

## Three levels of coordinators at Palacký University

- **Palacký University coordinators** (Ms. Zuzana Hamdanieh and team): orientation week, insurance, accommodation, confirmation of stay  
<https://www.upol.cz/en/students/exchange-students/international-offices/>
- **Faculty of Arts coordinator** (Ms. Simona Černá): enrolment in Palacký Uni Portal (STAG), transcript of records  
<https://www.ff.upol.cz/en/about/basic-information/>
- **English Department coordinator** (Helena Tylšarová for ERASMUS and everything else except CEEPUS): approval of study plans and learning agreements, info about English Dept. courses (courses KAA/...)  
E-mail: [helena.tylsarova@upol.cz](mailto:helena.tylsarova@upol.cz)  
Office hours: Mon 9.00–9.30, Tue 13.15–13.45, Fri 9.00–9.30 or by appointment (Křížkovského 10, rear building, Room 3.28)
- **Coordinators from other departments:**  
<https://www.ff.upol.cz/en/about/basic-information/>

## Department of English and American Studies

### Useful links:

- **English dept. website:** [anglistika.upol.cz](http://anglistika.upol.cz) (Foreign students)
- **Map** of the English department and how to find other departments:  
<https://anglistika.upol.cz/en/prospective-students/prospective-foreign-students/#c19982>
- **Moodle:** [moodle.upol.cz](http://moodle.upol.cz)
  - Sign up for KAA DF (Discussion forum)
- **Palacký University Portal:** [portal.upol.cz](http://portal.upol.cz)

### What to do next?

1. check the timetable to see what is actually taught this semester and compare it with the Before Mobility section of your LA
2. make a list of courses you would like to attend (you can keep, add, or delete courses)
3. consult your choice of courses taught at the English department with the department coordinator (Helena Tylšarová) and then
4. **Use the first week to learn more about the courses:** go to the first lesson to learn more about the syllabus and requirements (**do not miss the first lesson** even if you have not signed up in STAG) and talk to the teacher to find out whether the course is suitable for you (do not pick courses for MA students if you are a BA student)
5. **By the end of the first week, you should know which courses you are going to keep, add or drop**
6. **Enrolment in STAG:**
  - a) if the teacher says you can attend the course and the capacity in STAG is still full, get in touch with the English dept. coordinator. You need to come personally upon previous arrangement in the **first two weeks of the semester** (only the English dept. courses can be sorted out this way).
  - b) if a course is not suitable for whatever reason and you are enrolled in it, make sure to unenrol by the end of week 2
7. After finalizing the list of courses, make changes in STAG (**deadline: the end of week 2**), generate a pdf with the Changes and have it signed by both parties in due time. Then upload it in STAG.
8. **Enjoy your stay** 😊

## ENGLISH DEPARTMENT CLASSROOMS

**KA: Křížkovského 10**

**KB: Křížkovského 12**

CLASSROOM NUMBER	LOCATION
P1.31	KA, basement, entrance through the staircase in the front or rear building
1.39	KA: front building, floor 1 (= ground floor), computer room
1.40	KA: front building, floor 1 (= ground floor), computer room
1.44	KA: front building floor 1 (= ground floor),
1.49	KA: front building, floor 1 (= ground floor)
2.40	KA: front building, floor 2
3.05	KA: rear building, floor 3, Dept. of English and American Studies
3.16	KA: rear building, floor 3, Dept. of English and American Studies
KB-1.09	KB, Křížkovského 12, floor 1 (= ground floor)

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