

more than 75 year long tradition

7 faculties


7 300 students

**WELCOME AT UPCE**



Take a Tour

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# About the University

UPCE offers

- 50 study programmes in English
- top scientific teams
- well-equipped classrooms and laboratories

Chemists and economists, philosophers and historians, health professionals, transport experts, electrical engineers and computer scientists, and restorers study here.



[Get more information about the University](#)

Prof Libor Čapek, Rector



# UPCE Campus

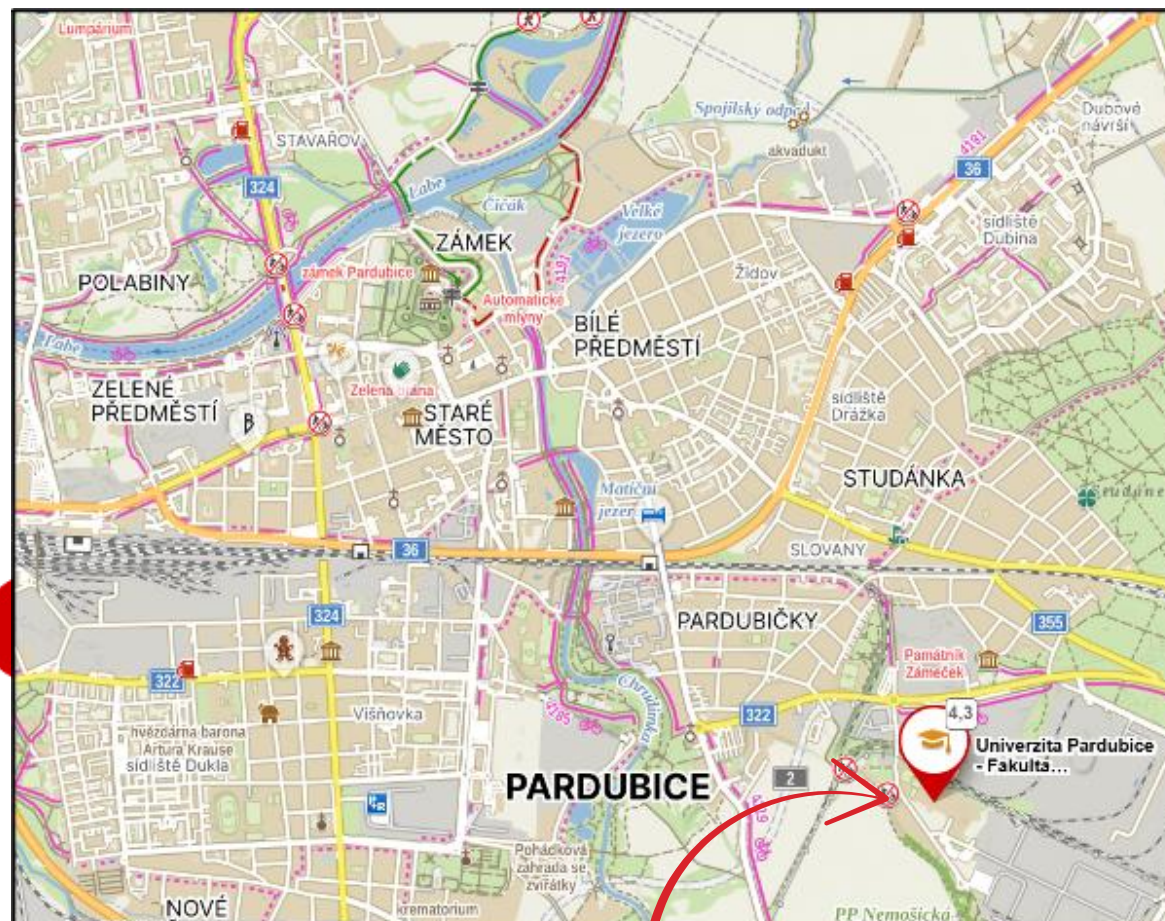


- Faculty of Arts and Philosophy (FF)
- Faculty of Chemical Technology (FChT)
- Faculty of Economics and Administration (FES)
- Faculty of Transport Engineering (DFJP)

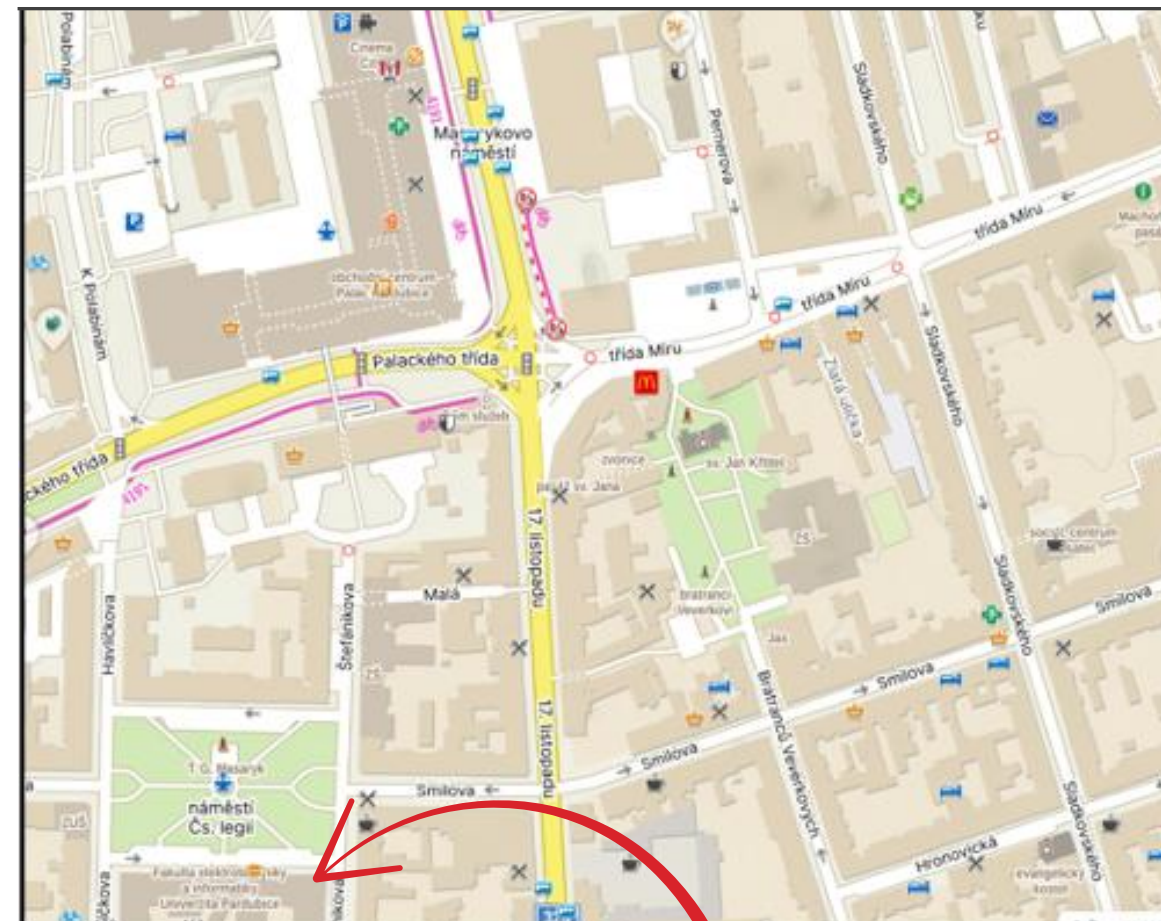




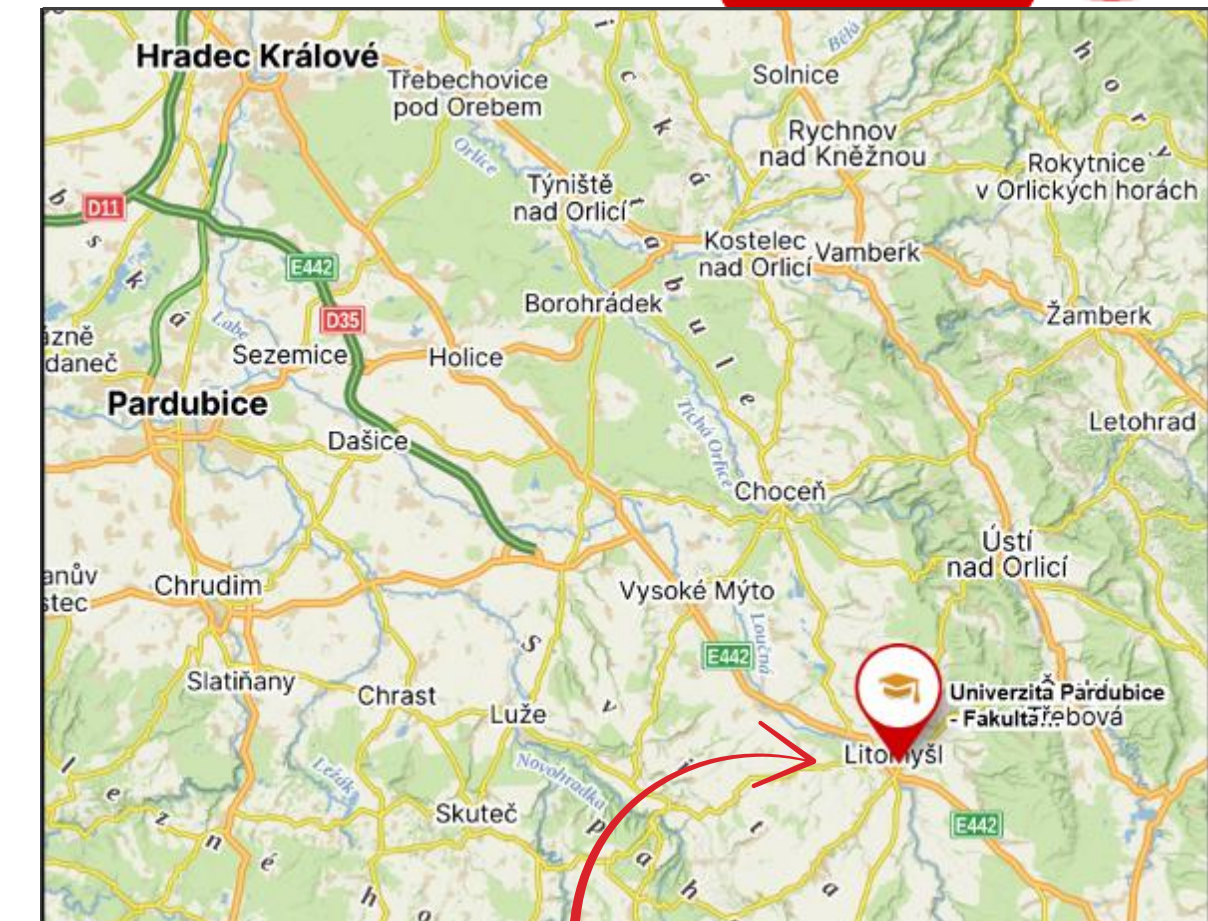
# Faculties outside of the Main Campus



**Faculty of Health Studies  
(FZS)**



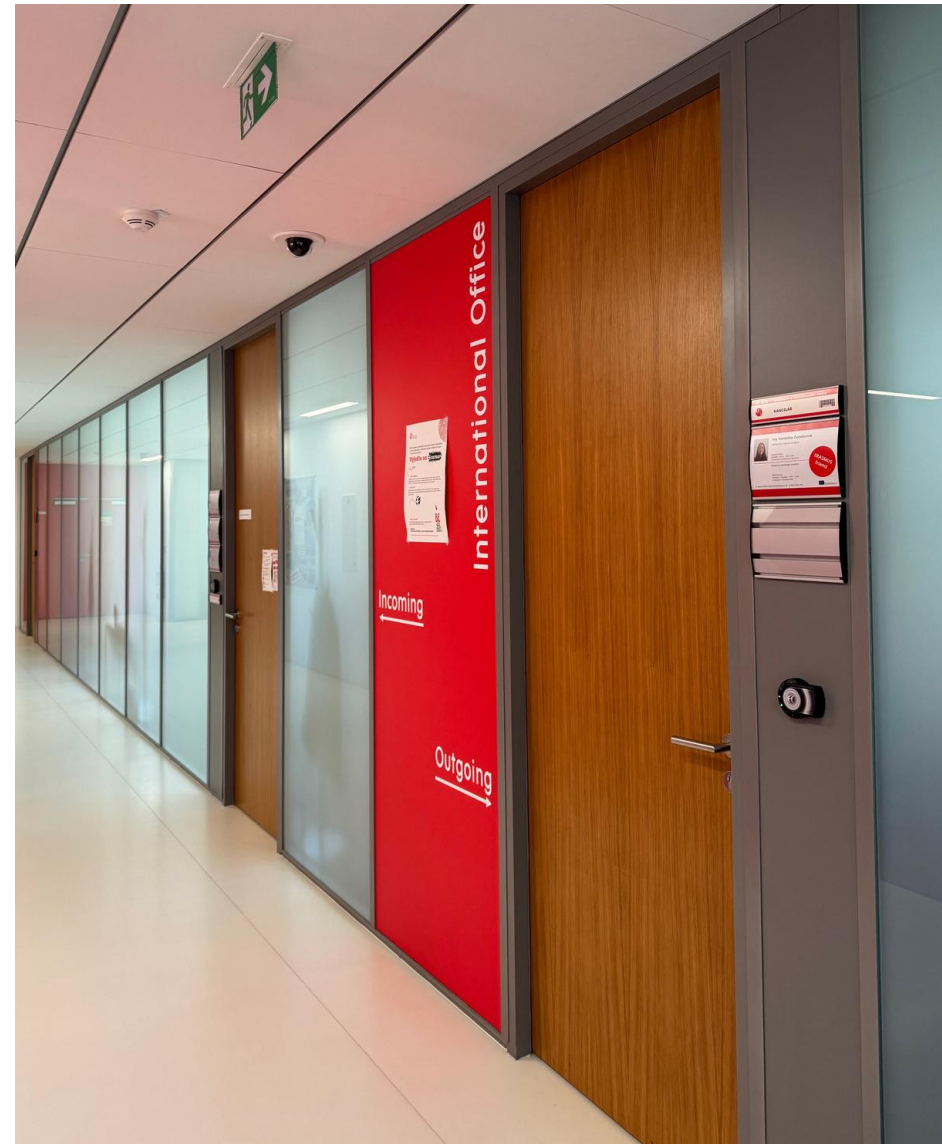
**Faculty of Electrical  
Engineering and Informatics  
(FEI)**



**Faculty of Restoration  
(FR)**



# International Office



**Věra  
Albrechtová**

[vera.albrechtova@upce.cz](mailto:vera.albrechtova@upce.cz)

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Head of IO

**Martina  
Votoupalová**

[martina.votoupalova@upce.cz](mailto:martina.votoupalova@upce.cz)

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Incoming students



# Faculty Coordinators



**Jana  
Voltrová**

[Jana.voltrova@upce.cz](mailto:Jana.voltrova@upce.cz)

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Economics and  
Administration  
**FES**



**Nela  
Dosedělová**

[nela.dosedelova@upce.cz](mailto:nela.dosedelova@upce.cz)

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Transport  
Engineering  
**DJFP**



**Drahomíra  
Ciberová**

[drahomira.ciberova@upce.cz](mailto:drahomira.ciberova@upce.cz)

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Health Studies  
**FZS**



**Hana  
Hrašová**

[hana.hrasova@upce.cz](mailto:hana.hrasova@upce.cz)

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Chemical  
Technology  
**FCHT**



**Michaela  
Fišerová**

[michaela.fiserova@upce.cz](mailto:michaela.fiserova@upce.cz)

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Arts and  
Philosophy  
**FF**



**Milena  
Štolfová**

[Milena.stolfova@upce.cz](mailto:Milena.stolfova@upce.cz)

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Electrical Engineering  
and Informatics  
**FEI**



**Pavla  
Nováková**

[pavla.novakova@upce.cz](mailto:pavla.novakova@upce.cz)

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Restoration  
**FR**

Your Faculty Coordinator helps you with your studies at UPCE.





# Accommodation

The Accommodation Coordinator will help you with

- enquiries and reservation
- accommodation rules
- payment

**Martina  
Rösslerová**

[iskam@upce.cz](mailto:iskam@upce.cz)

[ubytovani@upce.cz](mailto:ubytovani@upce.cz)

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Accommodation  
Coordinator

[Get more information about the accomodation](#)



# Erasmus Student Network

**Register here**

Strongly recommended !!

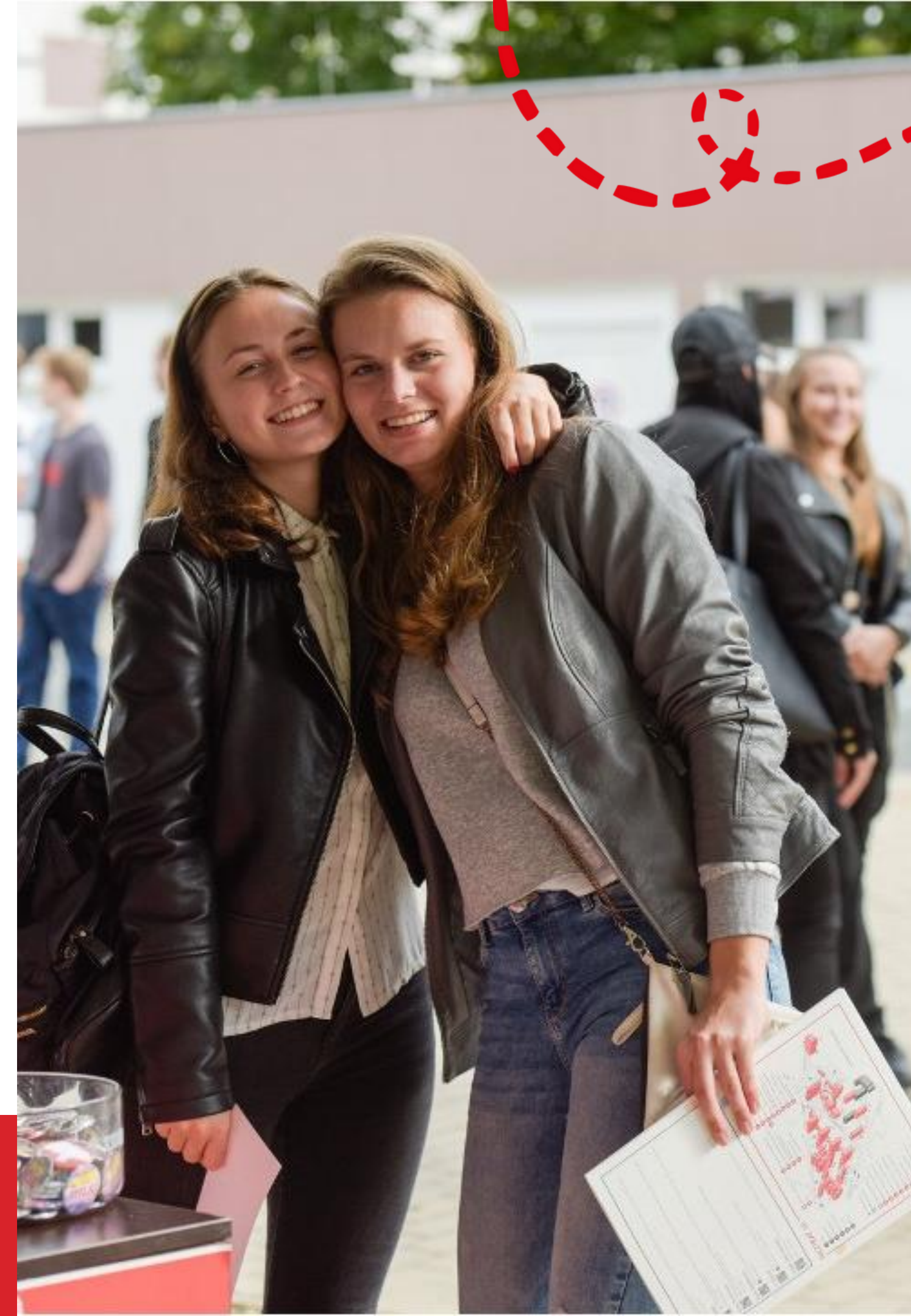


- get help at your arrival
- find your buddy
- have fun at get-togethers and other events
- go on trips



[@esnpardubice](#)

[Get more information about ESN](#)





# Your Health – UPCE Healthcare club



## UPCE HEALTHCARE CLUB OFFERS

- an initial medical consultation
- basic medical advice and treatment
- finding appropriate help within the Czech healthcare system
- assistance at doctors' appointments
- support regarding health insurance

## CONTACT

[healthcare@upce.cz](mailto:healthcare@upce.cz)

+420 724 878 439 (if urgent)

In emergency always call **112** – emergency medical service.





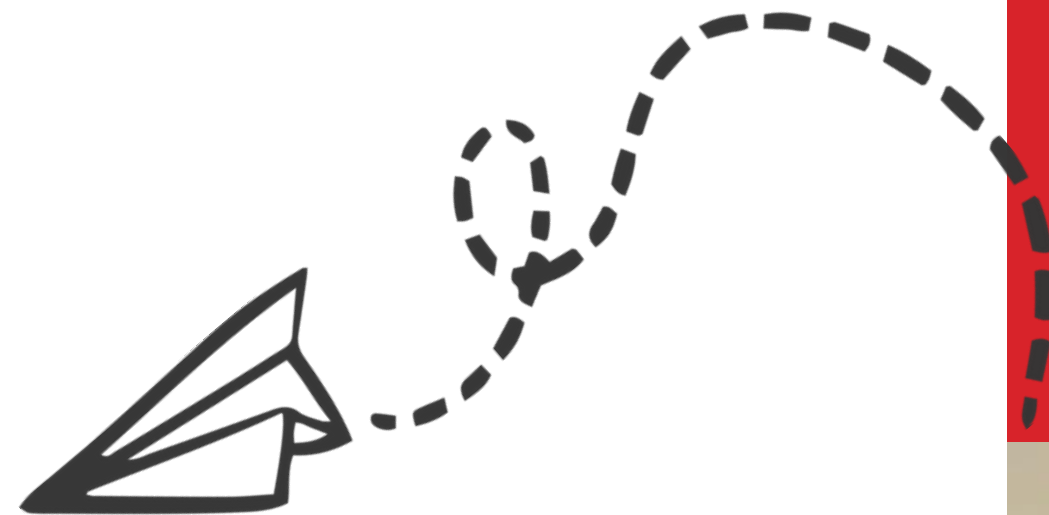
# Health Insurance

- Holders of EU Insurance can register after their arrival at a Czech Insurance company for free (essential care only). You can do so, for example, at the insurance company VZP.
- After your arrival, you can register at their office in Pardubice: Karla IV. 73, 530 02 Pardubice.
- You have to bring following documents with you:
  - your ID,
  - your EU insurance card,
  - confirmation of study at UPCE.





# Library



- come and borrow books, newspapers and journals
  - study
  - scan and copy
  - or just relax
- 

## Opening hours

Monday–Wednesday 8 am – 8 pm

Thursday 8 am – 6 pm

Friday 8 am – 4 pm



[Get more information about the library](#)



# Transport

TIMETABLES IN PARDUBICE

TIMETABLES IN CZECHIA

The easiest way from the Prague Airport to the main train station in Prague (Praha hlavní nádraží) is to take EA bus line (Airport Express): the bus stop is in front of the Terminal 1 Arrivals hall. You can pay on the bus to the driver.

From Pardubice's train station you can get to the University of Pardubice campus by taking bus number 3, 33 or 17 (the stop "Terminál Univerzita" is in front of the University Library). Another possibility is bus number 30 and 16 (the stop "Univerzita" is located in the centre of the University campus). You can pay on the bus with your bank card by approaching the machine with your card.

Tickets for trains in Czechia are to be purchased online or at the train stations.

Tickets for regional buses in Czechia are to be purchased on the bus.





# More information

## Orientation week

The first week of your Erasmus stay  
You will receive detailed information  
by email.

## Guidebook

Do you want to learn more about  
UPCE and Pardubice? Feel free to  
download our [Guidebook](#).







# Student holidays

	Date	Description of holiday
Winter	September 28th	St. Wenceslas Day & Czech Statehood Day
	October 28th	Establishment of Czech state
	November 17th	Velvet revolution
	December 22nd – January 1st	Winter vacation
Summer	April 3rd – April 6th	Easter Holiday
	May 1st	Labour Day
	May 8th	Liberation from Nazis
	July 5th	Saints Cyril and Methodius Day
	July 6th	Jan Hus Day
	After June 29th	Summer Vacation

On those days, the university and some shops might be closed.





**AFTER YOUR ARRIVAL**



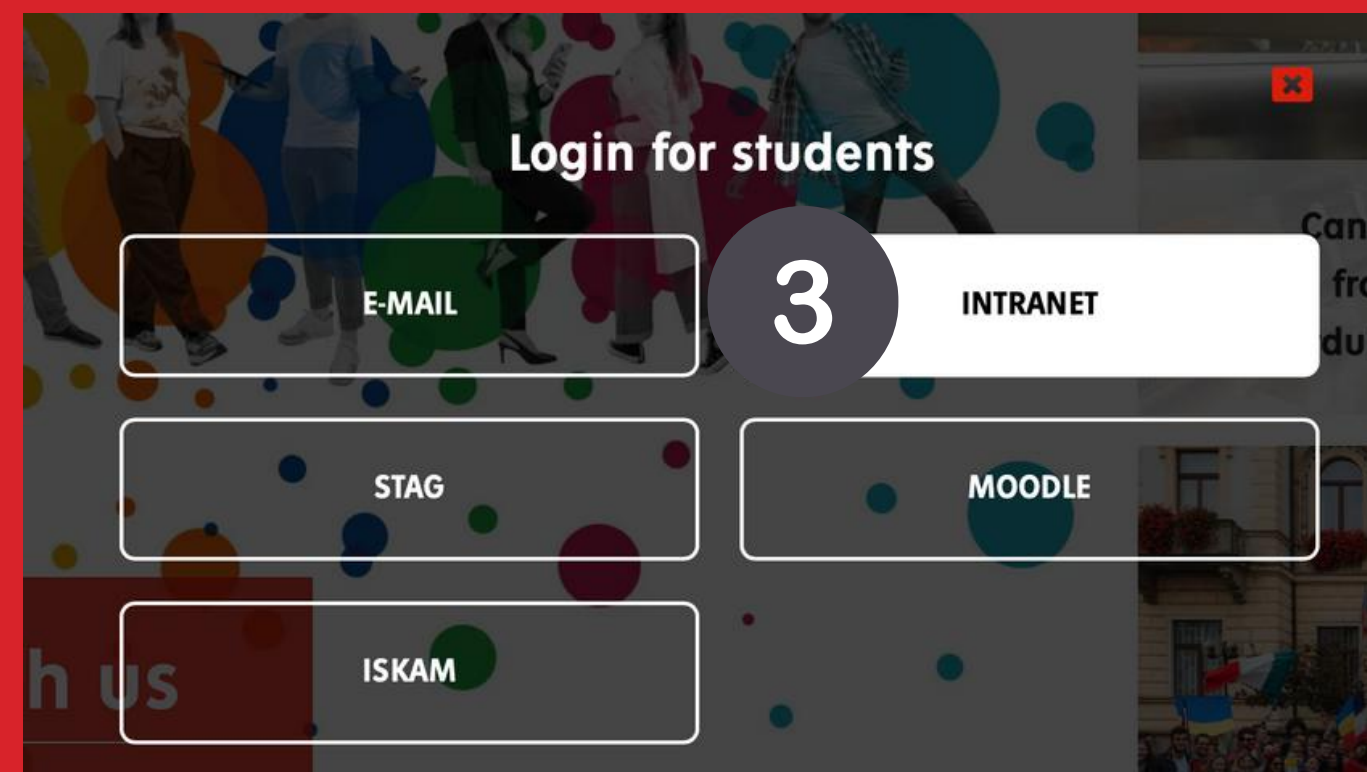
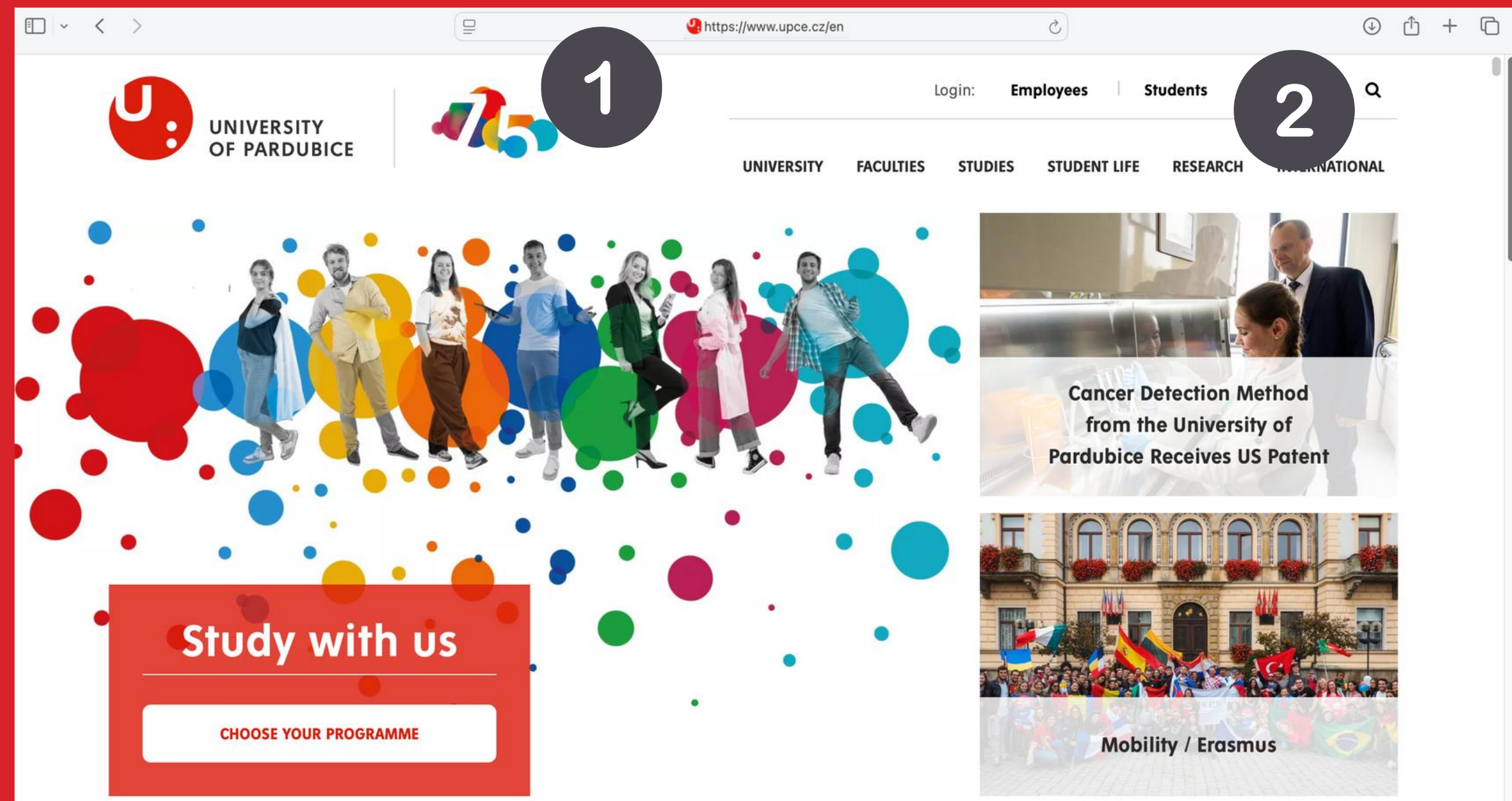
Revisit the following pages



# Connect to UPCE systems

## Following steps:

- 1) open link  
<https://www.upce.cz/en>
- 2) click on "Students"  
button
- 3) choose "Intranet" button
- 4) netID@upce.cz



Use your [NetID@upce.cz](mailto:NetID@upce.cz) from your student card and follow the instructions for the authentication.

Your password is written on the attached paper after the Czech word „heslo“.



5) go to student intranet

6) click on your name on the top

7) select „Eduroam password” in order to know your personal Wifi password

Wifi name: Eduroam

The screenshot shows the UPCE Student Intranet interface. At the top, the header includes the UPCE logo and the text "UPCE Student Intranet". A search bar is located below the header. On the left side, there is a red sidebar menu with the following items: MENU, Study, SAFE UPCE, Library, Accommodation, Catering, Sports, Community Services, Regulations and Notices, Language Centre, STAG portal, University e-mail, Office 365, ServiceDesk, ISIC Card, ALIVE Card, ISKAM, and University glossary. In the center, there are two main content areas. The top area contains a "Contacts" section with the text "People on UPCE" and a "Continue" button, and an "Add more" section with an "Add more" button. Below these is a "News" section with a "Settings" dropdown. The first news item is titled "Volodymyr Yermolenko: Thinking in Dark Times" and is dated "5 hours 42 minutes ago Jan Pražák". The second news item is titled "Announcement of the 19th session of the Academic Senate of the University of Pardubice" and is dated "1 day 1 hour ago". On the right side, there is a user profile section for "Martina Votoupalová" with a "Continue" button. Below this is a "User blocks settings" section. At the bottom right, there is an "Important" section with a red exclamation mark and a "Settings" dropdown. The "Important" section contains the text "7 months 2 weeks The Rector Informs Current safety information from UPCE". Below the "Important" section is an "Events" section with a "Settings" dropdown. The "Events" section contains a table with the following data:

Date	Event
Tue, Apr 1 - Wed, Apr 30 2025	Let's get the university moving - Battle of the Faculties 2025
Tue, Apr 29 2025	INVITATION to the 19th session of the Academic Senate of the University of Pardubice

Annotations 5, 6, and 7 are placed on the interface. Annotation 5 points to the "UPCE Student Intranet" header. Annotation 6 points to the user profile section. Annotation 7 points to the "Eduroam password" link in the user profile section.



# Food and Drinks on the Campus



## Laborka

building HA  
[@laborka\\_na\\_upce](https://www.instagram.com/laborka_na_upce)



## Bistro Zastávka

building DB  
[@zastavka\\_bistro\\_upce](https://www.instagram.com/zastavka_bistro_upce)



## UPCE dining halls

building M  
[Get more information about our dining halls](#)



# Money

- get your cash on the campus
- exchange money
- open an account



Cashpoint



Exchange office



Banking info - page 10





**SAVE FOR LATER**



Checklist for the end of your mobility



# At the End of your Mobility

- ✓ Talk to your **Faculty Coordinator**.
- ✓ Make sure that all your obligations are settled. This is proven in the **Final Record**.
- ✓ Make sure your **Transcript of Records** is uploaded into the Portal.
- ✓ Fill in the **Farewell questionnaire**. The link will be emailed to you.
- ✓ Ask your faculty coordinator to issue **Confirmation of Study Period**. This can't be done earlier than 3 days before your departure.





# Contact Information



**Ms. Martina Votoupalová**

International Office Coordinator  
for Incoming Students

**Phone Number**

+420 466 036 445

**Email Address**

[martina.votoupalova@upce.cz](mailto:martina.votoupalova@upce.cz)



**BE**  
IN  
TER  
NATI  
ONAL