



GUIDE

FOR INTERNATIONAL STUDENTS

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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.

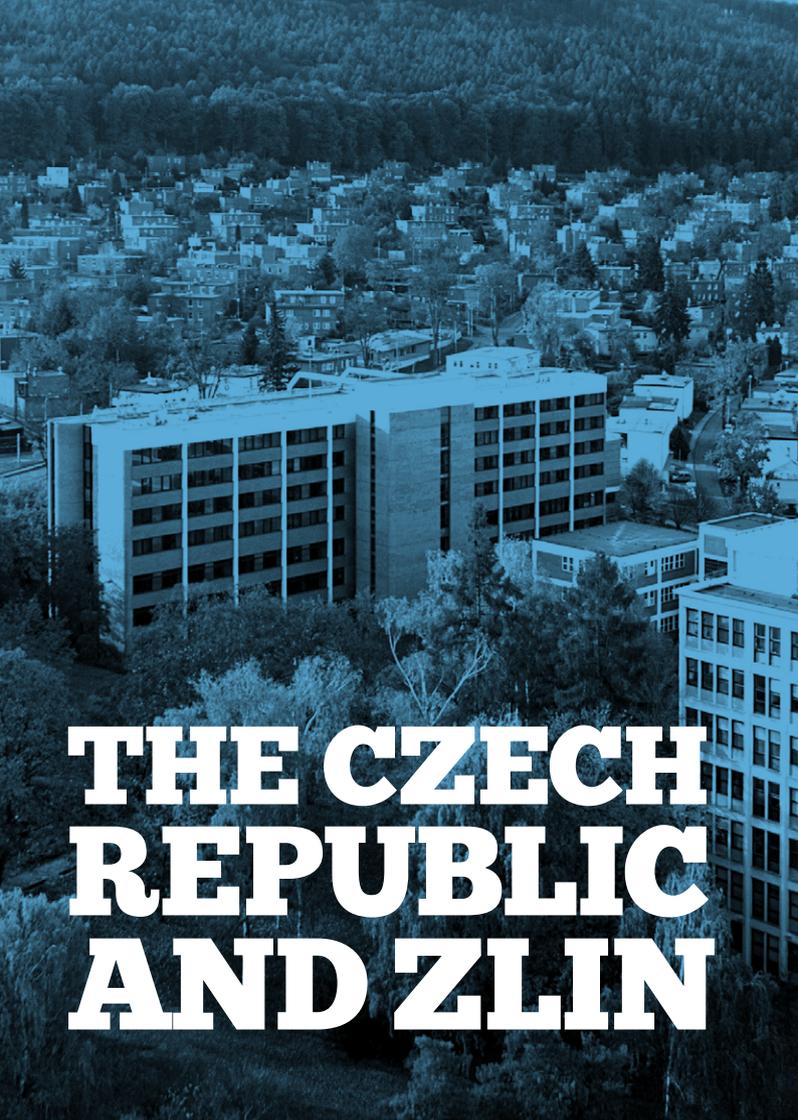
You can find a large number of international students from around the world at Tomas Bata University in Zlín. The university's multicultural, dynamic and youthful environment provides an ideal base for a memorable study experience. Its faculties, institutes, buildings, and cultural and sports facilities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



CULTURE IN ZLÍN

Culture has always been flourishing in Zlín. The town's principal cultural institutions are the Municipal Theatre and the Bohuslav Martinů Philharmonic Orchestra. Other major institutions include the Regional Gallery of Fine Arts, the Museum of Southeast Moravia, the Malá Scéna theatre, the 14|15 Bata Institute, the Classic Car Museum, dozens of private galleries, folklore ensembles, as well as modern clubs playing different styles of music. The International Film Festival for Children and Youth, held every year in early June, has been taking place in Zlín since 1961. This major event attracts leading film actors and actresses, producers and the media from countries all over the world.

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.

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.

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)

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)

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)

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.



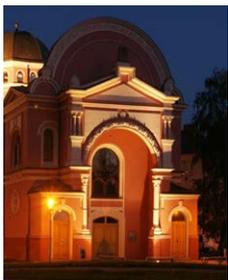
ROŽNOV POD RADHOŠTĚM

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 Jelinek Distillery, a joint stock company producing alcoholic drinks, especially spirits, with a distilling tradition reaching back to the 16th century. The Rudolf Jelinek 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 Chateau, built in the Art Nouveau style in 1887-1894.



TOMAS BATA UNIVERSITY IN ZLIN

Tomas Bata University in Zlín (TBU) is a progressive and modern university offering a wide range of study programmes, including technology, economics, humanities, arts, informatics, logistics, and health care. The University is named after the world-famous entrepreneur Tomas Bata, who was the founder of the shoe industry in Zlín. He improved the living standards of the local population and contributed to the economic growth of the town as well as that of the whole country.

In 2012, a prestigious certificate – the ECTS Label – was awarded to TBU by the European Commission. The ECTS Label is the most significant European certificate awarded in the sphere of tertiary education, recognized as proof of high quality of a higher education institution.

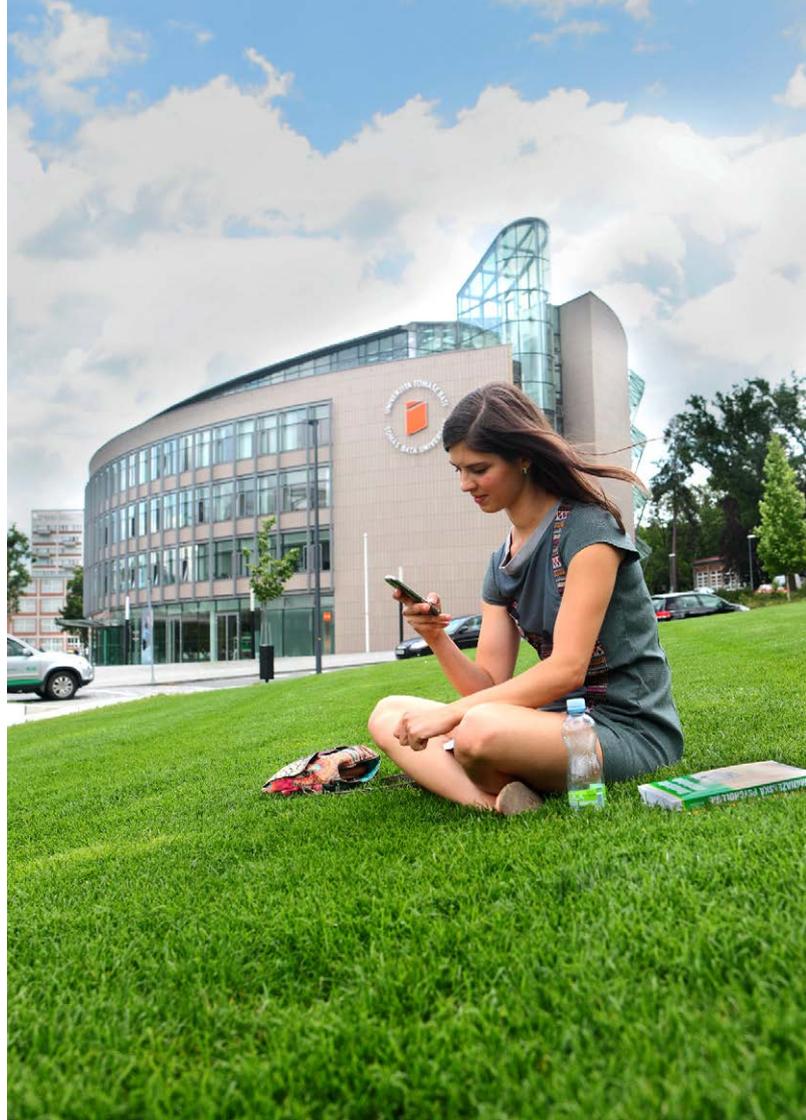
With its current student population of over 11,000, TBU ranks as a medium-sized university. Since the university's establishment, thousands of highly-qualified professionals have received education here, which helped them on the path to becoming experts in their fields. In recent years, students from TBU have been successful in different domestic and international competitions with their projects.

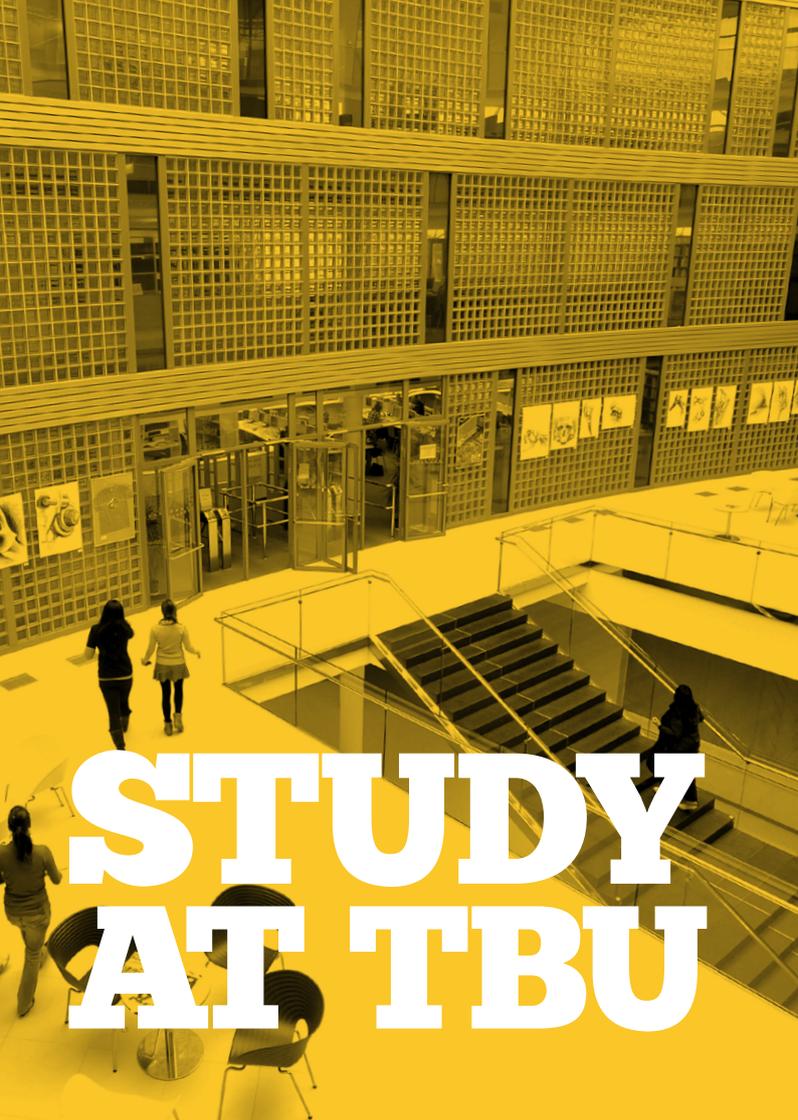


You can meet students from all over the world at the university campus. Our student body is multicultural and comes from more than 40 countries worldwide, creating a valuable environment for intercultural interaction, knowledge sharing and enriching everyone's experience. Buddy System Zlín, a student organization operated by the students of the TBU, takes care of international students, helps them with everyday activities and makes their stay at TBU easier and more pleasant.

At TBU, students have the opportunity to meet and interact with some of the world's finest academic minds; faculties employ leaders in their fields who are making a difference in the world through their teaching and research activities. The University puts great emphasis on the development of internationalization and R&D activities, carried out in cooperation with universities and other R&D institutions from all over the world (USA, Canada, Russian Federation, People's Republic of China, India, Japan, etc.).

Students are provided with modern facilities to help them advance their personal development and skills and deal with academic issues. Emphasis is also put on their participation in a variety of secondary activities. TBU operates an open door policy: talented students, irrespective of their origin or background, are more than welcome. The university is open to all kinds of practical and academically stimulating ideas.





STUDY AT TBU

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.

TBU offers study on three higher education levels:

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.

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

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, 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".

DUE COMPLETION OF STUDY

BACHELOR'S AND FOLLOW-UP MASTER'S PROGRAMMES

Study is fully completed upon meeting all the requirements for the relevant degree programme. A student meets the requirements by gaining the required number of credits in the prescribed structure (the number of credits is equal to the sixty-fold of the standard length of study expressed in years). The student must also pass the final examination, part of which is the successful defence of a Bachelor's thesis in a Bachelor's programme and of a Master's thesis in a Master's programme. Under Section 55 Para 1 of the Higher Education Act, the day of proper completion of study is the day on which the student passes the final examination or its final part.

DOCTORAL PROGRAMMES

The day of proper completion of study is the day on which the Ph.D. thesis is successfully defended.

STUDIES ARE TERMINATED IN THE FOLLOWING CASES:

- The student decides to abandon studies.
- The 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 Higher Education Act.
- The student has been expelled pursuant to Para 65 (1) c) or under Section 67 of the Higher Education Act.

SUSPENSION OF STUDIES

The Dean or Rector decides about a suspension of studies after receiving a student's written request in accordance with the Study and Examination Rules of Tomas Bata University in Zlín and rules for the relevant degree programme. Suspension of studies is not allowed if there are good reasons

that the student will not be able to fulfil his/her obligations. Suspension of studies during the first semester of a Bachelor's or follow-up Master's degree programme is possible in special cases only, particularly on health grounds. It is usually terminated at the beginning of a semester.

Studies may be suspended for a maximum of 2 years. Exceptions, particularly on health grounds, may be approved by the Dean or Rector. Studies may be suspended repeatedly. The overall duration of studies suspension must not exceed half of the standard length of study in the relevant degree programme.

Under Section 56 Para 1b) of the Higher Education Act, the studies are terminated for students who fail to enroll within five working days of the last day of the suspension of studies, or for students who have submitted an excuse which has not been accepted. The Dean or Rector decides whether an excuse is accepted or not. The decision procedure is governed by Section 68 of the Higher Education Act.

TERMINATION OF STUDIES

If a student decides to terminate his or her studies, he/she informs the Dean or Rector in written form of his/her decision. Complete information of studying rules can be found at www.utb.cz in the International section.

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.

BEFORE LEAVING TBU

Before you leave TBU, there are several things you should do:

- Return your student ID card to TBU International Office
- Check out from your Hall of Residence and get a refund of your deposit if applicable
- Return all the books and/or any other documents you borrowed from the faculty or the University Library

Do not forget to take a final picture as a memory of your stay at Tomas Bata University in Zlín.

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 SCIEX. 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”).



RESEARCH AT TBU

R&D activities at TBU focus on basic and applied research. TBU teaching staff include top researchers and scientists in their field.

Remarkable international success has been achieved by many TBU faculties conducting research in technology, food technology, economics, and humanities. Other fields in which TBU students and teachers have received international acclaim include creative arts, design, fashion design, and filmmaking.

SCIENTIFIC AWARDS AND RECOGNITION

Prof. Karel Kolomazník (1998), **Rolex Award for Enterprise** laureate for the discovery of the enzymatic hydrolysis of leather waste. The award is often called “the mini Nobel Prize”.

Assoc. Prof. Petr Hlaváček (2003), prominent international expert in footwear hygiene, conducted **research into the 5,000-year-old Alpine Mummy** (Ötzi) and was nominated for TOP 100 discoveries of the year 2003. Petr Hlaváček also conducted the **Terracotta Warriors’ Footwear** research (2006- 2009) as part of UNESCO’s World Heritage.

Prof. Berenika Hausnerová (2007), **UNESCO-L’ORÉAL Award For Women in Science**, laureate in recognition of her work on the influence of pressure on the rheological behavior of PIM materials.

Prof. Martin Zatloukal (2007), **Exxon Mobil Chemical European Science and Engineering Award** laureate. The prize is intended for scientists specializing in polymer processing.

Assoc. Prof. Vladimír Pavlínek (2009), **Morand Lambla Award** laureate for his long-running research into conductive polymers and the ways of using them in intelligent applications, made by the international Polymer Processing Society.

Prof. Petr Sáha, former **President of the Polymer Processing Society**, member of the EUA Council, representative in the main committee of the Society of Plastics Engineers, member of American Institute of Physics, member of the Society of Rheology.

Prof. Milan Zelený, world-famous economist, the **most published and cited among Czech economists**. Prof. Milan Zelený has received several awards; notable are the **Erskine Fellowship**, University of Canterbury, New Zealand, the **George Cantor Award**, International Society of MCDM, **Rockefeller Foundation Resident Scholar**, Bellagio Study Center, **Alexander von Humboldt Award**, Bonn, Germany.

Not only professors, but also our students have participated and received awards both in the Czech Republic and abroad.

Vladimír Pavlínek (1999), **Berenika Hausnerová** (1999), **Ivan Zelinka** (2001), **Ivo Kuřitka** (2005), **Vladimír Sedlařík** (2006), **Michaela Pelíšková** (2007), **Lucie Marcaníková** (2008), **Donald Davendra** (2009) won the **Werner von Siemens Excellence Award** in recognition of the best Master's or Doctoral Thesis or Research Work.

David Frkal (2009) won the 1st prize in the **“Design a Bag” competition** at the Fashion Access Fair, held in Hong Kong.

Qilin Cheng (2009), a Chinese researcher at the Polymer Centre of the Faculty of Technology, was ranked among the **top 200 of China's most talented scientists working abroad**.

Luming Yang (2010), student at the Faculty of Technology, was awarded the **Exceptional Chinese Student Abroad Prize**.

Zhang Jianpeng (2010), student at the Faculty of Management and Economics, received the **2010 Chinese Government Award** intended for Chinese students studying abroad with outstanding academic performance.

Kateřina Huňová, Hana Kundrátová (2011), students at the Faculty of Multimedia Communications, took gold in the Media category in the **Young Lions Competition** intended for younger generation interested in creativity in communications in Cannes (France).

Veronika Nováková (2011), student at the Faculty of Multimedia Communications, became the overall **winner of the international poster contest “Holocaust – Keeping the Memory Alive”**. The selected posters were on display in the building of the UN in New York and in major European cities.

Lucie Stejskalová (2011), student at the Faculty of Multimedia Communications, received second prize for her poster design in the competition entitled **“Create Europe, Create Your Hope”**, held in Paris.

David Polášek (2011), student at the Faculty of Multimedia Communications, was awarded the **Red Dot Design Award** for his design of a tractor. The award ceremony for this most important international competition in product design was held in Singapore.

TBU has also conferred 4 honorary degrees (**Doctor Honoris Causa**), namely upon the President of the European Commission – **José Manuel Barroso** (2009) in recognition of his personal contribution to the accession of the Czech Republic to the European Union; **Prof. Eva Jiřičná** (2011), an internationally acclaimed architect and a native of Zlín, in recognition of her excellent presentation of TBU in the Czech Republic and abroad; **Ms. Sonja Bata** (2012) in recognition of her long-term support of TBU – from its establishment to the present time, in recognition of her promotion of the University abroad and of her personal contribution to the development of international relations of TBU; and the Zlín-born Czech traveller **Miroslav Zikmund** (2014), who together with his friend Jiří Hanzelka travelled 114 countries of the world, for his remarkable work, which enlarged and enriched many fields of human knowledge.



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 (students must have their own computer).

Rent is paid monthly before the fifth day of each month. A deposit must be paid at the start of your stay (when checking-in) at the Halls of Residence. 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. The weekday menu for the Refectory and Restaurant together with more information on catering services at TBU can be found at www.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 Jiříčková, 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 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.



CULTURAL EVENTS AT TBU

There are several cultural events held annually at TBU, among them the Gala Ball, Lighting Up of the TBU Christmas Tree, Rag Day (a traditional parade of young people marching through the town wearing masks and fancy dress costumes accompanied by concerts featuring performers of various musical styles), TBU Freshmen Welcome Party, Researchers' Night and BusFest. Furthermore, a festive gathering of students and employees of Tomas Bata University in Zlín is organized in January or February during which diplomas are awarded to graduates of doctoral programmes and new Associate Professors are appointed.

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 (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). 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 or www.facebook.com/BuddySystemZlin.

OTHER STUDENT ORGANIZATIONS AT TBU

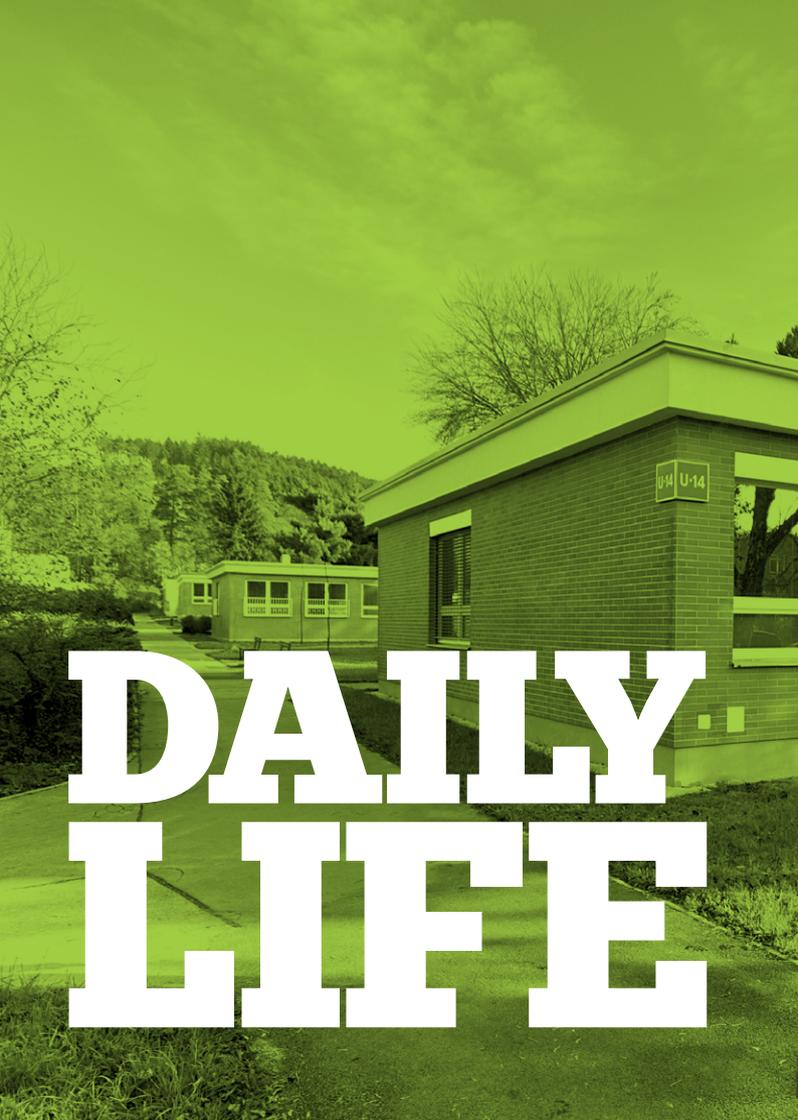
TBU helps students to take leadership positions, explore their abilities and strengthen their sense of responsibility. The university has a number of different vibrant student organizations that make it possible for students to develop their potential.

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.

IAESTELC 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 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.

PUBLIC HOLIDAYS

- 1 JANUARY** — Restoration of Czech Independence Day;
New Year's Day
- 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

155 AMBULANCE

156 MUNICIPAL POLICE

158 POLICE

MEDICAL SERVICE

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

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: www.czech.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 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.	_____	Dobry večer.
Goodbye.	_____	Nashledanou.
Hello.	_____	Dobry 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

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

HEAD OF INTERNATIONAL OFFICE

Ing. Jana Školoudíková

Phone: +420 576 032 238
Email: skoloudikova@rektorat.utb.cz

INTERNATIONAL OFFICERS

Mgr. Pavel Býček

(incoming exchange students)
Phone: +420 576 032 208
Email: bycek@rektorat.utb.cz

Bc. Markéta Foldynová

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Email: foldynova@rektorat.utb.cz

Ing. Mgr. Barbora Sládková

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Email: bsladkova@rektorat.utb.cz

VICE-DEANS FOR INTERNATIONAL RELATIONS AT TBU FACULTIES

FACULTY OF TECHNOLOGY

Vice-Dean for International
Relations and Social Affairs
RNDr. Iva Hauerlandová, Ph.D.
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FACULTY OF MANAGEMENT AND ECONOMICS

Vice-Dean for International Relations
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Email: ppalka@fame.utb.cz

FACULTY OF MULTIMEDIA COMMUNICATIONS

Vice-Dean for International Relations
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Email: vodiccka@fmk.utb.cz

FACULTY OF APPLIED INFORMATICS

Vice-Dean for R&D
and International Affairs
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Email: kubalcik@fai.utb.cz

FACULTY OF HUMANITIES

Vice-Dean for External Relations
Mgr. Dagmar Machová
Phone: +420 576 032 030
Email: machova@fhs.utb.cz

FACULTY OF LOGISTICS AND CRISIS MANAGEMENT

Vice-Dean for Public Relations
and Lifelong Learning
Mgr. Marek Tomaščík, Ph.D.
Phone: +420 576 032 094
Email: mtomastik@flkr.utb.cz

- www.utb.cz — Tomas Bata University in Zlín
www.mzv.cz — Ministry of Foreign Affairs (Czech Missions and Offices Abroad, Foreign Embassies)
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.cz — Official travel site of the Czech Republic
www.kr-zlinsky.cz — Official website of Zlín Region
www.facebook.com/UTBZlin — TBU Facebook Page

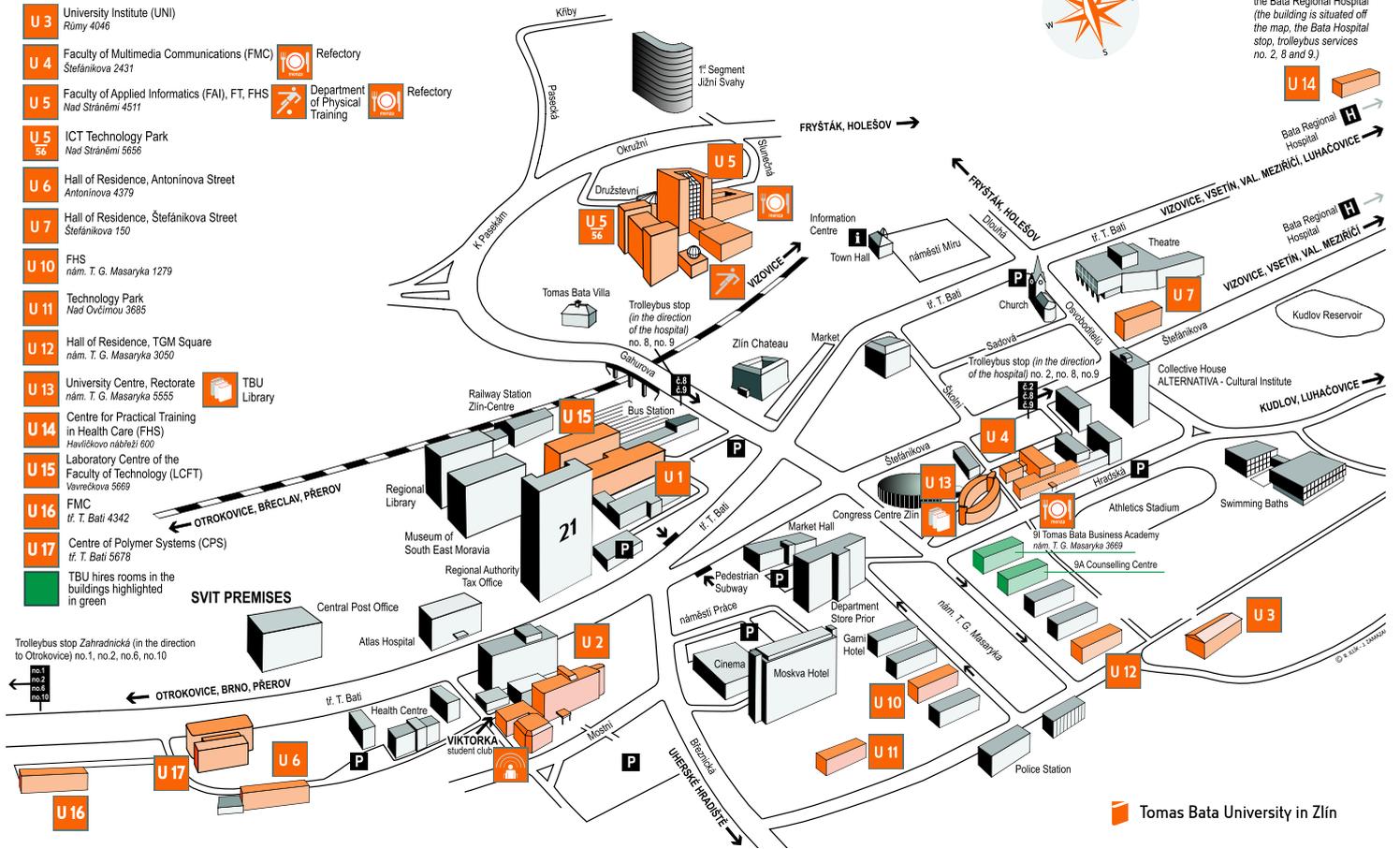
- U 1** Faculty of Technology (FT)
nám. T. G. Masaryka 275
 - U 2** Faculty of Management and Economics (FaME)
Faculty of Humanities (FHS)
Mostní 5139
 - U 3** University Institute (UNI)
Růmy 4046
 - U 4** Faculty of Multimedia Communications (FMC)
Štefánikova 2431
 - U 5** Faculty of Applied Informatics (FAI), FT, FHS
Nad Stráněmi 4511
 - U 5 56** ICT Technology Park
Nad Stráněmi 5656
 - U 6** Hall of Residence, Antoninova Street
Antoninova 4379
 - U 7** Hall of Residence, Štefánikova Street
Štefánikova 150
 - U 10** FHS
nám. T. G. Masaryka 1279
 - U 11** Technology Park
Nad Ovcínou 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)
Havlíčkovo náměstí 600
 - U 15** Laboratory Centre of the
Faculty of Technology (LCFT)
Vavrečkova 5669
 - U 16** FMC
tř. T. Bati 4342
 - U 17** Centre of Polymer Systems (CPS)
tř. T. Bati 5678
- SVIT PREMISES**
- U 16** TBU hires rooms in the buildings highlighted in green



Location Map of TBU Buildings in Zlín



U 14 Centre for Practical Training in Health Care, premises of the Bata Regional Hospital (the building is situated off the map, the Bata Hospital stop, trolleybus services no. 2, 8 and 9.)



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