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Palacký University  
Olomouc

**Introductory course for the 1st year students**



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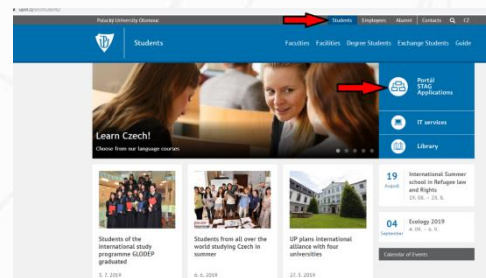
**MUST HAVE**  
**a long-term visa/residence permit for third country**  
**citizens**  
**OR**  
**Temporary residence permit for EU nationals**





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## Palacký University Information System PORTAL ([www.portal.upol.cz](http://www.portal.upol.cz))



- **Hands-on training in a computer lab  
on Friday 15 September**



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## Palacký University Information System PORTAL

Access your study records

Check your schedule

Register for examinations

Register for elective and optional subjects

Check tuition fee payment details

Course requirements, lectures, study materials (Moodle)



STAG



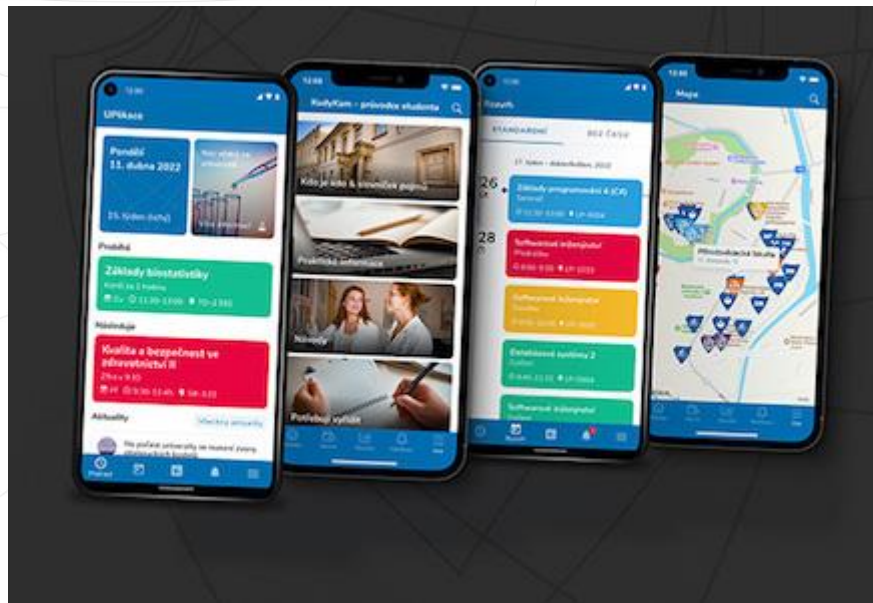
MOODLE





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## UPlikace



UPlikace is the official mobile app for UPOL students. It gives you a detailed overview of your studies including a well-arranged timetable, exam dates schedule or interactive map of Olomouc.

## Wifi

Current password to UPOL Wifi network is: **wifiup2022**



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## ISIC



With their ISIC cards students can:

- enter canteen catering system \*
- borrow books in libraries
- copy and print \*
- access buildings or lecture rooms

\* A pre-paid credit on your ISIC necessary.

You can top it up in the Medical Library/canteen.



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# ISIC

## Thursday 14 September

– ISICs to be collected in the ID cards office

10:00-11:00

(up to 40 students)

or

13:00-14:00

(up to 40 students)



Biskupské nám. 842/1, Armoury building,  
2<sup>nd</sup> floor, Computer Centre, door no. 3.87





## The course of studies

### FIRST YEAR

- Must be registered for all obligatory subjects
- Must complete ALL obligatory subjects by the end of your first year.
- Failure to comply = reason for termination of studies





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# Academic year calendar on [www.lf.upol.cz/en](http://www.lf.upol.cz/en)

lf.upol.cz/en/students/master-degree-programmes/#c20997

Faculty of Medicine and Dentistry

Students Employees Alumni Contacts Q CZ

UP Students Master Degree Programmes Doctoral Study Programmes Exchange Programmes Practical Information

UP > Faculty of Medicine and Dentistry > Students > Master Degree Programmes

## Master Degree Programmes

### Academic Year Calendar

- [Timetable for the 2023-2024 Academic Year](#)
- [Timetable for the 2022-2023 Academic Year](#) [↗](#)

[More...](#)

### Study Plan / Syllabus

In the 2023-2024 academic year

- [General Medicine](#)
- [Dentistry](#)

[More...](#)

### School Catalogue / "White Book"

The School Catalogue is a comprehensive guide to the organization and principles of studies at the Faculty of Medicine and Dentistry, Palacký University Olomouc in a particular academic year (Information on courses, study plans, prerequisites, departments, state examinations, the Study and Examination Code, etc.). Formerly printed as a book with a white cover, the catalogue continues to be referred to as the "White Book".

[To open the White Book...](#)

- Academic Year Calendar
- Study Plan / Syllabus
- School Catalogue / "White Book"
- Checking of study / registration
- Electronic Registration / Pre-registration
- State Rigorous Examinations
- Timetables
- Minimum Credits Required
- Introductory Course
- Graduation Ceremony
- Internship / Clinical Training
- Accreditation
- Student Affairs Office



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# The course of studies

**Winter Semester** examination period  
in the academic year 2023/2024

**January 8 to February 9**



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# The course of studies

**Summer semester** examination period  
in the academic year 2023/2024

**May 27 to June 28**



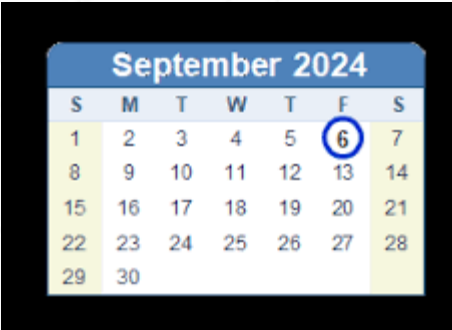
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# The course of studies

**ALL SUBJECTS**

from the academic year 2023/2024

**MUST BE completed by  
September 06, 2024**

A calendar for September 2024. The title 'September 2024' is at the top. The days of the week are listed in the first row: S, M, T, W, T, F, S. The dates are arranged in a grid. The date '6' is circled in blue, indicating the deadline.

September 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					



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# The course of studies

- Attendance of practical classes is **OBLIGATORY!!!**
- Maximum **one third of classes** can be missed if properly excused
- Relevance of your excuse considered by the responsible teacher
- If your excuse is not accepted, you have the right to ask the head of the respective department to review your case
- Missed classes **HAVE TO BE SUBSTITUTED!**





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# The course of studies

## CREDIT SYSTEM

- credits are acquired for the completion of courses
- **OBLIGATORY SUBJECTS** – 60 credits per year
- **ELECTIVE SUBJECTS**
  - General Medicine - 7 credits throughout your studies
  - Dentistry - 1 credit throughout your studies
- **OPTIONAL SUBJECTS** – 5 credits throughout your studies (General Medicine only)



# The course of studies

- A subject can be registered twice = carried forward to a higher year (not in the first year!)
- System of prerequisites – may prevent you from registering certain subjects  
= some subjects can only be registered upon registration ("soft prerequisite") or completion ("hard prerequisites") of other subjects
- Must acquire a minimum of 80 credits over two years!





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# Registration for Examination Dates

- For all examination dates, **register** through **Portal**.
- **Withdrawal** from an examination date you registered for usually **not later than seven days before an examination date**





# Examinations and Retakes

- Registration for an exam only once you have acquired „**credit**“
- In the event of no-show without a reason of a serious nature given to the examiner within two days of the examination date

your examination is considered as

**FAILED**



# Examinations and Retakes

- You have **THREE** attempts to pass an exam
- If you fail for the first time:  
**first retake**
- If you fail for the second time:  
**second retake**  
always a board examination,  
board appointed by the head of the responsible department.





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# Examinations and Retakes

- Keep it formal!
- Smart dress code is recommended when appearing for an examination





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# Study and Examination Code of Palacký University

- The Study and Examination Code used at Palacký University Olomouc is available in the “White Book” (school catalogue) at the faculty webpage





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# Study and Examination Code of Palacký University



Students

Master Degree  
Programmes

Doctoral Study  
Programmes

Exchange  
Programmes

Practical  
Information

[UP](#) > [Faculty of Medicine and Dentistry](#) > [Students](#) > [Master Degree Programmes](#)

## Master Degree Programmes

### Academic Year Calendar

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[More...](#)

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In the 2023-2024 academic year

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[To open the White Book...](#)

[Academic Year Calendar](#)

[Study Plan / Syllabus](#)

[School Catalogue / "White Book"](#)

[Checking of study / registration](#)

[Electronic Registration / Pre-registration](#)

[State Rigorous Examinations](#)

[Timetables](#)

[Minimum Credits Required](#)

[Introductory Course](#)

[Graduation Ceremony](#)

[Internship / Clinical Training](#)

[Accreditation](#)

[Student Affairs Office](#)



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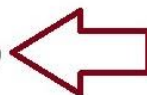
# Study and Examination Code of Palacký University

## "White Book" 2023-2024

1. Rector's Office of Palacký University Olomouc
2. Faculty of Medicine and Dentistry, Palacký University Olomouc
3. Academic Senate of the Faculty of Medicine and Dentistry
4. Scientific Board of the Faculty of Medicine and Dentistry
5. Dean's Office of the Faculty of Medicine and Dentistry
6. Departments of the Faculty of Medicine and Dentistry
7. List of Departments - Abbreviations Used
8. Timetable for the Academic Year 2023-2024
9. Explanatory Notes to Abbreviations and Marks Used
10. Study plans
  - General Medicine – Study Plan [↓](#) (.pdf) for the students of the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> year
  - General Medicine – Study Plan [↓](#) (.pdf) for the students of the 6<sup>th</sup> year
  - Dentistry - Study Plan [↓](#) (.pdf) for the students of the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> year
11. Timetables 2023-2024
12. Annotations of Subjects [↓](#) (.pdf)
13. Schedule of the State Rigorous Examinations - 5th Year of General Medicine
14. Schedule of the State Rigorous Examinations - 6th Year of General Medicine
15. Schedule of the State Rigorous Examinations - Dentistry
16. Recognition of Examinations and Credits
17. Prerequisites of Master Degree Programmes
  - Prerequisites - General Medicine - Year 1 to 5 [↓](#) (.pdf)
  - Prerequisites - General Medicine - Year 6 [↓](#) (.pdf)
  - Prerequisites - Dentistry [↓](#) (.pdf)
18. Minimum Credits Required in 2023-2024
19. List of Textbooks
20. Study and Examinations Rules Applied at Palacký University Olomouc (.pdf)
21. Dean's Guideline (.pdf)
22. Disciplinary Code for Students of Palacký University Olomouc (.pdf)

"White Book" 2022-2023

"White Book" 2023-2024







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# Applying for recognition of courses previously completed

According to the University Study and Examination Code, we can only recognise courses:

- completed no longer than three years ago
- with scores ranging between A and D
- **Submit**
  - Application for recognition (both electronically via Portal and a hard copy)
  - Original transcript of records
  - Contents of a respective subject

**DEADLINE: September 18, 2023**



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# Applying for recognition of courses previously completed

To apply for recognition  
log into your Portal account,  
go through

- STAG – My study
- Student application forms
- Add new request

## 1. Select

“Žádost o uznání předmětů”

The screenshot shows the 'Study Agenda' interface of the Palacký University information system. The 'My study' tab is selected in the top navigation bar. On the left sidebar, 'Student application forms' is highlighted with a red box. In the main content area, under 'Student application forms (S048)', there is a section for 'Add new request'. A dropdown menu is open, showing three options: 'Žádost o uznání předmětů' (highlighted with a red arrow), 'Validační známka posláni v ČR', and 'Validační známka posláni mimo ČR'. The 'Add' button is visible next to the dropdown.



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## Applying for recognition of courses previously completed

**FOR PREVIOUS UPOL STUDENTS ONLY**

### 2. Select

ON THE LEFT – a course that you want to have recognised

ON THE RIGHT – “Courses finished locally” tab – a matching course that you have completed within the three-year limit (only scores A to D)

- For previous UPOL student no need to upload any documents
- Once you submit the application
- **Print it out, sign it and deliver it to Student Department.**



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# Applying for recognition of courses previously completed - **PREVIOUS UPOL STUDENTS**

examinations

My data

Semestral works

Student's files

Study resources

Pre-registration

Graphical pre-registration

Study group pre-registration

Thesis topics

Final thesis

Plagiarism checking

Practices

ECTS departures

ECTS arrivals

Quality evaluation

**Student application forms**

Automatic messages

Reminder

Viewing files

The location will be displayed here and it will also be sent to your e-mail address: [rekognicovani@upol.cz](mailto:rekognicovani@upol.cz)

Application for accommodation or social scholarship should be submitted in section: [My study / My data](#)

Application status: % ☐ Unresolved requests only

Submission date: Type/Request aim: Application status: Print

? Adding a new Application ? fill in the form and save it ?

Request by student

Type of Request: Žádost o uznání předmětů

# Courses/programme Other

BIO/VAA11\_0 →

BIO/VAB11\_13 →

CJA/VAA41\_0 →

CJA/VAA42\_0 →

CJA/VAA43\_0 →

CJA/VAB41\_6 →

CJA/VAB42\_6 →

CJA/VAB43\_6 →

CJA/VAB31\_3 →

DET/VAB14\_6 →

DET/VAB11\_0 →

DGZ/VAB11\_2 →

FAR/VAB11\_5 →

FAR/VAB11\_3 →

FYZ/VAA11\_0 →

FYZ/VAB12\_16 →

Pair everything →

Pairing courses to recognise as passed

Recognise Course:

for Course:

Justification:

Course passed in previous studies covering the curriculum of the Course to be recognised.

Note:

Courses submitted for recognition:

No Courses were attached to your application for recognition, yet.

Reason for Request

Recognising Courses in your current studies as successfully passed based on previous study attempts.

Attachment

No files uploaded yet.

Choose file to save

• Maximum file size: 250.0 MB (= 256000 KB)

• Maximum permissible number of uploaded files: 10

Courses finished locally

BIO/VAA11\_2 11/2022\_ZS.

BIO/VAB11 2021/2022\_L.S.J

CJA/VAA41 2021/2022\_ZS.

CJA/VAB41 2021/2022\_L.S.

CJA/VAB31 2021/2022\_L.S.

KAR/VAB11 2021/2022\_ZS.

LBF/VAA11 2021/2022\_ZS.

NAN/VAA13 2021/2022\_ZS.

NAN/VAB14 2021/2022\_ZS.

NAN/VAB14 2021/2022\_L.S.

PVL/VAB71 2021/2022\_ZS.



## Applying for recognition of courses previously completed

**FOR STUDENTS who studied outside UPOL**

### 2. Select

ON THE LEFT – a course that you want to have recognised  
ON THE RIGHT – “Courses finished elsewhere” tab – a matching course that you have completed within the three-year limit (only scores A to D)

- You need to upload the contents/syllabus of the respective subject
- Once you submit the application
- Print it out, sign it and deliver it together with the original transcript of grades to Student Department.



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# Applying for recognition of courses previously completed – students who studied outside UPOL

registration

Study group pre-registration

Thesis topics

Final thesis

Plagiarism checking

Practices

ECTS departures

ECTS arrivals

Quality evaluation

Student application forms

Automatic messages

Reminder

Viewing files

# Courses/programme

Other

BIO/ZAA11\_0

BIO/ZAB11\_9

CJA/ZAA41\_0

CJA/ZAA42\_0

CJA/ZAB41\_10

CJA/ZAB42\_4

DET/ZAA12\_2

FAR/ZAA11\_0

FAR/ZAA21\_1

FAR/ZAB12\_6

FYZ/ZAA11\_0

FYZ/ZAB11\_9

HIE/ZAA12\_6

HIE/ZAB11\_4

CH2/ZAA12\_0

CH2/ZAA13\_2

CH2/ZAB11\_2

CH2/ZAB12\_3

Pairing courses to recognise as passed

Recognise Course

for Course

Justification

Course passed in previous studies covering the

Note

Pair Courses and submit an Application for recognition

Courses submitted for recognition:

No Courses were attached to your application for recognition, yet.

Courses finished elsewhere

Courses finished locally

Pre-fill from XML

Information concerning studies at another school

Institution

Faculty

Programme - code

Programme - title

Type of study

Form of study

Registration date

Date of completion

Type of completion

Finished Course information

Course abbreviation

Course name

Type of completion

Language

URL syllabus

Local classification

ECTS Credits

Graduation date

Attempt

Eventual "credit before examination" for Course

Credit - evaluation

Credit - date

Credit - attempt

Add Course to pair

Reason for Request

Recognising Courses in your current studies as successfully passed based on previous study attempts.

Attachment

No files uploaded yet.

Choose file to save

- Maximum file size: 250.0 MB (= 256000 KB)
- Maximum permissible number of uploaded files: 10

Insert file



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# Matriculation ceremony

Wednesday

**September 20, 2023**

Begins at **9:30 am**



**We shall meet at 9:00 a.m. in the Right Lecture Hall**





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# Health Check

Will be scheduled within the next few weeks

- Blood tests
- Chest X-ray
- Hep B vaccination





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# Health Insurance

Comprehensive health insurance „Exclusive“ by pVZP  
=  
You can have your G.P. – University Hospital Olomouc

MUDr. Viktorija Mrnka

📞 588444813

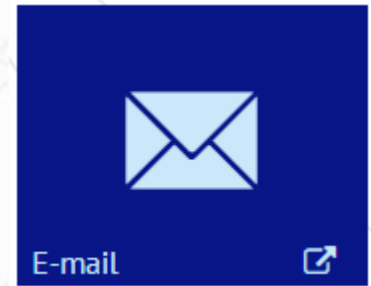
@ praktik@fnol.cz





## Effective communication

- Try to find the information you need on the website first
- Use your faculty e-mail address
- Keep it brief
- Do not forget to sign your e-mail with your full name!





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# Academic Sport Centre



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University Faculties **Facilities** Study at UP Research Services

UP > Facilities

## Facilities

### The Rector's Office

The Rector's Office of Palacký University in Olomouc is the economic and administrative centre of the university. It includes administrative sections of the rector, the bursar, and vice-rectors.

[Organization Structure of the Rector's Office \(sections and employees\)](#)



### Science and Technology Park

The Rector's Office

Science and Technology Park

UP Press

Confucius Institute

**Academic Sport Centre**

Computer Centre

Library

Support Centre for Students  
with Special Needs

Accommodation and Dining

UP Organization Structure



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# UPoint

## *Palacký University merchandise*





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# Student Department



**Mondays and Thursdays**

8 to 11

and

1 to 4



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**THANK YOU**  
for  
**YOUR ATTENTION**