



INTERNATIONAL STAFF GUIDE

FOR ACADEMICS AND RESEARCHERS



VSB TECHNICAL
UNIVERSITY
OF OSTRAVA



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WELCOME TO VSB-TUO!

With a tradition dating back to 1849, VSB – Technical University of Ostrava is a research-driven university with a strong focus on engineering, technology, IT, economics and business. International academics and researchers are an important part of our university community.

1849

177+ years of tradition

13,000+

Students

7

Faculties

Around 1,500

International students



FACULTIES AND RESEARCH CENTRES

VSB-TUO brings together seven faculties and major research centres across a wide range of disciplines.

- | Faculty of Mining and Geology
- | Faculty of Materials Science and Technology
- | Faculty of Mechanical Engineering
- | Faculty of Economics
- | Faculty of Electrical Engineering and Computer Science
- | Faculty of Civil Engineering
- | Faculty of Safety Engineering

Major Research Centres

- | IT4Innovations National Supercomputing Center
- | Centre for Energy and Environmental Technologies

Explore our faculties and
research centres



HR EXCELLENCE IN RESEARCH

VSB-TUO holds the HR Excellence in Research Award, recognising our commitment to high European standards in working conditions, career development and research culture.

CAREER DEVELOPMENT

Training, mentoring and international mobility opportunities.

INCLUSIVE ENVIRONMENT

Equal opportunities, diversity and mutual respect.

WORKING CONDITIONS

Continuous improvement shaped by employee feedback.

RESEARCH CULTURE

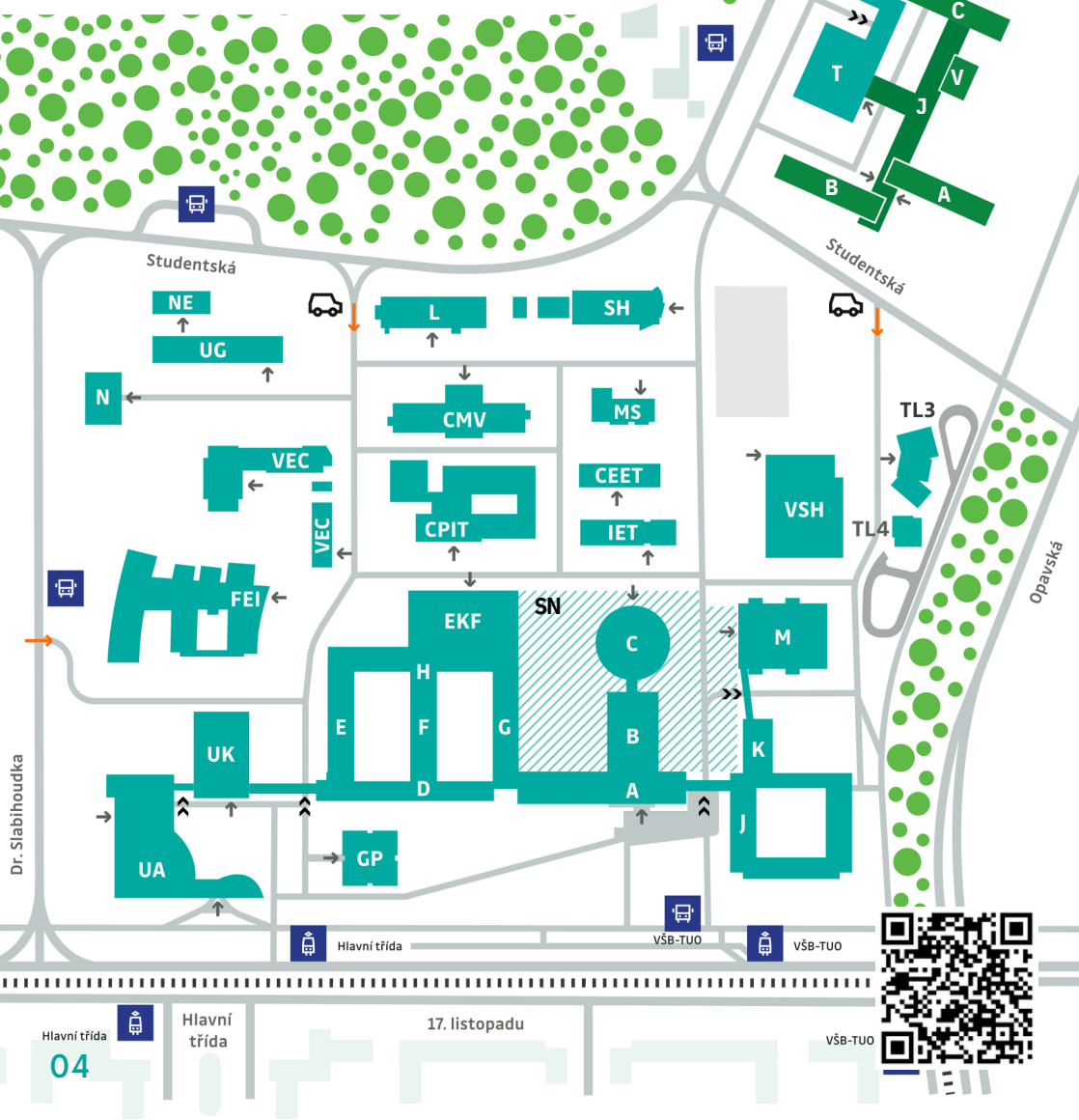
Integrity, responsible research and open science.

Learn more about HR Excellence in Research



YOUR CAMPUS

VSB-TUO has one of the largest university campuses in the Czech Republic. Offices, canteens, cafés, accommodation, sports facilities and green spaces are all within walking distance.



FIRST POINT OF CONTACT

INTERNATIONAL CONTACT POINT (ICP)

ICP is the first point of contact for international academics, researchers and their families before and during their stay at VSB-TUO.



Immigration

Visas and residence permits



Healthcare

Doctors, insurance and appointments



Accommodation

On-campus and private housing



Employment

Mobility and work-related formalities



Practical matters

Banking and everyday administration



Life in Ostrava

Local orientation and everyday life



Wellbeing

Psychological support and personal development coaching



Community & Events

Networking and community activities

VISIT US

Building C, Room C110

Monday - Friday: 8 am – 1:30 pm



BEFORE YOU START

DOCUMENTS FOR HUMAN RESOURCES (HR)

Please provide your HR contact with:

- Recognition of your qualification
- Personal information form
- Passport or national ID; residence document, if applicable
- Entry medical examination confirmation, if applicable
- Bank account details

QUALIFICATION RECOGNITION

Foreign university degrees must be officially recognised before employment at a Czech university.

Usually required:

- Diploma or certified copy
- Diploma supplement
- Official Czech or English translations

Start early – the process usually takes around 30 days and may take longer if documents are missing.

Need help? Contact ICP

YOUR FIRST WEEK

Complete these essential steps during your first days at VSB-TUO

FIRST-WEEK CHECKLIST

- 01 Visit the International Contact Point
- 02 Meet HR and complete your employment documents
- 03 Meet your department or supervisor
- 04 Collect your employee card from the Card Centre
- 05 Log in to InNET
- 06 Set up Wi-Fi on your devices
- 07 Find useful contacts in the InNET Phonebook

KEEP HR UPDATED

Inform HR if your address, bank account, name or residence permit changes.

PAY & TAX DOCUMENTS

Ask your department how to access your monthly payslip and which tax documents you need to complete.

EMPLOYEE BENEFITS



TIME OFF

Annual leave and employee entitlements



CAMPUS SERVICES

Discounted meals, library access and campus facilities



SPORT & WELLBEING

Sports facilities, activities and wellbeing support



LEARNING & CULTURE

Language courses and cultural offers



CHILDCARE

University kindergarten and childcare options



PARTNER OFFERS

Discounts on travel, finance, shopping and leisure

View current benefits in InNET



IMMIGRATION & RESIDENCE

The Ministry of the Interior handles residence matters for foreign nationals in the Czech Republic. ICP can provide guidance on the process and help you understand the requirements.

RESIDENCE PERMITS & VISAS

Applications and extensions

REPORTING CHANGES

Address, name and travel documents

APPOINTMENTS

Book your visit online

NEED HELP?

Contact ICP

Ministry of the Interior – Ostrava Office
Výstavní 55/117, Ostrava

Official immigration
portal & appointments



HEALTHCARE & WELLBEING

NEED A DOCTOR?

ICP can provide guidance and, where possible, assist with finding healthcare providers, arranging appointments or accompanying you to medical visits.

URGENT CARE

University Hospital Ostrava

17. listopadu 1790, Ostrava-Poruba

Located next to the VSB-TUO campus.

WELLBEING

On-campus psychological support and personal development coaching are available for international employees.

vsbtuoconsultations@gmail.com

Book a consultation or contact us.

Therapy



Coaching



ACCOMMODATION

Accommodation is available both on and off campus. ICP can provide guidance on available options and help you get oriented.

ON CAMPUS

HALLS OF RESIDENCE

Accommodation for VSB-TUO students and employees, located close to the main university campus.

HOTEL GARNI

Single, double and family rooms are available directly on campus.



PRIVATE ACCOMMODATION

Private flats and rooms are widely available in Ostrava. Rental offers can be found through property websites, agencies and private landlords.

Agency fees may apply. Always check the rental conditions before signing a contract.

NEED GUIDANCE?

Contact ICP for information on accommodation options.



CHILDCARE & SCHOOLS

Families can find childcare and education options in Ostrava, including facilities with English-language programmes.

UNIVERSITY KINDERGARTEN

On-campus preschool for children of VSB-TUO employees and students.

CHILDCARE

Several private kindergartens and preschools in Ostrava offer programmes in English.

SCHOOLS

Primary and secondary schools with English-language programmes are also available in Ostrava.

NEED GUIDANCE?

Contact ICP for information on childcare and schooling options.

EVERYDAY ESSENTIALS

Most everyday services are available directly on campus or within walking distance.



EATING ON CAMPUS

Employees can get discounted meals at the main canteen, snack bars, pizzeria and other canteens. Lunches can be ordered online through InNET.



BANKING

Several banks and ATMs are available near the campus in Ostrava-Poruba. ICP can provide guidance if you need help with opening a bank account.



POSTAL SERVICES

Post offices and parcel services are available near the campus.





WELCOME TO OSTRAVA

Ostrava is the third-largest city in the Czech Republic and the vibrant centre of the Moravian-Silesian Region, close to the Polish and Slovak borders.

Around 293,000
Residents

3rd largest
City in the Czech Republic

214 km²
City area

Poland & Slovakia
Nearby borders

GETTING AROUND

Getting around Ostrava is easy by tram, bus, trolleybus or bike.



PUBLIC TRANSPORT

Pay directly on board with a contactless bank card, buy tickets in the MojeDPO app, or use an ODIS travel card.

Ask the Card Centre about adding ODIS to your employee card.



BIKE SHARING

Nextbike bicycles are available across Ostrava and can be rented through the Nextbike app.



LANGUAGE & USEFUL CZECH

Contact the Institute of Languages for information about current courses and registration.



USEFUL CZECH

ENGLISH	CZECH
Hello	Dobrý den
Goodbye	Na shledanou
Please	Prosím
Thank you	Děkuji
Sorry / Excuse me	Promiňte
I don't understand	Nerozumím
I don't speak Czech	Nemluvím česky
Do you speak English?	Mluvíte anglicky?
Where is...?	Kde je...?
I need help	Potřebuji pomoc

COMMUNITY & EVENTS

ICP organises networking events, board game afternoons, and activities that introduce international staff to Czech culture and traditions. All employees are informed about upcoming opportunities via email by the ICP office.



BE PART OF THE COMMUNITY

Meet international colleagues, discover Czech culture and join selected activities with your family or partner.

CULTURE IN OSTRAVA

Ostrava offers a vibrant mix of music, theatre, film, festivals and contemporary art.

FESTIVALS

Colours of Ostrava, Beats for Love and the Leoš Janáček International Music Festival.

MUSIC & THEATRE

Janáček Philharmonic Ostrava and the National Moravian-Silesian Theatre.

CINEMA & ART

Kino Art, Minikino, PLATO Ostrava and the Gallery of Fine Arts.



PUBLIC HOLIDAYS IN CZECHIA



New Year's Day	1 January
Good Friday	March or April
Easter Monday	March or April
Labour Day	1 May
Victory Day	8 May
Saints Cyril and Methodius Day	5 July
Jan Hus Day	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

Public offices and some shops and services may have limited opening hours on public holidays.

IMPORTANT CONTACTS

Keep these contacts handy in case you need urgent help or practical support.

IN AN EMERGENCY

112

European emergency number

155

Medical emergency

158

Police

150

Fire brigade

HEALTHCARE

University Hospital Ostrava

17. listopadu 1790, Ostrava-Poruba

Located next to the VSB-TUO campus.

IMMIGRATION

Ministry of the Interior – Ostrava Office

Výstavní 55/117, Ostrava

INTERNATIONAL CONTACT POINT

icp@vsb.cz

+420 596 994 222

euraxess@vsb.cz

+420 596 993 718

Building C, Room C110

NOTES

HERE TO HELP



**INTERNATIONAL
CONTACT POINT**



CONTACT US

INTERNATIONAL CONTACT POINT

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



icp@vsb.cz
euraxess@vsb.cz

The International Contact Point is part of the EURAXESS
network in the Czech Republic.



**Spolufinancováno
Evropskou unií**



**Ministerstvo
školství, mládeže
a tělovýchovy**