



GUIDE

FOR INTERNATIONAL STUDENTS

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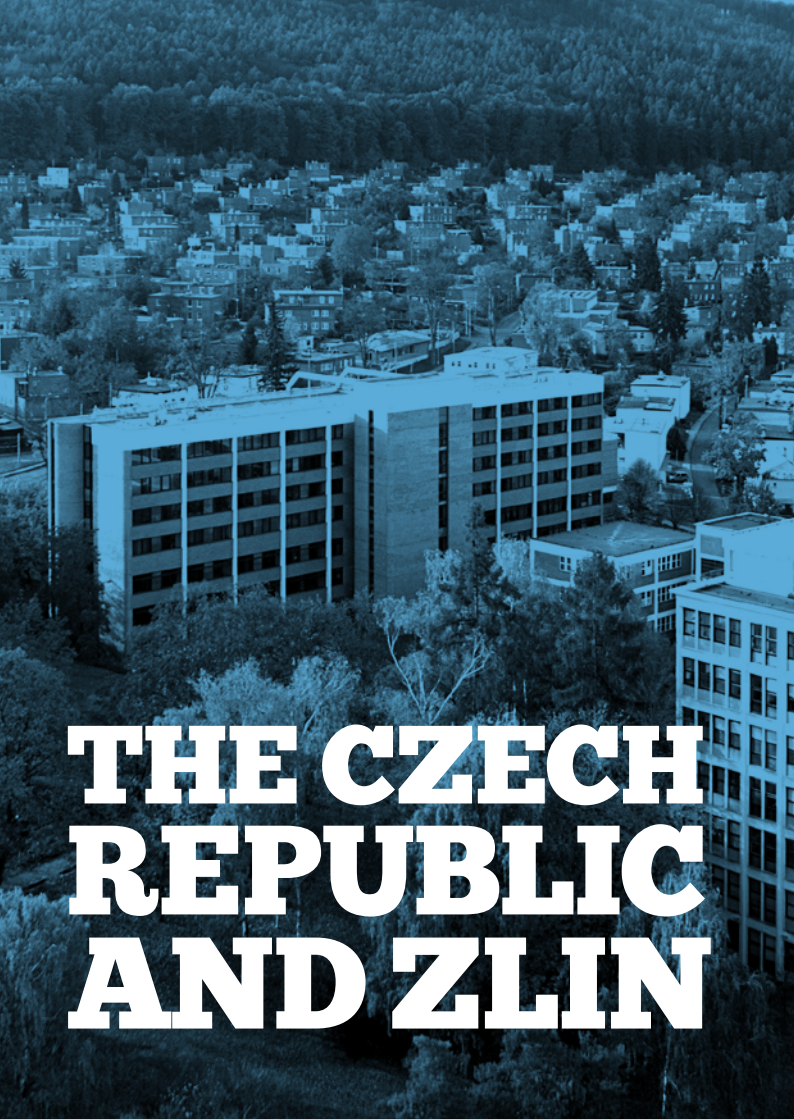
It gives us great pleasure to welcome you to Tomas Bata University in Zlín. Whether you will be staying for a single semester as part of an exchange programme or studying here as a full-time student, we hope that you will find your studies in Zlín not only challenging but also academically fulfilling.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

At Tomas Bata University in Zlín you can find a large number of international students from around the world. The multicultural, dynamic and youthful environment provides the base for a great studying experience. Moreover, new faculties, institutes and buildings, and cultural and sports facilities provide a fantastic facility for all students.

This guide is intended to help make Zlín feel like home and it provides practical information that we hope you will find useful. Throughout your stay please remember that all international officers are on hand to provide any assistance and advice. We wish you a very exciting and rewarding study experience.

Best of luck to each and every one of you!

doc. PhDr. Ing. Aleš Gregar, CSc.
Vice-Rector for International Relations



THE CZECH REPUBLIC AND ZLIN

THE CZECH REPUBLIC

The Czech Republic is frequently referred to as the heart of Europe because of its magnificent history and cultural monuments as well as its geographical location. The Czech Republic is a landlocked country in Central Europe with an area of around 79,000 square kilometers (30,000sq. miles) and shares borders with Germany in the west, Poland in the north, Slovakia in the east and Austria in the south. The capital city Prague is the country's economic and cultural centre and is a very popular tourist destination.

Administratively, the Czech Republic is divided into fourteen regions. Nowadays, the Czech Republic is a democratic parliamentary republic and it is a member of different international organisations including the UN (United Nations), the EU (European Union), NATO (North Atlantic Treaty Organization), the OECD (Organization for Economic Cooperation and Development) and the Visegrad Group.

The population is more than 10 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 Church is the Roman Catholic Church but Czechs are mostly 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 where artists, scholars and tradesmen from all corners of the world met.

However, historical monuments are certainly not the only reason to visit the Czech Republic. Though relatively small in terms of its size, the country can offer many different types of landscape – ranging from fertile lowlands and deep forests to mountains and nature scenarios – all providing numerous opportunities for sports activities and trips, both in summer and winter.

THE TOWN OF ZLÍN AND ZLÍN REGION

The Zlín Region, famous, among other things, for its natural beauty and 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 the international border with Slovakia. The administrative centre of the region is Zlín, which has nearly ninety thousand inhabitants.

Zlín is a modern student town offering a range of different facilities available not only to students. Thanks to numerous private firms that operate in Zlín, and to the University, today's Zlín is a lovely place to live. In the town you can find many nice cafes, sport centres, places of entertainment, clubs and bars, galleries, culture centres, cinemas, theatres and philharmonic venues. Violent crime in Zlín is still rare by the standards of Western Europe or the United States, however, you should be alert to the danger of petty theft in crowded places. Nevertheless, Zlín is quite a safe town.

First-time visitors to Zlín are excited by the neat green areas in the town, the friendliness and hospitality of local people and in particular the unique redbrick functionalist architecture. The so-called "Garden Town" was built in the 1920s and 1930s by Tomáš Baťa who initiated the development of the shoe industry in Zlín and won worldwide fame. The entrepreneurial spirit introduced by the founder of the shoemaking factory at the beginning of the last century was revived during the great business boom in Zlín in the first half of the 1990s.



CULTURE IN ZLÍN

Zlín has always had a rich cultural heritage. Two traditional town institutions are the Theatre and the Bohuslav Martinů Philharmonic Orchestra. There are also many other institutions - the District Gallery, Museum of South-East Moravia, Malá Scéna theatre, 14|15 Bata Institute, Classic Car Museum, dozens of private galleries, folklore ensembles and modern clubs providing different styles of music. The International Film Festival for Children and Youth has taken place in Zlín annually since 1961. It is an important event, attracting the leading film actors and actresses, producers and the media not only from the Czech Republic but also from abroad. It is held annually in June.

SPORTS IN ZLÍN

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

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

INFORMATION CENTRE

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

GETTING TO ZLÍN

BY AIR

Zlín does not have its own airport. The air gate to the Czech Republic is Václav Havel Airport Prague (PRG) which has daily connections from/to major European cities. There are reliable and frequent connections from Prague airport to the city centre by public transport and special airport buses. There is also the possibility of buying the tickets including airport transport and connections 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

Another possibility is to fly to Vienna (Austria) – 220km from Zlín or Bratislava (Slovakia) – 200km from Zlín. There are train and bus connections to Zlín from the above cities.

BY BUS

The large network of coach lines can be used in the Czech Republic. Usually coaches tend to be faster, more frequent and cheaper than trains. The Czech Republic has connections from/to major European cities several times a week. Most international buses arrive in Prague (Florenc) or in Brno (Zvonařka). There are several buses running to Zlín from Prague or Brno each day.

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

BY CAR

Zlín is connected to the main centres in the Czech Republic by a 1st class roadway, I/49, with connections to the country's main highway network towards Brno – Prague and Ostrava.

BY TRAIN

The Czech Republic has extensive railway network which is operated by three main railway companies: České dráhy, a.s. (ČD), RegioJet and LEO Express.

Travelling by 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 by RegioJet (www.regiojet.cz)

The new private company RegioJet provides a service on the main train lines. In combination with the bus it is possible to get to Zlín from large cities. If you decide to travel with RegioJet we highly recommend that you buy your tickets online. From Prague you will take their yellow train from the main Prague train station to Olomouc (direction of Haviřov) where you will change to the bus which stops in front of the train station. On the train there are stewards who can help you and they can also offer you some small snacks. This company provides discounts for people under 26 years old.

Travelling by LEO Express (www.le.cz)

Private company LEO Express provides their service in direction Prague – Olomouc - Břeclav. From Prague you will take their train from the main Prague train station to Olomouc, where you will change to the bus or train to Zlín. In all cases, be sure to check the information on their websites.

TIPS FOR TRIPS

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



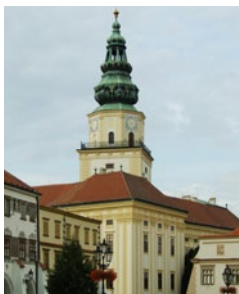
BUCHLOV

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



BUCHLOVICE

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



KROMĚŘIŽ

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



LUHAČOVICE

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



LUKOV

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



ROŽNOV POD RADHOŠTĚM

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



UHERSKÉ HRADIŠTĚ

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



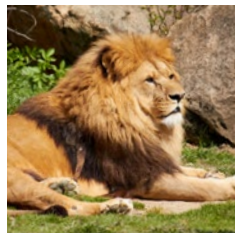
VIZOVICE

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



ZOO LEŠNÁ

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



TOMAS BATA UNIVERSITY IN ZLIN

Tomas Bata University in Zlín (TBU) is a progressive and modern university that offers a wide range of programmes to study, including technology, economics, humanities, arts, informatics, logistics and health care. The University is named after the world-famous entrepreneur Tomas Bata who was also the originator of the shoe industry in Zlín. He improved daily life in Zlín and helped its economic growth as well as the economic growth of the whole of the Czech Republic.

In 2012, a prestigious certificate – 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 and is recognized as proof of high quality of the higher education institution.

With a current student population of approx. 13,000, TBU is ranked as a medium-sized university. Since the University's establishment, hundreds of highly-qualified professionals have received education here which helped them on the path to becoming experts in their field. In recent years, students from TBU also have achieved great things and success in different domestic and international competitions with their projects.

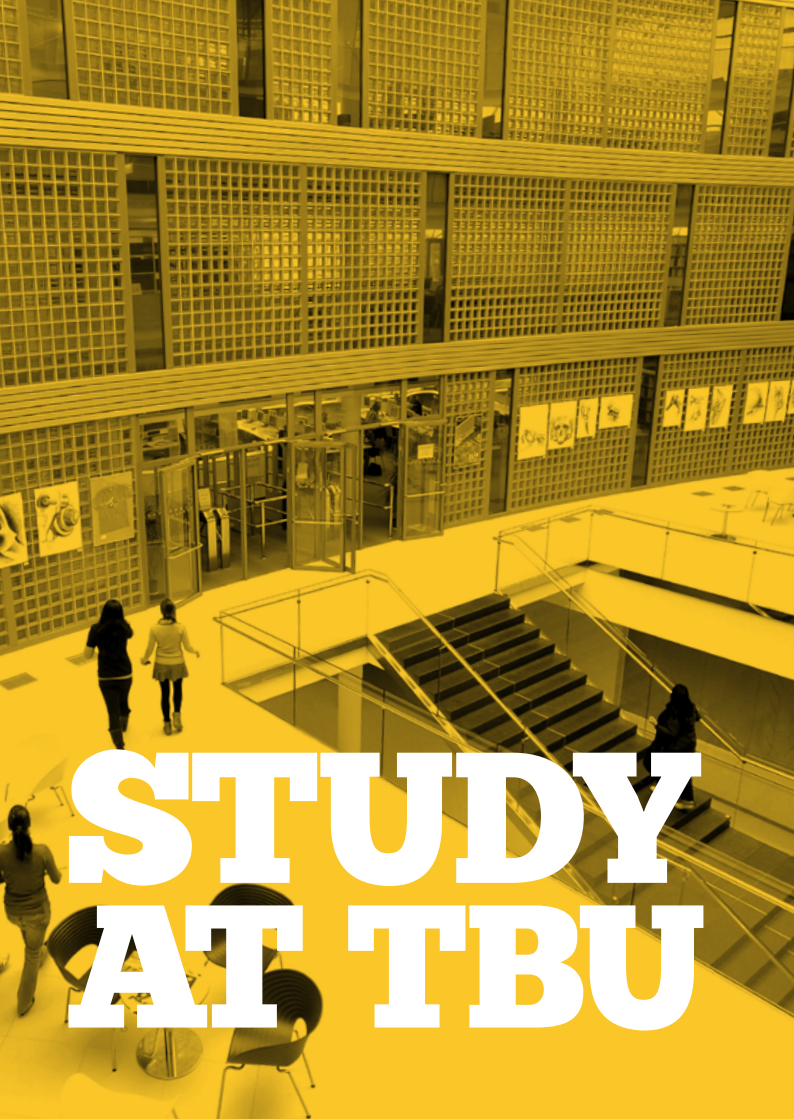


On the University campus you can meet students from all over the world. Our student body is multicultural and comes from more than 40 countries worldwide, creating a valuable environment for intercultural interaction, knowledge sharing and enriching experience for all. In addition, a student organization - Buddy System Zlín – exists at TBU, that takes care of international students, helps them with everyday activities and makes their days 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 have continued to make 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, P. R. China, India, Japan etc.).

Students are provided with modern facilities to help advance their personal development and skills and deal with academic issues. Emphasis is also put on participation in a variety of secondary activities. TBU operates an open door policy; hence, most 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

At TBU it is possible to study at all 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 continuation on to the Master's degree programmes. Its completion is viewed as 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 talents.

DOCTORAL PROGRAMMES (3 or 4 years) are designed for Master's degree holders and are focused on scientific research and independent creative activities in research and development 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. Also students who are admitted to study in a degree programme at TBU can also apply for various exchange programme and study at any partner's university in the world.

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. Each semester usually consists of 14 teaching weeks and 5 examination weeks.

The methods of teaching primarily include lectures, seminars, studio work, projects, practical classes, e-learning, workshops, various types of guided tutorials, practical training, and excursions, depending on the subject. Assigned tasks and independent work are integral parts of student responsibilities. Attendance at lessons is monitored. The award of a credit is confirmation of the fact that a student has met all the requirements needed. The requirements are given in particular classes.

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**

Examinations may be written, oral or combined. It is specific for each subject. 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, a credit is awarded to the student when re-enrolling into the subject. If a student's performance is assessed by the F grade, no credit is awarded to the student when re-enrolling into the subject. The relevant ECTS grade together with its verbal description is written into a student's record book.

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 the requirements for the relevant degree programme. A student meets the requirements as long as she/he gains a number of credits in the prescribed structure and the number is equal to the sixty-fold of the standard length of study expressed in years. Furthermore, a student must pass the final examination, part of which is a Bachelor's thesis defence in a Bachelor's programme and a Master's thesis defence in a Master's programme. The day of proper completion of study is the day on which the final examination or its final part is passed under Section 55 Para 1 of the Higher Education Act.

DOCTORAL PROGRAMMES

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

STUDIES ARE ALSO TERMINATED WHEN:

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

SUSPENSION OF STUDY

The Dean or Rector arranges suspension of study upon a student's written request in accordance with the Study and Examination Rules of Tomas Bata University in Zlín and the relevant degree programme. Suspension of study when it is anticipated that a student may not perform his/her

obligations is not allowed. Suspension of study during the first semester of a Bachelor's or follow-up Master's degree programme is only possible in special cases, particularly on health grounds. Suspension of study is usually terminated at the beginning of a semester.

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

The study of a student who fails to enroll within five working days of the date on which the period of study suspension expires unless s/he submits an excuse or whose excuse has not been accepted is terminated under Section 56 Para 1b) of the Higher Education Act. 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.

DROPPING OUT OF STUDY

If a student decides to drop out of the study, she/he submits his/her decision in written form to the Dean or Rector. Complete information of studying rules is displayed on websites 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 on.

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

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 mobility at a partner institution in a country which participates in the programme. Among the programme's main activities, the following are to be named: Study periods 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 Services, and that in particular: Aktion Czech Republic – Austria, Academic Information Agency (AIA), CEEPUS, EEA and Norway Grants, SCIEX. TBU also provides financial support for the mobility of students who organize their study periods at educational institutions abroad on their own initiative and outside an exchange programme = the so-called “freemovers”.



RESEARCH AT TBU

The R&D activities at TBU are focusing 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 that conduct research focusing on areas such as technology, food technology, economics and humanities. Another field in which TBU students and teachers have received international acclaim is creative arts, design, fashion design, and filmmaking in particular.

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 “a mini Nobel Prize”.

Assoc. Prof. Petr Hlaváček (2003), prominent international expert in footwear hygiene, conducted a **research into the 5000-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 the 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, etc.

Prof. Milan Zelený, world-famous economist, **the most published and cited among Czech economists**. Prof. Milan Zelený has received several awards; notable among them are **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, etc.

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

Vladimír Pavlínek (1999), **Berenika Hausnerová** (1999), **Ivan Zelinka** (2001), **Ivo Kuřitka** (2005), **Vladimír Sedlářik** (2006), **Michaela Pelišková** (2007), **Lucie Marčaníková** (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** in Hong Kong at the Fashion Access Fair.

Qilin Cheng (2009), 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 of the Faculty of Technology, was awarded an **Exceptional Chinese Student Abroad Prize**.

Zhang Jianpeng (2010), student of 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 of 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 of the Faculty of Multimedia Communications, became the overall **winner of the international post contest** on the subject of **“Holocaust – Keeping the Memory Alive”**. The selected posters were on display in the building of the UNO in New York and in major European towns.

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

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

TBU has also conferred 3 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 and to building a new Europe, the internationally acclaimed architect and a native of Zlín – **Prof. Eva Jiřičná** (2011) in recognition of her excellent presentation of TBU in the Czech Republic and abroad, and for promoting the good reputation of the University and the town of Zlín, namely through designing the architecturally exceptional buildings of the Congress and University Centre and **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.



UNIVERSITY SERVICES AND FACILITIES

STUDENT ID CARD

TBU students obtain a student ID card which allows them to use the facilities and services offered by the University. The student ID card works as a key to enter the library, computer rooms and some faculties. The ID card can also be used as an electronic wallet for payments at the refectories, restaurants and printing machines.

They are also offered other student advantages, for example public transport student tariffs and other reductions provided by the state and private institutions. Besides the regular university ID card, students have the option of obtaining the highly reputable ISIC card offering discounts on various products and services worldwide.

ACCOMMODATION

Most international students at Tomas Bata University in Zlín are housed during the academic year in the University Halls of Residence U12 – náměstí T. G. Masaryka 3050, 760 01 Zlín. Accommodation is offered in double rooms with shared facilities (a bathroom and a mini kitchenette including a fridge, sink and double hotplate). The rooms are equipped with furniture. Bed linen is provided. There is internet access in all rooms. Students interested in this service must bring 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 (upon checking-in) in 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 the 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 offered accommodation and informed about the application procedure automatically by the International Office.

CATERING

All students can buy two meals a day at reduced prices with their student ID card. The minimum amount that can be loaded is CZK 200. You can get the Card loaded at the cash desk at the end of the serving line. Using the Card, payment for food is made automatically with every meal taken. Meals are served Monday through Friday. The weekday menu for the Refectory and Restaurant is available on below mentioned webpage. More information about catering at TBU can be found at www.kmz.utb.cz

On campus there are several catering options for where students can have lunch or snacks. See the map at the end.

Refectory (building U4)

Cafeteria (building U2)

Restaurant (building U13)

Refectory and Cafeteria (U5)

COMPUTER FACILITIES

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

LIBRARY

In June 2008, the University launched its new University Centre. The unique building, designed by world-renowned architect and Zlín native Prof. Eva Jířičná, has become the site of the modern TBU Library offering 450 study places, and the new site of the University's Rectorate (building U13). Almost 100,000 books, hundreds of magazines, around 25,000 e-periodicals, and about 60 databases are important information resources provided by the University Library. It offers more than 500 connections with network access for laptop users.

The TBU Library is listed on the prestigious website www.librarybuildings.info among the 64 best contemporary European libraries. The books, periodicals and other facilities can be compared to other highly rated university libraries all over the world.



CULTURAL EVENTS AT TBU

There are several cultural events held annually at TBU, among them the Gala Ball (organized traditionally by students of the Faculty of Multimedia Communications), Christmas Tree Lighting Up, 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. Also, one of the most popular events held at TBU is the Miss Academia beauty contest. This traditional student competition aims to select the number one female university student in the Czech Republic. Furthermore, a festive gathering of students and employees of Tomas Bata University in Zlín is organized in January or February where diplomas and letters of appointment are awarded to new Doctors (Ph.D. holders) and Associate Professors.

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

The membership fee for the whole calendar year is CZK 700. Membership can be arranged through Mr. Melichárek (melicharek@fame.utb.cz) at the Faculty of Applied Informatics (building U5, room no. 115, opening hours from Mondays to Thursdays (9.00 am – 11.00 am) or through Buddy System Zlín. For further details please refer to www.utb.cz/fame (Department of Physical Training)

STUDENT ORGANIZATIONS

BUDDY SYSTEM ZLÍN

Buddy System Zlín is a group of enthusiastic students of all faculties of Tomas Bata University in Zlín. In cooperation with the International Office of TBU they organize trips, events and other programmes for international students coming to Zlín. They do it voluntarily in their free time. It's a fantastic activity where they can make friends for life, gain courage for travelling or just have a good time with international students, making their days in Zlín more interesting and happier.

Since May of 2012, Buddy System Zlín has been part of the Erasmus Student Network International (www.esn.org). ESN gathers students from all around the world and help others on the principle of Students Helping Students. They all work in student clubs at each participating university and, most importantly, they cooperate and share their experiences and know-how.

Each student can be assigned a buddy whom s/he can contact before his/her arrival in Zlín. Buddy students are ready to help with lots of different issues including travelling to Zlín, pick-up from the station, showing of dormitory, etc. 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 several events during the semester.

During the first week of the semester, the so-called Welcome Week, at least one social activity takes place 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 is also organised which highlights the main and most important places in Zlín, where to go to have a meal and where to go out. Part of the Welcome Week is also 'Help Twice' where students can buy dishes that were donated by previous international students and the money is donated to charity. The Welcome Week is here to make international students more comfortable in Zlín.

During the semester there are also a variety of trips, events and social activities. For example, an international dinner, trip to Prague, trip to Zoo Lešná, laser games, trip to Lukov castle and much more. To find out more, visit our website (www.buddysystem.utb.cz) or our FB page (www.facebook.com/BuddySystemZlin).

OTHER STUDENT ORGANIZATIONS AT TBU

TBU helps students to take leadership positions, to explore their abilities and to give them responsibility during their studies. The University has a number of different vibrant student organizations that make it possible for students to develop their potential.

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

At TBU there is also the world organization IAESTE. IAESTE LC Zlín, established in 1993, is the local branch of IAESTE ČR. IAESTE LC Zlín aims to continue a tradition of activities and projects related with personnel management and it increases the number of TBU students participating in research abroad fellowships.

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





DAILY LIFE

CURRENCY

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

MONEY MATTERS

The cost of living is lower in the Czech Republic compared to other European countries. Cash machines are usually the easiest and the cheapest way of managing money here. There are lots of them located conveniently throughout the Zlín town centre. You can also pay by credit card in most stores. Foreign currency can be exchanged at any bank or exchange office; though you might check around to see which one gives the best rate, since these can vary a little.

PRICES

Milk (1 liter)	16 CZK	Water (1.5 liter)	12 CZK
Loaf of fresh bread	25 CZK	Bottle of wine	100 CZK
Rice (1kg)	30 CZK	Glass of beer (0.5 liter)	25 CZK
Eggs (12)	38 CZK	Cup of coffee	32 CZK
Chicken Breasts (1 kg)	160 CZK	Meal in restaurant	100 CZK
Apples (1Kg)	25 CZK	Cinema	150 CZK

TIPPING

Tipping is normally expected in restaurants and bars and also in hairdresser’s, barber’s and other places providing such services. The recommended tip is approximately 10%, rounded up to the nearest 10 crowns. However, you should not leave change on the table – it is just not done. Instead, name the total amount you intend to pay, including the tip, when you are given the bill.

BANKS

Operating a bank account from your home country may be quite expensive. Opening a bank account in the Czech Republic is quite easy 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 need your ID card or a 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 news-stands. Posted letters must be either thrown in the orange boxes around the town or submitted at a post office. To call out of the Czech Republic dial 00 followed by the country code, area code and the number you are calling. The country code for the Czech Republic is 00420.

PUBLIC TRANSPORT IN ZLÍN

Public transport in Zlín includes buses, trolleybuses and trains. To use public transport you need a valid ticket (stamped in a machine immediately after getting on the vehicle) or a season ticket. One-way tickets can be purchased at many stands, in some shops or in ticket machines at stops. You can also buy a ticket from the driver, but it is more expensive. You can buy two types of tickets: transferable and non-transferable. Both are limited by time. The basic non-transferable ticket for 20 minutes costs 12 CZK and the transferable ticket costs 15 CZK for 30 minutes or 18 CZK for 50 minutes. There is also the possibility of buying a day-ticket or obtain a cheaper monthly student ticket (only if you are under 26).

To get the student season ticket you need a passport size photograph, a Student ID Card or another document to prove that you are a student (confirmation of study) and the address of your stay in Zlín.

There are different types of coupons according to areas (zone A, B and zone C). Zone A is sufficient to reach all the buildings belonging to the University. You can get a month or a 3 month coupon on your student travel card. Further information on public transport in Zlín is available at: www.dszo.cz

PUBLIC HOLIDAYS

- 1 JANUARY** — Restoration of the Czech Independence Day;
New Year's Day
- EASTER MONDAY** — Easter Holiday
- 1 MAY** — Labour Day
- 8 MAY** — Liberation Day, celebrating the end of European part of World War II
- 5 JULY** — 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 the democratic Czechoslovakia in 1918
- 17 NOVEMBER** — Freedom and Democracy Day, commemorating the anti-Nazi student demonstration of 1939 and the anti-Communist demonstration of 1989 that started the Velvet Revolution
- 24 DECEMBER** — Christmas Eve
- 25-26 DECEMBER** — Christmas Holidays

EMERGENCY SERVICES

In the Czech Republic there is a set of emergency telephone numbers.

112 EMERGENCY CALLS - CENTRAL NUMBER

150 FIRE BRIGADE

155 AMBULANCE

156 MUNICIPAL POLICE

158 POLICE

MEDICAL SERVICE

In case of emergency or accident go to the Hospital Atlas:

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 CR, please check the Work and Study section of the Official Website of the Czech Republic: www.czech.cz

VISA EXTENSION

For the long-term visa/residence permit extension you must extend your current visa/residence permit 90 to 14 days prior to the end of its validity (the application shall be cleared within 60 days from the date of its submission).

Application for the visa/residence permit extension shall be submitted at Zlín's Foreign Nationals Regional Residence Department (Office of the Ministry of the Interior) to the following address: Pod Vrškem 5360, 760 01 Zlín (trolleybus no. 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 Zlín's Foreign Nationals Regional Residence Department (Office of the Ministry of the Interior).

Confirmation of Study Provided at the International Office. Please note that the length of your residence permit extension is dependent on the confirmed period of your study.

Accommodation Contract Provided either at the University Halls of Residence or by the owner of the house/flat where you live. Please note that the length of your residence permit extension is dependent on the confirmed period of your accommodation.

Confirmation of Scholarship (provided at the International Office) / International Credit Card valid for the territory of the Czech Republic or a bank statement (various currencies are possible).

Health Insurance (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 service in 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 your visa/residence permit extension is dependent on the period you are insured for.

Passport (travel document) – its validity must exceed the period of your residence permit extension by at least 3 months. Please note that the length of your residence permit extension is dependent on your passport validity.

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

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

INSURANCE

If you need insurance, here you can find a list of recommended health insurance companies:

01. ACE European Group Ltd.
02. AIG Europe, S.A., branch for Czech Republic
03. AXA životní pojišťovna a.s.
04. Česká pojišťovna ZDRAVÍ a.s.
05. ČSOB Pojišťovna, a.s., člen holding ČSOB
06. Generali pojišťovna a.s.
07. INTER PARTNER ASSISTANCE
08. Komerční pojišťovna, a.s.
09. Kooperativa pojišťovna, a.s., Vienna Insurance Group
10. MAXIMA pojišťovna, a.s.
11. Mondial Assistance International AG
12. Pojišťovna CARDIF PRO VITA, a.s.
13. Pojišťovna České spořitelny, a.s.
14. Pojišťovna VZP, 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 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

doc. PhDr. Ing. **Aleš Gregar, csc.**
Phone: +420 576 032 032
Email: gregar@fame.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**
(outgoing exchange students)
Phone: +420 576 032 200
Email: foldynova@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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Email: hauerlandova@ft.utb.cz

FACULTY OF MANAGEMENT AND ECONOMICS

Vice-Dean for International Relations
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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. **Libor Marek, Ph.D.**
Phone: +420 576 032 023
Email: marek@fhs.utb.cz

FACULTY OF LOGISTICS AND CRISIS MANAGEMENT

Vice-Dean for Public Relations
and Lifelong Learning
doc. PhDr. **Ferdinand Mazal, csc.**
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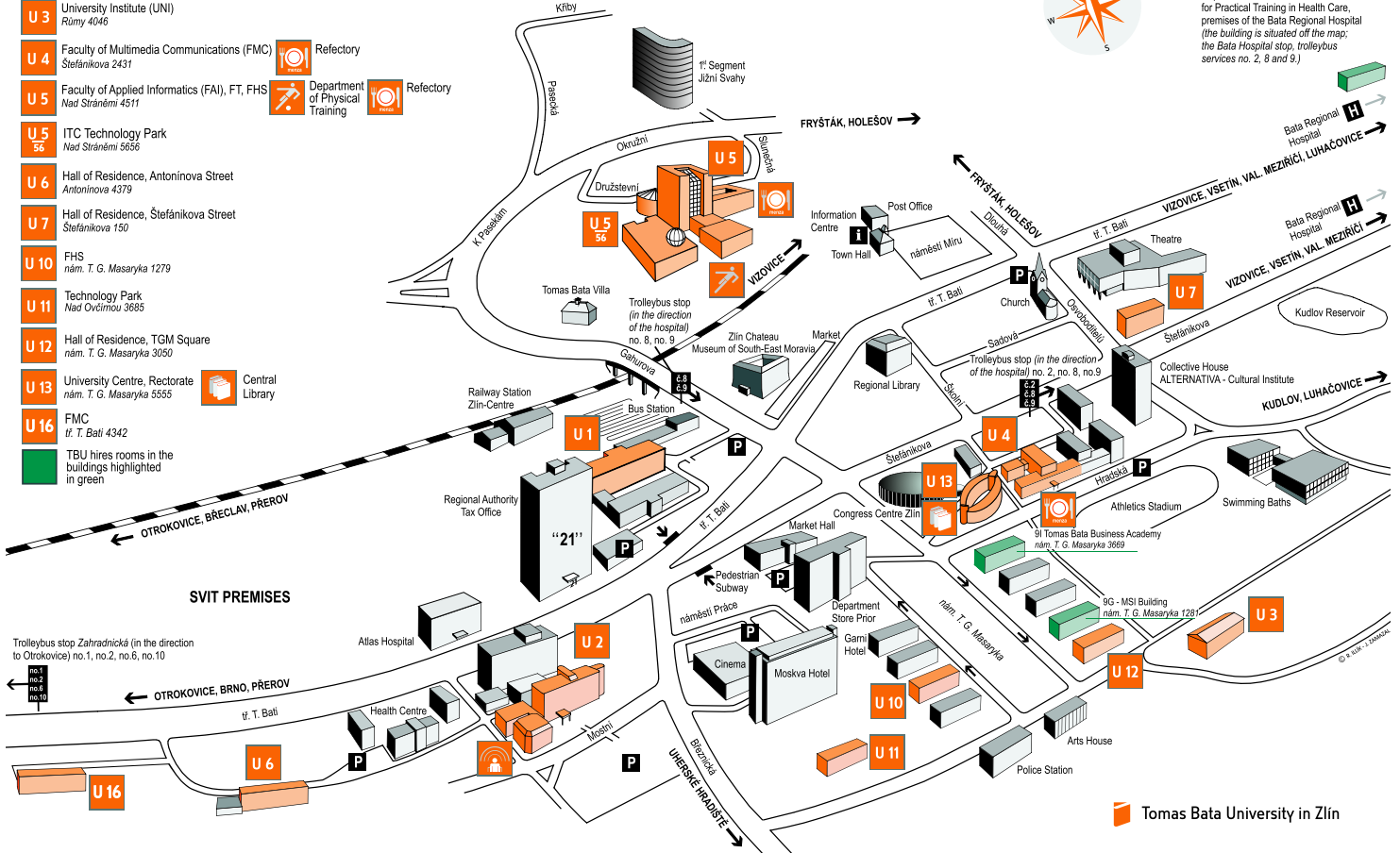
- www.utb.cz ————— Tomas Bata University in Zlín
- www.mzv.cz ————— Ministry of Foreign Affairs (Czech Missions and Offices Abroad, Foreign Embassies)
- www.msmt.cz ————— Ministry of Education, Youth and Sports
- www.csvs.cz ————— Centre for Higher Education Studies
- www.mvcr.cz ————— Czech Ministry 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

Location Map of TBU Buildings i Zlín



9T Department of Health Care Studies, 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.)

- U 1** Faculty of Technology (FT)
nám. T. G. Masaryka 275
- U 2** Faculty of Management and Economics (FaME)
Faculty of Humanities (FHS)
Mostní 5159
- 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** ITC 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 Ovcírnou 3685
- U 12** Hall of Residence, TGM Square
nám. T. G. Masaryka 3050
- U 13** University Centre, Rectorate nám. T. G. Masaryka 5555
- U 16** FMC
ř. T. Bati 4342
- TBU hires rooms in the buildings highlighted in green**



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STUDY IN
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