

 Tomas Bata University in Zlín



# GUIDE

**FOR INTERNATIONAL STUDENTS**

# WELC

04	—————	The Czech Republic and Zlín
14	—————	Tomas Bata University in Zlín
18	—————	Study at TBU
24	—————	Research at TBU
28	—————	University Services and Facilities
36	—————	Daily Life
44	—————	Contact Information

# COME

It gives us great pleasure to welcome you to Tomas Bata University in Zlín. Whether you will be staying for a single semester as part of an exchange programme or studying here as a full-time student, we hope that you will find your studies in Zlín not only challenging but also academically fulfilling. You are sure to have an unforgettable stay as a student here.

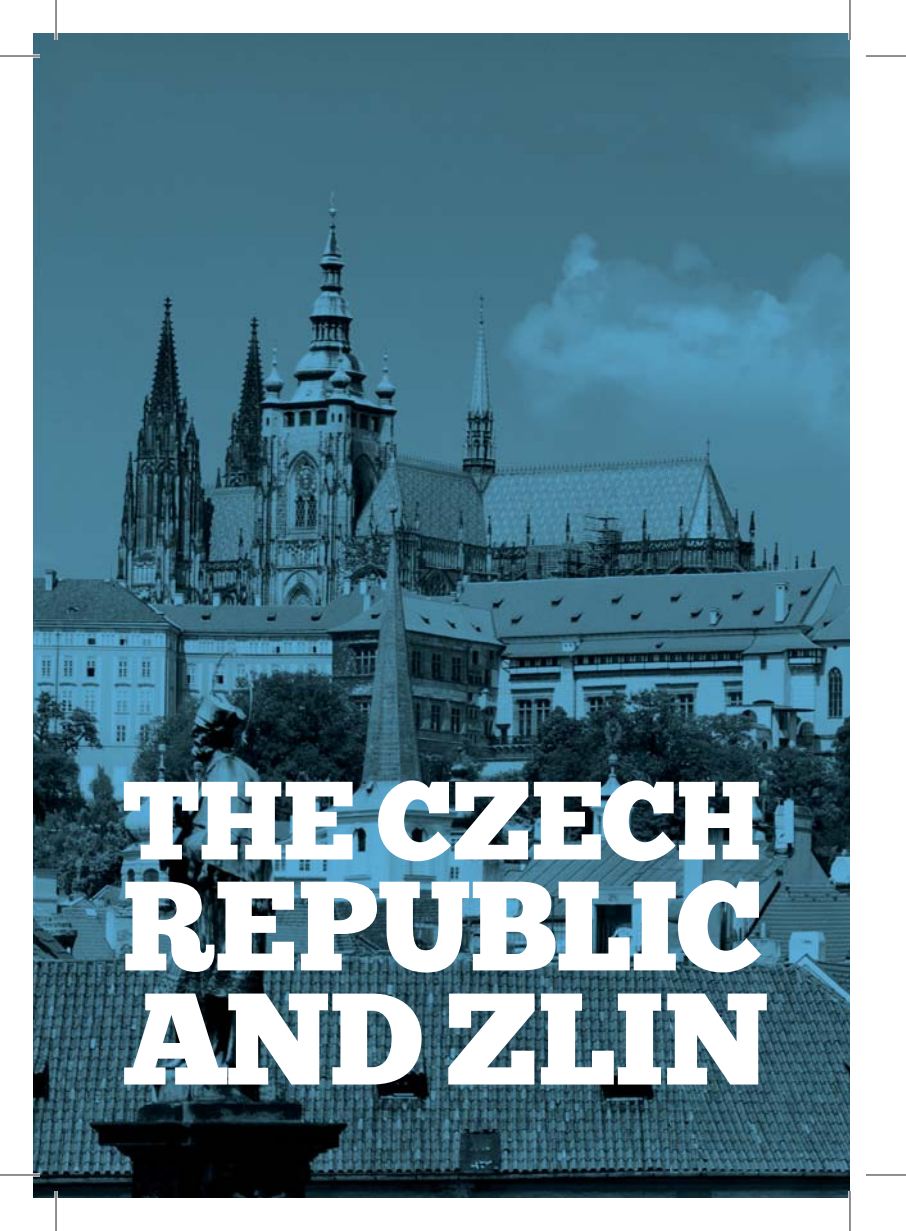
You can find a large number of international students from around the world at Tomas Bata University in Zlín. The university's multicultural, dynamic and youthful environment provides an ideal base for a memorable study experience. Its faculties, institutes, buildings, and cultural and sports facilities provide an ideal background for all students.

This guide, providing practical information that we hope you will find useful, is intended to help you feel at home in Zlín. Please remember that, throughout your stay, all our international officers are always on hand to provide any assistance and advice you may need. We wish you a very exciting and rewarding study experience.

Best of luck to each and every one of you!

**Mgr. Pavel Krutil**

Vice-Rector for International Relations



# **THE CZECH REPUBLIC AND ZLIN**

## THE CZECH REPUBLIC

Because of its magnificent history and cultural monuments as well as its geographical location, the Czech Republic is frequently referred to as the „Heart of Europe“. It is a landlocked country, located in Central Europe, with an area of around 79,000 square kilometers (30,000 square miles), sharing borders with Germany in the West, Poland in the North, Slovakia in the East and Austria in the South. Its capital city Prague is the country's economic and cultural centre and a very popular tourist destination.

The Czech Republic is divided into fourteen regions. It is a democratic parliamentary republic and member of different international organisations, including the United Nations, the European Union, NATO, OECD and the Visegrad Group.

The country's population exceeds 10.5 million people, who tend to be polite, gentle, kind, and have a good sense of humour. They are intelligent and creative, but sometimes rather conservative. Young people often speak foreign languages, especially English, German, and French. The older generation are familiar with the Russian language. The largest religious denomination is the Roman Catholic Church. However, many Czechs describe themselves as being atheists.

The Czech state boasts a history spanning more than a thousand years. For centuries, the Kings of Bohemia ranked among Europe's leading monarchs and Prague was a place attracting artists, scholars and tradesmen from all corners of the world.

However, historical monuments are just one of the good reasons for visiting the Czech Republic. Though relatively small in terms of its size, the country can offer many different types of landscapes – ranging from fertile lowlands and deep forests to mountains and breathtaking natural sceneries – providing numerous opportunities for sporting activities and trips both in summer and winter.

## THE TOWN OF ZLÍN AND THE ZLÍN REGION

The Zlín Region, famous, among other things, for its natural beauty full of greenery, dynamic economy, and living folk traditions, is located in the eastern part of the Czech Republic. The eastern border of the region also constitutes an international border with Slovakia. The administrative centre of the region is the town of Zlín with a population of 75,000 people.

Zlín is a modern student town, offering a range of different facilities available not only to students. Thanks to the activities of numerous private firms operating in Zlín, and those of the university, present-day Zlín is an ideal place to live. In the town, you will find many cosy cafés, sports centres, places of entertainment, clubs and bars, galleries, cultural centres, cinemas, theatres and a concert hall of the local philharmonic orchestra. By general standards, Zlín is also a safe town.

First-time visitors to Zlín are impressed by the town's large areas covered with greenery, the friendliness and hospitality of the local people and in particular by its unique redbrick functionalist architecture. The so-called "town in gardens" was built in the 1920s and 1930s by Tomáš Baťa, who initiated the development of the shoe industry in Zlín and is recognized worldwide. The entrepreneurial spirit, introduced by the founder of the shoemaking factory at the beginning of the 20th century, was revived during the great business boom in Zlín in the first half of the 1990s.



## EVENT CALENDAR IN ZLÍN REGIONN

**January:** Exhibition of Ice Sculptures (Pustevny)

**February:** Lešetínský Fašank (Carnival), TBU Gala Ball (Zlín)

**March:** Days of Pilgrimage (Kroměříž), Tulipomania (Buchlovice)

**April:** "Burning of the Witches" - celebration of the spring arrival (Lukov), Zlín Design Week (Zlín)

**May:** Zlín Film Festival (Zlín), Ride of the Kings (Vlčnov),

Majáles - student's festival (Zlín)

**June:** the Museum Night (Zlín)

**July:** Masters of Rock - music festival (Vizovice)

**August:** Vizovické Trnkobraní - music festival (Vizovice), Barum Rally (Zlín)

**September/October:**

Day of the Zlín Region

**December:** Christmas Tree Lighting Ceremony (Zlín), Christmas Markets (Zlín)

## SPORTS IN ZLÍN

Zlín offers a wide range of sporting and recreational opportunities. Its numerous sport facilities include indoor and outdoor swimming pools, two ice skating rinks, an artificial skiing slope, squash and tennis courts, and several bowling halls. Zlín and its environs are ideal for hiking, cycling, horse riding, and fishing. The region has hundreds of kilometres of marked hiking trails, designed to suit hikers all age groups. The international Moravian Cycling Route passes through the region. Visitors can also enjoy boating on the Bata Canal. Among the most prestigious sports events held in Zlín is the Barum Czech Rally Zlín, part of the FIA European Rally Championship, held in the town and its environs every year in August.

## INFORMATION CENTRE

The town of Zlín operates the Information and Tourist Centre, situated in the building of the Town Hall in the town's main square (Náměstí Míru 12), offering a wide selection of maps, brochures and other information materials about Zlín and the region, as well as tickets for numerous cultural events.

## GETTING TO ZLÍN

### BY AIR

Zlín does not have its own airport. The air gate to the Czech Republic is the Václav Havel Airport Prague (PRG) with daily connections from/to major European cities. There are reliable and frequent connections between the airport and the city centre by means of public transport and special airport buses. At the airport you can also buy tickets for connecting trains and buses to Zlín. More information about flight timetables and transport connections from/to the airport is available on the website of Václav Havel Airport Prague at [www.prg.aero](http://www.prg.aero).

Other options include flights to Vienna (Austria, 220km from Zlín) or Bratislava (Slovakia, 200km from Zlín). There are regular train and bus connections connecting Zlín with both these cities.

### BY BUS

The Czech Republic has a large network of coach lines. Coaches tend to be faster, more frequent and cheaper than trains. There are regular coach connections between the Czech Republic and all major European cities, running several times a week. Most international buses arrive in Prague (Florenc Bus Station) or in Brno (Zvonařka Bus Station). There are several buses connecting Zlín with Prague and Brno, operating every day.

For information on train and bus connections in the Czech Republic visit [www.idos.cz](http://www.idos.cz).

### BY CAR

Zlín is connected to the country's motorway network, with connections to all major Czech towns (Prague, Brno, and Ostrava).



## BY TRAIN

The Czech Republic has an extensive railway network. The three major railway operators are the state-owned České dráhy, a.s. (ČD) and the privately-owned companies RegioJet and LEO Express.

### **Travelling with České dráhy, a.s. ([www.cd.cz](http://www.cd.cz))**

Tickets are sold at every train station and it is not necessary to book your tickets online. The company provides first and second class travel. All their trains stop at Otrokovice (10km from the centre of Zlín), where you have to change to the shuttle train in the direction of Vizovice.

### **Travelling with RegioJet ([www.regiojet.cz](http://www.regiojet.cz))**

RegioJet provides its services on the arterial train lines, connecting all major Czech cities including Zlín with a combination of trains and Student Agency buses. If you decide to travel with RegioJet we highly recommended that you buy your tickets online. From Prague, take their yellow train, leaving from the Prague main train station for Ostrava, get off at Olomouc, and change to the yellow Student Agency coach, leaving from a bus terminal situated in front of the railway station, which will then take you to Zlín. RegioJet provides discounts for people under 26.

### **Travelling by LEO Express ([www.le.cz](http://www.le.cz))**

LEO Express operates on the Prague – Olomouc – Břeclav line. From Prague, take their black train leaving for Olomouc, where you can change to a bus or train leaving for Zlín. Before taking your trip, be sure to check the information on the company's website.

## TIPS FOR TRIPS

From Zlín, you can reach many interesting sights in less than an hour.



### BUCHLOV

The history of the Buchlov castle dates back to the first half of the 13th century. Its interior furnishings, together with a vast collection of biological specimens and 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. Its original Italian Baroque garden is complemented by a large natural romantic park with numerous indigenous and exotic tree species, representing one of the most important dendrological collections in the Czech lands.



### KROMĚŘÍŽ

The town, also called “The Athens of the Haná Region” because of its beautiful historic landmarks, is an exciting example of different architectural styles and cultural history. In 1997, Kroměříž was awarded the title of the most attractive historical town of the Czech Republic. Its complex historical gardens and the Archbishop's Chateau appear on the UNESCO World Heritage List.



## LUHAČOVICE

The town of Luhačovice, hidden by the slopes of the White Carpathia, is the largest spa town in Moravia. 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 original architecture are the main assets of the town.



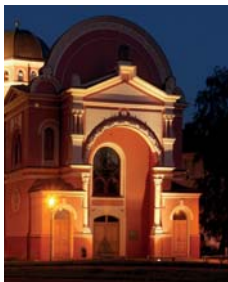
## LUKOV

The Lukov castle is located two kilometres north of the village of the same name, on the southern edge of the Hostýn Hills, which, because of their natural assets, favourable climate and romantic scenery, are among the most popular tourist areas of Southeastern 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's principal sections are the Little Wooden Town, the Water Mill Valley and the Wallachian Village. Rožnov, originally a spa, is not only the centre of the Wallachian Region, but also a popular holiday resort and a starting point of hiking tours in the Beskydy Mountains.



## UHERSKÉ HRADIŠTĚ

The centre of the Moravské Slovácko region, famous for its peculiar folklore, fancy national costumes and wine growing. This former royal town has a long and rich history. Present-day Staré Město, Sady and Uherské Hradiště used to be major centres of Great Moravia. The culture of this state, which ruled over the whole of Central Europe in the 9th century, is presented at the Great Moravia Memorial in Staré Město. After the fall of Great Moravia, a new royal town was founded by King Přemysl Otakar II in 1257, who endowed it with many privileges to ensure defence against invasions of 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 tourist centre.





## VIZOVICE

Vizovice is a small town in Moravian Wallachia. The Vizovice castle, featuring a French 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 the Rudolf Jelínek Distillery, a joint stock company producing alcoholic drinks, especially spirits, with a distilling tradition reaching back to the 16th century. The Rudolf Jelínek company was founded in 1894.



## ZOO LEŠNÁ

The Zoo in Zlín is one of the most beautiful zoological gardens in the Czech Republic. The attractively designed zoo is divided into individual sections, imitating as closely as possible the original habitats of animals from all the world's continents. Visitors can see over 200 species of animals. One of the most outstanding features of the Zoo is the Lešná Château, built in the Art Nouveau style in 1887-1894.





# **TOMAS BATA UNIVERSITY IN ZLÍN**

**Tomas Bata University in Zlín (TBU)** is a dynamic public university following the latest world trends in higher education. With its current student population of approximately 10,000, TBU ranks among medium-sized Czech universities. Since its establishment in January 2001, hundreds of highly-qualified professionals have received education at TBU. The University has been named after Tomas Bata, a world-renowned entrepreneur and founder of the shoe industry in Zlín. He played a significant role in the transformation of life and economy of the town of Zlín and of the country as a whole.

TBU has six faculties offering to students the possibility to study technology, economics, management, natural sciences, informatics, humanities, arts, logistics and health care. Students at all levels study in modern facilities which help to support their personal development and skills. In classes, strong emphasis is put not only on the theoretical, but also on the practical component. Students also participate in a variety of extracurricular activities. The University is open to all kinds of practical and academically stimulating ideas. TBU operates an open-door policy; talented students, irrespective of their origin or background, are always welcome.



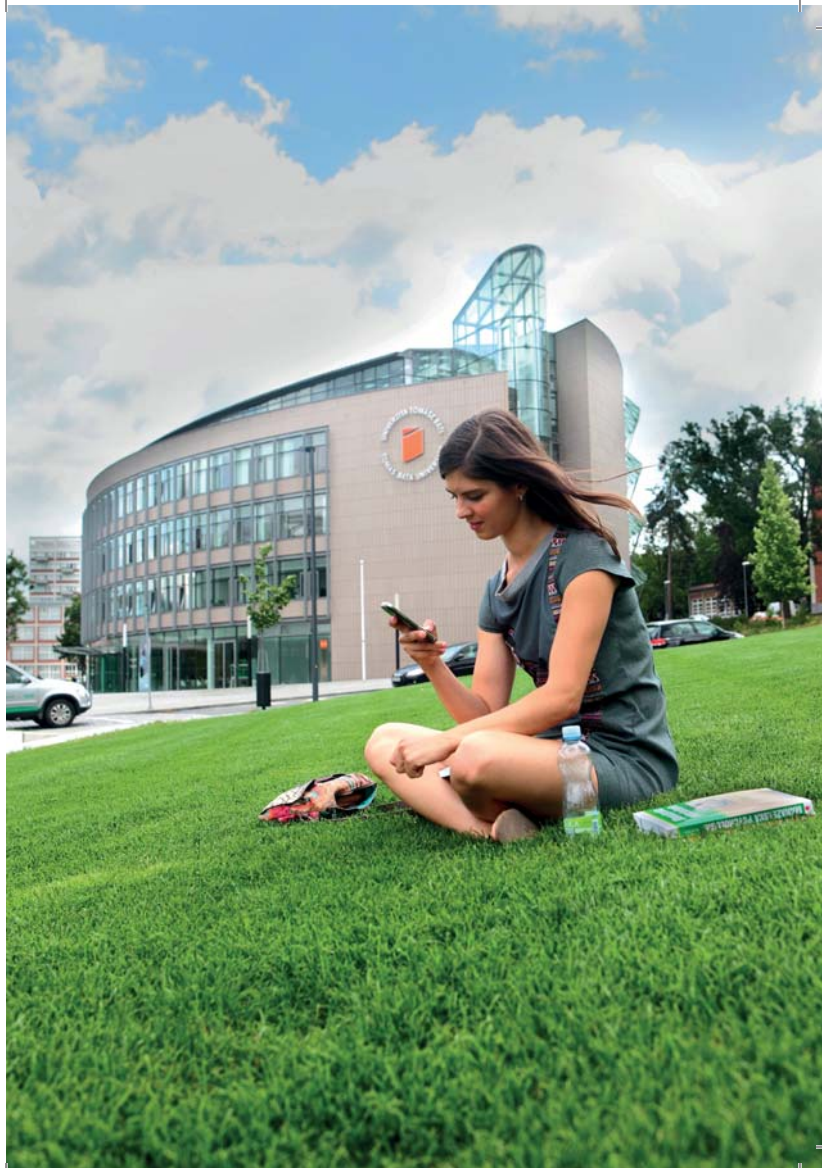
The University lays great emphasis on the development of internationalization. Every year, hundreds of international students study at TBU in degree programmes accredited in Czech or English or in exchange programmes. Our student body is multicultural and comes from more than 70 countries worldwide, represents a valuable environment for intercultural interaction, knowledge sharing and an enriching experience for all. In addition, Buddy System Zlin, a student organization, takes care of international students, helping them with everyday activities and making their days at TBU easier and more pleasant.

Students can study either full-time or part-time and programmes usually follow weekly timetables. The academic year is divided into a winter and summer semester (starting in September and February, respectively). Each semester usually consists of 14 teaching weeks and 5 examination weeks.

Depending on the subject, teaching methods primarily include lectures, seminars, studio work, projects, practical classes, e-learning, workshops, various types of guided tutorials, practical training, and excursions. Assigned tasks and independent work are integral parts of any student's responsibilities. Attendance at lessons is monitored. Awarding credits is a confirmation of the fact that a student has met all the requirements.









# **STUDY AT TBU**

## STUDIES AT TOMAS BATA UNIVERSITY

A **Bachelor's programme** (3 years) is the first cycle of higher education. It is focused on preparing students for future employment or for continued studies in a Master's degree programme. Its completion is viewed as an achievement of a full higher education degree.

**Master's programmes** (2 years) require a finished Bachelor's degree programme and are focused on theoretical knowledge, its application and the development of creative skills; in artistic disciplines the focus is on the development of creativity and talent.

**Doctoral programmes** (3 or 4 years) are designed for Master's degree holders and are focused on scientific research and independent creative activities in R&D and in artistic disciplines.

**Exchange programmes** (1 or 2 semesters) are designed for students from all over the world at all levels of studies. Exchange students can study within different exchange programmes including Erasmus+, Freemover, CEEPUS, etc. They can choose from a wide range of courses at each faculty. Students who are admitted to study in a degree programme at TBU can also apply for various exchange programmes and study at any partner university in the world.

**TBU Summer Schools** (1 or 2 weeks in August) are intensive short courses accompanied by interesting supporting events. Participants from all over the world can choose from a wide range of courses in different fields.



## EVALUATION AND GRADING SYSTEM

### BACHELOR'S AND FOLLOW-UP MASTER'S PROGRAMMES

There are four ways in which a subject can be completed:

- **awarding of a credit**
- **awarding of a graded credit**
- **passing an examination**
- **passing an examination after gaining a credit**

Depending on the subject, examinations may be written, oral or combined.

TBU uses the ECTS (European Credit Transfer System) grading scale for assessing student performance:

ECTS Grade Verbal Description Numerical Grade

<b>A</b>	Excellent	<b>1</b>
<b>B</b>	Very good	<b>1.5</b>
<b>C</b>	Good	<b>2</b>
<b>D</b>	Satisfactory	<b>2.5</b>
<b>E</b>	Sufficient	<b>3</b>
<b>FX</b>	Unsatisfactory	
<b>F</b>	Unsatisfactory	

If a student's performance is assessed by the FX grade, credits are awarded to the student before re-taking the subject. If a student's performance is assessed by the F grade, no credits are awarded to the student before re-taking the subject. The relevant ECTS grade together with its verbal description is entered into the student's records.

### 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".

## **STUDENT RESPONSIBILITIES**

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

In the course of their studies, students adhere to the Higher Education Act, the 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 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.

## **STUDY ABROAD**

Students who are admitted to study in a degree programme at TBU can also apply for various exchange programmes and study at any partner university in the world.

The Erasmus+ programme is the largest programme of European cooperation in the sphere of higher education. The programme provides financial support for students taking part in a mobility at a partner institution in a country which participates in the programme. The programme's main activities include study stays and traineeships abroad for HEI students lasting for 2 to 12 months per each cycle of study, HEI staff mobility for teaching assignments and staff training abroad lasting for 1 to 8 weeks.

Another option, besides the Erasmus+ programme, are scholarship programmes organized by the Centre for International Cooperation in Education, e.g. Aktion Czech Republic – Austria, Academic Information Agency (AIA), CEEPUS, EEA and Norway Grants, and SCIEEX. TBU also provides financial support for mobilities of students who organize their mobilities at educational institutions abroad themselves, not seeking support from any exchange programme (so-called “freemovers”).



# BE IN STUDY IN ZLIN





A photograph of two men in a laboratory setting. The man on the right is leaning over a piece of equipment, possibly a microscope or a small robot, and looking at it intently. The man on the left is looking at the same equipment. The scene is dimly lit with warm, orange-toned light. In the background, there are window blinds. The text "RESEARCH AT TBU" is overlaid in large, white, bold letters at the bottom of the image.

# RESEARCH AT TBU



Research and development at TBU focuses of basic and applied research. R&D activities are carried out by means of participation in research projects and grant projects supported by the Czech Science Foundation, Grant Agency of the Academy of Sciences of the Czech Republic, Technology Agency of the Czech Republic and grant projects offered by the individual ministries of the Government of the Czech Republic. In addition, numerous research conferences and events are organized at Tomas Bata University every year.

**The Faculty of Technology** has achieved remarkable international success in rheology of polymers, polymer processing, know-how in the manufacturing of prophylactic footwear and particularly in research concerning historical footwear, production engineering, environmental protection engineering, physics and materials engineering and food technology.

**The Faculty of Management and Economics** aims at formulating the industrial policy of the region and developing methodological materials for enterprises and serving to modernize business methods in order to improve the competitiveness of companies.

The activities at the **Faculty of Multimedia Communications** are concentrated on the field of practical design, promotion and research into marketing and intercultural communication.



Research activities carried out at the **Faculty of Applied Informatics** focus on modern methods of automatic control theory, technological processes, monitoring and control, measurement technology, artificial intelligence methods, information technologies, software engineering, mathematical modelling of technological processes with respect to their automatic control, and, last but not least, research solutions for automatic control of combined heat and power production.

**The Faculty of Humanities** concentrates on scientific research and other R&D activities in the sphere of humanities - foreign languages, pedagogy and other social sciences, and in particular selected healthcare sciences.

The main priorities of R&D activities carried out at the **Faculty of Logistics and Crisis Management** are in accordance with the specialization of the faculty, i.e. logistics, crisis management and environmental security.

TBU is one of the regional contact points of EURAXESS Czech Republic. The EURAXESS network in the Czech Republic provides information and assistance to mobile researchers about jobs and funding opportunities in the Czech Republic, entry conditions, social security, health and pension coverage, taxation issues, daily life and family issues to all foreign researchers prior to their move to the Czech Republic and after their arrival. Further information can be found at [www.euraxess.cz](http://www.euraxess.cz) or you can contact the TBU International Office.





A photograph of a young woman with long brown hair, smiling and looking towards the camera. She is wearing a dark-colored trench coat over a light-colored collared shirt and a dark tie. She is carrying a patterned shoulder bag. The background is a blurred architectural structure, possibly a train station or a modern building. The entire image is overlaid with a semi-transparent red filter. At the bottom, the text 'UNIVERSITY SERVICES AND FACILITIES' is written in large, bold, white capital letters.

# **UNIVERSITY SERVICES AND FACILITIES**

## STUDENT ID CARD

TBU students receive a student ID card which allows them to use the facilities and services offered by the university. The student ID card serves as a key for accessing the library, computer rooms and some restricted areas. The ID card can also be used as an electronic wallet for payments at the refectories and restaurants, and for photocopying and printing services.

Other student benefits include student tariffs in public transport and other reductions provided by both state-owned and private institutions. Besides the regular university ID card, students have the option of getting an ID card combined with an ISIC card, offering discounts on various products and services worldwide.

## ACCOMMODATION

Most international students at Tomas Bata University in Zlín stay at the University Halls of Residence (building U12, náměstí T. G. Masaryka 3050, 760 01 Zlín). Accommodation is offered in double rooms with shared facilities (two double rooms share a bathroom and a mini kitchenette featuring a fridge, sink and a double hotplate). The rooms are equipped with furniture. Bed linen is provided. Internet access is available in all rooms. Applications for accommodation in the TBU Residence Halls shall be submitted by international students in electronic form in the ISKaM system [ubytovani.utb.cz](http://ubytovani.utb.cz).

Rent is paid monthly before the fifth day of each month. A deposit must be paid prior your arrival and it is a part of the application. This will be returned when you leave, less any charges for damages that you may have caused. Erasmus+ exchange students can apply for an accommodation scholarship at the beginning of each semester.

Students who have been admitted for studies in Bachelor's, follow-up Master's and Doctoral programmes or short-term students are automatically

offered accommodation and informed about the application procedure by the International Office.

## **CATERING**

All students can buy two meals a day at reduced prices using their student ID card. The minimum amount for charging the ID card is CZK 200. Cards can be charged at the refectory cash desk. Payment for food is made automatically with every meal taken. Meals are served Monday through Friday. Refectory offers also meals for vegetarians. The weekday menu for the Refectory and Restaurant together with more information on catering services at TBU can be found at [kmz.utb.cz](http://kmz.utb.cz).

There are several places on the university campus where students can buy their lunch or snacks (see the map at the end of this booklet):

**Refectory (building U4)**

**Cafeteria (building U2)**

**Restaurant (building U13)**

**Refectory and Cafeteria (U5)**

## **COMPUTER FACILITIES**

Computer facilities available to student 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). You can access dedicated network printers from any computer in a study room. To enter a study room you need the student ID card. You will need a username and a password to log in to the university network. The staff of the International Office will provide you with your login username and password upon your arrival. Wireless internet access is available in all university buildings.

## **LIBRARY**

In June 2008, the university opened its new University Centre. The unique building, designed by the world-renowned architect and Zlín native Eva Jiřičná, has become the site of the modern TBU Library offering 450 study seats, and the new site of the university's Rectorate (building U13). The library offers almost 100,000 books, hundreds of magazines, around 25,000 e-periodicals, and over 60 databases. There are more than 500 network connections available for laptop users.

The TBU Library is listed on the prestigious website [www.librarybuildings.info](http://www.librarybuildings.info) among the 64 best European libraries. The number of books and periodicals as well as the quality of its facilities and services can be compared to other highly rated university libraries worldwide.



## EVENT CALENDAR

**September:** Official start of academic year

**October:** Freshmen Welcome Party

**November:** Business Days, International Students' Day

**December:** Christmas Tree

Lighting Up Ceremony

**February:** Gala Ball

**March** - Anti Ball, International Week

**April:** Gala Night, Busfest

**May:** Majáles, Job Fair - iCareer

**August:** Summer Schools

## UNIVERSITY SPORT FACILITIES

Tomas Bata University in Zlín 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 Sports Club you can use these facilities at any time of the week. Students can take part in any of the organized activities listed below: aerobics, body-building, spinning, golf, cycling, swimming, inline skating, football, floorball, volleyball, softball, skiing, basketball, tennis, table-tennis, hiking, climbing, soccer, taekwondo, box, and squash.

The USC membership fee for the whole calendar year is CZK 700.

For more information on how to join the University Sports Club, refer to [www.utb.cz/fame](http://www.utb.cz/fame) (Department of Physical Training) or contact a member of Buddy System Zlín.





## **STUDENT ORGANIZATIONS**

### **BUDDY SYSTEM ZLÍN**

Buddy System Zlín is a group of enthusiastic volunteer students coming from all faculties of Tomas Bata University in Zlín. In cooperation with the International Office of TBU and in their leisure time they organize trips, events and other programmes for international students staying in Zlín. Events organized by Buddy System Zlín provide a great opportunity to make friends for life, gain courage for travelling or just have a good time with other international students, making your days in Zlín more interesting.

Since May 2012, Buddy System Zlín has been part of the Erasmus Student Network International ([www.esn.org](http://www.esn.org)). ESN unites students from all over the world, who help others following the Students Helping Students principle. At each participating university, its members work in student clubs, cooperate and share their experience and know-how.

Each foreign student can be assigned a buddy whom s/he can contact before his/her arrival in Zlín. Buddy students are ready to help newcomers with their arrival in Zlín, station pick-up, dormitory check-in, and they are available for international students throughout their stay in Zlín. Within the Buddy System Zlín there is also a group of Czech students who are part of the Team of Organizers who prepare events during the semester.

During the first week of the semester, a so-called Welcome Week takes place, providing at least one social activity every day in order to enable international students to get to know each other and to discover Zlín and the university. A tour around the town, organised during the Welcome Week, highlights the most important places in Zlín, showing the newcomers where to go for a meal or where to go out. Part of the Welcome Week is also the 'Help Twice' event, during which students can buy dishes donated by previous international students and the proceeds are donated to charity. The Welcome Week is intended to make international students more at ease in Zlín.

During the semester, Buddy System organizes a variety of trips, events and social activities, including an international dinner, a trip to Prague, a trip to the Lešná Zoo, laser games, a trip to the Lukov castle and much more. To find out more, visit [www.buddysystem.utb.cz](http://www.buddysystem.utb.cz) or [www.facebook.com/BuddySystemZlin](https://www.facebook.com/BuddySystemZlin)).

## **OTHER STUDENT ORGANIZATIONS AT TBU**

TBU helps students to take leadership positions, explore their abilities and strengthen their sense of responsibility. The university has a number of different vibrant student organizations that make it possible for students to develop their potential.

Student organizations at TBU include AIESEC, IAESTE and the TBU's Student Union. AIESEC is the biggest international student organization in the world, having about 30,000 members at 800 universities in 83 countries. AIESEC provides international students and graduates with a number of work and cultural exchange opportunities in foreign countries.

IAESTE LC Zlín, established in 1993, is the local branch of IAESTE ČR. It aims at continuing a tradition of activities and projects related to personal management and increasing the number of TBU students participating in research fellowships in other countries.

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





# DAILY LIFE

## CURRENCY

The official currency is the Czech crown (“koruna”, abbreviated Kč). The following coins are in circulation: 1 crown, 2 crowns, 5 crowns, 10 crowns, 20 crowns and 50 crowns. In addition to the abovementioned coins there are the following notes with the values of 100, 200, 500, 1,000, 2,000 and 5,000 crowns.

## MONEY MATTERS

Compared to most other European countries, the cost of living is generally lower in the Czech Republic. ATMs are the easiest and the cheapest way of managing your money. There is a sufficient number of them in the Zlín town centre. In most stores, you can also pay using your debit or credit card. Contactless card payments are common. Foreign currency can be exchanged at any bank or exchange office. You might want to check around to see which one is offering the best rate, since these can vary a little.

## PRICES

Milk (1 litre) .....	CZK 18	Water (1.5 litre) .....	12 CZK
Loaf of bread .....	CZK 25	Bottle of wine (0.7 litre) .....	100 CZK
Rice (1 kg) .....	CZK 30	Glass of beer (0.5 liter) .....	30 CZK
Eggs (10) .....	CZK 30	Cup of coffee .....	35 CZK
Chicken Breasts (1 kg) .....	CZK 160	Restaurant meal .....	100 CZK
Apples (1 kg) .....	CZK 25	Cinema .....	150 CZK

## TIPPING

Tipping is common and expected in restaurants, bars as well as at hairdresser's, barber's and other places providing similar services. The recommended tip is approximately 10% of the total amount, rounded up to the nearest 10 crowns. It is not customary to leave change on the table when leaving. Instead, add the tip to the total amount appearing on the receipt.

## **BANKS**

Opening a bank account in the Czech Republic is quite easy (and, in most cases, free of charge for students) and with no special limitations for foreigners. Most banks (Air bank, Fio bank, Česká spořitelna, ČSOB, GE Money Bank, Komerční banka, Raiffeisenbank, etc.) will only ask you to provide your ID or passport and a Confirmation of Study to open an account for you.

## **POSTAL AND TELEPHONE SERVICE**

Most post offices are open on weekdays only. You can buy stamps at the post office or from newsstands. Posted letters can be either thrown into orange letterboxes situated around the town or at any post office. To make an international call, dial 00 followed by the country code, area code and the number you are calling. The country code for the Czech Republic is 00420.

## **PUBLIC TRANSPORT IN ZLÍN**

Public transport in Zlín + Otrokovice includes buses, trolleybuses and trains. To use public transport, you need a valid ticket (stamped in a machine immediately after boarding the vehicle) or a travelcard. 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 slightly more expensive. You can buy two types of tickets: transferable and non-transferable. You cannot change buses or trolleybuses using a non-transferable ticket. Both types of tickets are limited by the time you are allowed to travel. A basic non-transferable ticket for 20 minutes costs CZK 12, a transferable ticket costs CZK 15 for 30 minutes or CZK 18 for 50 minutes. You can also buy a one-day ticket or obtain a cheaper monthly/quarterly/yearly student travelcard (provided you are under 26).

To get a student travelcard, you need to provide a passport-sized photograph, a student ID card or another document proving that you are a student (e.g. a Confirmation of Study) and the address at which you are staying in Zlín.

There are different types of coupons according to areas (zone A, B and zone C). Zone A is sufficient to reach all the buildings of the university. You can get a one-month or a three-month coupon for your student travelcard. Further information on public transport in Zlín is available at [www.dszo.cz](http://www.dszo.cz).

## PUBLIC HOLIDAYS

- 1 JANUARY** — Restoration of Czech Independence Day;  
New Year's Day
- EASTER FRIDAY** — Easter Holiday
- EASTER MONDAY** — Easter Holiday
- 1 MAY** — Labour Day
- 8 MAY** — Liberation Day, celebrating the end of World War II in Europe
- 5 JULY** — Cyril 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 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

## EMERGENCY SERVICES

The following emergency telephone numbers are in use in the Czech Republic:

### **112 EMERGENCY CALLS - CENTRAL NUMBER (DIAL THIS IF NOT SURE)**

**150 FIRE BRIGADE**

**156 MUNICIPAL POLICE**

**155 AMBULANCE**

**158 POLICE**

## MEDICAL SERVICE

International students must have a health insurance coverage for illness, accidents, etc. (a so-called “komplexni pojisteni”) for the entire period of their stay in the Czech Republic. Students can of course use medical service in both emergency and non-emergency cases. A valid insurance card is required when visiting a doctor or a medical facility in the Czech Republic. In case of emergency or accident visit the **Atlas Hospital**, Třída Tomáše Bati 5135, 760 01 Zlín; Phone: +420 571 857 110; Web: [www.nemocniceatlas.cz](http://www.nemocniceatlas.cz)

## STUDY AND WORK IN THE CZECH REPUBLIC

For detailed information on how to gain work experience in the Czech Republic, please check the Work and Study section of the Official Website of the Czech Republic or contact TBU Job Centre: [jobcentrum@utb.cz](mailto:jobcentrum@utb.cz)

## VISA EXTENSION

In order for your long-term visa/residence permit to be extended, you must ask for the extension of your current visa/residence permit maximum 90 and minimum 14 days prior to the end of its validity (the application must be processed within 60 days from the date of its submission). Applications for the visa/residence permit extension should be submitted to the Zlín branch of the Department for Asylum and Migration Policy (OAMP), Ministry of the Interior, at the following address: OAMP, Pod Vrškem 5360, 760 01 Zlín (trolleybuses Nos. 3 and 13, bus stop: Lazy škola).



**OFFICE HOURS:**

**Mondays and Wednesdays:** 8.00 am – 5.00 pm

**Tuesdays and Thursdays:** 8.00 am – 12.00 pm

**Fridays:** on prior appointment

For the visa/residence permit extension, the following documents (in Czech version) must be submitted:

**Application Form** Provided either at TBU International Office or at the Zlín branch of the Department for Asylum and Migration Policy.

**Confirmation of Study** Provided by the International Office. Please note that the length of the period for which your residence permit will be extended depends on the confirmed period of your study.

**Accommodation Contract** Provided either at the University Halls of Residence or by the owner of the house/flat at which you are staying. Please note that the length of the period for which your residence permit will be extended depends on the confirmed period of your accommodation.

**Confirmation of Scholarship** (provided by the International Office, if applicable) or an **International Credit Card** valid for the territory of the Czech Republic or a bank statement (various currencies are possible).

**Health Insurance** (comprehensive/complex healthcare medical insurance) to cover at least the period of your residence permit extension and contracted with a company which is authorized to provide services on the territory of the Czech Republic. The amount of the insurance payment limit must be at least EUR 60,000. Please note that the length of the period for which your residence permit will be extended depends on the length of the period you are insured for.

**Passport** (travel document) – with validity exceeding the period of your residence permit extension by at least 3 months. Please note that the length of the period for which your residence permit will be extended depends on the validity of your passport.

**Photographs (2)** – only in case your appearance has changed.

**Application fee** is paid by means of a fee stamp (“kolek” in Czech) with a value of CZK 2,500 (available at any post office).

## INSURANCE

Recommended health insurance companies:

- 01. Pojišťovna VZP, a.s.**
- 02. ACE European Group Ltd.**
- 03. AIG Europe, S.A., branch for Czech Republic**
- 04. AXA životní pojišťovna a.s.**
- 05. Česká pojišťovna ZDRAVÍ a.s.**
- 06. ČSOB Pojišťovna, a.s., člen holding ČSOB**
- 07. Generali pojišťovna a.s.**
- 08. INTER PARTNER ASSISTANCE**
- 09. Komerční pojišťovna, a.s.**
- 10. Kooperativa pojišťovna, a.s., Vienna Insurance Group**
- 11. MAXIMA pojišťovna, a.s.**
- 12. Mondial Assistance International AG**
- 13. Pojišťovna CARDIF PRO VITA, a.s.**
- 14. Pojišťovna České spořitelny, a.s.**
- 15. První Americko-česká pojišťovna, a.s.**
- 16. QBE Insurance (Europe) Limited**
- 17. Slavia pojišťovna a.s.**
- 18. UNIQA pojišťovna, a.s.**
- 19. Vitalita pojišťovna, a.s.**
- 20. Wüstenrot pojišťovna, a.s.**

## USEFUL PHRASES

Good morning.	Dobré ráno.
Good afternoon.	Dobré odpoledne.
Good evening.	Dobrý večer.
Goodbye.	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. No.	Ano. Ne.

## PERSONAL DATA

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

# CONTACT INFORMATION

## INTERNATIONAL OFFICE

### ADDRESS

Tomas Bata University in Zlín, Rectorate  
Náměstí T. G. Masaryka 5555  
760 01 Zlín, Czech Republic

Email: [international@utb.cz](mailto:international@utb.cz)

International Office is located in the new  
University Centre, building U13, room 327

### OFFICE HOURS

Monday 9-11 am, 1-3 pm  
Tuesday 9-11 am  
Wednesday 9-11 am, 1-3 pm  
Thursday 9-11 am

### VICE-RECTOR FOR INTERNATIONAL RELATIONS

**Mgr. Pavel Krutil**

Phone: +420 576 032 032

Email: [krutil@fmk.utb.cz](mailto:krutil@fmk.utb.cz)

### HEAD OF INTERNATIONAL OFFICE

**Ing. Jana Školoudíková**

Phone: +420 576 032 238

Email: [skoloudikova@rektorat.utb.cz](mailto:skoloudikova@rektorat.utb.cz)

### INTERNATIONAL OFFICERS

**Mgr. Pavel Býček**

(incoming exchange students)

Phone: +420 576 032 208

Email: [bycek@rektorat.utb.cz](mailto:bycek@rektorat.utb.cz)

**Bc. Markéta Foldynová**

(outgoing exchange students)

Phone: +420 576 032 201

Email: [foldynova@rektorat.utb.cz](mailto:foldynova@rektorat.utb.cz)

**Ing. Mgr. Barbora Sládková**

(international students)

Phone: +420 576 032 200

Email: [bsladkova@rektorat.utb.cz](mailto:bsladkova@rektorat.utb.cz)

## **VICE-DEANS FOR INTERNATIONAL RELATIONS AT TBU FACULTIES**

### **FACULTY OF TECHNOLOGY**

Phone: +420 576 031 313

Email: [international@ft.utb.cz](mailto:international@ft.utb.cz)

### **FACULTY OF APPLIED INFORMATICS**

Phone: +420 576 035 223

Email: [international@fai.utb.cz](mailto:international@fai.utb.cz)

### **FACULTY OF MANAGEMENT AND ECONOMICS**

Phone: +420 576 032 824

Email: [international@fame.utb.cz](mailto:international@fame.utb.cz)

### **FACULTY OF HUMANITIES**

Phone: +420 576 032 030

Email: [international@fhs.utb.cz](mailto:international@fhs.utb.cz)

### **FACULTY OF MULTIMEDIA COMMUNICATIONS**

Phone: +420 576 038 051

Email: [international@fmk.utb.cz](mailto:international@fmk.utb.cz)

### **FACULTY OF LOGISTICS AND CRISIS MANAGEMENT**

Phone: +420 576 032 094

Email: [international@flkr.utb.cz](mailto:international@flkr.utb.cz)

<a href="http://www.utb.cz">www.utb.cz</a>	—————	Tomas Bata University in Zlín
<a href="http://www.mzv.cz">www.mzv.cz</a>	—————	Ministry of Foreign Affairs (Czech Missions and Offices Abroad, Foreign Embassies)
<a href="http://www.msmt.cz">www.msmt.cz</a>	—————	Ministry of Education, Youth and Sports
<a href="http://www.csvs.cz">www.csvs.cz</a>	—————	Centre for Higher Education Studies
<a href="http://www.mvcr.cz">www.mvcr.cz</a>	—————	Czech Ministry of the Interior (Foreigners and Border Police)
<a href="http://www.czech.cz">www.czech.cz</a>	—————	Information on the Czech Republic
<a href="http://www.czechtourism.cz">www.czechtourism.cz</a>	—————	Official travel site of the Czech Republic
<a href="http://www.kr-zlinsky.cz">www.kr-zlinsky.cz</a>	—————	Official website of Zlín Region
<a href="https://www.facebook.com/UTBZlin">www.facebook.com/UTBZlin</a>	—————	TBU Facebook Page

- U 1** Faculty of Technology (FT)  
nám. T. G. Masaryka 275
- U 2** Faculty of Management and Economics (FaME)  
Faculty of Humanities (FHS)  
Mostní 5139
- U 3** University Institute (UNI)  
Růmy 4046
- U 4** Faculty of Multimedia Communications (FMC)  
Štefánikova 2431
- U 5** Faculty of Applied Informatics (FAI), FT, FHS  
Nad Stráněmi 4511
- U 5 56** ICT Technology Park  
Nad Stráněmi 5656

**U 6** Hall of Residence, Antonínova Street  
Antonínova 4379

**U 7** Hall of Residence, Štefánikova Street  
Štefánikova 150

**U 10** FHS  
nám. T. G. Masaryka 1279

**U 11** Technology Park  
Nad Ovcímlou 3685

**U 12** Hall of Residence, TGM Square  
nám. T. G. Masaryka 3050

**U 13** University Centre, Rectorate  
nám. T. G. Masaryka 5555

**U 14** Centre for Practical Training  
in Health Care (FHS)  
Havlíčková nábež 600

**U 15** Laboratory Centre of the  
Faculty of Technology (LCFT)  
Vavrešková 5669

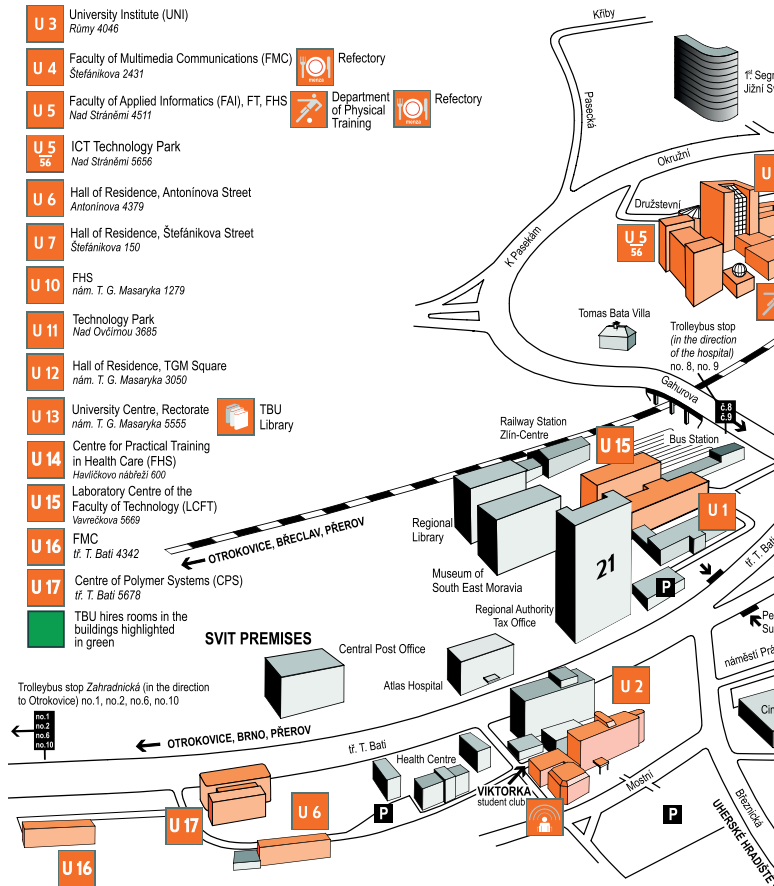
**U 16** FMC  
tř. T. Bati 4342

**U 17** Centre of Polymer Systems (CPS)  
tř. T. Bati 5678

**TBU** hires rooms in the  
buildings highlighted in green

## SVIT PREMISES

Trolleybus stop Zahradnická (in the direction  
to Otrokovice) no.1, no.2, no.6, no.10



U 14 



BE IN  
STUDY IN  
ZLIN