

Buddy Cookbook

ESN VSB – TU Ostrava
Summer semester 2020



Abbreviations

- ESN – Erasmus Student Network
- OD – Orientation Days (introductory days with school, Ostrava and people around you)
- OH – Office hours
- BS – Buddy System
- ICP – International Contact Point
- Buddy – You (a person taking care of an exchange student)

Orientation Days 3. – 9.2. 2020



- Orientation Days or days when the exchange students are getting introduced to the city, campus, people and ESN. We prepare activities to make it fun and fast.
- If you are interested in helping us with the OD, just send us an [email](#) and we will send you more info.
- You're going to meet a lot of new people there and you will enjoy an amazing time.
- The Welcome Ceremony will take place on 4th of February at 1 PM in the New Aula 1.

Buddy Codex

Buddy...

- ... takes his/her duties responsibly and seriously.
- ... is a source of information and help for all the exchange students.
 - ... serves as a cultural guide.
- ... behaves in a way that does not discredit ESN VSB-TUO, so as VSB – TU Ostrava.
- ... does not abuse knowledge of the Exchange student for their benefit.
- ... does not misuse personal information and contacts about ESN members and Exchange students for commercial purposes.

- Just imagine that you are going abroad by yourself. You appear at the airport in the middle of sunny Spain, where just a few people speak english and the only phrase that you can say in spanish is: „Hey you are beautiful.“
- The best start of your stay in the foreign country is, that you‘ll be picked up by a handsome man/beautiful girl, student from a local university. They will show you everything, help you with everything and they are available for you whole stay of yours. Sounds great doesn‘t it?

Buddy System

- Since January 2018 we are connecting exchange students with buddies through Buddy System ESN VSB-TUO.
- First step to become a buddy is a registration.
- After registration, you will be given a confirmation email in which you will need to confirm that you really want to be active buddy, so we can give you info about one or more exchange students, depending on the current situation.
- After connecting a buddy with an exchange student the system will automatically generate info email of the connection that will be sent to both of you.
- Contact information about exchange students can be found in the BS, tag Dashboard.

Before arrival 1/2

- Get in touch with your exchange students.
If you have no response through mail, maybe it's because of SPAM filter. Try to reach your buddy or faculty coordinator, there might be another mail address, that you can use.
- Introduce yourself, offer him/her help with any questions.
- Remind him/her to bring passport photos (the small ones)!
- Ask him/her if he/she received Survival Guide, if not, you can find it here: <https://esnvsb.cz/survival-guide> send it to him/her.

Before arrival 2/2

- Remind your exchange student, that OD are starting on 3.2. 2020, it's strongly advised to come one day earlier.
- Talk in the way that you would like to be talked to by your buddy from your Erasmus country
- Try to ask, if they don't have any questions about the city. It is most likely first time that they are coming to Ostrava, so you are the one who knows more.

Day of arrival (Pick-Up)

- Try to find time to pick up your exchange student somewhere in Ostrava and take them to the dormitories or flat. Depends on where will they stay.
- Don't forget that there is nonstop service in the reception of dormitories.
- If you won't be able to pick up your exchange student, write a post to the [Facebook group for buddies](#).
- There is no need to go for exchange students to the airport. The Survival Guide has description about the way from the airport to the Ostrava.

Accomodation - dormitories

- Take the exchange student to the reception.
- Accomodation office (AO) is open:
 - You can take him straight to AO where the exchange students sign the contract of accomodation and the other necessities to get the keys of their room.
- Accomodation office is closed:
 - At the reception students have to sign some papers and after that they will get bedsheets and keys to their room. **They need to go to the AO next day in the morning** and they will do the same process as mentioned above.
- Internet connection will be available after registration to the school system, that is done during OD.

Arrival of the exchange student before OD

- If the exchange student arrives before OD he will get all the necessary information there.
- During OD:
 - faculty registration
 - ISIC card creation (ODIS card*)
 - campus tour and the International Contact Point
 - ESN office location
 - purchase of SIM card and ESNcard and opening of czech bank account*
 - participation in the Sightseeing Game* (city tour in a funny way)
 - purchasing kitchen utensils at the Flea Market*
 - enjoying the Welcome Party*

* - optional

Arrival of the exchange student after OD

- If exchange students are arriving after or during OD there are several things that need to be dealt with:
 - faculty registration
 - ISIC card creation (ODIS card – optional)
 - ESN office location (dormitories, 8. floor, A building)
 - campus tour
- We would like to ask you to deal with these matters. If you have any questions contact your Buddy Coordinator or our HR.

Faculty registration

- Registration to the school system is done at faculty of an exchange student, during the office hours of the faculty coordinators.
- Students need to sign the Learning Agreement to be enrolled to the system.
- After enrollment it is necessary to create their student card – they have two options.
 - 1. VSB student card – can be used for all necessities (printing, ordering food etc.) Price: 0 CZK
 - 2. ISIC card - same as VSB student card + 75% discount for transport + [extra discounts](#). Price: 180 CZK.
 - You can combine both cards with ODISka card– card for transportation in Ostrava and whole region. The card will be uploaded on the student card. Price: + 50 CZK.

ESN office

- ESN office is located in the dormitories, building A, 8. floor.
- Exchange students can come for help with whatever they need, they can buy a SIM card, or ESNcard or they can just come to have a chat.
- ESNcard is a card that offers you [many discounts](#), it's also possible to get discount with it for our events.
- Office hours during the year:
 - Monday 17:00 - 18:00
 - Wednesday 17:00 - 18:00
- During OD we will be there more often – more info on FB.

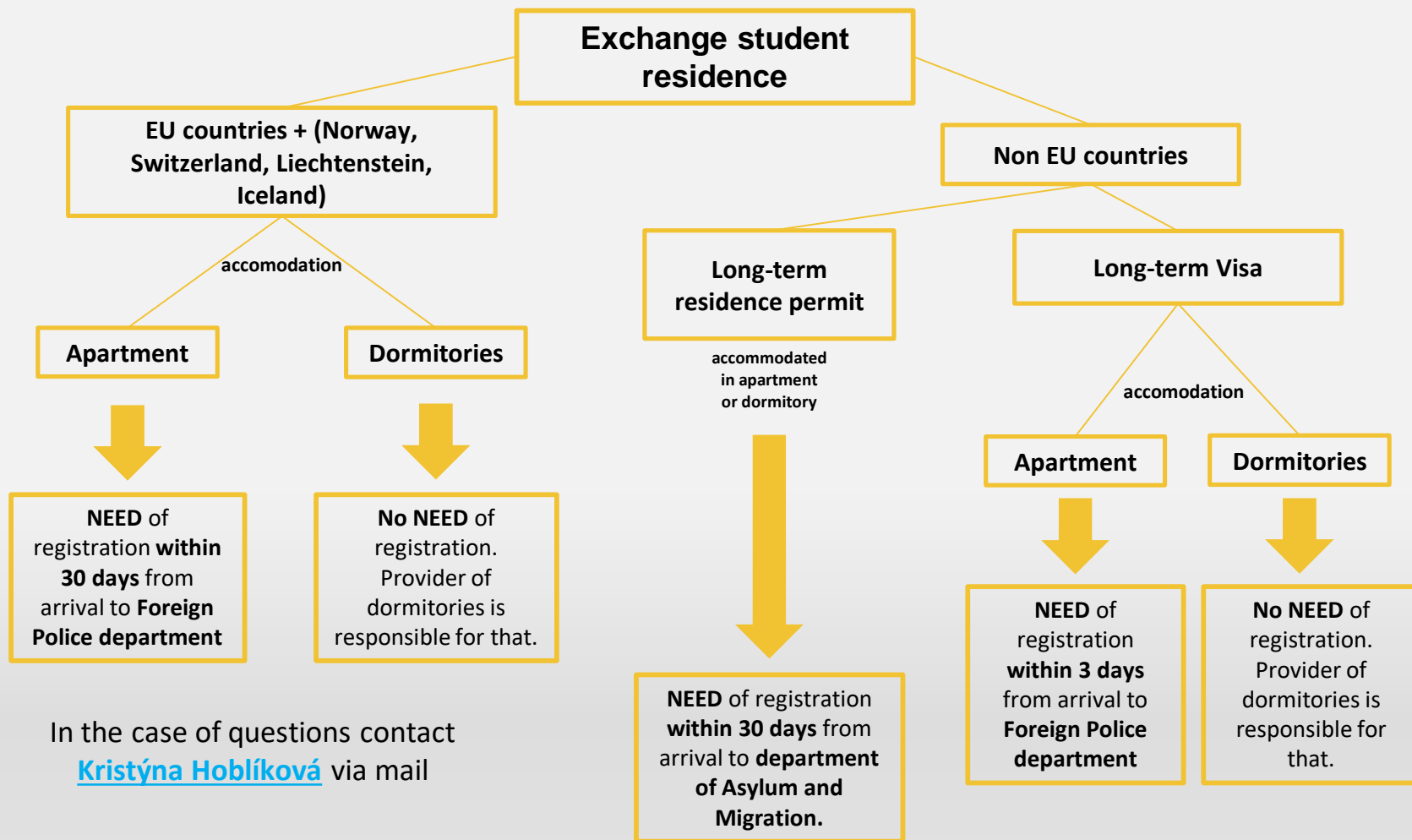
What to do with exchange students after OD?

- Show them local pubs, restaurants, shops, places to grab a beer or lunch, the places you like etc.
- If they have any questions, be patient and try to solve it with them. You definitely know the city and people better than them. You can also contact us and we will try to help you out.
- Take them out for a trip, show them the country.
- It's totally up to you what you are going to come up with. The best will be if they will leave Ostrava with amazing memories.

International Contact Point 1/2

- [International Contact Point](#) is a provider of help and assistance services for exchange students.
- It works as a help desk, that helps students with necessities connected with their stay in Ostrava and the Czech Republic generally.
- It helps with visas, work permissions, insurance companies, it provides tax consultation, etc.
- ICP may help when the exchange student needs to go to the hospital, but you're not able to go.
- Office hours: Monday to Friday 8:00-13:30.

International Contact Point 2/2



In the case of questions contact [Kristýna Hoblíková](mailto:kristyna.hoblíková@vsb.cz) via mail

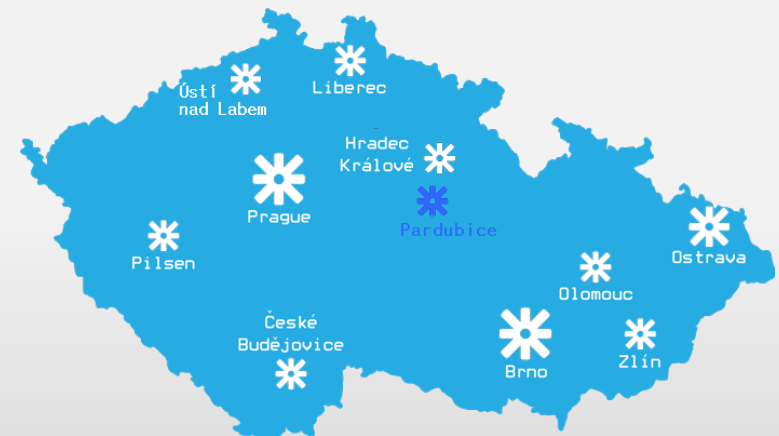
Erasmus Student Network



- ESN is the biggest European student organisation gathering students from all around the world, it has 15 000 members, if we count it together with buddies then it's 36 000 volunteers.
- It is working 529 sections in 41 countries, cooperating with 1 000 High Education Institutions taking care of 350 000 exchange students.
- Thanks to ESN you can join many platforms and events all over the network.
- If you are up to learning new skills, meeting new cultures, travelling, speaking foreign languages, then the ESN is made for you.

Structure of ESN

- ESN is divided into 3 levels:
 - local (ESN VSB – TU Ostrava)
 - national (ESN Czech Republic)
 - international (whole ESN)



CZECH IT!

- That is us. The section that cooperates with VSB-TUO.
- We are just like you, the people that help exchange students to make their stay more interesting, full of activities and unforgettable.
- We are operating a Buddy System and we are the Buddy Coordinators.
- As a buddy you have an opportunity to buy your [ESNcard](#), that has many discounts for big companies, local places and our events.
 - Our office: Dormitories, A building, 8. floor
 - Office Hours: Monday and Wednesday 17:00 – 18:00

Our activities (ESN VSB-TUO)

- Free International Language Lesson **Unity Programmes**
- Catch Up (language courses)
- sport activities
- cultural events
- more day trips
- parties
- Social Inclusion activities
- trips to nature and around
- and many more...

CatchUp

- What are CatchUps?
 - Courses led by native speakers.
- Why should you join CatchUp?
 - Every course is different – led interactively – songs, games, conversations, culture, script.
 - Possibility to meet many people with interest in languages.
 - FOR FREE for everyone.



How to join us

- Every semester we have HR campaign to recruit new people and we are happy when we are successful.
- If you would like to be more active, [let us know!](#)
- What are you going to get?
 - You are going to meet people from all around the world, try all world cuisine and practise different languages.
 - You are going to get experience, that you will use in the future.
 - You can try to organise something.
 - Your CV will shine.
 - You can grow in the way that you like (more on another slide)

ESN possibilities for you

PR

- Videos, logos, photos, social networks.

Event management

- Planning of events, parties or social inclusion activities.

Finance

- Budget, taxes, plans.

Fundraising

- Partners, grants.

Education

- Courses, teaching, workshops.

IT

- Web, apps, databases, e-mailly.

Travelling

Practising languages

Where to find help

[ESN VSB-TUO web](#)

[ESN VSB-TUO FB page](#)

[FB group for buddies](#)

[FB group for exchange students](#)

Buddy coordinator contacts

- Faculty of Mechanical Engineering: fs@esnvsb.cz
- Faculty of Materials Science and Technology: fmt@esnvsb.cz
- Faculty of Mining and Geology: hgf@esnvsb.cz
- Faculty of Economics: ekf@esnvsb.cz
- Faculty of Electrical Engineering and Computer Science: fei@esnvsb.cz
- Faculty of Civil Engineering: fast@esnvsb.cz
- Faculty of Safety Engineering: hr@esnvsb.cz

Contact your HR

- Feel free to contact me in case of any questions.
- Facebook: [Terka Mládková](#)
- Phone: +420 730 685 533
- E-mail: hr@esnvsb.cz
- Webpage: [ESN VSB-TUO](#)

