at the start of your stay in the Halls of Residence. This will be returned when you leave, less changes to any damages you may have caused.

Students who have been admitted for studies in Bachelor's, Follow-Up Master's and Doctoral programmes, short-term students and teachers are offered accommodation and informed about the application procedure automatically by the International Office.

2.18. Catering

All students can buy two meals a day at reduced prices in the Refectory, which is located in building U4 and also at the University Centre (building U13) and the Faculty of Applied Informatics (building U5). Meals are served Monday through Friday.

A certain amount of money must be loaded onto the Student ID Card prior to its first use. The minimum amount that can be loaded is CZK 200. You can get the Card loaded at the Refectory Complaints Department or at the cash desk at the end of the serving line. Using the Card, the payment for the food is made automatically with every meal taken.



2.19. Library

In 2008 the new building of the University Centre that houses the University Library and the University Rectorate was opened. The author of the building is a world-renowned architect Eva Jiříčková, who was born in Zlín. Tens of thousands of books, hundreds of magazines and tens of thousands of electronic journals that form significant information resources are available in the modern Library. The five-storey building of the University Centre with a large atrium offers 558 study seats where notebooks can be plugged in; 216 of these seats are equipped with computers.

Besides the premises of the University Centre, the Library operates services in the campus reading room in Uherské Hradiště as well. Furthermore, the Library includes 12 departmental libraries housing collections of scientific and specialized literature.

2.20. Computer Facilities

The University has many computer facilities available for its students. It is possible to get a TBU e-mail address only after having registered as an international student.

2.21. Computer and Study Rooms

Computer facilities are situated in each University building. The largest computer and study room is located in the University Library (building U13). Another computer room is on the first underground floor of the Faculty of Management and Economics (building U2) and on the second floor of the Faculty of Applied Informatics (building U5). To enter these rooms you need a Student ID Card, a login and a password to use the computers. You will be provided with your login name and a password by the International Office upon your arrival.

2.22. Copy Centre

There is a copy machine located in each faculty building as well as in the University Library available for students. For each printed or xeroxed page, a small amount of money will be deducted automatically from your Student ID Card.

2.23. Student Organizations

A branch office of the international student organization AIESEC resides at TBU in Zlín (AIESEC is the biggest student organization in the world; it has about 30,000 members at 800 universities in 83 countries). This organization provides international students and graduates exchange.

IAESTE LC Zlín, established in 1993, is the local branch of IAESTE ČR. IAESTE LC Zlín aims to continue tradition of activities and projects in the sphere of personnel management and intends to increase the number of TBU students participating in research abroad fellowships.

TBU in Zlín has its own Student Union, which cooperates with the University management, protects students' interests, highlights problems and helps to solve them. It also organizes entertaining events for students.

The RR49 - Right Road 49 Student Club exists at TBU to offer a wide range of cultural and other activities for students: lectures and meetings, student tea soirées, sport activities, film evenings, movies by FMK students are screened, and other annual events.

2.24. Student Responsibilities

All students who study at TBU in a foreign language are obliged to fulfil their study-related duties arising from the degree programme they have enrolled on.

In the course of their studies students adhere to the Act, TBU Statute and other TBU internal regulations, particularly the TBU Study and Examination Rules and internal regulations of the faculty at which they study.

A student is obliged to report without delay to the Student Affairs Office of his/her faculty and the TBU International Office a change of permanent address, telephone number, email address and other facts important for TBU. In the event that the student does not report this information, TBU does not bear responsibility for any damages incurred due to this fact.

Foreigners (except for citizens of the Slovak Republic and exchange students) are obliged to undergo a medical examination by a doctor provided by TBU within 1 month of their arrival in the territory of the Czech Republic and at their own expense.



A foreigner is obliged to have a residence permit/long-term visa and medical insurance valid in the Czech Republic throughout the entire period of his/her studies.

Upon completing his/her regular studies, in the case of interruption of studies or a change in the mode of study a student is obliged to settle his/her liabilities to the Halls of Residence, Refectory, Library, or other TBU offices to which s/he has liabilities. The original copy of the document evidencing liability settlement shall be submitted by the student to the Student Affairs Office of the relevant faculty; in the case of exchange students, the original copy of the abovementioned document shall be submitted to the International Office.

2.25. Before leaving TBU

BEFORE YOU LEAVE TOMAS BATA UNIVERSITY IN ZLÍN, THERE ARE SEVERAL THINGS YOU SHOULD DO:

- collect the Pre-departure check list (from the International Office/ Student Affairs Office)
- return your Student ID Card to TBU International Office
- check out at your Hall of Residence and get a refund of your deposit
- return all the books and/or any other documents you borrowed from the faculty or the University Library
- if necessary confirm your flight.

3. VISA REQUIREMENTS

3.1. Students from EU Countries

The Czech Republic has been a member of the European Union since 2004. Therefore, no visa is needed for students coming from EU member states (plus Norway, Iceland, Liechtenstein and Switzerland).

At the point of entry to the CR, an EU citizen needs to present only a travel document at the request of the police. EU citizens entering the territory of the CR will be allowed to use national ID cards besides standard travel documents (e.g. ordinary passport, diplomatic passport, service passport).

3.2. Students from non-EU Countries

Students from non-EU countries are required to apply for a student visa to the Czech Republic. You are expected to contact the Embassy of the Czech Republic in your home country in order to obtain the latest information regarding visa requirements. Application forms are available at the Embassies and cannot be copied. In some countries Czech Embassies will mail all the necessary documents to applicants; in others applicants have to visit the Czech consulate personally.

It is no longer possible to apply for a visa in the Czech Republic. You must hold a student visa when arriving in the country. You will need about 2-3 months to complete this procedure.

The visa is usually issued for 365 days, possibly for a shorter period (depending on the duration of your stay in the Czech Republic). After expiry it must be extended.

3.3. Work Permit

EU students do not need a work permit to work in the Czech Republic. Other international students (non-EU) are required to hold a work permit to undertake paid work of any kind.



3.4. Visa Extension

For the long-term residence permit extension you must:

- extend your current residence permit 120 to 14 days prior to the end of its validity; this application shall be cleared within 60 days from the date of its submission
- apply for the residence permit at the Zlín's local Foreign Police Office
 - address: Pod Vrškem 5360
 - office hours: Mo, Wed - 8am - 5pm
 - trolleybus no. 13, bus stop: Lazy škola

For the residence permit extension, the following documents must be submitted:

- Application Form
Provided either at the International Office or at the Foreign Police Office.
- Confirmation of Study
Provided at the International Office.
Please note that the length of your residence permit extension is dependent on the confirmed period of your study.
- Confirmation of Accommodation
Provided either at the International Office (in case you are accommodated in University Halls of Residence) or from the owner of the house/flat (the form is available at the International Office) where you live.
Please note that the length of your residence permit extension is dependent on the confirmed period of your accommodation.
- Confirmation of Scholarship (provided at the International Office) / International Credit Card valid for the territory of the Czech Republic or a bank statement (various currencies are possible).
- Health Insurance Certificate to cover at least the period of your residence permit extension.
Please note that the length of your residence permit extension is dependent on the period you are insured for.
- Passport (travel document) - its validity must exceed period of your residence permit extension at least by 3 months.
Please note that the length of your residence permit extension is dependent on your passport validity.
- Photographs (2) - only in case your appearance has changed.
- Application fee is paid by means of a fee stamp ("kolek" in Czech) in value of CZK 1,000 (available at any post office).

3.5. Reporting of Place of Stay in the Territory of the Czech Republic

Foreigners residing in the Czech Republic under a residence visa issued for less than 90 days or under a long-term residence visa, and foreigners authorized to reside in the Czech Republic without a visa, are obliged to report the beginning, place and estimated duration of their residence at the local Aliens Police Office within 3 workdays following the date of their entry into the territory of the Czech Republic (this does not apply to aliens under 15 years of age, members of the staff of diplomatic missions or international governmental organizations accredited to the Czech Republic and their family members registered with the Ministry of Foreign Affairs).

Aliens – EU citizens are obliged to report to the police the place of their stay in the territory of the Czech Republic within 30 days, provided the intended length of stay exceeds 30 days. The same applies to family members of EU citizens, provided they stay in the territory of the Czech Republic.

4. MEDICAL INSURANCE

After arriving in the Czech Republic, students from the European Union countries should register with one of the local health insurance companies (e.g. Všeobecná zdravotní pojišťovna – VZP, the General Health Insurance Company). You will be given a health insurance number which will simplify and speed up the administrative procedure if you have to visit a Czech doctor.

EU students should bring with them to the Czech Republic the European Health Insurance Card.

These documents, however, only cover medically necessary care. For this reason you may also wish to take out additional coverage for your stay in the Czech Republic.

Students from countries outside the EU must have a personal health insurance policy. Should you visit a doctor while in the Czech Republic, you will have to pay for your treatment in cash; after returning to your home country you should contact your health insurance company for reimbursement.



We strongly advise non-EU students to arrange the Czech health insurance in order to simplify the administrative procedure if you have to visit a Czech doctor.

4.1. Medical Service

ENGLISH SPEAKING DOCTORS			
SPECIALIZATION	NAME AND SURNAME	ADDRESS	TEL.
DENTIST	MUDr. Ingrid Saitlová (Ms.)	Tř. T. Bati 3705, 760 01 Zlín (Poliklinika)	577 221 252
DERMATOLOGIST - VENEREOLOGIST	MUDr. Světlana Nečasová (Ms.)	Tř. T. Bati 3705, 760 01 Zlín (Poliklinika)	577 645 231
GENERAL PRACTITIONER FOR ADULTS	MUDr. Anna Černá (Ms.)	Tř. T. Bati 3705, 760 01 Zlín (Poliklinika)	577 645 236
GENERAL PRACTITIONER FOR CHILDREN	MUDr. Venuše Kolářová (Ms.)	Okružní 4699, 760 05 Zlín	577 141 283
	MUDr. Jana Hanáková (Ms.)	Tř. 2.května 3645, 760 01 Zlín	577 216 601
GYNAECOLOGIST	MUDr. Azzam El Chaar (Mr.)	Tř. Osvobození 1388, 765 02 Otrokovice	577 923 340
	MUDr. Petr Dušek (Mr.)	Sadová 6, 760 01 Zlín	577 944 473

	MUDr. Jiřina Lánská (Ms.)	Tr. T. Bati 3705, 760 01 Zlín (Poliklinika)	577 645 244
OPHTHALMOLOGIST	MUDr. Karel Pavelka (Mr.)	Tr. T. Bati 3705, 760 01 Zlín (Poliklinika)	577 645 281
OTORHINO LARYNGOLOGIST	MUDr. Anna Klementová (Ms.)	Potoky 5145, 760 01 Zlín	577 437 949
UROLOGIST	Mediel s.r.o. (company)	Kotěrova 5529, 760 01 Zlín	577 645 257

IN CASE OF EMERGENCY OR ACCIDENT GO TO THE NEMOCNICE ATLAS, A.S. (HOSPITAL ATLAS):

Trída Tomáše Bati 5135
760 01 Zlín
Phone: +420 571 857 110
Web: www.nemocniceatlas.cz

// 5. DAILY LIFE

5.1. Culture

Zlín has always had a rich culture heritage. Two traditional town institutions are the Theatre and the Bohuslav Martinů Philharmonic Orchestra. There are also many other institutions - the District Gallery, Museum of South-East Moravia, Malá Scéna theatre, Shoe Museum, Classic Car Museum and dozens of private galleries, folklore ensembles, modern rock clubs and art agencies.

The International Film Festival for Children and Youth has taken place in Zlín annually since 1961. It is an important event, attracting the leading film actors and actresses, producers and the media not only from the Czech Republic but also from abroad. It is held annually in June.

CULTURAL EVENTS AT TBU IN ZLÍN

There are several cultural events held annually at TBU in Zlín, among them the **Gala Ball**, organized traditionally by students of the Faculty of Multimedia Communications, **Illuminating the Christmas Tree**, **Christmas Party**, **Rag Day**, a traditional parade of young people marching through the town wearing masks



and fancy dresses accompanied by concerts featuring performers of various musical styles. One of the most popular events held at TBU in Zlín is **Miss Academia beauty contest**. The traditional student competition aims at selecting the number one female university student in the Czech Republic. Furthermore, a **festive gathering of students and employees** of Tomas Bata University in Zlín is organized in January or February where diplomas and letters of appointment are awarded to new Doctors (Ph.D. holders) and Associate Professors.

5.2. Currency

The Czech currency is Crown ("koruna" in Czech, abbreviated Kč), which is made up of 100 haller ("haléře" in Czech, abbreviated hal.). In the Czech Republic the following coins are in circulation: 1 crown, 2 crowns, 5 crowns, 10 crowns, 20 crowns and 50 crowns. In addition to the above-mentioned coins there are the following notes: 50 crowns, 100 crowns, 200 crowns, 500 crowns, 1,000 crowns, 2,000 crowns and 5,000 crowns.

5.3. Emergency Services

In the Czech Republic there is a set of emergency telephone numbers. These are as follows:

112	Emergency calls - central number
150	Fire brigade
155	Ambulance
156	Municipal police
158	Police

5.4. Money Matters

The cost of living is low in the Czech Republic compared to other European countries. Cash dispensers are generally the easiest and the cheapest way of managing money here. There are a number of them located conveniently throughout the Zlín town centre. You can also pay by credit card in most stores.

Foreign currency can be exchanged at any bank or exchange office; though you might check around to see which one gives the best rate, since these can vary a little.

5.5. Pharmacies

Most of the medicines available abroad can be obtained here, though not in every pharmacy. Nevertheless, it is strongly recommended that you bring medication you will use during your stay in Zlín with you.

5.6. Police

There are two separate police forces in the Czech Republic, the National Police Force (Policie České republiky) and the Municipal Police Force (Městská policie). The National Police deals with such areas as criminal activities, road traffic (accidents, fines etc.). The Municipal Police has certain limited powers to maintain law and order within the town or city.

Violent crime is still rare by the standards of Western Europe or the United States, however, you should be alert to the danger of petty theft in crowded places. Nevertheless, Zlín is quite a safe town.

5.7. Postal and Telephone Service

Most post offices are open on weekdays only. You can buy stamps at the post office or from news-stands. Posted letters must be either thrown in the orange boxes around the town or submitted at the post office.

To call out of the Czech Republic dial 00 followed by the country code, area code and the number you are calling. The country code for the Czech Republic is 00420.

5.8. Public Holidays

1 JANUARY	Restoration of the Czech Independence Day; New Year's Day
EASTER MONDAY	Easter Holiday
1 MAY	Labour Day
8 MAY	Liberation Day, celebrating the end of European part of World War II
5 JULY	Constantin and Methodius Day, celebrating the arrival of the first Christian missionaries to the Czech lands in 863
6 JULY	Jan Hus Day, commemoration of the religious reformer's death at the stake in 1415



28 SEPTEMBER St. Wenceslas Day, in remembrance of the patron of the Czech State

28 OCTOBER Czechoslovak Statehood Day, establishment of the democratic Czechoslovakia in 1918

17 NOVEMBER Freedom and Democracy Day, commemorating the anti-Nazi student demonstration of 1939 and the anti-Communist demonstration of 1989 that started the Velvet Revolution

24 DECEMBER Christmas Eve

25, 26 DECEMBER Christmas Holidays

5.9. Public Transport in Zlín

Public transport in Zlín includes buses, trolleybuses and trains. To use public transport you need a valid ticket (stamped in a machine immediately after getting on the vehicle) or a season ticket. One-way tickets can be purchased at many stands, in some shops or in ticket machines at stops. You can also buy a ticket from the driver but it is more expensive.

INDIVIDUAL TICKETS - NON-TRANSFERABLE	
Validity	Price
20 min - one ride only	CZK 9
20 min - two rides	CZK 17
20 min - four rides	CZK 34
20 min - one ride only	CZK 15 *

INDIVIDUAL TICKETS - TRANSFERABLE	
Validity	Price
40 min - one ride only	CZK 12
40 min - two rides	CZK 22
40 min - four rides	CZK 44
1 day (24 hours)	CZK 40
3 days (72 hours)	CZK 70
7 days (168 hours)	CZK 90

* sold by the driver inside the vehicle

Several-day tickets are valid from the time of first ride (timestamp in the vehicle) in all zones.

There is a possibility to obtain a cheaper monthly student ticket (only if you are under 26). To get the student season ticket you need a passport size photograph, the Student ID Card or another document evidencing that you are a student (confirmation of study) and the address of your stay in Zlín.

There are different types of coupons according to areas (zone A, B and zone C). Zone A is enough to reach all the buildings belonging to the University. You can get a month or a 3 month coupon on your student travel card.

ZONE	VALIDITY	
	1 month	3 months
A	CZK 145	CZK 365
B	CZK 125	CZK 320
C	CZK 125	CZK 320
A,B	CZK 160	CZK 415
B,C	CZK 145	CZK 365
A,B,C	CZK 180	CZK 460

5.10. Sports

Zlín offers a wide range of sporting and recreational opportunities. The town of Zlín also provides several sport facilities, including indoor and outdoor swimming pools, two ice skating rings, artificial skiing slope, squash facilities, tennis courts and bowling. There are also great opportunities for hiking, cycling, horse riding, and fishing. The region has hundreds of kilometres of marked hiking trails designed to suit all age groups. The international Moravian Cycling Route passes through the region. Visitors can also try out boating on the Bata Canal.

Zlín also holds several prestigious sports events, e.g. the Barum Rally - European Rally Championship, which runs through the town and its surroundings in summer.

UNIVERSITY SPORT FACILITIES

Tomas Bata University owns a sport centre at Jižní Svahy, situated in the building of the Faculty of Applied Informatics (building U5). There are 2 gyms and a fitness centre. As a member of the University sport club you can use these facilities at any time during the week. Students can take part in any of the organized activities listed below:

aerobics, body-building, spinning, cycling, swimming, inline skating, football, floorball, fitball, volleyball, softball, skiing, basketball, tennis, table-tennis, hiking, climbing, soccer, taekwondo, box and squash.



The membership fee for the whole calendar year is CZK 700. Membership can be arranged through Mr. Melichárek (melicharek@fame.utb.cz) at the Faculty of Applied Informatics (building U5, room no. 115). The opening hours are as follows:

Monday	8am - 10am
Tuesday	9am - 12 noon
Wednesday	8am - 9am and 2pm - 4.30pm
Thursday	9am - 12 noon

5.11. Study and Work in the Czech Republic

For detailed information on how to gain work experience in the CR, please check the Work and Study section of the Official Website of the Czech Republic (www.czech.cz).

5.12. Tipping

Tipping is normally expected in a restaurant, bars but also at hairdresser's, barber's and others providing such services. Tip approximately 10%, rounded up to the next 10 crowns. However, you should not leave change on the table - it is just not done. Instead, name the total amount you intend to pay, including the tip, when you are given the bill.

5.13. Tips for Trips

In less than one hour you can reach many interesting places near the town of Zlín.

BUCHLOV

Buchlov castle's beginnings date back to the first half of the 13th century. Today's interior furnishings, together with a vast collection of biological specimens and a large library, document the evolution of interior design and lifestyles between the 15th and the 19th centuries.

BUCHLOVICE

The Baroque chateau of Buchlovice was built in an Italian country villa style at the turn of the 17th and 18th centuries. The original Italian Baroque garden was extended by a large natural romantic park with numerous plantings of indigenous and exotic tree species, which represent one of the most important dendrological collections in the Czech lands.

KROMĚŘÍŽ

The town, also called "Hana's Athens" because of its beautiful historic landmarks, is an exciting example of different architectural styles and cultural history. Kroměříž was proclaimed the nicest historical town of the Czech Republic in 1997. Its complex of historical gardens and the Archbishop Chateau are included in the UNESCO World Heritage List.

LUHAČOVICE

The town of Luhačovice is the largest spa town in Moravia, lying between the slopes of the White Carpathians. The town is famous for its mineral springs recommended for the treatment of cardiovascular, digestive, metabolic and respiratory diseases. Exquisite natural surroundings, a pleasant and relaxing atmosphere and typical architecture are the main assets of the town.

LUKOV

Castle Lukov is located almost two kilometres north of the village of the same name, at the southern end of the Hostýn Hills, which, because of their natural assets, favourable climate and romantic scenery, are among the most popular tourist areas of south-eastern Moravia. The castle itself is one of the most significant and largest medieval fortified structures in Moravia.

ROŽNOV POD RADHOŠTĚM

Rožnov pod Radhoštěm is well known for its open air museum of rural architecture, the oldest in Central Europe. The museum comprises The Little Wooden Town, The Water Mill Valley and The Wallachian Village. Rožnov, originally a spa, is a popular holiday resort in the Beskydy Mountains, a starting point of hiking tours and the centre of Wallachian Region.

UHERSKÉ HRADIŠTĚ

The town is the centre of Moravian Slovácko, famous for its peculiar folklore, fancy national costumes and wine growing. Former royal town has a rich history, reaching far back into the past. The area of today's Staré Město, Sady and Uherské Hradiště was occupied by the centres of Great Moravia. The culture of this state, which overruled the whole Central Europe in the 9th century, is presented in the Memorial of Great Moravia in Staré Město. This centre perished later, and in 1257, a new royal town was founded by Přemysl Otakar II and endowed with a lot of privileges to ensure defence against invasions in southeast Moravia. The proximity of the memorable Velehrad, the Buchlov castle and Buchlovice chateau, and many other sights within the town itself make Uherské Hradiště an extremely attractive tourists centre.



VIZOVICE

Vizovice is a small town in Moravian Wallachia. Vizovice Castle with its French-style garden, furnished interiors, and a large collection of works of art has become one of the most visited tourist attractions in the region. The town of Vizovice is also famous for Rudolf Jelínek Distillery, a joint stock company concerned with the production of alcoholic drinks, especially spirits, which has had an established tradition in Vizovice since 16th century. The company itself was founded in 1894.

ZOO LEŠNÁ

The Zoo in Zlín is one of the most beautiful zoological gardens in the Czech Republic. Within the zoo garden of modern design, individual exhibitions are sensitively set in a forest environment and faithfully imitate original habitats of animals. Visitors can see over 200 species of animals. One of the most outstanding features of the Zoo is Lešná Chateau, built in Art Nouveau style in 1887-1894.

5.14. Websites

www.utb.cz	Tomas Bata University in Zlín
www.mzv.cz	Ministry of Foreign Affairs (Czech Missions and Offices Abroad, Foreign Embassies in the Czech Republic)
www.msmt.cz	Ministry of Education, Youth and Sports
www.csvs.cz	Centre for Higher Education Studies
www.mvcr.cz	Czech Ministry of the Interior (Foreigners and Border Police)
www.czech.cz	Information on the Czech Republic
www.czechtourism.com	Official travel site of the Czech Republic
http://zlinskykraj.eu	Official website of Zlín Region

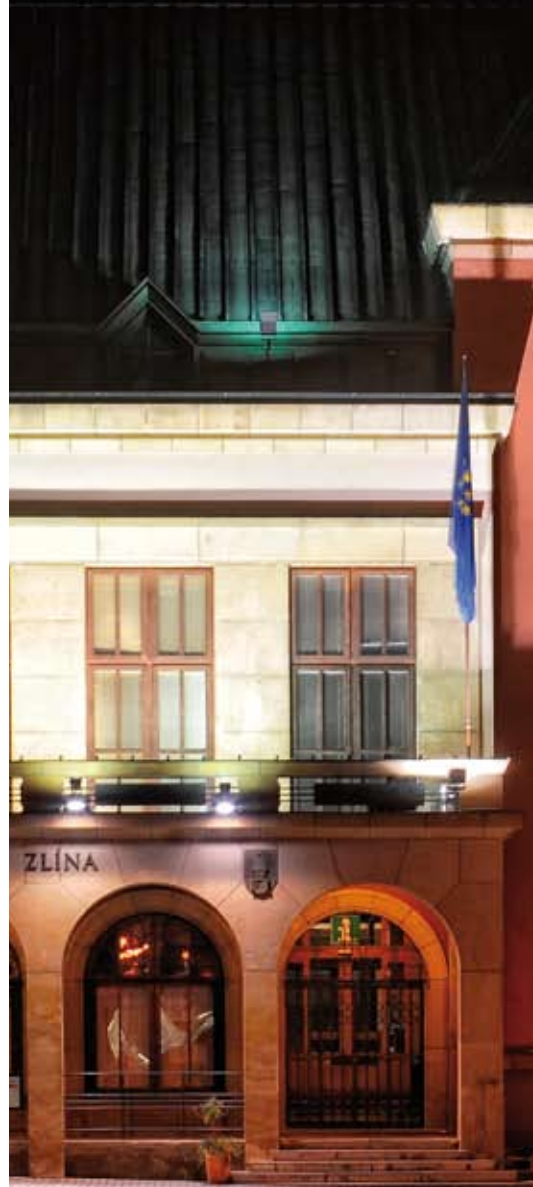
6. SURVIVAL DICTIONARY

USEFUL PHRASES

Good morning	Dobré ráno
Good afternoon	Dobré odpoledne
Good evening.	Dobrý večer.
Good bye.	Nashledanou.
Hello.	Dobrý den / Ahoj.
How are you?	Jak se máš?
Fine, thank you.	Dobře, děkuji.
What is your name?	Jak se jmenuješ?
My name is...	Jmenuji se...
Do you speak English?	Mluvíš anglicky?
Do you understand?	Rozumíš?
I do not understand.	Nerozumím.
I'm sorry.	Je mi líto. / Omlouvám se.
Thank you.	Děkuji.
You are welcome.	Není zač.
Cheers!	Na zdraví!
How much is it?	Kolik to stojí?
Yes.	Ano.
No.	Ne.

PERSONAL DATA

Personal data	Osobní údaje
Surname	Příjmení
First name	Jméno
Date of birth	Datum narození
Place of birth	Místo narození
Country	Země / Stát
Permanent address	Trvalé bydliště
Present mailing address	Kontaktní adresa
Profession	Povolání
Passport	Pas
Nationality	Národnost



NOTES:





Guide for International Students / Teachers

Tomas Bata University in Zlín, 2009

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