



WELCOME TO KARVINÁ

We are pleased to welcome you to our University and hope that you will enjoy your stay and studies in Karviná.

This may be your first visit to the Czech Republic and specifically to Karviná and we are sure that you have many questions. One of the aims of this brochure is to answer some of them before you arrive to make your integration into the academic life of Karviná easier.

In the following pages you will find a general description of our University, some practical advice before leaving your own country and information concerning your arrival into Karviná and its campus, accommodation, libraries and other university services and facilities, as well as information about leisure activities and social life in Karviná.

We hope this information will be helpful to you and we would like you to know that we are always at your service to help you and make your participation in our intense academic life easier.

Daniel Stavárek
Vice-dean of Foreign Affairs

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1. SILESIAN UNIVERSITY IN OPAVA

The Silesian University in Opava was founded in 1991, and is situated in Opava, the historical centre of the Czech part of Silesia, a region in the Northeast of the Czech Republic. The University is divided into four educational units: Faculty of Arts and Sciences, Faculty of Public Policies, Mathematical Institute, and School of Business Administration (SBA). The first three are located in Opava, a city with a rich cultural history and a significant cultural background, with the oldest and the third largest museum in the Czech Republic - The Silesian Regional Museum. SBA is located in Karviná (approximately 60 km away from Opava and 30 km from Ostrava - the third largest city in the Czech Republic with population of 350 000).

There are 4,000 registered students (full-time and part-time) and more than one hundred teachers at SBA. Students at this faculty can choose from the following 5-year Master's or 3-year Bachelor's study programmes: Economic Policy & Administration, Economics & Management, System Engineering & Information Systems, Gastronomy, Hotel Business and Tourism. SBA also offers Ph.D. study programme Economics and Management. Majors in these programmes include: Marketing and Management, Finance, Banking, National Economy, European Union, Informatics, Public Economics and Administration, Corporate Finance, EU Studies, Tourism Economics, and others. All these programmes are available in the Czech language. Many courses, however, are also taught in English and available to International students.

Postal Address of the University

Silesian University in Opava
Na Rybníčku 626/1
746 01 Opava
Czech Republic

Web: <http://www.slu.cz>

Institutional Erasmus coordinator

Mgr. Rostislav Němec
tel: +420-55-368-4652
fax: +420-55-368-4655
e-mail: rostislav.nemec@slu.cz

2. SCHOOL OF BUSINESS ADMINISTRATION IN KARVINÁ

Postal Address

Silesian University in Opava
School of Business Administration in Karviná
Department of Foreign Affairs
Univerzitní nám. 1934/3
733 40 Karviná
Czech Republic

Web: <http://www.opf.slu.cz>

Contact Persons

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e-mail: unuckova@opf.slu.cz

Web Department of Foreign Affairs: www.opf.slu.cz/ozs/

Academic Calendar

Academic year is divided into two semesters:

❑ **Winter Semester:**

Study Period: End of September – Christmas period (End of December)

Examination Period: January – Middle of February

❑ **Summer Semester:**

Study Period: End of February – End of May

Examination Period: June

We advise students to come one week before the beginning of the semester. The Department of Foreign Affairs organises an orientation week for international students (Appendix II).

Study Programme for International Students

SBA offers variety of course that are regularly updated according and divided in two semesters (winter and summer). Students are usually required to prepare essays or seminar papers in the courses. Most of the courses finish with a written examination. The extent of the offered courses in one semester is about 70 European Credit Transfer System (ECTS).

Practical training in a Czech company may form part of the study program. This is on a case to case basis depending on the student's major and a Czech company's interest to accept a particular student.

The courses are based on the European Credit Transfer System (ECTS) as well as the other study programmes at SBA. International students can enrol in any course offered for international students. Each student of SBA is registered in the STAG information database. The official enrolment of the student is completed one week after the semester begins.

Students attend two types of courses. One is completed with an examination and concerns the following evaluations. The second type is terminated writing credits (R). Completion of the course is valued as follows:

ECTS grading scale: excellent (A), very good (B), good (C), satisfactory (D), sufficient (E), pass (R), failed (F).

All students get a Transcript of Record signed by the international coordinator. This document includes credits and grades achieved during study at SBA. The oral examinations are evaluated immediately and the results of written exams are announced within several days after completion.

(For more information see Appendix I)

2.1 The Erasmus Exchange Programme

The student exchange under the Erasmus Programme is based on bilateral agreement between SBA and a partner institution. We try to keep the ratio equal, i.e., same number of students are exchanged. Good knowledge of English is required. Contact your international coordinator for more details and the application procedure.

Application Procedure

Nomination of the student is confirmed by the letter of international office of home university that is send to SBA.

Application form + Learning agreement: please fill out the documents with your institution's approval and send by deadline with enclosures.

Enclosures

- **Application for accommodation** – complete if you require.
- **CV**
- **Copy of your passport or ID.**

Application Deadlines

31 May for the Winter Semester

31 October for the Summer Semester

Forms of documents and academic calendar regularly updated on web page - <http://www.opf.slu.cz/ozs/en/index.php>

The Erasmus coordinator of SBA will send you a Letter of Acceptance.

2.II Students of partner Institutions

The student exchange with partner institutions is based on an agreement about cooperation between SBA and a partner institution. Good knowledge of English is required. Contact your international office for more details and the application procedure.

Application Procedure

The Application form and Learning agreement may be downloaded from our website. Please fill out the forms and send them with copy of your passport and CV to the International Coordinator at SBA (Mrs. Alena Rusinová).

The coordinator will send to you Letter of acceptance and documents for the visa application.

Application Deadlines

31 May for the Winter Semester

31 October for the Summer Semester

3. BEFORE ARRIVAL

Notice: The students incoming from the EU countries do not need visa!

Visa Requirements

Each student is required to contact Czech Embassy in his home country to get relevant information regarding visa application procedure.

Please, be advised that if you intend to stay in the Czech Republic, you are required to obtain a specific visa called “visa for period exceeding 90 days” (long term visa). Czech Visa is issued by the Czech Embassy in your country (Appendix I), where you can also get more information. We highly recommend **applying for Visa at least three months or more before the day of your arrival to the Czech Republic** to be sure you get visa on time. You need the following documents to apply for long-term visa (more than 90 days):

Short-term visa (less than 90 days) are intended for short term stay. The application procedure is easier but visa is awarded only for 90 days from the date of entry into the Czech Republic and can not be extended anymore.

Health Insurance and Health Care

All incoming students must hold health insurance. The Czech Republic normally recognises health insurance valid within the EU. Nevertheless, **you should check with your insurance office whether this is the case with your particular health insurance. You should also take out additional insurance covering hospital care, if necessary.** If you are not a member of EU country, you have to pay all emergency fees in advance. Ask your insurance company for additional information. There are no vaccination requirements.

4. ARRIVAL

In Prague

There are two ways to get from the airport to the city centre. Unfortunately, Prague taxi drivers have a bad reputation for overcharging foreigners. If you have to use a taxi be sure that you have agreed a price at the beginning of the journey. We advise you to go by bus from the airport (AE – Airport

Express) which runs every half hour. The bus ticket is available in the bus (a ticket costs up to 50 CZK). AE may take you directly to the centre of Prague or to the main train station – (Hlavní nádraží).

Or you can take the bus 119 and change for the metro at Dejvická stop. Take a metro line A-green colour on direction "Skalka". Leave at the "Muzeum" station and change the metro line C-red color on direction "Ladvi" and leave at the (Hlavní nádraží) station. A bus 119 goes almost every 20 minutes. Public transport in Prague is very effective and cheap.

At the main train station you can buy tickets to Karviná (Ask for a group discount if you travel with friends.)

How to get to Karviná

There are several direct **trains** from Prague (Hlavní nádraží) to Karviná. The train takes about 5 hours and the ticket costs approximately 500 CZK (1 EUR = 25 CZK). Check the time schedule for trains at www.idos.cz .

There are also **flights** from Prague to the Ostrava airport (50 km from Karviná) with Czech Airlines (ČSA). One way tickets are available at the ČSA desk in the Prague's airport. More information at www.csa.cz

Before your arrival to the Czech Republic you will be in touch with a student of Erasmus student club (ESC) who will provide you with appropriate information and help you with arrival, accommodation and next essential matters. <http://escopfkarvina.wz.cz/index2.html>

5. UNIVERSITY SERVICES AND FACILITIES

Accommodation

All foreign students are housed in the SBA dormitory “Kosmos”.

Address:

Vysokoškolská kolej Kosmos
(Dormitory Kosmos)
Žižkova 1799/2
734 01 Karviná-Mizerov
Tel.: +420-59-539-2100

From the train station you may be picked up by the ESC student. Or in night hours please use taxi.

The dormitory is situated 10 minutes of walking from the main SBA building as well as from the town centre. The students are accommodated in double rooms. Each two rooms share bathroom and kitchen. (4 students).

Facility

There is on each room the internet plug or wireless access point. The rooms are fully equipped with furniture, TV, pillow and blanket (bed linen are also available and are regularly changed).

The kitchen is equipped with dishes, refrigerator, microwave oven, steam iron and ironing board. Only bath towels are not supplied.

Access to internet in the room is available for a low fee. A cost of the room per month is 3000 CZK. The rent has to be paid in cash at the booking office (cash desk) before the 10th day of each month. No deposit is required. In case that student demands a better comfort it is possible to arrange an apartment – hotel room in dormitory as well. This option will be discussed in Karvina after arrival.

Students also have access to laundry, common room and out-house telephones. There is a TV room with table football in the dormitory. The reception at the dormitory is open non-stop.

Meals

In school cafeteria located in the main corridor in A building, you can choose from 8 different menus every day. Vegetarian food is offered as well. With student card you will get 19 CZK discount. The approximate price of a meal is 50 CZK - discount included.

Opening hours:

Mon – Thu: 10:00 - 15:00

Fridays: 10:00 - 14:00

The other option is to eat at the school's private buffet. Students can buy all the basic refreshments, salads, sweets as well as toiletries there.

Libraries

The University Library is located in the building at "Na Vyhliďce" street. The library's books are computerised for easy access. The library has a reading room, Internet access, a multimedia computer classroom and a card copy machine, scan. Some material can be accessed through an inter-library loan system.

How to get to the library? Get on a bus No.511, 513 and leave at the bus stop "Nové Město, Domov důchodců" than walk around 100 meters in the direction of the bus and you will see on the the right side the University building.

The library has also developed a close working relationship with Karvina's regional library. The Karvina Regional Library was founded in 1923 under the Library Law. The library won of The European Library Award from Helsinki for the year 2000. The library consists of thirteen specialised workplaces in the town area; it records about 160,000 library items.

The library provides a professional library database, which is presented on the Internet. The library also organizes cultural and educational activities. There is Music and Art Department lends books (music and art), tapes, CDs and videotapes. Since 1968 there is the "**Filmový klub**" (Film Club) Karvina in existence. Movies are showed with Czech subtitles, but with original dubbing.

Address:

Na Vyhlídce 1079/1
735 06 Karviná-Nové Město
tel: +420 59639 8705
e-mail: knihovnakarvina @slu.cz

Computer Facilities

There are several main computer rooms at SBA. They are currently equipped. All computers have access to the Internet. SBA is connected with 1Gb line to CESNET in Ostrava. All computers are linked to the server printers. Students pay for their print jobs monthly at the SBA cash office. There is a multimedia computer room at the school library.

Students get their own Internet account at SBA server with a private e-mail address and free space at a server disk. All computer rooms are open from 8 a.m. till 9 p.m. during the Saturday from 8 a.m. to 6 p.m. On Sunday is SBA close. There are also computer rooms with the internet access in the Main building on 5th floor, room A 501 and in the Studying room "Studovna".

In all building and around is also the possibility of wireless connection, for activation please feel free to contact the ESC (Erasmus Student Club).

Sports Facilities

The SBA gym hall is located at the Vyhlídka dormitory site. The gym hall can be booked for individual sport activities for a low fee. SBA uses many town sport facilities to run its gym Course. The Department of Physical Education offers the following Course: Aerobic, Badminton, Baseball, Body-building, Canoeing, Cycling, Floorball, Handball, Ice-Hockey, Self Defence, Swimming, Skittles, Table Tennis, Tennis, Volleyball.

The evening sport activities are open to all students who are members of the Sports Club. Students can also rent downhill and cross-country skis, tents, canoes, in-line skates and other sports equipment for a low price.

The Department of Physical Education organises weeklong course in skiing, canoeing, cycling and tennis as well as sports days and other sports events.

6. STUDENT ORGANISATIONS AT SBA

Erasmus Student Club

The Erasmus Student Club (ESC) is a voluntary and non-profit student organization which makes the adaptation of the foreign students at our faculty and also in the Czech Republic much easier. The club is based on the so called buddy-system and also helps local students to make new friends among Erasmus students.

The club's activities are focused on the intercultural understanding and cognition. Members of ESC support help with arrival, assist with first steps in Karvina and organize cultural and sport activities. They are here to make you feel comfortable and to provide you help with everyday problems solving.

Office: room B007
e-mail: escopf@seznam.cz

AIESEC

AIESEC is an international, educational non-profit organisation managed by SBA students. It was established in 1948 and one of its branches was founded in Karvina in 1990. Its key activity is participating in international exchange programs. AIESEC also organises many kinds of seminars in public speaking, group management, marketing products, etc. It runs educational projects (i.e. how to prepare for a job interview, how to fundraise etc.) and organises meetings with accomplished scholars of the business community. It also helps students to find the right jobs. AIESEC can connect you with foreign communities in the region.

Office: room B 006,
tel: +420-59-639-8292
e-mail: aiesec@opf.slu.cz

Student Club

Students run the Student Club located very close to the main Karvina train station. The Student club is open usually on Tuesdays and Wednesdays. Opening hours vary depending on the actual attendance, but normally it is open from 8 p.m. until 4 a.m. Soft drinks, beer and spirits are available.

Dancing highlights the nightlife of the club. You can play billiards, snooker and table football there.

7. PRACTICAL INFORMATION

Currency

Through the fact that Czech Republic is a member of the European Union, there is still acceptable the national currency ONLY (Czech koruna, CZK) in the country and not EURO currency as many people incorrectly guess. Please check actual exchange rates list on the website of the Czech National Bank www.cnb.cz

Living Expenses

Approximate monthly costs for international students are estimated to be:

Accommodation	3000 CZK
Food	5000 CZK
Other Expenses	2000 CZK
<hr/> TOTAL	<hr/> 10000 CZK

Note that expenses can vary. The estimated living expenses do not include social activities, travelling or clothing. (Appendix V).

Opening a bank account

We advice incoming students to open a bank account upon arrival. You will get a debit bankcard, which is accepted by all the bank machines in the Czech Republic and abroad. There are four banks operating in the City centre:

Komerční banka, Karola Sliwky 8a/50, Karvina – Fryštát.

Česká Spořitelna, opposite of the Komerční banka.

ČSOB, Univerzitní nám., 1934 (in front of the SBA building).

Raiffeisenbank, Masarykovo náměstí 28/15, Karviná – Fryštát.

Language

The Czech language has a difficult grammar structure. However, it is easy to learn reading and basic pronunciation. Older people in Karviná generally do not speak English. It might be necessary to learn basic words including names of food, counting and social phrases (Appendix III). SBA organises a Czech language course for incoming students.

Public Transport

City buses provide public transport. Passengers can pay in cash or by chip cards. Chip cards are issued in the information office at the Main Bus Station for the price of 200 CZK. Student/adult bus fare is 14 CZK (when you pay in cash to driver) and 10 CZK using the chip card. It is necessary to submit confirmation of SBA student status when applying. Bus drivers can fill in the chip card credit. Students have possibility to buy students card for 100 CZK which is valid 30 days and can be used for as many rides as you wish.

Information Office: Main Train Station

Taxi

The taxi service gives a quick, reliable and inexpensive way of transportation especially if you travel in a group. Karviná taxi drivers have a good reputation.

Contacts: Taxi Komfort tel.: 800114115 (toll-free)

Bicycles

Karviná has a well-maintained system of bicycle roads throughout the whole city. People use bikes usually from spring to autumn. Second hand bikes can be bought in some second hand cycle shops (e.g. cycle shop in the Railway Station) or through ads magazines, such as Avízo (www.avizo.cz).

The cheapest new bike is possible to buy in Tesco store from 150 EUR.

Note: Be sure to lock your bike.

City Information Centre

Masarykovo nám. 71, 733 00 Karviná - Fryštát, tel.:+420 59 631 8620

Open: Monday - Friday
Saturday

8 a.m. - 6 p.m.
8 a.m. - 1 p.m.

The centre provides information on services, public institutions, local and regional heritage, cultural and sport events and offers promotional materials, guides and maps for free or paid.

Emergency Numbers

Ambulance - 112 (or 155)
Police - 112 (or 158)
Fire Brigade - 112 (or 150)

Mobile Phones

We advise incoming students to bring their mobile phones. Mobile phones are widely used in the Czech Republic. The Czech Republic uses the GSM 900/1800 system, which is compatible with the rest of Europe and Australia. North American GSM 1900 or the Japanese system does not work here. There are three mobile operators.

Contacts: O2 - www.o2.cz, T-mobile - www.t-mobile.cz and Vodafone - www.vodafone.cz. It is easy to buy a SIM card and a credit coupon and one can use it immediately without any contract including low-priced international calls. We recommend to get a SIM card from previous exchange students, if possible.

Your buddy from Erasmus Student Club can help you with getting your new pre-paid card. Students often use Vodafone pre-paid that costs 200 CZK and it will provide you speaking time worth of 200 CZK.

Note: If you use a Czech SIM card, switch-off the automatic roaming. Karvina is at the Polish border and you could be automatically routed to some Polish provider and have to pay for their expensive international phone calls.

Post Office

The main post office is located at Masarykovo nám. 3/2 (Main Square). It is open from 8 a.m. - 6:00 p.m. Mon-Fri and from 8 a.m. - 12 a.m. on Saturday. The branch in Tesco store is open from 9:00 am – 8 p.m.

Stamps and postcards can be bought at the post office or at some newspaper shops.

8. LEISURE ACTIVITIES AND SOCIAL LIFE

Fryštát Chateau

Masarykovo nám. 1, 733 01 Karviná - Fryštát
tel: +420-59 631 83 82

The chateau is open from April 1 to October 31. Guided tours on Tuesdays – Sundays except on the first Saturday of every month when wedding ceremonies are held here. First tour starts at 10 a.m., last tour at 4 p.m. The guided tour lasts 50 minutes.

Museums & Galleries

Městský dům kultury (Municipal Civic Centre) - concerts, theatre, shows
Tř. Osvobození, Karviná - Nové Město

Galerie Pod věží (located in space Municipality information centre)
Masarykovo nám. 71, Karviná - Fryštát

Zámecká galerie Chagall

Masarykovo nám. 1/1
733 01 Karviná-Fryštát

Muzeum Těšínska (Těšín Region Museum)

Located in the Fryštát Chateau
Masarykovo nám. 1/1
733 01 Karviná-Fryštát

Sports Facilities

Squash, Tennis and Fitness Club (solarium, jakuzzi, sauna available)

Located in the Hotel "SPORT" - Ice-Hockey Stadium, K. Slivky 738, 733 01 Karviná - Fryštát

Bowling Club "Myslivna"

Mon - Thu and Sun 02.00 p.m. - 01.00 a.m.,

Fri - Sat 02.00 p.m. - 03.00 a.m.

U Lesa č. 762, Karviná Ráj

Bowling Club u Alberta

Einsteinova 2867,

73301 Karviná – Hranice

Tel.: 596 338 337, 602 534 046

Ice-Hockey Stadium

Kpt. Šliwky 738, Karviná –Fryštát

Summer Open-air Swimming Pool (next to the Tequila restaurant),

Havířská 1783/53

735 06 Karviná-Nové Město

tel.: +420 596 312 172

Indoor Swimming Pool (25 m)

Leonovova 1797/1

733 01 Karviná-Hranice

tel.: +420 596 311 076

Sauna Oáza

Karola Šliwky 53/38

733 01 Karviná-Fryštát

tel.: +420 596 312 263

Spa Darkov

Čsl. armády 2954/2

733 12 Karviná-Hranice

Czech Republic

(finnish sauna, turkish sauna, infra sauna, whirlpool, swimming pool, massage, spa treatments)

Fitness Studio STARS (located in the Ice-Hockey Stadion, in Hotel Sport)

Karola Šliwky 783/2a

733 01 Karviná-Fryštát

tel.: +420 596 324 492

TJ Baník 1. Máj - cycling, climbing, yachting, judo, karate, tennis, tourism and others)

Masarykovo nám. 29, Karviná - Fryštát

TJ Jákl - soccer, volleyball, tennis and chess), U Hřiště street, Karviná - Ráj

DDM Juventus - table tennis (next to the Vyhlička dormitory site)

U Bažantice, Karviná - Nové Město

Boating - seasonal (volleyball and skittles facility available)

Park of Božena Němcová, "Lodějnice"

Horse-riding Club "Bukanýr"

U Nového Dvora 712, Karviná - Lipiny

Cinemas

The main show time is around 8 p.m. Ticket cost app. 100 CZK. Almost all films are original with Czech subtitles. The tickets are always available at the cinema cash desk before the movie starts. Cinema programs are at www.muka.cz

Centrum – the biggest cinema in the city

tř. Těřeškovové 2234, Karviná - Mizerov

Ex - located in the Municipal Civic Centre

tř. Osvobození 1636, Karviná - Nové Město

“Film Club” - little cinema located in the regional library; plays only on Tuesdays; shows “noncommercial” subtitled movies mainly from European production; discount with a member card

Kirovova 2299, Karviná - Mizerov

Open Air Cinema (open summer months), Located in the B. Němcova park

Restaurants

Here is a list of some recommended restaurants to go to. You do not need to leave tips in restaurants but it is nice to do so.

Restaurace Na Fryštátské

Fryštátská 202/64, Karviná Fryštát

Společenský Dům (Community House)

Located in the Darkov Spa area, Karviná - Darkov

Zámecká vinárna (Castle Wine-Bar)

Masarykovo nám, at the Fryštát Castle

Oáza (sauna)

Park of Božena Němcová, Karviná - Fryštát

Aqua Bar (located in case Indoor Swimming pool)

Leonovova, Karviná - Hranice

Pizzeria Vanilli

Masarykovo nám. 36/19, Karviná-Fryštát

Pizzeria La Gondola

Vrchlického sady 758, Karviná - Nové Město (bowling, mini-golf)

Pizzeria Giovani

Haviřská 1783, Karviná - Nové Město

Pizzeria K (near the Dormitory Na Vyhlídce)

nám. Budovatelů 1419, Karviná - Nové město

Pizzerie Na Studentské

Studentská 2384, Karviná

Lé caffè

Prameny 801/30, 734 01 Karviná-Ráj

Zlaté časy

K.Šliwky 622/3, Karviná (traditional Czech food)

Dinos

Svatopluka Čecha 733, Karviná

U Einsteina

Žižkova 1799, Karviná

Ovečka

ul.Polská 117/8, Karviná

Baron

Pivovarská 17, Karviná

Casperland

Hrnčířská 44, Karviná

Valentino

park Bedřicha Smetany 173

Café BB Bar

Masarykovo náměstí - Karviná

Beskyd (near the Dormitory Na Vyhlídce)

U Bažantnice 1760, Karviná - Mové Město

Pubs & Bars

Bar 007 Bond

Mendelova 2873, Karviná – Hranice (non stop)

Alcatraz

Einsteinova 2870/6, Karviná Hranice (music bar)

Bar Bonita

Jaroslava Vrchlického 900/2, Karviná – Nové město

Sport Bar Galaxie

Nádražní 1939/4a, Karviná (in Shopping centre)

Podkova (second floor) – bar with darts, the most visited bar by SBA students near the SBA at Fryštátská street, Karviná - Fryštát

Other places near Karviná

Check out rock clubs in Ostrava. Visit **Stodolní Street in Ostrava**. It is a new phenomenon in the city. It is an entertainment district aimed specially for young people. There are many clubs, pubs and bars in this area. It is really a great place for everyone who loves night life and fun (www.stodolniulice.cz).

There are a good jazz club "U Hranic" in Český Těšín and other jazz clubs in Cieczsyn in Poland.

Shopping

Shops are usually open from 7 a.m. - 6 p.m. on weekdays and from 7 a.m. - 12 a.m. on Saturdays. Department shops and supermarkets open 7 days a week and close later.

The biggest supermarkets in the city centre are

SHOPINNG CENTRE (located across the railway station)

KAUFLAND Supermarket that is located opposite the Indoor City Swimming Pool on Leonova Street in Karviná - Hranice (close to the dormitory "KOSMOS")

TESCO Supermarket, open nonstop, (10 minutes walking from the building of the faculty)

Department Store PRIOR, BILLA, Tř. 17 listopadu 23, Karviná - Fryštát.

9. APPENDIXES

Appendix I – ECTS (European Credit Transfer System)

1. WHAT IS THE ECTS?

The European Credit Transfer System (ECTS) has been developed by the Commission of the European Community in order to provide common procedures for guaranteeing the academic recognition of studies abroad. It provides a way of measuring and comparing learning achievements, and transferring them from one university to another throughout the European Union and the other eligible countries of the Central and Eastern Europe. This is achieved by a common ECTS credit unit and a common ECTS grading scale.

2 HOW DOES THE ECTS WORK?

The ECTS is a decentralised system based upon the principles of mutual trust and confidence between the participating higher education institutions. A few rules of the ECTS, concerning information on Course available, agreements between the home and host institutions and the use of credit points (to assess the student's performance), are set out to reinforce these principles. It means that each ECTS faculty (department) describes the Course it offers not only in terms of content but also in terms of points awarded for each Course. The ECTS makes use of three documents:

(a) **The Information Package** - providing general information about a host university (its location, accommodation, administrative procedures necessary to register, academic calendar) as well as detailed descriptions of degree programmes and Course available. Good Course information is essential to prepare serious study abroad and descriptions covering the content, prerequisites, mode of assessment, time unit, type of Course, teaching and learning methods employed and the ECTS Credits allocated are all included in the information package, along with a description of the department offering the Course. Details of examination and assessment procedures, the institution's grading scale and the structure of the curriculum of the degree are also included. The Information Package is produced in both the national language and in a second Community language. They are circulated to partner institutions for students and professors to consult and use in planning study abroad programmes.

(b) **The Learning Agreement** - signed between the student and the two universities, describes the programme of study abroad and is drawn up by an individual student and institutions involved before the student goes abroad.

(c) **The Transcript of Records** - shows the learning achievements of the student prior to and after the period of his/her study abroad. The transcript of records for every Course taken by the student shows not only the ECTS Credits but also the grade awarded according to the local grading scale and the ECTS Grading Scale. The combination of the local grades and the ECTS Credits and grades represents qualitatively and quantitatively the performance of the student on the Course at the host institution.

3 THE ECTS/ERASMUS STUDENTS

The students participating in the ECTS will receive full credits for all academic work successfully performed at any of the ECTS partner institutions; these will be able to transfer these credits from one participating institution to another as long as there is a prior agreement between the institutions involved. All the students of the participating faculties who wish to participate in the ECTS may do so if their home institution agrees and if sufficient places are available. When the student has successfully completed the degree programme previously agreed between the home and the host institutions, and returns to the home institution, credit transfer will take place, and the student will continue the Course at his/her home institution without any loss of time or credit. If, on the other hand, the student decides to stay at the host institution and to take his/her degree there, he/she may have to adapt his/her curriculum due to the legal, institutional and departmental rules in the host country, institution and

department. The European Commission provides certain number of student mobility grants per year for each participating institution. The selection of students to receive these grants is carried out by each institution. Students may only be awarded grants if they meet general conditions of eligibility for the ERASMUS grant. These are:

- the students must be citizens of one of the EU Member States or citizens of one of the eligible Central European countries.
- the students will not be required to pay tuition fees at the host institution; the students may, however, be required to continue to pay tuition fees at the home institution during their period of studies abroad.
- The national grant/ loan to which a student may be entitled for studies at the home institution should not be discontinued, interrupted or reduced while the student is studying in another EU Member State and is receiving an ERASMUS grant.
- The period of studies abroad should not last less than three months or more than one year.
- Students in their first year of studies are not eligible to receive an ERASMUS grant.

4 THE ECTS CREDITS

The ECTS credits are a numerical value allocated to Course units to describe the student workload required to complete these. These reflect the quantity of work each Course unit requires in relation to the total quantity of work necessary for the student to complete a full year of academic study prescribed by the institution, i.e. lectures, seminars, tutorials, practical work, fieldwork, research projects, diploma thesis, private study in the library or at home, and examinations or other forms of assessment. The ECTS is thus based on a full student workload, and is not limited to contact hours only.

The ECTS credits are a relative measure: they only specify how much of a year's workload a Course unit represents at the institution allocating the credits. In the ECTS, 60 credits represent a workload of an academic year of study, and 30 credits represent a semester load, 20 credits a trimester load. The ECTS credits ensure that the programme will be reasonable in terms of workload for the period of a study abroad.

1.7 THE ECTS GRADING SCALE

Examination and assessment results are usually expressed in grades. There are many different grading systems in Europe. To help the institutions translate the grades awarded by host institutions to the ECTS students, the ECTS grading scale has been developed. This provides additional

information on student's performance to that provided by the institution's grade, but does not replace the local grade.

Grade transfer table

ECTS Grade	Definition
A	EXCELLENT- <i>outstanding performance with only minor errors</i>
B	VERY GOOD- <i>above the average standard but with some errors</i>
C	GOOD - <i>generally sound work with a number of notable errors</i>
D	SATISFACTORY – <i>fair but with significant shortcomings</i>
E	SUFFICIENT – <i>performance meets the minimum criteria</i>
R	credits awarded - student has fulfilled the requirements and successfully has completed the course
F	FAIL – <i>considerable further work is required</i>

Appendix II - List of Czech Embassies Abroad

Belgium

154, av. Adolphe Buyl
1050 Bruxelles
tel: 00322/6418930, KO - 6418941
fax: 00322/6407794, KO - 6402860
e-mail: brussels@embassy.mzv.cz
<http://www.mzv.cz/brussels>

The Netherlands

Paleisstraat No.4
2514 JA Den Haag
tel: 00-31 (0)70 313 00 31
fax: 00-31 (0)70 356 33 49
e-mail : hague@embassy.mzv.cz
<http://www.mzv.cz/hague>

Finland

Armfeltintie 14
00150 Helsinki
tel: 003589/6120880, 61208811
fax: 003589/630655
e-mail: helsinki@embassy.mzv.cz
<http://www.mzv.cz/helsinki>

France

15, Avenue Charles Floquet
75343 Paris Cedex 07
tel: 00331/40651300
fax: 00331/40651313
e-mail: paris@embassy.mzv.cz
<http://www.mfa.cz/paris>

Germany

Wilhelmstrasse 44
10117 Berlin - Mitte
tel.: 004930/22638, KO-22638121-4
fax: 004930/2294033
e-mail: berlin@embassy.mzv.cz
<http://www.mzv.cz/berlin>

Greece

6, G. Seferis str., Palaio Psychico
154 52 Athens
tel: 00301/6713755,6719701

e-mail: athens@embassy.mzv.cz
<http://www.mzv.cz/athens>

Ukraine

Jaroslaviv Val 21-G, Kyjiv
01901
tel: 0038044/2248324, 2296444
fax: 0038044/2296444
e-mail: cckiv@czech.cz
<http://www.mzv.cz/kyiv/uk/index.html>

Russia

Tverskaja 5, Sankt Peterburg
193 015
tel: 007812/2710459, 2714612
fax: 233 377 235
e-mail: petersburg@embassy.mzv.cz
<http://www.mzv.cz/petersburg>

Poland

ul. Koszykowa 18
00555 Warszawa
tel: **004822/52 51 850**
fax: 004822/52 51 898,
e-mail: warsaw@embassy.mzv.cz
<http://www.mzv.cz/warsaw/en/index.html>

Spain

Avda. Pío XII, 22-24
28016 Madrid
tel: 003491/3531880, KO-3531897
fax: 003491/3531885, KO 3531898
e-mail: madrid@embassy.mzv.cz
<http://www.mzv.cz/madrid/es/index.html>

Turkey

Kaptanpaşa Sok. 15G.O.P.
Ankara
tel: 0090 312/ 4056139
fax: 0090 312/ 446 3084
e-mail: ankara@embassy.mzv.cz
<http://www.mzv.cz/ankara>

Note:

If your country is not on this list, go to www.mzv.cz

Appendix III - Orientation Week

The structure of the orientation week organised by the Department of Foreign Affairs can be as follows. Any request or changes based on students' preferences are possible.

Sunday

- Arrival from Prague
- Accommodation at the dormitory site "Kosmos"

Monday

- Meeting with the Dean of the Faculty, and representatives of the Department of International Relations for counselling of Course available for study during the semester)
- Opening a bank account
- Introduction to the PC system and Internet network at SBA (logging in, printing, running programs - Czech and English versions)
- Issuance of a magnetic ID card
- Lunch at the cafeteria
 - getting the Czech-English version of the menu for the week
 - getting to know the meal booking system using ID cards

Tuesday

- Orientation the Vyhlička site
 - university library, computer room, buffet, fitness centre
 - walking to SBA, and familiarizing oneself with the shops and places around Vyhlička (handball hall, main city library, cinemas)
- Introduction to the Czech language - Part I
 - reading Czech texts, sound pronunciation of the Czech alphabet

Wednesday

- Introduction to the Sports Department of SBA (schedule of all sports Course and evening activities, sports equipment for rent)
- Cultural activities in the region around Karvina (Ostrava, Český Těšín, Beskydy mountains, Jeseníky mountains), traveling by bus and train, student discounts, sources of information on regional activities
- Introduction to the Czech language - Part II (introducing yourself, greetings, asking for directions)
- Visiting the Student Club

Thursday

- Meeting with AIESEC representatives

Friday

- Introduction to the Czech language - part III (numbers, paying, names of food, calling)
- STAG System – inputting class schedules

Saturday and Sunday

- FREE

Monday

- **Classes start**

Appendix IV- Czech Language Survival Kit

Days

Monday - pondělí
Tuesday - úterý
Wednesday - středa
Thursday - čtvrtek
Friday - pátek
Saturday - sobota
Sunday - neděle

Transport

taxi - taxi
train - vlak
ticket - jízdenka
one-way - jednosměrná
return - zpáteční
station - nádraží
bus station - autobusové nádraží
Where is ...? - Kde je.....?

Shopping

How much is it? - Kolik to stojí
price - cena
receipt - účtenka
small change - drobné
bank card - bankovní karta

Signs

men('s room) - M = muži
ladies(' room) - Ž = ženy
exit - východ
entrance - vchod

Places

bank - banka
post office - pošta
phone card - telefonní karta
exchange office - směnárna
exchange rate - směnný kurz
cinema - kino
subtitled film - film s titulky
theatre - divadlo

Phrases

yes - ano
no - ne
thank you - děkuji
hallo - ahoj
good morning - dobré ráno
good afternoon - dobrý den
good evening - dobrý večer
see you - nashledanou
bye - čau
sorry - promiňte
I do not speak Czech.
- Nemluvím česky.
I come from ... - Jsem z ...

At the SBA Booking Office

I will pay for accommodation.
(printing) - Zaplatím za koleje (tisk)
My name is ... - Jmenuji se ...
I will deposit money in my lunch card
- Vložím peníze na kartu.

At the Restaurant

menu, please - menu, prosím
bill, please - účet, prosím
one coffee ... jednu kávu ...
with milk/sugar, without milk/sugar
s mlékem/cukrem, bez mléka/cukru
One light/dark beer, please.
Jedno světlé/tmavé pivo, prosím.

Taxi Transport in Karvina

to the railway St. - na nádraží
to the "Kosmos" - na Kosmos
to the university - na univerzitu
to the square - na náměstí
stop here - zastavte tady
to the right here - tady vpravo
to the left here - tady vlevo
wait, please - počkejte, prosím

Appendix V - Sample of Menu at SBA Cafeteria

Monday Soup: Tomato and rice

1. Hungarian pork meat, rice
2. Turkey meat in cream with mushrooms, pasta
3. Spinach with onion, garlic and cream, potatoes
4. Potato rolls with poppy-seeds
5. French salad, bread
6. Fried cheese, French fries, mayonnaise

Tuesday Soup: Spicy beef and potato soup

1. Pork meat, potatoes, vegetable salad
2. Roast beef, bread dumplings
3. Fried mushrooms, potatoes
4. Hungarian goulash, bread
5. Vegetable salad with pastries, bread
6. Roast pork , potatoes, vegetable salad

Wednesday Soup: Potato

1. Roast beef with sour, potato dumplings
2. Halušky - Sheep's cheese with pasta
3. Boiled chicken, bread dumplings
4. Soya meat with leek, potatoes, pasta
5. Lettuce, tomato, onion and cheese salad
6. Cheese needle, French fries, mayonnaise

Thursday Soup: Vegetable

1. Veal schnitzel, potatoes
2. Old Bohemian stewed steak, rice
3. Grilled chicken, mashed potatoes
4. Sweet dumplings filled with fruit
5. Vegetable salad with cheese, bread
6. Fried cheese, potatoes

Note: The SBA cafeteria operates Monday to Friday, see page 12

Appendix VI - Exchange Rates and Sample of Prices in Karvina

Exchange Rates 2011

1 EUR	24.50 CZK
1 USD	17.70 CZK
1 GBP	28.30 CZK
1 CHF	20.20 CZK
1 TRY	9.83 CZK
1 PLN	5.85 CZK
100 JPY	22.52 CZK
100 SKK	81.21 CZK

Sports

Squash 1 hr. (peak)	300 CZK
Fitness club	100 CZK
Indoor tennis 1 hr.	270 CZK
Outdoor tennis 1 hr.	100 CZK
Swimming pool 2 hr.	70 CZK
Downhill ski pass/day	500 CZK

Food

1l milk	20 CZK
Loaf of bread	25 CZK
1 kg cheese	120 - 300 CZK
1 hamburger	30 CZK
1 kg vegetable salad	120 CZK
1 kg chicken	80 CZK
1 kg pork meat	120 CZK

SBA Sports Equipment for Rent

All prices are per day	
Downhill skiing set	90 CZK
Cross-country skiing set	40 CZK
Snowboard	100 CZK
Boat set	180 CZK
Bicycle	150 CZK
Tent	40 CZK
Sleeping bag	15 CZK
Gas cooker	20 CZK
Sleeping pad	10 CZK

Travelling

Taxi - 1 km	20.00 CZK
City bus fare	10.00 CZK
Student card (30 days)	100.00 CZK
Train ticket to Ostrava	50.00 CZK
Train ticket to Prague	500.00 CZK
1l of petrol	33.00 CZK

Services at SBA

Copy card - 100 pages	150.00 CZK
1 page - B&W printer	1.50 CZK
1 page colour printer	5.00 CZK

Restaurant

0,5 l beer	25 CZK
0.2 wine	35 CZK
Regular main meal	120 CZK
Soup	30 CZK
0.5 cl vodka Finlandia	40 CZK
1 pizza	140 CZK

Mobile Phone Calls

Vodafone Operator	
Prepaid card "Oskarta"	
Prices per minute (add 5 % VAT)	
Calls to Oskar phones	3 CZK
Calls to other phones	6 CZK
SMS (per message)	2 CZK

Entertainment

Sauna 1 entrée	100 CZK
Disco entrance	50-100 CZK
Cinema ticket	80-150 CZK
Bowling 1 line/hr.	260 CZK
Theatre ticket - Ostrava	120 CZK
Billiard 1 hr.	50 CZK

Miscellaneous

20 cigarettes	70 CZK
Chocolate	25 CZK
Chips	20 CZK

Appendix VII - Some Tips for International Students

These are the notes and advice from two Finnish students, Jani-Tapio Niemelä and Jari Johannes Vasanoja who studied in Karvina in 2000/01:

Be prepared for language barriers. Older people don't speak English. Young people usually speak English but they might be too shy to use it.

1. Be patient, things might take a bit longer than you are used to.
2. Learn some basic words and phrases in Czech. You will be surprised how different people's behavior can be when you know at least a few words in Czech.
3. Sometimes German might be a useful language especially when talking to older people.
4. Be open-minded and make friends. Don't stay in your room; there is no need to stay there.
5. People are usually friendly and polite. So, please behave like that as well.
6. Beer is a very important part of the Czech culture.
7. If you have some problems or you don't know something, ASK! There is always somebody who will help you.
8. The Czech Republic is located in the middle of Europe. Use this possibility and travel a lot. Public transportation is very cheap and trains go almost everywhere. There is also not so much to do in Karvina during weekends because students usually go home.
9. Parties! There are lots of them especially at the beginning of the semester. Take part and make friends! Parties are also a very important part of the Czech student life.
10. If you have a mobile phone, take it with you. It is common to buy pre-paid cards for mobile phones. Costs of calling are not high even when you call abroad. Pre-paid cards are usually sold in every shop. From our experience, the network provider Vodafone has the cheapest rates for international phone calls if you use instead of + (before the country code) the code 77. But check all the providers and then choose one.
11. It might be sometimes difficult to get access to computers but be patient and wait. Soon there will be a free computer. Always remember to log-in and log-out!

Appendix VIII - Public Holidays

All banks and offices are closed as well as many department stores and shops. The public transport is reduced on these days.

1 January - New Year's Day (Nový rok)

March or April - Easter Monday (Pondělí velikonoční)

1 May - Labour Day (Svátek práce)

8 May - Liberation Day (Den osvobození), celebration of the liberation of Prague by its citizens, 1945

5 July - Cyril & Methodius Day (Den slovanských věrozvěstů Cyrila a Metoděje)

6 July - master Jan Hus Day (Den upálení mistra Jana Husa)

28 September - St. Wenceslav Day (Svatý Václav)

28 October - Independence Day (Den vzniku samostatného Československa), anniversary of the founding of the Czechoslovakia in 1918

17 November - Start of the Velvet Revolution, 1989

24-26 December – Christmas (Vánoce)

Appendix IX - SBA International Partners

Erasmus Partners

BELGIUM	- Lessius Hogeschool, Antwerpen
FINLAND	- North Karelia Polytechnic, Joensuu - Oulu Polytechnic, Oulu
FRANCE	- University Nice Sophia Antipolis, Nice
GERMANY	- Hochschule für Technik und Wirtschaft, Dresden - J. W. Goethe - University Frankfurt am Main, Frankfurt - Würzburg University, Würzburg
GREAT BRITAIN	- Coventry University, Coventry
GREECE	- University of Crete, Rethymno
NETHERLANDS	- Saxion Hogeschool IJsseland, Deventer, Enschede - University of Twente
PORTUGAL	- Braganca Polytechnic Institute, Mirandela
SPAIN	- Polytechnic University in Cartagena - Salamanca University, Salamanca
TURKEY	- Çanakkale Onsekiz Mart University - Kocaeli University
POLAND	- Maria Curie-Skłodowska University, Lublin - The Karol Adamiecki University of Economics, Katowice - Gdansk University of Technology, Gdansk
SLOVAKIA	- University of Economics in Bratislava

Other partners

JAPAN	- Oberlin University in Tokyo
POLAND	- College of Banking and Finance in Bielsko – Biala
RUSSIA	- St.-Petersburg State University of Economics and Finance
SLOVAKIA	- Matej Bel University, Banská Bystrica
UKRAINE	- Donetsk State University of Management

Appendix X - Other Important Information

- Time** Central European time with one hour ahead on the last weekend in March and an hour behind on the last weekend in October.
- Electricity** Electricity in the Czech Republic is 220V AC, 50 Hz. The outlets have two small round holes, typical for continental Europe; some also have a protruding (ground) pin.
- TV** Almost all films are dubbed into Czech. There is an hour Euronews broadcasting on the ČT2 channel (12 a.m., Mo – Fri)
- Driving** Police accept most of the foreign driving licenses with a photograph, but if yours does not have a photo, get an International Driving Licence. Drunker driving is strictly illegal. Your blood – alcohol level should be ZERO. The speed limit is 50 km/hr within cities or villages, 90 km/hr outside of cities and 130 km/hr on highways.
- Drugs** Drugs are illegal in the Czech Republic. By law it is illegal to possess "more than a small amount" of drugs. The exact amount is not defined.
- Crime** The risk of crime directed at tourists in Karvina is low, as the city is not a tourist spot. Nevertheless always pay attention to your belongings. Lock your bike and doors at the dormitory and do not show off your valuables. If any theft or robbery happens to you contact the Department of Foreign Affairs immediately. They will help you to take necessary steps.
- Sexuality** Czech people are open-minded. Homosexuality is legal in the Czech Republic but people are not used to see gays showing affection to each other in public. The feminist activities are at a low level. The age limit for legal sexual activity is 15.
- HIV & AIDS** The number of AIDS cases is relatively low in comparison with other countries. Official statistics registered 2200 people with AIDS in 2000. Anyway, you should not take any risks.
- Water** The tap water is drinking water but we recommend drinking bottled water.
- Measures** The metric system is in use in the Czech Republic.
- Discounts** You are advised to take your ISIC card with you. You can get discounts for railway and bus tickets and in some tourist spots.
- Clothing** Take clothing for everyday use as well as a suit for special occasions (theatre, ball, and examination time - students always wear it). The winter can be cold (-15°C)

Appendix XI - Photographs*

Description of Photographs

- 1 Main building SBA
- 2 Main square Karviná
- 3 University library in Vyhřídka
- 4 International students
- 5 International students – Globale Village
- 7 International students – student from Japanese
- 8 Leisure activities
- 9 International students in the Beskydy Mountains

* see description of photographs on the next page



