



VSB TECHNICAL
UNIVERSITY
OF OSTRAVA

GUIDE FOR INTERNATIONAL ACADEMICS AND RESEARCHERS

EURAXESS CONTACT POINT

Welcome to VSB – Technical University of Ostrava!

VSB – Technical University of Ostrava

Since 1849 VSB – Technical University of Ostrava has been a leading institution in Central Europe. Today, the University offers Bachelor's, Master's and PhD programmes to over 11,000 students in engineering, IT, technology, economics and business-related branches.

- More than 15% of students come from abroad
- Many international academics, researchers and lecturers
- 7 faculties
- High-quality, low-cost, research-driven education
- Excellent job prospects with special visas for grads



Faculties

VSB TECHNICAL
UNIVERSITY
OF OSTRAVA | FACULTY
OF SAFETY
ENGINEERING

VSB TECHNICAL
UNIVERSITY
OF OSTRAVA | FACULTY OF ELECTRICAL
ENGINEERING AND COMPUTER
SCIENCE

VSB TECHNICAL
UNIVERSITY
OF OSTRAVA | FACULTY
OF ECONOMICS

VSB TECHNICAL
UNIVERSITY
OF OSTRAVA | FACULTY
OF MINING
AND GEOLOGY

VSB TECHNICAL
UNIVERSITY
OF OSTRAVA | FACULTY
OF CIVIL
ENGINEERING

VSB TECHNICAL
UNIVERSITY
OF OSTRAVA | FACULTY OF MATERIALS
SCIENCE AND TECHNOLOGY

VSB TECHNICAL
UNIVERSITY
OF OSTRAVA | FACULTY
OF MECHANICAL
ENGINEERING

VSB TECHNICAL
UNIVERSITY
OF OSTRAVA | ENERGY
AND ENVIRONMENTAL
TECHNOLOGY CENTRE

VSB TECHNICAL
UNIVERSITY
OF OSTRAVA | IT4INNOVATIONS
NATIONAL SUPERCOMPUTING
CENTER

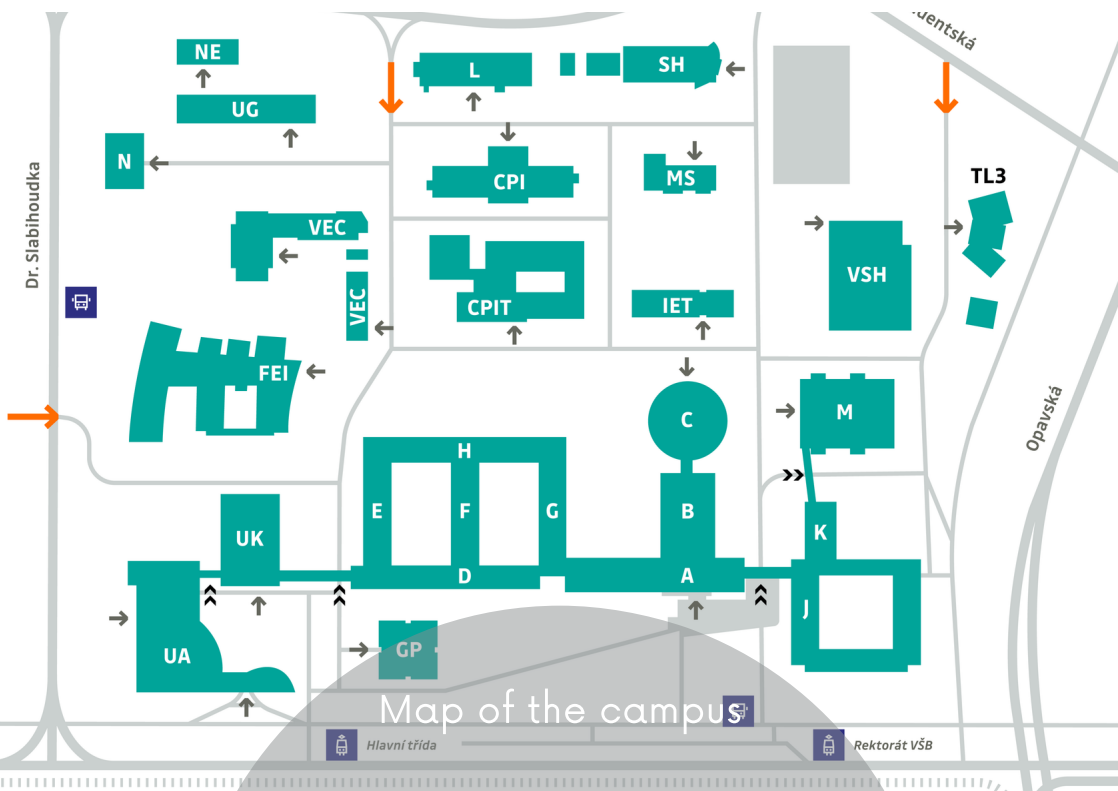
Faculties and research
centres host many
international academics,
researchers and lecturers.

Campus

A modern place that we keep upgrading

- One of the largest central campuses in the Czech Republic
- Home to cafés
- University canteen
- Beach volleyball and tennis courts
- Football pitches
- Pubs and clubs
- Areas for relaxation
- Connected by wifi

Go for a walk in a natural forest or sip a cappuccino with a colleague. All without leaving the campus area.



Euraxess Contact Point

The Euraxess Contact Point is a service centre for international academics, researchers and their families, providing help to ensure you're able to enjoy all the benefits of your international experience.

The Euraxess Contact Point will help you with:

- assistance in all matters related to mobility
- immigration duties after arrival
- visa & residence permits
- work permits
- employee card
- accommodation
- healthcare assistance
- on-campus mental health counselling
- bank account opening
- informational brochures
- life in Ostrava

The Euraxess Contact Point is located in the International Contact Point office in the VSB – Technical University of Ostrava campus in the round building C.

Besides assistance on specific matters, the Euraxess Contact Point helps give our employees the peace of mind knowing they have a dedicated advocate and single place to go to help solve problems and discover opportunities on both the campus and in the community at large.

Office hours

- Monday – Friday: 8 am – 1:30 pm
- Office room: C110

All the services provided
by the Euraxess Contact
Point office are free of
charge.

You can always contact us
for more information.

Requirements by HR department

- Confirmation of your recognized diploma(s)
- Completed application for employment form
- Completed personal history form
- Copy of passport with valid visa or permit
- Confirmation of entry medical check
- Opened bank account in Czech currency

Recognition of Diplomas

Under the Czech law, those who have obtained their degree abroad are required to provide an official document stating that their education is recognized in the Czech Republic before they are employed by a Czech university. The whole procedure usually takes 30 days, but it can be longer if you do not send all requested documents.

- Application form for recognition
- Original or a certified copy of your diploma
- Diploma supplement
- Official Czech/English translations of both documents
- Contact person
 - o Mrs. Stanislava Kebová
 - o stanislava.kebova@vsb.cz
 - o +420 597 323 220
 - o Room A147

HR and payroll department

Documents to be provided to the HR assistant:

1. Before your employment

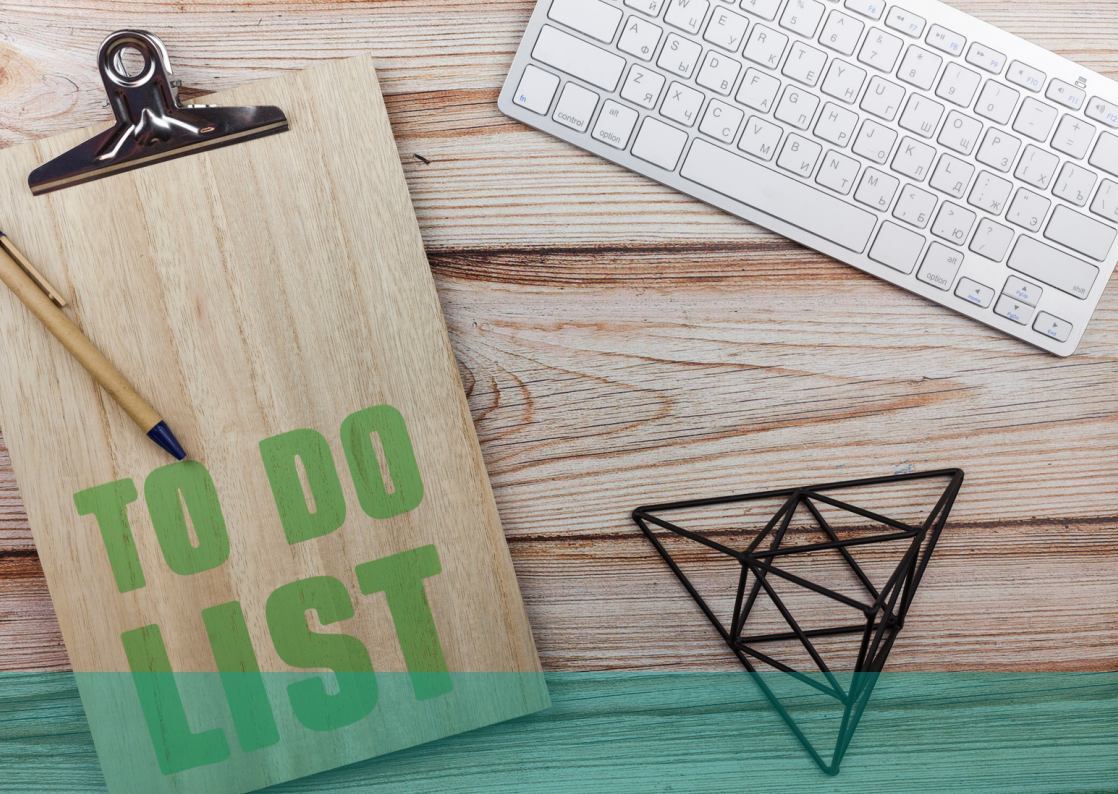
- Confirmation of your recognized diploma(s)
- Completed application for employment form
- Completed personal history form
- Copy of passport with valid visa or permit
- Confirmation of entry medical check
- Confirmation of your bank account number

2. During the employment

- Confirmation of changed address, bank account, name etc.
- Copy of your new permit/visa

Payroll department

- The payroll will be provided to you monthly by the secretary of your department or by the administrator of your research project. The Payroll department interests you at the beginning of your employment, at the end and beginning of each year.
- Complete and sign the tax report.
- At the end of the year – if you worked in the given year only for one employer in the Czech Republic (VSB-TUO), sign the tax report for the ended year.
- At the beginning of the year – sign the tax report again for the new year.



TO DO LIST during your first days of employment

- Complete and sign the declaration of the taxpayer liable to the personal income tax from dependent activity (employment).
- Pick up your employee card from the card centre in room A148.
- Log in the university intranet InNET by using the username and password received at the card centre.
- Find important contacts – when logged in the InNET use the icon PHONEBOOK, search the contact by surname, department etc.

Employee benefits

- Holiday: 8 weeks for academics, 6 weeks for other employees
- Pension insurance contribution
- Use your employee card in shops on the campus – you don't have to use money
- Use your employee card in the University Library
- University kindergarten in Czech language – preschool facilities for educating employees and students' children. Provides full-day pre-school education, usually for children aged three to seven



VSB-TUO offers many benefits for their employees.

Parking on the VSB-TUO
campus is for free.

Employee benefits – travelling

- 15-30 % discount for travelling by LEO Express trains
- Cheaper holiday with Čedok and Invia travel agency
- Discount on accommodation and wellness in Vitality hotel, Čeladenka hotel
- Discount on accommodation at recreational facility Lučina

Employee benefits – finances and insurance

- Allianz PLUS – insurance benefits and VIP tariffs
- Products of insurance company AXA
- ČSOB banking services and insurance
- Favourable conditions at Raiffeisenbank

Employee benefits – services and shopping

- 40 % discount on glasses in MedikOptik
- Meal allowance 28 CZK for food - order lunch at the university canteen via InNET
- 10 % discount in Mr. Sushito
- Discount on Heimstaden rent of apartments
- Favourable prices on T-Mobile phone operator tariffs
- Datart.cz VIP programme
- Discount on Rappa toys
- 15 % discount on Xiaomi products



Employee benefits – sport

- Sports venues
- Favourable reservation of sport facilities
- Discount on Swanky services – inline skating for children and adults
- Discount on badminton, squash in Zdravyrelax.cz
- Discount on Night Run race
- Multisport card – non-transferable card with which the you can visit sports or relaxation facilities once a day for free. The price of the card is 550 CZK per month. The employer contributes to the cost of the Multisport card. Try more than 260 types of exercise and relaxation, including over 7 400 individual activities!

Employee benefits – education, culture, fun

- Petr Bezruč Theatre – 50 CZK discount on the basic ticket for adults
- Stará aréna Theatre – 50 % discount of the full ticket for adults
- Lower Vítkovice Area – 20 % for all entertainments
- Janáček's Philharmonic Ostrava – 30 % discount for A, B, C, D and E concerts
- Language courses by the Institute of Languages
- Discount on tickets to the Planetarium Ostrava
- National Moravian-Silesian Theatre – 20 % discount on all performances



Get active in campus


Do you like to stay active? No problem, you can find numerous top-quality facilities for various sports activities in the VSB-TUO campus. There are gyms, tennis and badminton courts, a climbing wall and also courts for basketball and volleyball. Visit the Fitness Centre of the Institute of Physical Education or Aerobic hall at the dormitories.

Fitness Centre

Group lessons

- Tabata
- Functional Training
- Circuit Training
- Yoga Exercise
- Vinyasa Yoga

Season tickets for the Fitness Centre as well as for Group lessons can be purchased at the Reception of the Institute of Physical Education (in the afternoon).

- 8 entries – 400 CZK
 - 16 entries – 800 CZK
 - Staff – 500 CZK /academic year
- 



Ethical Code of VSB – Technical University of Ostrava

- Focus on the adherence to moral values
- Expressing sense of togetherness with respect to the ethical principles of the University
- All students and employees and persons cooperating with VSB-TUO (non-employment agreements, agreements on cooperation between emeritus staff, copyright contracts and other contracts concluded between VSB-TUO and natural persons).
 - PART I – Common principles
 - PART II – Research and development
 - PART III – Principles in pedagogical activity
 - PART IV – Principles addressed to students
 - PART V – Ethical Committee
- Can be found in InNET VSB-TUO – Documents – LEG – Legal documents of VSB – Technical University of Ostrava – Ethical code (3. 2. 2020)

If necessary, we can accompany you to the Department for Asylum and Migration Policy.

Department for Asylum and Migration Policy (OAMP)

- long-term residence permits
- visa/permit extensions
- reporting change of address, name etc.

Address: Výstavní 55, 702 00 Ostrava – Vítkovice

Opening hours

- Monday, Wednesday 8:00 am – 5:00 pm
- Tuesday, Thursday 8:00 am – 12:00 am

If you want to book an appointment, use the following link www.frs.gov.cz/en user or contact the Euraxess Contact Point.

Important numbers

- Universal emergency phone number: 112
- Emergency: 155
- Police: 158
- Municipal police: 156
- Firemen: 150



Ostrava!!!

Ostrava is the third largest city in the Czech Republic in terms of both population and area.

Basic information

- Population: 284 982 (2021)
- Number of foreigners: 11 126 (2021)
- Area: 214, 23 km²
- Elevation above sea level: 208 – 334 m

Distances

- Olomouc (CZ) 95 km
- Brno (CZ) 170 km
- Krakow (PL) 170 km
- Bratislava (SK) 290 km
- Vienna (AT) 300 km
- Prague (CZ) 365 km
- Warsaw (PL) 377 km
- Berlin (DE) 567 km

Healthcare

The University Hospital in Ostrava

- The hospital is just next to the campus
- 17. listopadu 1790, 708 52 Ostrava-Poruba
- +420 597 371 111
- fno@fno.cz
- Emergency Pharmacy: +420 597 374 165

Municipal Hospital of Ostrava

- Nemocniční 898/20a, 728 80 Moravská Ostrava a Přívoz
- +420 596 191 111
- mnof@mnof.cz

Vítkovice Hospital

- Zalužanského 1192/15, 703 00 Ostrava-Vítkovice
- +420 595 633 111

If necessary, we can always
accompany you to the
doctor's appointment.

General Practice (GP)

- Medical check prior to signing the contract
- The service of entry medical check is paid and is not covered by health insurance
- The cost depends on the amount of the required treatments to provide the positive confirmation for the employer
- You can also register with the doctor, in such case you are entitled to one regular check once per two years or you can visit the doctor every time you are ill
- Please be aware that Czech GPs do not prescribe contraception

MUDr. Jiří Henzl

Bieblova 2, 702 00 Moravská Ostrava
+420 596 623 462

MUDr. Emílie Křobová

17. listopadu 1790/5, 708 52 Ostrava – Poruba
+420 597 372 595

If you want to book an
appointment, please contact the
Euraxess Contact Point.

Stomatology

- You can choose a dentist from the list presented on the Czech Dentist Chamber website:
www.domino.dent.cz/csk/seznamcl.nsf/obecpszp

Dental Emergency

- Závodní 2885/86, 703 00 Ostrava-Vítkovice
- +420 771 153 858

Psychologist

Looking after your health and wellbeing is essential. Life at university can be exciting and interesting, but can also bring some challenges such as adjusting to a new environment and the general stress of working life. Counselling can be helpful during these times.

- on-campus psychologist who speaks English
- for more information send email to:
VSBTUConsultations@gmail.com

Mental health counselling
is free of charge for
international employees.

Gynaecology

You can choose a gynaecologist from the list presented on the Czech Medical Chamber website:
www.lkcr.cz

MUDr. Jiří Mláděnka

V Mešníku 5088, Ostrava – Třebovice
+420 596 965 677
info@gynelis.cz

MUDr. Richard Spousta

Opavská 6116/15, Ostrava – Poruba
+420 596 932 705
gynmater@seznam.cz

Insurance companies near the campus

Revírní bratrská pokladna – RBP

- 17. listopadu 1790/5, 70800 Ostrava – Poruba
- +420 596 960 534
- exp-ovaporuba@rbp-zp.cz

Slavia pojišťovna

- Masarykovo náměstí 50/31, 70200 Ostrava - Moravská Ostrava
- +420 739 248 910
- ostrava@slavia-pojistovna.cz

UNIQUA pojišťovna, a.s.

- Českobratrská 1403/2, 70200 Ostrava - Moravská Ostrava
- +420 792 332 429
- agentura.ostrava@uniqa.cz

Všeobecná zdravotní pojišťovna České republiky – VZP

- Hlavní třída 686/102, 70800 Ostrava – Poruba
- +420 952 222 222
- info@vzp.cz

Zdravotní pojišťovna Ministerstva vnitra České republiky – ZP MV ČR

- Hlavní třída 683/108, 708 00 Ostrava - Poruba
- +420 596 206 249
- info@zpmvcr.cz

Banks near the campus

Raiffeisenbank

- offers favourable conditions for employees of VSB – Technical University of Ostrava after presenting employee card
- Tesco, Sjízdná 5554, 708 00 Ostrava-Poruba
- +420 596 966 432
- companysales@rb.cz

ČSOB bank

- Hlavní třída 703/82, 708 00 Ostrava-Poruba
- +420 230 059 512
- info.ov-poruba@csob.cz

Equa bank a.s.

- Hlavní třída 701, 708 00 Ostrava-Poruba
- +420 222 010 840
- info@equabank.cz

Fio banka


- Hlavní třída 682/110, 708 00 Ostrava-Poruba
- +420 224 346 447
- ostrava.hlavni@fio.cz

UniCredit bank

- Hlavní třída 588, 708 00 Ostrava-Poruba
- +420 221 210 035
- ostrava.poruba@unicreditgroup.cz

Post Offices near the campus

- Studentská 1770/1, 700 32 Ostrava – Poruba
- Hlavní třída 678/118, 70800 Ostrava – Poruba



If necessary, we will accompany
you to the insurance company,
bank or post office.

Accommodation – on the campus

Halls of Residence

- The biggest accommodation area for students and employees of VSB-TUO
- Close to the main building of the University and easily accessible by public means of transport
- +420 596 996 151, +420 596 996 152
- ubytovani@vsb.cz

Hotel Garni Ostrava

- Choose from a single, double or triple room

Accommodation – off the campus

Rental

- The rent agreed through a real estate agency is usually more expensive
- It is a common practice to pay a fee of one month's rent for their effort
- For finding a flat in Ostrava you can use the following real estate agencies:
 - MM reality
 - HELIX reality
 - RK Evropa
 - Sreality.cz



Catering

- You can choose among university canteens:
 - Menza university canteen no. 5
 - "Kruhovka" Canteen in building C
 - Canteen in New Aula
 - Canteen no. 8 – in New Aula
 - Canteen and Pizzeria next to the Halls of Residence
 - Self-service shop in building A
- Meals are provided for special reduced prices for students and employees of the University

Public transport

- You can use buses, trolley buses or trams
- It's easy to pay for public transport in Ostrava – just use your contactless bank card in the vehicles. Simply get on the vehicle, tap your card on the yellow payment terminal next to the door, wait until it beeps, and that's it
- If you prefer not to use your bank card, that's no problem – just go to one of the turquoise ticket machines, where you can buy a credit ticket. It's a prepaid card that you can use to tap and ride – just like you would use a bank card
- The third option is to download the "MojeDPO" phone app, and buy online tickets using the app
- Another option is to ask for employee card with ODISka application on it at the card center at VSB -TUO



Bike sharing



- You can also use bike sharing as a way to go around the city
- Simply sign up once and rent bikes via the Nextbike app. Furthermore, if you use the university email, you will obtain 200 CZK as a bonus credit that will surely come in handy
- Also, you have 30 minutes for free if you return bike to one of the stations in the university campus

Czech language courses


International Contact Point

- Czech Language
- free of charge
- for more information contact the International Contact Point

Centre for Support of Integration of Foreigners

- Czech Language
- free of charge
- for non-EU nationals only
- Českobratrská 2227/7, 702 00 Ostrava
- +420 596 112 626
- icostrava@suz.cz

VSB-TUO Institute of Languages

- English Language
 - German Language
 - Russian Language
 - French Language
 - Spanish Language
 - 3-month courses (2 lessons a week)
 - small tuition fee
 - more information: Libuše Halfarová, libuse.halfarova@vsb.cz
- 



Euraxess – hub of social events

- We always try to prepare interesting trips and events for you
- You can meet with other international researchers, employees at VSB-TUO
- Your family members can join us as well
- Find out more about Ostrava, Moravian-Silesian Region and the Czech Republic
- Get to know the local cultural and social life

Culture for non-Czech speakers

Festivals

- Janáček's May Festival – an annual classical music festival
- Colours of Ostrava Music Festival – an international, multi-genre music festival organised annually in Ostrava since 2002

Janáček's Philharmonic Orchestra Ostrava

- classical and popular music
- 28. října 124, 702 00 Moravská Ostrava
- www.jfo.cz/en

Theatres

- National Moravian-Silesian Theatre (Národní divadlo moravskoslezské)
 - o www.ndm.cz/en
 - o opera, drama, ballet, operetta and musical
- Antonín Dvořák Theatre
 - o Smetanovo náměstí 3104/8A, 702 00 Moravská Ostrava
- Jiří Myron Theatre
 - o Čs. legií 148/14, 702 00 Moravská Ostrava

Cinemas

- Kino ART
 - o cinema offering films in Czech, English and many other languages
 - o 28. října 124, 702 00 Moravská Ostrava
- Minikino
 - o cinema offering films in Czech, English and many other languages
 - o Kostelní 3, 702 00 Moravská Ostrava
- Kino Luna
 - o cinema offering films in Czech, English and many other languages
 - o Výškovická 2651, 700 30 Ostrava-jih

Galleries

- Gallery of Fine Arts in Ostrava (Galerie výtvarného umění v Ostravě)
 - o variety of art collections, cultural and educational events
 - o Jurečkova 9, 702 00 Moravská Ostrava
 - o gvuo.cz/en
- Plato Ostrava
 - o contemporary Czech and international art
 - o Janáčkova 22 (former Bauhaus store), 702 00 Moravská Ostrava
 - o plato-ostrava.cz/en

Traditions

Christmas

December 24 is the most enjoyable day of the Czech Christmas holidays. The Christmas tree is decorated with traditional ornaments and preparations are made for most festive dinner of the year. Christmas Eve is associated with many superstitions that usually relate to life, love, and the destiny that awaits in the year to come. According to one Czech custom, one is supposed to fast all day to see the “golden piglet” in the evening.

Easter

Easter is a popular spring Christian holiday. Despite being largely non-religious, Czechs love to celebrate Easter and have many unique customs. In particular, it is traditional for men to chase women around the village and spank them softly with a whip woven from young branches. In return, the women give the men decorated eggs, plum brandy, candy, and ribbons for the whips. All of this to guarantee women healthy year and to preserve their youth and beauty.

List of public holidays in the Czech Republic

- New Year's Day 1 January
- Good Friday March or April
- Easter Sunday March or April
- Easter Monday March or April
- Labour Day 1 May
- Victory Day 8 May
- Saints Cyril and Methodius Day 5 July
- Day of Burning Jan Hus 6 July
- Day of Czech Statehood 28 September
- Independent Czechoslovak State Day 28 October
- Struggle for Freedom and Democracy Day 17 November
- Christmas Eve 24 December
- Christmas Day 25 December
- Saint Stephen's Day 26 December



Childcare

Kindergartens with English language

- University Kindergarten
- Penguin's Kindergarten
- Monty Nursery and Preschool
- Hello Teddy

Primary schools with English language

- Hello School
- Monty School
- Prigo School

Secondary schools with English language

- 1st International School of Ostrava mezinárodní gymnázium, s.r.o.
- PORG International School Ostrava

A bit of Czech language

- Hello Ahoj (informal)
Dobrý den (formal)
- Goodbye Na shledanou
- Good night Dobrou noc
- Please Prosím
- Thank you Děkuji
- You are welcome Není zač
- Sorry Promiň (informal)
Promiňte (formal)
- How are you? Jak se máš? (informal)
Jak se máte? (formal)
- My name is ... Jmenuji se ...
- Nice to meet you Rád vás poznávám (male speaker)
Ráda vás poznávám (female speaker)
- I don't know Nevím
- I don't understand Nerozumím
- I don't speak Czech Nemluvím česky
- Do you speak English? Mluvíte anglicky?
- What is the time? Kolik je hodin?

Signs

- Warning Upozornění/Varování
- Exit Východ
- Caution Pozor
- No entry Zákaz vstupu
- Break Přestávka
- Open Otevřeno
- Close Zavřeno

We take care of you!



INTERNATIONAL
CONTACT POINT

CONTACT US

EURAXESS

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VSB - Technical University of Ostrava

Building C, Room C110
Monday - Friday: 8 am – 1:30 pm

Marek Siwy
euraxess@vsb.cz
+420 597 323 718



EUROPEAN UNION
European Structural and Investment Funds
Operational Programme Research,
Development and Education



Strategic development of science and research at VSB-TUO II.,
CZ.02.2.69/0.0/0.0/18_054/0014694