Welcome to VSB – Technical University of Ostrava

EURAXESS Contact Point
Welcome to VSB – Technical University of Ostrava!

VSB – Technical University of Ostrava
• Founded in 1849
• A modern institution of higher learning, offering the highest levels of education in technical and economic branches of study, based on the interconnection of science, research, education, and the creative activity that binds and enhances them.

University International Office
• Provides information about jobs and funding opportunities in the Czech Republic, entry conditions, social security, health and pension coverage, taxation issues, daily and family life prior to the move to the Czech Republic and after arrival.
Home

• Information and assistance to foreign academics and researchers with the support of our University International Office.
• The information generally related to your arrival to the Czech Republic at the Euraxess Czech Republic.
• Help researchers and their families to plan and organize their move to a foreign country, provides assistance in all matters related to mobility.
• All the services provided by International Contact Point office are free of charge.
• Office of Euraxess is located in International Contact Point office in the main VSB – Technical University of Ostrava campus in round building C.
Requirements by HR department

- Recognition of 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 require an official document to say that their education is recognized in the Czech Republic before you would be 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 the foreign diploma
- Diploma supplement
- Official Czech/English translations of both documents
- Contact person
  - Mrs. Stanislava Kebová
  - Email: stanislava.kebova@vsb.cz
  - Tel.: +420 597 323 220
  - Office no.: A204
HR and payroll department

• **HR department** is located on the third floor of the rector's building.

• 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** is located on the second floor of the rector's building. The payroll will be provided to you monthly by the secretary of your department or by the administrator of your research project. Payroll department interests you at the beginning of your employment, at the end and beginning of each year.

• Complete and sign the declaration.

• 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 declaration for the ended year.

• At the beginning of the year – sign the declaration again for the new year.
Services offered by International Contact Point

- The arrangement of the appointment with a doctor
- The confirmation of your accommodation in case you stay at the dormitories
- The registration at Migration and Asylum Department of Ministry of Interior of CZ
- The medical check, the bank account opening
- The new mobile number, the change of accommodation
- The communication with HR department etc.
TO DO LIST during your first days of employment

• Complete and sign the declaration of the taxpayer liable to personal income tax from dependent activity (employment) and office.
• Pick up your employee card from the card centre (A148, A149).
• Log in the university intranet InNET by using the username and password received at the card centre.
• Find important contacts – when logged in InNET use the icon PHONEBOOK, search the contact by surname, department etc.
Employee benefits

- Use your employee card in the shops on the campus – you don´t have to use money
- Use your employee card in the University Library
- 6 weeks holiday
- Contribution for pension ensures remuneration for work merit - life anniversary, retirement
- University kindergarten - corporate preschool facilities for educating employees' children and students. Provides full-day pre-school education, usually for children aged three to seven
- Parking on the VSB-TUO campus for employees and students 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 – benefits and VIP tariffs of insurance
• Products of AXA insurance company
• Banking services and insurance of ČSOB
• Favourable conditions of Raiffeisenbank
Employee benefits – services and shopping

• 40 % discount on glasses by MedikOptik
• Meal allowance 28 CZK for food - order lunch at canteen via InNET – when logged in InNET use the icon CATERING, then click on the left on “Objednávání stravy”
• 10 % discount by 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 employee can visit sports or relaxation facilities once a day for free. The price of the card is 550 CZK per month. 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 % discounts for A, B, C, D and E concerts
• Language courses by the Institute of Languages
• Discount on tickets to the Planetárium Ostrava
• National Moravian-Silesian theatre - 20 % discount on all performances

Source: Archives of MSR
Ethical Code of VSB – Technical University of Ostrava

• Focus on the preservation of 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).
• Contains four parts
  o PART I - Common principles
  o PART II - Research and development
  o PART III - Principles in pedagogical activity
  o PART IV - Principles addressed to students
  o PART V - Ethics Commission

• In InNET VSB-TUO – Documents - LEG - Legal documents of VSB - Technical University of Ostrava – Ethical code (3. 2. 2020)
Department for Asylum and Migration Policy (OAMP)

- Address: Výstavní 55, 702 00 Ostrava – Vítkovice

- Opening hours
  - Monday, Wednesday: 8:00 – 17:00
  - Tuesday, Thursday: 8:00 – 12:00

- You have to report any change there – address, name etc.
Important numbers

• Universal emergency phone number: 112

• Emergency: 155

• Police: 158

• Municipal police: 156

• Firemen: 150
Living in Ostrava

**Basic information**
- Number of foreigners: 11,421 (1. 1. 2020), source: www.mvcr.cz
- Area: 214.23 km²
- Elevation above sea level: 208 – 334 m

**Distances**
- Prague (CZ) 365 km
- Brno (CZ) 170 km
- Olomouc (CZ) 95 km

*Source: Archives of MSR*
Euraxess – hub of social events

• Possibility of gathering of
  o You with other international researchers, employees at VSB-TUO
  o You, your family members and other foreign visitors in Ostrava and their accompaniment
• Find out more about Ostrava, region and the Czech Republic
• Get to know the cultural and social life

Source: Archives of MSR
Healthcare

The University Hospital in Ostrava
• Tel: +420 597 371 111
• Emergency Pharmacy: +420 597 374 165
• Opening hours: Mon – Fri 16:00 – 7:00, Sat, Sun, Holidays – nonstop

Municipal Hospital of Ostrava
• Tel: +420 596 191 111
• Opening hours: Mon – Fri 18:00 – 7:00, Sat, Sun, Holidays – nonstop

Vítkovice Hospital
• Tel: +420 595 633 111
General Practice (GP)

• Medical check **prior 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 every year and you can visit the doctor every time you are ill.
• Please be aware that Czech GP do not prescribe contraception.
General Practice (GP)

**MUDr. Emílie Krobová**
- 17. listopadu 1790/5, 708 52 Ostrava – Poruba
- Tel.: +420 597 372 595

**MUDr. Jiří Henzl**
- Bieblova 2, 702 00 Moravská Ostrava
- Tel: +420 596 623 462
Stomatology

MUDr. Ivana Zhánělová
• 17. listopadu 1790, 708 00, Ostrava – Poruba
• Tel.: +420 597 373 179

MUDr. Tomáš Cigánek, MUDr. Marek Jiřík
• Vítězná 9, Ostrava – Moravská Ostrava
• Tel: +420 596 112 512
• info@dental-park.cz

• You can choose a dentist from the list presented on the Czech Dentist Chamber website:
Gynaecology

MUDr. Richard Spousta
• Opavská 6116/15, Ostrava – Poruba
• Tel: +420 596 932 705

MUDr. Jiří Mláděnka
• V Mešníku 5088, Ostrava – Třebovice
• Tel: +420 596 965 677
• www.gynelis.cz

• You can choose a gynaecologist from the list presented on the Czech Medical Chamber website:
  http://www.lkcr.cz/seznam-lekaru-426.html#
Accommodation – on the campus

**Halls of Residence**
- In the campus area, this is the biggest accommodation area for students and employees of the VSB–TUO
- Close to the main building of the University (rector's department) and easily accessible by public means of transport
- ubytovani@vsb.cz, tel.: +420 596 99 6151, +420 596 99 6152

**Hotel Garni Ostrava**
- Choose from 2 or 3 bedrooms
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 e.g.:
  o MM reality
  o HELIX reality
  o RK Evropa
  o Sreality.cz
Catering

• You can choose among university canteen or buffets
  o Canteen no. 5 and Snack – next to building C of the University main building
  o Buffet no. 6 – “Kruhovka” – in building C
  o Buffet no. 7 – self-service shop – in building A
  o Buffet no. 8 – in auditorium NA
  o Buffet no. 9 and Pizzeria – next to the Halls of Residence
• Meals are provided for special reduced prices for students and employees of the University
Public transport

- You can use buses, trolley buses or trams
- The fares of the Dopravní podnik Ostrava a.s. (Ostrava Transport, joint-stock co.) are a combination of zone- and time-based rates, **transfers are possible**. You can go by bus, tram or trolley bus.
- Zone limitations apply to long-term time tickets; time limitations apply to short-term tickets within the XXL tariff area.
- **Short-term tickets**
  - Max 10 mins – 14 CZK (cca 0,5 EUR)
  - Max 30 mins – 20 CZK (cca 0,7 EUR)
Czech language classes

VSB-TUO Czech language courses
• Provided by the Institute of Languages

Center for Support of Integration of Foreigners
• Visit Centre in Ostrava, fill an application and test. You can come there in opening hours or set an appointment
• Lessons are free of charge
• Českobratrská 2227/7, 702 00 Ostrava – Moravská Ostrava

Language schools
Culture

Festivals
• Janáček's May Festival
• Janáček’s Philharmonic Ostrava
• The International Colours of Ostrava Music Festival

Theatres
• The Antonín Dvořák Theatre and The Jiří Myron Theatre
• The Petr Bezruč Theatre
• The Chamber Scene Arena
• The Puppet Theatre

Source: Archives of MSR
Sport

• Within the campus - multipurpose sport hall
• Swimming pool off the campus
• Hiking in Beskydy, Jeseníky mountains

Source: Archives of MSR
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
EURAXESS

Euraxess Contact Point
at VSB – Technical University of Ostrava

Room C 110, building C
Mon-Fri 8:00 – 13:30

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We take care of you!