



UNIVERSITY  
OF PARDUBICE

# GUIDE

for settling  
in at UPCE



Thank you for choosing UPCE as your new place of study. Being in a new environment might be exciting, but also challenging. We would like to do our best to make your stay here pleasant, fruitful, and free from misunderstandings.

## F2F meeting / classes

To make your stay at UPCE successful and pleasant, remember to

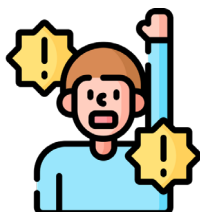


- ✓ Use surnames to address professors, unknown and older people
- ✓ Use first names among friends and peers in study groups



- ✓ Ask for a meeting in advance
- ✓ Inform the other person in time if rescheduling is necessary

AND NOT TO



- ✗ Drink, eat or use mobile phones during classes
- ✗ Interrupt others when they are speaking



**If you wish to make the most of your stay, we suggest noting the following:**

We respect the academic hierarchy; people are usually addressed by their surnames. We use first names among friends, among peers in study groups, after we ask for permission, etc. The offer to use a first name comes from the person who is more senior than us (by age / by position).

We believe that efficient and organised meetings lead to successful collaborations, so we honour arranged meetings and appointments. If rescheduling is necessary, we inform the other person in advance. During the introduction we make eye contact and shake hands. Attendees of meetings are expected to come prepared for meetings by bringing the necessary materials or information.

We do not drink or eat during classes, and we do not use mobile phones during the lessons.

We usually hold meetings to exchange information in an organised way, so jumping into someone's speech or leading parallel conversations during a speaker's presentation can be seen as disturbing and impolite.

## Emailing someone at UPCE:



- ✓ Use your @student.upce.cz email
- ✓ Write a clear subject line
- ✓ Use polite phrases
- ✓ Confirm receipt of important emails

## Time for appointments, classes, meetings, parties, using public transport, etc.



- ✓ Arrive on time or a few minutes earlier for classes, meetings and events
- ✓ Inform the organiser in advance, if unable to attend an event

## Embracing diversity and promoting inclusivity



- ✓ Treat everyone with respect and dignity

We communicate via emails with xxxx@student.upce.cz or name.surname@upce.cz.

We appreciate a clear subject line in our email and love to begin with a polite greeting, such as "Dear Professor / Colleague / Mr / Mrs / Ms + Surname."

We state who we are, what faculty we study / the department we work in, etc.

We sign off our emails with a closing, like "Best wishes" or "Sincerely" or a subtle hint, such as "Looking forward to hearing from you."

We show our attention by confirming the receipt of important emails with a brief acknowledgement (thank you, I understand / I will get back to it later, etc.).

We appreciate the awareness of time and see it as a sign of respect for the time of other people.

It is best to arrive on time or a few minutes early for events, including parties, and, of course, for lectures and meetings.

If you are unable to attend an event, please inform the organiser in advance.

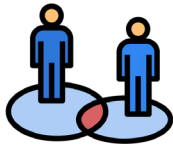
Transport times are generally very reliable. You may miss your train or bus if you come late, even if it is a few minutes.

We like to treat everyone, regardless of their gender, race, sexual orientation or background, with respect and dignity: "Could you / Please / Thank you"... are nice tokens of appreciation during conversations.

We try to be mindful of cultural differences and avoid assumptions or stereotypes.

There is no prescribed dress code on the premises of the university. You may come across various styles of clothing. However, a certain level of formality is expected at exams.

## Privacy and personal space



- ✓ Knock on the door before entering
- ✓ Maintain a respectful distance in person (1–1,5 m)
- ✓ Ask for permission before using someone else's belongings or sharing personal information

## Greetings and smiles



- ✓ Greetings and a smile make others feel comfortable

## Essential phrases in Czech and switching to English



- ✓ Learn a few polite phrases in Czech, like "Dobrý den" (Good day) "Děkuji" (Thank you)
- ✓ Always ask for help or further explanation if in doubt

We respect personal boundaries by knocking on the door before entering closed spaces, such as offices, dorm rooms, or shared areas.

We respect the privacy of others both physically and digitally and maintain a respectful distance in person (the maintained distance between people meeting for the first time generally equals the length of our arm).

We seek permission before using someone else's belongings or sharing personal information.

A warm greeting and a smile can go a long way in creating a welcoming atmosphere – a friendly “Hello” or “Good morning / afternoon / evening” can do wonders. A sincere smile can help establish connections and make others feel comfortable.

Consider learning a few polite phrases in Czech, such as “Dobrý den” (Good day) or “Děkuji” (Thank you). The locals appreciate the effort; there is no need to continue in Czech, you can always return to English. Don't be shy to ask for help. Make sure you understand in situations that are important to you. If in doubt, please indicate that and ask for explanations or repetitions.

We are here to help you.  
If you face something unclear, you may always contact  
[international@upce.cz](mailto:international@upce.cz).

