



Palacký University
Olomouc

Introductory course for the 1st year students



Palacký University
Olomouc

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





Palacký University
Olomouc

Palacký University Information System PORTAL (www.portal.upol.cz)

**Hands-on training in a computer lab
on Friday 13 September**



Palacký University
Olomouc

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



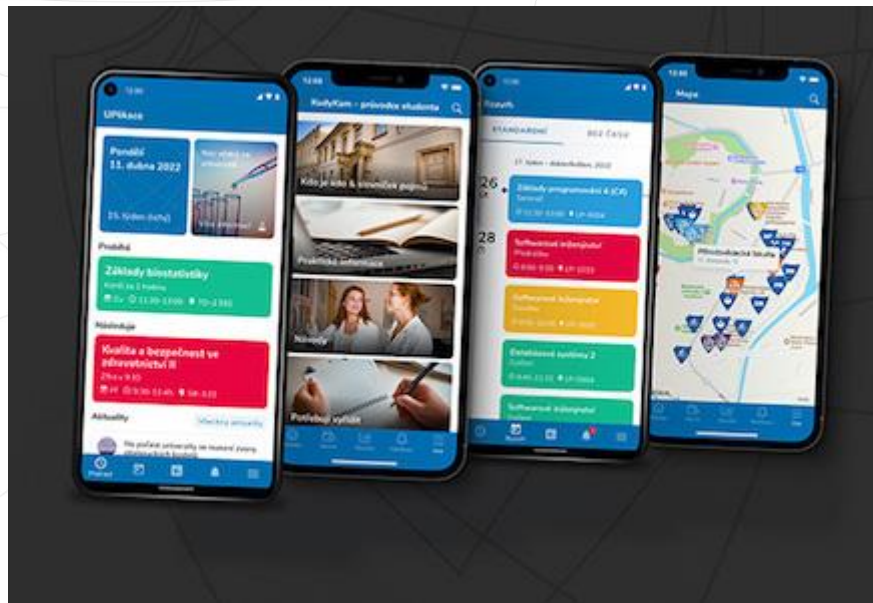
MOODLE





Palacký University
Olomouc

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**



Palacký University
Olomouc

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 is necessary.

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



Palacký University
Olomouc

ISIC

Thursday

12 September

– ISICs to be collected in the ID cards office

09:00-11:00

(up to 80 students)



**Biskupské nám. 842/1, Armoury building,
2nd 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**



Academic year calendar on www.lf.upol.cz/en

Faculty of Medicine and Dentistry

Students Employees Alumni Contacts Q CZ

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 2024-2025 Academic Year

More...

Study Plan / Syllabus

In the 2024-2025 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...

Checking of study / registration

- Self-registration, checking of study records
- Credit book
- Checking your study records throughout the year
- Additional registration

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



Palacký University
Olomouc

The course of studies

Winter Semester examination period
in the academic year 2024/2025

January 6 to February 7



Palacký University
Olomouc

The course of studies

Summer semester examination period
in the academic year 2024/2025

May 26 to June 30



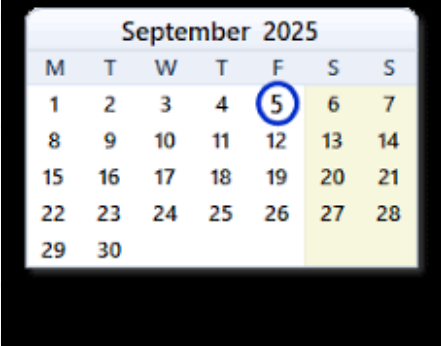
Palacký University
Olomouc

The course of studies

ALL SUBJECTS

from the academic year 2024/2025

**MUST BE completed by
September 05, 2025**

A calendar for September 2025. The days of the week are listed at the top: M, T, W, T, F, S, S. The dates are arranged in a grid. The date 5 is circled in blue. The dates 6, 7, 13, 14, 20, 21, 27, and 28 are highlighted in yellow.

September 2025						
M	T	W	T	F	S	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					

Friday 5th Sep 2025



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 has not been accepted, you have the right to ask the head of the respective department to review your case
- Missed classes **HAVE TO BE SUBSTITUTED!**





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)



Palacký University
Olomouc

Registration for Examination Dates

- For all examination dates, **register** through **Portal**.
- **Withdrawal** from an examination date you had 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





Palacký University
Olomouc

Examinations and Retakes

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





Palacký University
Olomouc

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





Palacký University
Olomouc

Study and Examination Code of Palacký University

Faculty of Medicine and Dentistry

Students

Employees

Alumni

Contacts



CZ



Students

Master Degree
Programmes

Doctoral Study
Programmes

Exchange
Programmes

Practical
Information

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

School Catalogue / "White Book"

"White Book" 2024-2025

"White Book" 2023-2024

"White Book" 2024-2025

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 2024-2025
9. Explanatory Notes to Abbreviations and Marks Used
10. Study plans
 - General Medicine – Study Plan (.pdf) for the students of the 1st, 2nd, 3rd and 4th
 - General Medicine – Study Plan (.pdf) for the students of the 5th year and 6th year
 - Dentistry - Study Plan (.pdf)
11. Timetables 2024-2025
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 4 (.pdf)
 - Prerequisites - General Medicine - Year 5 to 6 (.pdf)
 - Prerequisites - Dentistry (.pdf)
18. Minimum Credits Required in 2024-2025
19. List of Textbooks
20. Study and Examinations Rules Applied at Palacký University Olomouc (.pdf)
21. Dean's Directive (.pdf) and Internal Regulation (.pdf) to implement the Study and Examinations Code
22. Disciplinary Code for Students of Palacký University Olomouc (.pdf)



Study and Examination Code of Palacký University



School Catalogue / "White Book"

"White Book" 2024-2025

"White Book" 2024-2025

"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 2024-2025
9. Explanatory Notes to Abbreviations and Marks Used
10. Study plans
 - General Medicine - Study Plan (.pdf) for the students of the 1st, 2nd, 3rd and 4th
 - General Medicine - Study Plan (.pdf) for the students of the 5th year and 6th year
 - Dentistry - Study Plan (.pdf)
11. Timetables 2024-2025
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 4 (.pdf)
 - Prerequisites - General Medicine - Year 5 to 6 (.pdf)
 - Prerequisites - Dentistry (.pdf)
18. Minimum Credits Required in 2024-2025
19. List of Textbooks
20. Study and Examinations Rules Applied at Palacký University Olomouc (.pdf)
21. Dean's Directive (.pdf) and Internal Regulation (.pdf) to implement the Study and Examination Code
22. Disciplinary Code for Students of Palacký University Olomouc (.pdf)



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 grades
 - Contents of a respective subject

DEADLINE: September 16, 2024



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' web application interface. The top navigation bar includes 'Welcome', 'My teaching', 'My study' (highlighted with a red box), 'Browse IS/STAG', 'IS/STAG', 'Quality of teaching', 'Applicant', and 'STAG Info'. The left sidebar contains a list of menu items, with 'Student application forms' highlighted by a red box. The main content area displays 'Information about user and his IS/STAG roles' and 'Student application forms (S048)'. A yellow banner indicates 'Student has no requests'. Below this, the 'Add new request' button is active, and a dropdown menu is open, showing the option 'Žádost o uznání předmětů' (Request for recognition of courses) selected and highlighted by a red arrow.



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.**



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

The screenshot displays a web application interface for course recognition. On the left is a navigation menu with items like 'Study group pre-registration', 'Thesis topics', and 'Student application forms'. The main area is divided into several sections:

- # Courses/programme**: A list of course codes such as BIO/ZAA11_0, CJA/ZAA41_0, and CH2/ZAB12_3.
- Pairing courses to recognise as passed**: A form with two input fields for 'Recognise Course' and 'for Course', a 'Justification' text area, and a 'Note' text area. A button 'Pair Courses and submit an Application for recognition' is present.
- Courses submitted for recognition:** A message box stating 'No Courses were attached to your application for recognition, yet.'
- Courses finished elsewhere**: A detailed form for 'Information concerning studies at another school'. It includes fields for Institution, Faculty, Programme code, Title, Type of study, Form of study, Registration date, Date of completion, Type of completion, Course abbreviation, Course name, Language, URL syllabus, Local classification, ECTS Credits, Graduation date, Attempt, and Credit evaluation. An 'Add Course to pair' button is at the bottom.
- Reason for Request**: A text area containing the message: 'Recognising Courses in your current studies as successfully passed based on previous study attempts.'
- Attachment**: A section for uploading files, showing 'No files uploaded yet.', a 'Choose file to save' button, a file selection dropdown (currently showing 'Vybrat soubor'), and an 'Insert file' button. Below this are the file size and quantity limits.

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



Palacký University
Olomouc

Matriculation ceremony

Wednesday

September 18, 2024

Begins at **9:30 am**



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



Health Check

Will be scheduled within the next few weeks

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





Palacký University
Olomouc

Health Insurance

Comprehensive health insurance „Exclusive“ by pVZP

=

You can have your G.P. in the University Hospital Olomouc

MUDr. Viktorija Mrnka

📞 588444813

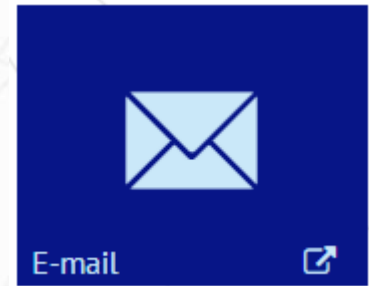
@ praktik@fnol.cz





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!





Palacký University
Olomouc

University facilities

Palacký University Olomouc

Students Employees Alumni Contacts Q CZ

Palacký University Olomouc

University Faculties & Institute 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 \(sections and employees - In Czech\)](#)



Welcome Office

The Welcome Office is a comprehensive service centre for students, postgraduates and guests, which has been set up to help them organise their stay at our university. It also serves as a support centre for faculties and units of Palacký University.

Address:
Palacký University Welcome Office
Vodární 601/6
CZ-779 00 Olomouc
web: www.upol.cz/welcome-office



- The Rector's Office
- Welcome Office ✓
- Science and Technology Park
- UP Press
- Academic Sport Centre ✓
- Computer Centre
- Library
- Support Centre for Students with Special Needs ✓
- Accommodation and Dining
- UP Organization Structure



Palacký University
Olomouc

Academic Sport Centre





Palacký University
Olomouc

FACULTY MEMORABILIA can be bought in the Medical Library





Palacký University
Olomouc

UPoint *in the city centre* ***Palacký University merchandise***





Palacký University
Olomouc

Student Department



Mondays and Thursdays

8 to 11

and

1 to 4



Palacký University
Olomouc

THANK YOU
for
YOUR ATTENTION