



CHARLES
UNIVERSITY

GUIDE

for International Students



2016
2017

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Welcome

We wish you a warm welcome to Charles University and hope that you will have an enjoyable and enriching experience as a student here. We hope that coming to study at our university will be an exciting experience, with opportunities to broaden your academic, social and cultural horizons.

This booklet has been designed primarily for international students who are coming to study at Charles University as exchange students or will follow a short course at one of our faculties. This brochure contains information about Charles University, its faculties, university accommodation and other services. You will also find here some tips for leisure activities. We believe you will find this information useful.

CICSS Staff

Legal Conditions for International Students

Students who are not Czech citizens must meet the immigration requirements of the Czech Republic.

Official Information Resources

In the Czech Republic, the administration of visas and residence permits is divided between the [Ministry of the Interior \(MOI\)](#), which handles foreign nationals already resident in the Czech Republic (go there if you come to the CR with a single entry visa for the purpose of collecting a residence permit or a long-term visa for the stay of over 90 days- code D), and the [Ministry of Foreign Affairs \(MFA\)](#), which runs the consular service at the Embassy where you will be making your initial visa application (go there if you come to the CR as a tourist with a short-term visa for the stay of up to 90 days – code C).

Both ministries have extensive English-language information pages regarding visas and immigration, and we recommend that you read them before starting the whole visa process.

The most important websites for student visa applicants are as follows:

- [MOI: General Immigration Information](#)
- [MOI: Specific Immigration Information for Schools and Students \(includes links for Visa and Residence Permit pages\)](#)
- [MOI: Downloadable Visa Application Forms](#)
- [MOI: Immigration Portal](#)
- [MFA: Downloadable Visa Application Forms](#)
- [MFA: Entry and Residence Information from the Point of View of the Consulate](#)
- [MFA: List of Czech Diplomatic Missions Abroad \(use this to find your local consulate and any local rules they may have\)](#)
- [QUICK 'N' SIMPLE Presentation \(introduction of main residence obligations of the students\)](#)

Citizens of the EU, Iceland, Liechtenstein, Norway or Switzerland

Students who are EU or EEA nationals (i.e. citizens of the 27 EU member states, and Norway, Iceland, Liechtenstein, Switzerland) **DO NOT require** a visa to study here. It is enough to arrive with a valid passport (or national ID card). If they intend to stay in the Czech Republic for longer than 3 months, they can request a [certificate of temporary residence](#) or a [permanent residence permit](#) to be issued.

Upon arrival

All EU students are obliged to register with the appropriate [Foreign Police Department](#) **within 30 days** of arrival in case that the length of the intended stay in the Czech Republic is longer than **30 days**. However, it is not necessary if it has been done by the accommodation provider (e.g. Student's residence hall, hostel, hotel etc.).

Students from the EU, Iceland, Norway, Liechtenstein, or Switzerland are also bound to [report the change](#) of surname, marital status, changes in data contained in the residence card (i.e. certificate of temporary residence or permanent residence permit). In case of a stay without any residence card, these changes are to be reported to the **Foreign Police** (link above). In case any residence permit/certificate was issued, changes are reported to the **Ministry of Interior** ([MOI](#) - scroll down for "STUDENTS WORKPLACE").

Students that have been issued a residence card are obliged to [return](#) the card before ending their stay in the CR.

Non-EU/EEA Students/ Third Country Nationals

Students from outside the EU or EFTA (so-called "third-country nationals") **DO require** a visa or a residence permit to study in the Czech Republic. Although some minor exemptions apply (in particular for students from countries with a short-term visa waiver, whose total stay will last less than 90 days), in most cases a visa (or residence permit) will be necessary.

Visas and residence permits are issued at Czech consulates in your country of origin (and/ or country of residence), and must be obtained before coming to Prague. It is not possible to apply for a visa after your arrival, or even to pick up a visa you have previously applied for. Processing times can be up to 90 days. **We therefore strongly recommend all applicants to contact the Czech consulate in good time.**

A foreign national located outside of the Czech Republic who intends to study in the Czech Republic or take part in other educational activities for a **period shorter than 3 months** applies at a relevant embassy for a [Schengen \(short-term\) visa for the purpose of studies](#) or for the purpose of "other", that is if he/she has a [visa requirement](#) for stays of up to 3 months. Foreign nationals **who do not need**

a visa to enter the Czech Republic/Schengen area, **do not have to** apply for a visa for the purposes of studies shorter than 3 months.

List of States whose citizens are exempt from the visa requirement for travel to the [Schengen Area](#) is available [here](#). **Visa exemptions apply only to short stays up to 90 days of non-profit nature.**

Long-term visa or a long-term or permanent residence permit applicants file their applications at the [diplomatic mission of the Czech Republic](#) in the state, where they reside on a long-term basis – i.e. in the state of which they are either citizens or holders of a passport or a long-term residence permit. Exception from this consular territorial competence rule applies only to citizens of states listed [here](#).

Long-term Visa or Residence Permit?

Under current Czech immigration law, you can apply for two different kinds of immigration document at the consulate before you come to Prague – [Long-term visa](#) or [Long-term residence permit](#). Each has its advantages and disadvantages, which you can discuss in more detail at the consulate.

Both the long-term visa and the long-term residence permit are issued when the stay on the territory of the Czech Republic is expected to exceed 3 months. In general, the **long-term visa** is primarily intended for persons who expect to stay in the Czech Republic for several months – for example study program lasting several months etc. **Long-term residence permit** is primarily intended for persons who expect a longer stay in the Czech Republic – for example study in a university program, employment etc.

Upon arrival

All non-EU (and non-EEA) students are legally obliged to [register](#) with the [Foreign Police](#) **within 3 days** after the arrival, if it has not been done by the accommodation provider (e.g. Student's residence hall, hostel, hotel etc.)

Students who applied for a long-term (or permanent) residence permit at a Czech Embassy and received a visa in their passport for 1 entry may also perform the obligation of registration to the [Ministry of the Interior \(MOI\)](#) within 3 working days to [provide biometric data](#).

Please read more here: [Information for students](#)

Contacts:

MINISTRY OF INTERIOR (MOI)

Department for Asylum and Migration Policy – STUDENTS WORKPLACE

MOI office Praha

Responsibility for foreign university students with residence in the Capital City of Prague and the Praha-Západ and Praha-Východ districts

Hládkov 682/9

169 00 Praha 6 - Střešovice Tel.: 974 820 680

Opening hours:

Monday - Thursday: 8.00 - 16.00 (only for clients with an appointment)

Friday: 8.00 - 12.00 (only for clients with an appointment)

SPECIALIZED ACTIVITIES

MOI office Praha - Letná

Responsibility for the Specialized Activities - *Appeal from Administrative Authority*

Nad Štolou 963/3

170 00 Praha 7 - Holešovice (Letná)

Opening hours:

Monday - Thursday: 8.00 - 16.00 (appeal from Administrative Authority)

Friday: 8.00 - 14.00 (appeal from Administrative Authority)

MOI Information Hotline

FOREIGN POLICE

Olšanská 2

130 51 Praha 3

Telefon: 974 820 317

Fax: 974 820 783

E-mail: krpa.ocp.opa.podatelna@pcr.cz

Opening hours:

Monday, Wednesday 08.00 - 17.00

Tuesday, Thursday 08.00 - 15.00

Friday 08.00 - 12.00

WORK

Many students work and study at the same time. Having a part-time job or summer work is very common in the Czech Republic. There are working options for international students as well, just be prepared that the job offers may be limited due to the fact that most jobs require fluency in the Czech language.

However, there are many international companies operating in big cities, where your ability to speak or understand various languages can be a plus.

Minimum monthly wage

Minimum monthly wage in the Czech Republic is **11.000 CZK** since January 1, 2017.

Average rate for part-time jobs is around **60-100 CZK** per hour, depending on type of job.

For current exchange rates click [here](#).

EU/EEA or Switzerland citizens

A citizen of the EU/EEA country and Switzerland or his or her family member **does not need an employment permit**, Employee Card or Blue Card to be employed in the territory of the Czech Republic. These workers have the same legal status as citizens of the Czech Republic, as the country is a member of the European Union. [More information](#)

Non-EU/EEA Students/ Third Country Nationals

If you are a third country citizen, you are **allowed to work while studying**, but please bear in mind that you are in the Czech Republic with a study visa for study purposes, therefore paid work cannot be your primary occupation during your stay. **Your work must not affect your studies.**

Third country students who are studying in a full-time (daily) form of studies in a degree programme accredited by the Ministry of Education, Youth and Sports in the Czech Republic do not need an employment permit. The employer is only obliged to notify the relevant regional office of the Public Employment Service of the start of your work.

Third country students who came for a temporary study stay in the Czech Republic, are allowed to work without an employment permit only if they are **up to the age of 26 and their performance of work does not exceed 7 consecutive calendar days or a total of 30 days within a calendar year.**

In all other cases, the citizens who do not come from EU/EEA countries or Switzerland, may be employed in the Czech Republic only if they have obtained an employment permit and a residence permit, or an [Employee Card](#) or a [Blue Card](#) (both cards combines a work permit and residence permit in one document). The local Employment Office shall always be the relevant one for issuing the employment permit. The procedure of application for such a permit is described [here](#). The work permit is issued for a definite period of time, the maximum of two years, however; a foreigner may even apply for an employment permit repeatedly. Please note, that the work permit is only valid for the

employment with the employer specified in the decision; this also applies to the type and place of work.

If you are a **third country citizen, you obtained your university education in the Czech Republic, you had already finished your studies**, and you want to stay in the Czech Republic to work, you have to apply for an [employee card](#). Foreign nationals who have obtained university education in the Czech Republic have free access to the labour market. In this case the employee card serves merely as a long-term residence permit where the purpose of the foreign national's stay (longer than 3 months) is employment.

More information at:

[Ministry of Labour and Social Affairs of the Czech Republic](#)

[EURES – European Job Mobility Portal](#)

[Study in the Czech Republic](#)

Legal advice at:

[Integration Centre Prague](#)

[Association for Integration and Migration](#)

Other information sources

Ministry of Foreign Affairs

http://www.mzv.cz/jnp/en/information_for_alien/index.html

Czech Ministry of the Interior

<http://www.mvcr.cz/mvcren/article/immigration.aspx>

The brochure Information for foreigners in the Czech Republic by MVCR

<http://www.mvcr.cz/mvcren/article/information-for-foreigners-in-the-czech-republic.aspx>

Information for incoming students given by the European office of CU

<http://www.cuni.cz/UKEN-145.html>

Welcome to the Czech Republic

CULTURAL SHOCK

Leaving home and travelling to study in a different country is an exciting challenge but it can be a stressful experience. Almost everyone experiences "cultural shock" to some degree. Cultural shock is a term used to describe the disorientation and frustration many people experience when they enter a culture different from their own. It includes the shock of new unfamiliar environment, meeting a lot of new people who speak a foreign language and finding out that things are done differently. Separation from your family and close friends is also an important factor.

Cultural shock can be expressed in a variety of ways. Symptoms may be both physical and psychological, such as: feelings of sadness, loneliness, physical aches and pains, insomnia or the desire to sleep a lot, feeling vulnerable, anger, etc. People who are experiencing culture shock complain about all aspects of life - the food, the weather, the people, and idealize their own home country. Many who experience it do not even realize that they are suffering from it; people often do not fully understand culture shock until they return home to their country, when they are surprised to see their own country with new eyes.

The process of personal adaptation to new environment has distinct stages which last a different length of time for each one of us.

1. **Excitement** (sometimes called a Honeymoon Period)
Everything is new and exciting. You find everything interesting and people seem to be friendly.
2. **Crisis**
Everything is difficult and confusing. You feel homesick and isolated and complain about the new country. This is the stage we hear referred to as "culture shock."
3. **Adjustment** (turning point)
You feel more confident and relaxed. Customs and traditions become clearer; the culture in general seems more familiar.
4. **Integration**
You have recognized that the new culture has much to offer. You find differences valuable and important. You are able to function in both cultures with confidence.

It is important to realize that cultural shock is quite normal and temporary. However, here are some things that might help you to minimize those effects.

- Obtain as much information about the country, people and culture as possible
- Keep in mind that this is a normal experience
- Keep in touch with your family and friends
- Have familiar things around you that have a personal meaning
- Make friends with local students and other international students
- Talk to people in your department and/or faculty
- Contact the Charles University International Club (www.ic-cuni.cz)
- Do your favourite sport, go to the cinema, relax
- You might also consider contacting the Psychological Counselling Centre for International Students

Even though that cultural shock may be a very tiresome period, it also has positive aspects. Studying abroad can be a significant learning experience. You will meet a lot of new people, make new friends and see your own culture from a new perspective. You might even find a great many customs, ways of doing and saying things, and personal attitudes which you will enjoy and miss after you get back home.

PRAGUE

Getting to Prague

By air

Prague has only one international airport – **Letiště Václava Havla Praha (Václav Havel Airport Prague)**, which is located in the north-west of the city, about 17 km from the city centre. The airport has no metro or train connection with the city centre and is only served by buses and taxis.

City Bus No. 100

a special fast and frequent service – connects the airport with the **Zličín metro station (yellow line B)** from which you can get directly into the centre of Prague.

Local Bus No. 119

connects the airport with the metro station **Nádraží Veveslavín - green line A**. Tickets are available for purchase from the newspaper stand or the vending machines in front of the terminal.

Local Bus No. 191

travels via metro stations **Petřiny (green line A)** and **Anděl (yellow line B)**.

Bus Airport Express

travels to the **Prague Main Train Station** (35 minutes). Tickets are available at the driver for 60 CZK (luggage is included).

Night Bus No. 510

connects the airport with the metro stations **Petřiny (green line A)** and **I. P. Pavlova (red line C)**.

Public Shuttle Bus

to the city centre (**a kiosk at Národní 40, Praha 1, close to the Wenceslav Square and metro lines A and B – station Můstek**) departs at 30-minute intervals. Transport of two pieces of standard luggage per person is included in the price (CZK 140) and travel time is approximately 30 minutes. This service is available only on a pre-booking basis: <http://www.prague-airport-shuttle.cz/public-shuttle-bus/>, tel.: +420-800-870-888.

More information on **Letiště Václava Havla Praha** and flight timetables is available on the website of the Czech Airports Authority at: <http://www.prg.aero/en/>

By train

The Czech Republic has one of the most extensive railway networks in Europe. You can reach almost every small town by rail and trains are indeed a romantic way of travelling around the country. However, travel can be rather slow, often involving several changes. The quickest way of travelling along the major lines is on express trains or fast trains (*rychlík*). Local passenger trains (*osobní vlaky*) stop everywhere and are very cheap. Direct rail links connect Prague with more than 20 European cities, including Munich (journey time – 5 hours), Vienna (journey time is 4 hours 30 minutes), Berlin (journey time – 5 hours 30 minutes) and Paris (journey time – 10 hours). Seat reservations are strongly recommended on all services.

International trains (EC, IC) arrive at two railway stations in Prague:

- **Praha - Hlavní nádraží** (The Main Railway Station)
- **Praha - Holešovice** (Holesovice Railway Station)

Both are situated in the centre of Prague, near a metro station (red line C).

By bus

The Czech Republic has connections from/to major European cities several times a week. International buses usually arrive at the **Main Bus Station Florenc (on metro station Florenc, yellow - B and red - C lines)**.

Other major bus terminals are as follows:

- Bus station **Na Knížecí** – metro yellow line B, *Anděl* stop

- Bus station **Holešovice ČSAD** – metro red line C, *Nádraží Holešovice* stop
- Bus station **Roztyly** – metro red line C, *Roztyly* stop
- Bus station **Želivského** – metro green line A, *Želivského* stop
- Bus station **Černý Most** – metro line yellow line B, *Černý Most* stop

All these bus terminals are easily accessible by metro (the name of the stop usually corresponds with the name of the terminal).

More information on train and bus connections can be found on the website: <http://jizdnirady.idnes.cz/vlakyautobusymhdvse/spojeni/> (*National Timetable Information System*).

Prague Public Transport

Prague public transport system consists of the metro, trams, city buses and the funicular to **Petřín**.

The metro (subway) is very cheap, efficient and fast. The Prague metro system consists of 3 lines (green line A, yellow line B, red line C) with interchange metro stations **Muzeum** (A-C), **Můstek** (A-B), and **Florenc** (B-C). The metro operates daily between 5.00 and 24.00. Trains leave stations every 2-4 minutes during rush hours on working days, otherwise every 4-10 min.

Trams operate between 5.00 and 24.00. The average interval between most trams is app. 8 minutes during rush hours on working days; otherwise every 10 minutes. During weekends the trams leave every 7-10 min. A uniform interval of 30 minutes applies to night service (24.00-4.30). **Lazarská** stop is the central interchange point of all night trams.

The interval between most **buses** is 5-15 min from Monday to Friday during rush hours. Otherwise the buses leave every 10-20 minutes in the morning and 15-30 minutes in the evening. Weekend intervals are 10-30 minutes. Night buses leave every 30-60 minutes depending on the line number.

The funicular (lanovka) to Petřín (Petrin Hill) operates daily 9.00-23.30 (from November to March 9.00-23.20). It runs every 10 minutes in the summer season (from April to October) and every 15 minutes in winter season (from November to March).

Fares and ticketing

Single ticket type (adults, 15 years and over)	Basic (90 min)	CZK 32
	Short-term (30 min)	CZK 24
	1 day (24 hours)	CZK 110
	3 days (72 hours)	CZK 310
Passes (pre-paid time tickets) Tickets for students (19-26 years)	Monthly pass or a 30- day pass with an arbitrary start date	CZK 260
	Quarterly pass or a 90- days pass with an arbitrary start date	CZK 720

		5-month	CZK 1,200
		10-month	CZK 2,400

Tickets may be purchased at ticket vending machines, which are installed at all metro stations and at surface transport stops and are designed to provide single tickets. Also selected tobacconists and wholesalers sell individual tickets.

Please note that the ticket has to be validated (stamped) upon entering a metro station or the tram or bus (only the first time, no stamping on transfers). Keep the ticket until you exit the metro station, since an inspector has the right to check it even after you have left the train!

In cooperation with all mobile operators, the Prague Transit provides passengers with an SMS ticket service, making it possible to purchase a single transfer ticket using a mobile phone. Customers wanting to purchase an SMS ticket must not have Premium SMS services blocked (these can be activated free of charge by calling the operator's help line). More information on how to purchase SMS tickets is available here: <http://www.smsjizdenka.cz/MATicketsDPP/sms/index.do>.

Sales points in the metro usually have a complete selection of tickets, especially monthly and quarterly passes and 30-day and 90 day passes with an arbitrary start dates, which can also be purchased in an electronic form on the *smart card* (*Litacka*) (further information is available here: <https://www.litacka.cz/en>). Electronic passes are sold only at selected sales points.

Monthly and quarterly transit passes with an arbitrary start of validity can be recorded on (anonymous) smart card at all Prague Integrated Transit opencard coupon sales locations.

Sales locations

Line	Station	Opening Hours		
		Monday - Friday		Saturdays
A	<i>Dejvická, Můstek, Skalka, Želivského, Náměstí míru, Strašnická, Depo Hostivař, Bořislavka, Nemocnice Motol</i>	6.00-12.45	13.15-20.00	mostly closed / 7.00-14.00 (Skalka)
B	<i>Černý most, Rajská zahrada, Vysočanská, Palmovka, Florenc, Můstek B, Karlovo náměstí, Anděl (Na Knížecí), Smichovské nádraží, Hůrka, Luka, Zličín</i>	6.00-12.45	13.15-20.00	7.00-14.00 (Černý most, Florenc, Můstek B, Karlovo náměstí, Smichovské nádraží, Zličín)

C	Háje, Opatov, Roztyly, Vyšehrad, I.P.Pavlova, Kačerov, Ládví, Nádraží Holešovice, Kobylisy, Letňany	6.00-12.45	13.15-20.00	7.00-14.00 (Roztyly, Kačerov, Kobylisy, Letňany)
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Notes: * - All sales points have a service break (half an hour) between 16:00-18:00.

Passes are valid for unlimited travel on any bus, tram or metro line throughout the Prague city area. They are also valid on some suburban train routes up to the city boundary.

Further information on Prague Transport is available on the web site: <http://www.dpp.cz/en>

Taxi

Unfortunately, taxi drivers in Prague do not have a good reputation. There is no standard price for taxi services, but drivers are required to display their prices, usually on the door. A reasonable price is CZK 25 per km, but it is a good idea to agree on a price before you commit to a ride, and be sure that the meter is running while you are in the taxi. Usually reliable companies whose dispatchers speak English are **AAA Radiotaxi (tel: +420 222 333 222)**, **Profi Taxi (tel: +420 261 314 151)**, and **Halo Taxi (tel: +420 244 114 411)**.

Car Rental

See the booking engine for the CR and Europe: <http://www.myczechrepublic.com/car-rental>

For planning your car route try: <http://www.mapy.cz>

PILSEN

Getting to Pilsen

There are trains and buses to Pilsen from Prague.

By train

Fast trains and EC trains connect Pilsen with Prague several times a day. The trains depart from **Praha - Hlavní nádraží (The Prague Main Station)** and arrive at **Plzeň - Hlavní nádraží (The Pilsen Main Station)**. The ride takes from 90 to 135 minutes approximately (depending on the type of the train).

By bus

The main bus station in Prague is situated near the metro station **Florenc (metro line B and C)**. There are several buses going to Pilsen from there every day.

Another option is the final stop of metro (**line B**) **Zličín**. The bus ride takes approximately 60 minutes.

Pilsen Public Transport

Pilsen has an extensive city transportation network consisting of trams, trolleybuses and buses. Single tickets can be purchased at most newspapers stands and tobacconist's shops. The ticket must be stamped (validated) in the tram, trolleybus or bus upon entering. The schedules are posted at each stop.

Everyone riding on Pilsen's municipal transportation network can also buy tickets by simply sending a text message from a cell phone. More information on how to purchase SMS tickets is available here:

<http://www.pmdp.eu/information/sms-ticket/>

Fares and Ticketing

Single tickets (<i>Students and adults - 15 years and over</i>)	Non-transfer	CZK 18
	Transfer ticket 30 min	CZK 16
	Transfer ticket 60min	CZK 20
	Transfer ticket 180 min	CZK 34
	Transfer ticket 24 hours	CZK 60
SMS tickets	SMS 35 minutes	CZK 20 (<i>plus your operator's SMS charge</i>)
	SMS 24 hours	CZK 70 (<i>plus your operator's SMS charge</i>)
Tickets for students (<i>15-26 years</i>)	Free tariff (1-123 days)	CZK Price according to the period of validity
	6 months (183 days)	CZK 1,148
	Annual (365 days)	CZK 1,987

A passenger with **the Pilsen Card** (further information on the Pilsen Card is available here: <http://www.pmdp.eu/pilsen-card/self-service-terminals-atm/>) can use a season fare. Due to the unique free tariff for 1-123 days the Card provides a perfect possibility to plan the purchase more than 100 days in advance according to one's needs, as well as a favourable transfer ticket, which can be bought by the means of the electronic wallet of the Pilsen Card in the self- service terminals Cardman directly inside the vehicles of the Public Transport of Pilsen. Also Česká spořitelna bank machines allow you to top up or renew your travel pass, top up your e-wallet and check the balance on your Pilsen Card.

Main Ticket Offices

Address and Contact	Opening Hours	
	Monday - Friday	Saturday
Klatovská třída 12, 306 00 - Plzeň Tel: +420 377 322 094	7.00 - 18.00	8.00 - 12.00
Denisovo nábřeží 12, 301 00 - Plzeň Tel: +420 378 037 486		

More information on public transport in Pilsen is available at:

<http://www.pmdp.eu/>

Taxi

Within the city of Pilsen, there are price regulations which specify the maximum taxi rates. The registration number and pricelist must be displayed on both front doors of the cab. The customer has the right to obtain a proper receipt from the taxi driver. The usual tip is about 10 percent. There is a taxi stand in front of the main railway station.

HRADEC KRÁLOVÉ

Getting to Hradec Králové

There are buses and trains to Hradec Králové from Prague.

By train

There are several direct trains departing from Prague (**Praha – Hlavní nádraží** and **Praha – Holešovice**) to Hradec Králové every day.

By bus

Take a bus from the **bus stations Florenc** (metro line B and C) or **Černý most** (metro line B).

It takes about 90 minutes by either train or bus to Hradec Králové. Both the railway station as well as the bus station in Hradec Králové are right in the centre of the town, opposite to Hotel Amber.

Public Transport in Hradec Králové

It is very convenient to use public transport in Hradec Králové. The public transport network consists of buses and trolleybuses and covers the whole town. A single (paper) ticket costs CZK 18 (within one tariff zone). The City Transport Corporation of Hradec Králové (DP) has introduced a new passenger clearance system – the electronic City Card*. Full-time students are eligible for a discount. Students will obtain their City Card (reduced fares) after submitting a written/on-line application at any DP sales point. On the application for the City Card, students also have to present the certificate of studies or valid CU student ID card and their photograph. Reduced fare expiration date will be recorded on the card.

The City Cards may be obtained from the following **ticket offices**:

Ticket Office	Address and Contact	Opening Hours
Information Centre of the Hradec Králové Public Transport Co.	Eliščino nábřeží 626, 500 03 – Hradec Králové Tel.: +420 495 433 052	Monday – Friday: 9.00 – 18.00 Sa, Su and holidays: 9.00 – 16.00
Public transport terminal – MHD hall	Tel.: +420 498 563 002-3	Monday – Friday: 6.30 – 18.00
Hradec Králové Public	Pouchovská 153,	Monday – Friday:

Ticket Office	Address and Contact	Opening Hours
Transit Co., Inc.	500 03 – Hradec Králové Tel.: +420 495 089 271	7.00 – 16.30

Fares and Ticketing within Hradec Králové (City Card – for students 15 to 26 years old)

Single ticket (no changes allowed)	CZK 14
Monthly	CZK 230
Quarterly (3 months)	CZK 600
6-month pass	CZK 980
School pass for 10 months (1. 9. – 31. 8.)	CZK 1,480
7-day ticket	CZK 90

Further information on public transport in Hradec Králové may be obtained on the website:

<http://www.dpmhk.cz/en/about-us>

Charles University

PAST AND PRESENT

Charles University (CU) was founded in 1348. Thanks to Charles IV's foresight and his good relations with Pope Clement VI, the newly founded university had four faculties – faculty of theology, law, medicine and arts – a pattern which corresponded to medieval concepts of a complete university. Over the centuries, as with all other universities, CU has experienced periods of great success, as well as times of trouble and decline.

Today the University is composed of seventeen relatively independent and self-governing faculties, located in Prague, Pilsen and Hradec Králové. Its faculties educate over 50,000 students and over 8,000 international students, coming to the university to obtain their degree. Teaching and research is carried out by hundreds of specialists in various disciplines, from humanities to medicine and natural sciences. The prime purpose of the University is the diffusion of learning and protection of acquired knowledge, cultivation of free thought, independent academic research and arts, and encouragement of the free creative spirit of human society.

Charles University is a member of many international organizations and university networks, such as: EAIE (European Association for International Education), UNICA (Network of Universities from the Capitals of Europe), DRC (Danube Rectors Conference), OECD/ IMHE (Programme on Institutional Management in Higher Education), IAU (International Association of Universities), EUA (European University Association), Coimbra Group and Europaeum Common Fund. CU has exchange and collaborative links with institutions of higher education worldwide, too. It has a growing network of partnerships with universities and colleges around the world, supporting student and academic staff exchange, work on joint courses and collaborative research.

Study programmes at CU are organized in the form of regular full-time study, rather than in the form of part-time study. The University provides all types of study programs – bachelor, master's and doctoral. However, master's study programs are the main type of study at all faculties of the University. Doctoral study programmes are organized by the University in collaboration with experts from outside the university, especially from the Academy of Sciences of the Czech Republic.

The Times Higher Education World University Rankings for 2011–2012 ranked Charles University in 305th place among its five hundred ranked universities, making it the only Czech university to feature in the top five hundred.

The Academic Ranking of World Universities - the “Shanghai League”, which every year compares more than 1,000 of the world’s best universities (selected from a total of over 17,000 institutions), has repeatedly included Charles University in the third hundred, i.e. among the 2 per cent top universities in the world and one of the 100 best universities in Europe.

MANAGEMENT AND STRUCTURE

Charles University is led by the Rector prof. MUDr. Tomáš Zima, DrSc., MBA. In addition to the Rector, university governance includes several bodies – Academic Senate and the Research Board. A disciplinary committee would also be a self-governing body, but since all Charles University students are enrolled for study at faculties, no University-wide disciplinary committee has been established. Other University bodies are the Administrative Council and the Bursar.

The Rector is the executive head of the University. He is appointed to this post by the President of the Republic on the basis of a nomination by the Academic Senate of the University, to which he is accountable for the performance of his office. The Rector presents drafts of internal regulations, budgets, fundamental policy documents (long-term plans), evaluations of compliance with plans (annual reports), and other documents and decisions concerning the whole University to the Academic Senate.

The Academic Senate of the University is its supreme self-governing representative academic body. According to the law it must have at least eleven members, of whom at least one-third, but not more than one-half, must be students. Members of the Academic Senate of a Czech public higher education institution are elected in a direct secret ballot by the members of the academic community from their own ranks. The Academic Senate nominates a candidate for Rector to the President of the Republic, approves draft internal regulations, draft budgets, long-term plans, annual reports and other proposals submitted by the Rector. The Senate expresses its position on the Rector’s nomination of members of the University Research Board and of members of the Rector’s Collegium (the Vice-Rectors).

The Research Board of the University is a self-governing academic body with powers applying especially to the research and other creative activities performed by a public higher education institution. The Research Board is chaired by the

Rector, who appoints the remaining members subject to approval by the Academic Senate.

The Administrative Council is the body of a higher education institution that supervises the exercise of public interest in the activities of the institution, the observance of legislation and regulations, and the diligent management of a university's property and assets. The remit of the Administrative Council primarily involves issuing approval for measures related to the management of property and assets.

The Bursar is the body of a public higher education institution responsible for the finances and internal administration of the institution, who speaks on behalf of the institution within the scope defined by the relevant provision issued by the Rector. The Bursar is appointed by the Rector and is accountable to him for the performance of his office.

In addition to its faculties, which are the basic units of the University, and the Rector's Office, Charles University has further elements. These are the research, teaching, developmental, economic and information centres (institutes) and special facilities.

Charles University has seventeen *faculties* which have independent decision-making powers, except in matters which fall within the jurisdiction of Charles University. Each faculty is headed by the *Dean*, who manages and represents it and negotiates in its name. Each dean is responsible to the academic senate of his or her faculty, and also to the rector to the extent defined by the Statutes of CU.

Rectorate of Charles University

Charles University

Ovocný trh 3-5, Prague 1, 116 36, Czech Republic

tel: +420 224 491 111; e-mail: uk@cuni.cz

web: www.cuni.cz

CU faculties

- **Catholic Theological Faculty**
- **Protestant Theological Faculty**
- **Hussite Theological Faculty**
- **Faculty of Law**
- **First Faculty of Medicine**
- **Second Faculty of Medicine**
- **Third Faculty of Medicine**
- **Faculty of Medicine in Pilsen**
- **Faculty of Medicine in Hradec Králové**
- **Faculty of Pharmacy in Hradec Králové**

- Faculty of Arts
- Faculty of Science
- Faculty of Mathematics and Physics
- Faculty of Education
- Faculty of Social Sciences
- Faculty of Physical Education and Sport
- Faculty of Humanities

Constituent Parts of Charles University

The Institute of the History of Charles University and Archive of Charles University carries out academic research, teaching and publishing activities in the field of the history of higher education, universities and HEI in general, with an emphasis on the history of CU, academic disciplines and student movements. It also provides archival services;

<http://www.cuni.cz/UKEN-108.html?moid=1462978309160849>

The Computer Science Centre is a scientific institute of CU. It provides the university with services in the field of computer science and information technologies, co-ordinates the development of information systems, designs the CU information system and the structure of its hardware, and is responsible for the CU computer network;

<http://www.cuni.cz/UKEN-253.html?moid=1236667712139090>

The Centre for Theoretical Study is an institute for advanced theoretical research in chosen academic disciplines, international co-operation, and trans-disciplinary research. From 1993 it has functioned as a joint centre with the Sub-Department of Theoretical Studies of the Philosophy Institute of the Czech Academy of Sciences;

<http://www.cuni.cz/UKEN-253.html?moid=1177012916369034>

The Institute for Language and Preparatory Studies, Charles University (ILPS CU) provides linguistic and specialist preparation for foreigners wishing to study at Czech universities, intensive preparation for Czech professionals and business people, preparatory (post-secondary) courses for Czech applicants for university studies, and summer language courses. The teaching courses are held in Prague, Poděbrady, Mariánské Lázně, Dobruška and Liberec;

<http://ujop.cuni.cz/en/>

The Environment Centre is a research and training centre of CU which co-ordinates activities between individual CU departments and centres outside the university in environmental areas;

<http://www.czp.cuni.cz/czp/index.php/en/>

The Centre for Economic Research and Graduate Education – Economics Institute (CERGE-EI) is a research and teaching centre which trains and prepares postgraduate doctoral students, university teachers and research specialists in the fields of theory, methods and application of economic analyses, undertakes economics research and provides information services to professionals in the state administration, educational and business spheres;

<http://www.cuni.cz/UKEN-108.html?poid=1561572130231937>

The Central Library of Charles University is a research and information centre designed for management and coordination of the librarian information service at CU. Among its responsibilities is the collection and processing of university data for the Register of Information on Research and Development Publications at Budgetary and Contributory Organizations drawn up for Czech government use, and co-operation with other library-information centres in the Czech Republic and abroad;

<http://www.cuni.cz/UKEN-253.html?poid=1157742395334715>

The Centre for Transfer of Knowledge and Technology (CPPT) provides information and support services for knowledge and technology transfer (KTT). The Centre creates opportunities and an environment to promote knowledge and technology transfer with the goal of increasing competitiveness and attractiveness of Charles University to students, staff, and the public, and to strengthen the "third role" of Charles University;

<http://www.cuni.cz/UKEN-78.html>

Agency of the Council of Higher Education Institutions:

<http://www.radavs.cz/> (in Czech only)

Special Facilities of Charles University

- **CU Halls of Residence and Refectories in Prague**
- **CU Halls of Residence and Refectories in Hradec Králové**
- **CU Halls of Residence and Refectories in Pilsen**

ACADEMIC CALENDAR

The CU academic year is based on two semesters - winter and summer semesters. Both semesters are followed by examination periods. The particular dates for the current academic year are available on the website:

<http://www.cuni.cz/UKEN-26.html>

EVALUATION AND GRADING SYSTEM

Study results are measured by examinations, supervised written work, project work or colloquia. Examinations may be written, oral or combined.

The grading scale is as follows:

A or 1 (<i>excellent</i>)	výborně
B or 2 (<i>very good</i>)	velmi dobře
C or 3 (<i>good</i>)	dobře
F (<i>fail</i>)	nevyhověl

Charles University also uses the **ECTS (European Credit Transfer System)**. The ECTS is a credit system based on relative student workload. This involves lectures, practicals and self-study and includes all the work required to prepare for examinations. The basic allocation of academic credits in ECTS is 60 credits per year of studies, i.e., 30 credits per semester. Where a course is completed by a study requirement other than an examination (e.g. course work or a seminar paper), it is not graded, but is recorded as a *Zápočet (Credit)*, with only two possible outcomes: *Pass* or *Fail*.

A Database of **Annotations of Subjects** at Charles University is available at: <https://is.cuni.cz/eng/studium/predmety/index.php?KEY=Azi>.

SUPPORT SERVICES

Accommodation

Accommodation in Prague

Halls of Residence in Prague:

Kolej 17. listopadu

Pátkova 3, 180 00 – Praha 8; tel: +420 284 684 393 (reception);
+420 284 685 551; +420 286 021 619, +420 286 021 617; e-mail:

kolej.17.listopadu@kam.cuni.cz

1) Metro line C (Nádraží Holešovice stop) + Bus No. **112** (Pelc–Tyrolka stop); If your train arrives at Nádraží Holešovice, you can skip the metro and proceed straight to the bus.

2) Tram No. **17** (*Trojská* stop) + 700m on foot

Kolej Budeč

Wenzigova 20, 120 00 - Praha 2; tel: +420 224 262 794-5; +420 224 261 499;
e-mail: kolej.budec@kam.cuni.cz

- 1) Metro line C (*I. P. Pavlova* stop)
- 2) Tram No. **6, 11, 13** (*Bruselská* stop)

Kolej areál Hostivař

Weilova 2, 100 00 - Praha 10; tel: +420 267 215 211-3;
e-mail: kolej.arealhostivar@kam.cuni.cz

- 1) Tram No. **26** (final stop – *Nádraží Hostivař*)
- 2) Metro line C (*I. P. Pavlova* stop) + tram No. **22** (*Nádraží Hostivař* stop)
- 3) Buses No. **125, 154, 183** (*Nádraží Hostivař* stop)

Kolej Hvězda

Zvoníčkova 5, 162 08 - Praha 6; tel: +420 220 431 377 (reception); +420 220 431 371;
, +420 220 431 372 (accommodation); e-mail: kolej.hvezda@kam.cuni.cz

- 1) Bus No. **191** (runs directly from the airport) – *Nad Markétou* stop
- 2) Metro line A (*Petřiny* stop) + trams No. **1, 2** (*Větrník* stop) + 500 meters on foot
- 3) Metro line B (*Anděl* stop) + bus No. **191** (*Nad Markétou* stop)
- 4) Metro line B (*Nové Butovice* or *Hůrka* stop) or metro line A (*Petřiny* stop) + bus No. **168** (*Nad Markétou* stop)

Kolej Jednota

Opletalova 38, 110 00 - Praha 1; tel: +420 224 422 060; + 420 224 238 201;
+420 224 422 074; e-mail: kolej.jednota@kam.cuni.cz

- 1) Metro line C (*Hlavní nádraží* stop)
- 2) Tram No. **5, 9, 15, 26** (*Hlavní nádraží* stop)

Kolej Kajetánka

Radimova 12, 169 00 – Praha 6; tel: +420 233 095 103 (accommodation); +420 235 365
920; +420 233 095 111; e-mail: kolej.kajetanka@kam.cuni.cz

- 1) Bus No. **191** (runs directly from the airport) – *Vypich* stop + there transfer to bus No. **174** or **180** (*Kajetánka* stop)
- 2) Metro line A (*Hradčanská* stop) + bus No. **174** (*Kajetánka* stop)

Kolej Komenského

Parléřova 6, 169 00 – Praha 6; tel: +420 220 388 111 (switch-board);
+420 220 516 816 (reception), +420 220 516 815 (acc.); e-mail:
kolej.komenskeho@kam.cuni.cz

Metro line A (*Hradčanská* stop) + Tram No. **25** (*Hládkov* stop)

Kolej Na Větrníku

Na Větrníku 1932, 162 00 - Praha 6; tel: +420 220 431 202 (reception); +420 220 431 212;
+420 220 431 217 (accommodation); e-mail: kolej.vetrnik@kam.cuni.cz

- 1) Metro line A (*Petřiny* stop) + Tram No. **1, 2** (*Větrník* stop)
- 2) Metro line C (*Vltavská* stop) + Tram No. **1** (*Větrník* stop)
- 3) Bus No. **191** (runs directly from the airport) – *Větrník* stop

Koleje Jižní Město - kolej Otava

Chemická 954, 148 28 – Praha 4 – Jižní Město; tel.: +420 267 267 548 (reception); +420 271 911 453 (acc.); e-mail: kolej.otava@kam.cuni.cz
Metro line C (Chodov stop) + Bus No. 177 or 203 (Volha stop)

Kolej Švehlova

Slavíkova 22, 130 00 – Praha 3; tel.: +420 222 726 007 (reception); +420 222 727 115 (acc.); +420 222 727 384; e-mail: kolej.svehlova@kam.cuni.cz
Metro line A (Jiřího z Poděbrad stop) + 350 meters on foot

Koleje Jižní Město - Kolej Vltava

Chemická 953, 148 28 - Praha 4 – Jižní Město; tel: +420 267 267 586 (rec.); +420 271 911 453 (acc.); e-mail: kolej.otava@kam.cuni.cz
Metro line C (Chodov stop) + Bus No. 177 or 203 (Volha stop)

Koleje FTVS UK

FTVS UK Správa koleje, José Martího 31, 160 52 Praha 6; tel.: +420 220 173 043; +420 220 173 044; e-mail: svahova@ftvs.cuni.cz
Metro line A (Nádraží Veveřslavín stop) + Trams No. 20, 26 (Nad Džbánem stop)

Accommodation in Brandýs nad Labem (close to Prague)

The Faculty of Education has an Education Centre in Brandýs nad Labem with an indoor pool, shooting tunnel, hall and tennis courts. There is also a riding area in the city.

Nová kolej v Brandýse nad Labem

Kralovická 1425, 250 01 – Brandýs nad Labem; tel: +420 326 902 397 (reception); +420 326 904 529 (accommodation); e-mail: kolej.brandys@kam.cuni.cz

Accommodation in Pilsen

The Faculty of Medicine in Pilsen offers accommodation in the following halls of residence:

Kolej Bolevecká

Bolevecká 34, 301 00 – Plzeň; tel: +420 377 259 382; +420 377 259 384;
e-mail: kolej.bolevecka@kam.cuni.cz

- 1) Tram No. 4 from the centre (Pod Záhorskem stop) app. 10-minute journey
- 2) Tram No. 1 from the centre or from the main railway station (Lékařská fakulta, Lidická stop)

Kolej Heyrovského

Heyrovského 5, 301 00 – Plzeň; tel: +420 377 374 419; +420 377 420 671;

e-mail: kolej.heyrovského@kam.cuni.cz

Trolleybus No. 14 or 16 from the centre or from the main railway station
(U Teplárny stop)

Šafránkův pavilon

Alej Svobody 31, 301 00 – Plzeň; tel: +420 377 593 500 (switch-board);

+420 377 593 590 (acc.); +420 377 593 589; e-mail: kolej.safranek@kam.cuni.cz

Tram No. 4 (U Družby stop)

Tram No. 1 (U Gery, Lidická stop)

Accommodation in Hradec Králové

Both the Faculty of Medicine and the Faculty of Pharmacy in Hradec Králové guarantee accommodation in the halls of residence – VŠ Koleje Na Kotli.

The Halls of Residence:

Kolej Na Kotli

Na Kotli 1147, 502 96 - Hradec Králové; tel: +420 495 763 626;

e-mail: hana.slechtova@kam.cuni.cz; iveta.boruvkova@kam.cuni.cz

1) trolleybus No. 1 or 2 (Hotel Garni stop)

2) bus No. 18 or 27 (Hotel Garni stop)

Both the trolleybus and the bus stop are near the main bus and train terminals
(Hlavní nádraží).

Kolej Jana Palacha

J. Palacha 1137, 500 12 – Hradec Králové; tel: +420 495 500 611 (reception);

+420 495 500 634 (accommodation); +420 495 763 626 (accommodation);

E-mail: hana.slechtova@kam.cuni.cz; iveta.boruvkova@kam.cuni.cz

Bus No. 23, 24, 27, 33 (Palachova stop)

Further information on accommodation you may find here:

<http://kam.cuni.cz/KAMEN-1.html>.

Private housing

The prices of accommodation vary considerably according to size, occupancy, quality and location. It is not difficult to find private accommodation in our university cities. For a 2-bedroom flat (two rooms and kitchen) situated in the centre of Prague you can pay about CZK 10,000 – 15,000. It can be half as expensive in Pilsen and Hradec Králové.

However, please take into account that it is not so easy to find short-term rentals. Not all landlords are willing to sign tenancy agreements for less than 12 months, but many agencies are providing living units for a short stay (renting a room - *pronájem pokoje* / renting an apartment - *pronájem bytu*).

Catering

Charles University has a number of student cafeterias and university canteens at different University locations (Prague, Pilsen and Hradec Králové). CU refectories provide a wide range of meals and snacks at reasonable prices. For more information about catering and refectories at CU please visit the following website:

<http://kam.cuni.cz/KAMEN-1.html>

The following cafeterias may be convenient for lunch.

University Canteens in Prague

Menza Troja

Pátkova 3, 180 00 – Praha 8; tel: +420 286 021 172; dagmar.pokorna@kam.cuni.cz

Menza Albertov

Albertov 7, 120 00 – Praha 2; tel: +420 224 918 973; vaclav.horak@kam.cuni.cz

Menza Arnošta z Pardubic

Voršilská 1, 116 43 – Praha 1; tel: +420 224 933 825; eva.psenickova@kam.cuni.cz

Menza Hostivař

Weilova2, 100 00 – Praha 10; tel.: +420 267 215 223; dana.pichova@kam.cuni.cz

Menza Budeč

Wenzigova 20, 120 00 – Praha 2; tel.: +420 224 242 945; david.halama@kam.cuni.cz

Menza Jednota

Opletalova 38, 110 00 – Praha 1; tel: +420 224 422 061; ludek.bradac@kam.cuni.cz

Výdejna Jinonice

U Kříže 10, 150 00 – Praha 5; tel: +420 251 080 293; jitka.jelinkova@kam.cuni.cz

Menza Kajetánka

Radimova 35/12, 169 00 – Praha 6; tel: +420 233 095 117; iva.horcikova@kam.cuni.cz

Kolej Komenského - snídárna

Parléřova 6, 169 00 – Praha 6; tel: +420 220 513 903; iva.horcikova@kam.cuni.cz

Menza Právnická

Nám. Curieových 7, 110 00 – Praha 1; tel: +420 221 005 280-1;

vaclav.vokal@kam.cuni.cz

Menza Sport

J. Martího 31, 160 00 – Praha 6; tel: +420 220 172 257; eva.kubacova@kam.cuni.cz

Výdejna Kavárna u Rotlevů

Kamzíkova 4, 110 00 – Praha 1; tel: +420 224 491 154; petr.cermak@kam.cuni.cz

University Canteens in Pilsen:

Výdejna Lidická

Lidická 1, 301 00 – Plzeň; tel: +420 377 595 173; +420 377 521 978; Jiří Hes, Markéta Krasová

Menza Šafránkův Pavilon

Alej Svobody 31, 323 18 – Plzeň; tel: +420 377 593 581; Eva Chudějová:

eva.chudejova@kam.cuni.cz

Bufet a Výdejna LF Plzeň

Alej Svobody 76, 32300 – Plzeň; tel: +420 377 593 780

University Canteen in Hradec Králové:

Menza Na Kotli

Na Kotli 1147, 502 96 – Hradec Králové; tel: +420 495 763 621;

jirina.zamecnikova@kam.cuni.cz

Bufet UHK

Hradecká 1229, 500 02 - Hradec Králové

Student ID Card

All Charles University students must have a student photo *ID card* issued. Your Charles University ID card is your access key to many University resources such as libraries, computer rooms, canteens etc. Cards may be used as long as you are enrolled at Charles University. The Student ID Card is a plastic card, bearing your photo and ID number, with a barcode on the front.

At first issue, each student will choose either the ID card of CU or the ID card of CU with an ISIC license (International Student Identity Card).

The ISIC card provides a wide range of discounts and special offers on flights, ferries, rental cars, public transport, accommodation, restaurants, shops, museums

and cultural attractions (Please note that the number of discounts vary from country to country).

The student ID card is free of charge, the student ID card with ISIC costs 230 CZK. Extension of the ISIC validity (with holographic label) also costs 230 CZK. Replacement of damaged or lost ID card costs CZK 200 (ID card of CU student with ISIC CZK430). If you wish to change the ID card for the ID card with ISIC, it will be the same price as in the case of a repeated issue of the ID card.

In order to get a student ID card, you will need your passport and a *faculty coupon*, which will confirm the card's validity within the respective academic year. The coupon can be obtained at the respective faculty.

To receive your CU identification card, go to one of the following student ID centres:

Prague Student ID Centres:

Student ID Centres	Address	Opening Hours
CU Centre for Information, Counselling and Social Services	Celetná 13, 116 39 – Praha 1 tel.: +420 224 491 610	Mo–Thu: 9.00–12.00; 12.30–18.00 Fri: 9.00–12.00; 12.30–16.00
The Faculty of Mathematics and Physics of CU	Ke Karlovu 3, 121 16 – Praha 2 tel.: +420 221 911 468 (second basement floor, room M 266)	Mo: 8.00–12.00; 13.00–17.00 Tu: 9.00–12.00; 12.30–17.00 We: 8.00–12.00; 12.30–17.00 Thu: 9.00–12.00; 13.00–17.00 Fri: 9.00–15.00
The Faculty of Law of CU	Nám. Curieových 7, 116 40 – Praha 1 (room No. 34) tel.: +420 221 005 487	Mo–Thu: 9.00–12.30; 13.00–16.30 Fri: 9.00–13.00

Pilsen Student ID Centre:

CU student cards are issued by the Study Department of the CU Faculty of Medicine in Plzeň (Pilsen).

Student ID Centres	Address	Opening Hours
Students' Department Faculty of Medicine in Pilsen	Husova 3, 306 05 – Plzeň tel.: +420 377 593 430 - 434	Monday: 8.30–11.30 Tu + Thu: 8.30–11.30, 12.30–14.30

Hradec Králové Student ID Centre:

Student ID Centres	Address	Opening Hours
Medical Faculty in Hradec Králové	Na Kotli 1147 502 96 – Hradec Králové 9 tel.: +420 495 763 616	Mo–Thu: 11.00–18.00

Information Resources

Libraries and Scientific Information Centres

Charles University in Prague provides students with access to most of the study literature prescribed by its courses. The University has a total of 19 central libraries and approximately 400 libraries in the departments and at other work places (more information on the website: <http://www.cuni.cz/UKEN-219.html>). The university also offers its students a wide range of computer facilities including e-mail and Internet access.

Charles University Centralized Catalogue can be accessed on the web site:

https://ckis.cuni.cz/F/LVIH7819FTYSUF9Y2CSB3JLXX5BHVIMR1RYL1P594AJ2I2CEPN-28429?func=file&file_name=find-a&CON_LNG=ENG

eResources portal of CU –Provides access to various international scientific databases such as Web of Science; Literature Online, Proquest 5000, Periodicals Contents Index, Periodicals Contents Index – Full Text, Philosopher's Index, EBSCO online, Patrologia Latina Database:

<http://bi.cuni.cz/index.php?lang=en>

Information on libraries of CU faculties and other parts is available here:

<http://www.cuni.cz/UKEN-220.html>

Study Rooms and Computing Facilities at CU

The University has several student computer centres, which are located at the faculties. In the CU Centre for Information, Counselling and Social Services (Celetná 13, Prague 1) there is a computer room with app. 25 PCs, which are available to all students of the University. Students have access to e-mail and the Internet, and all students have their own email account on the faculty network (some faculties issue email accounts to its students automatically; at some you have to contact a designated person in order to get it. More information may be obtained from the international office of the faculty).

Karolinum Press

Academic literature and other study aids can be purchased in the specialized shops of the individual faculties and in the central shop of the Charles University Press. The Karolinum Press, the publishing house of Charles University, annually publishes around 250 texts for the use of students.

Karolinum Bookstore: *Celetná 18, 116 36 Praha 1; tel.: +420-224 491 448; web:*

http://cupress.cuni.cz/ink2_stat/index.jsp?jazyk=en; e-mail:

knihkupectvi@ruk.cuni.cz

CU Centre for Information, Counselling and Social Services (CU CICSS)

In 1996 Charles University opened a Centre for Information, Counselling and Social Services (IPSC UK). The centre offers help and advice to Charles University students, people interested in studying at the university, graduates, staff and visitors to Charles University. IPSC is composed of three departments: the Department of Information Services, the Department of Counselling Services and the Department of Social Services (including the Office for students with special needs). The Centre provides information and arranges various seminars on studies at CU (degree programmes, non-degree programmes, lifelong education, study abroad programmes, exchange programmes, Czech language courses), counselling services (careers, psychological, social and legal, coaching, services for students with special needs or for international students), the student ID/ISIC cards are issued there, copying services and PCs (including the access to Internet) are available there as well. Another part of IPSC is Charles University Gifts and Souvenirs - <http://www.cuni.cz/UKEN-193.html>

DEPARTMENTS

Department of Information Services

Celetná 13, 116 39 Praha 1; tel.: +420 224 491 850, fax: +420 224 491 895;
ipsc@ruk.cuni.cz; <http://ipsc.cuni.cz> or <http://www.cuni.cz/UKEN-186.html>

Department of Counselling Services

Školská 13a, 110 00 Praha 1; tel.: +420 222 232 452, fax: +420 222 232 252;
ipsc@ruk.cuni.cz; <http://ipsc.cuni.cz> or <http://www.cuni.cz/UKEN-186.html>

Department of Social Services

Celetná 13, 116 39 Praha 1; tel.: +420 224 491 896, fax: +420 224 491 895;
ipsc@ruk.cuni.cz; <http://ipsc.cuni.cz> or <http://www.cuni.cz/UKEN-186.html>

a) Office for Students and Employees with Special Needs

Celetná 13, 116 39 Praha 1; tel.: + 420 224 491 604 or +420 224 491 735;
ipsc@ruk.cuni.cz; <http://www.cuni.cz/UKEN-190.html> or <http://www.cuni.cz/UK-2049.html>

b) Office for Social Services for CU students and employees

Celetná 13, 116 39 Praha 1; tel.: +420 224 491 896, fax: +420 224 491 895;
ipsc@ruk.cuni.cz; <http://ipsc.cuni.cz> or <http://www.cuni.cz/UKEN-186.html>

SERVICES

Information Services for International Students

Information, Counselling and Social Service Centre

Open: Monday – Thursday: 9am–6pm

Friday 9am–4pm

Celetná 13, Prague 1

Student Residence Švehlova

ground floor

Open: Thursday 2pm–4.30pm

Slavíkova 22, Prague 3

Student Residence Hvězda

Block III, room 10

Open: Wednesday 2pm–4.30pm

Zvoníčková 5, Prague 6

Psychological Counselling Centre for International Students

Provides quality services to help get you through the challenges that you may face in emotional, interpersonal, and academic/career-choice situations.

Školská 13a, 110 00 – Praha 1; <http://www.cuni.cz/UK-2049.html>

Opening hours: Monday 12.00 – 14.00

To make an appointment, please contact the psychologist:

Mgr. Milan Polák: counsel@ruk.cuni.cz

Students Counselling Centre – 3rd Medical Faculty

(c/o Centre for Preventive Medicine)

Ruská 87, 100 00 Praha 10; MUDr. Dagmar Schneidrová, CSc. (building no. 19, 3rd floor, room 306); tel.: +420 267 102 340; dagmar.schneidrova@lf3.cuni.cz;

<http://www.lf3.cuni.cz/en/studium/general-information/student-centre.html>

Consultations: Wednesday 10.00–12.00, 13.00–16.00, or upon agreement

Students Counselling Centre provides:

- Study Counselling
- Counselling on personal development and stress management
- Psychological Counselling

Stress management programme for students:

<http://www.szu.cz/poradna/successfulstudent>

Religion and Faculty Worship Services

Protestant Theological Faculty

Faculty worship – information is available here:

<http://web.etf.cuni.cz/ETF-231.html> (CZ only)

Catholic Theological Faculty

Faculty worship is held every work day at 12.00 at the School Chapel. For more information contact the faculty chaplain at kaplan@ktf.cuni.cz or see the website:

<http://www.ktf.cuni.cz/KTFENG-33.html>

Hussite Theological Faculty

There are various religious groups within the Hussite Theological Faculty such as the Evangelical Church of Czech Brethren, Jewish Community, etc. Each religious group holds its own meetings. A complete list of these groups as well as further information can be obtained by contacting Doc. ThDr. Jan Blahoslav Lášek via email: lasek@htf.cuni.cz.

Church services in English

St. Clement's Anglican Episcopal Church - the meetings take place every Sunday morning at 11 am at St. Clement's Church (<http://anglican.cz/>) in Klimentská St, Prague 1.

St. Thomas Church – masses in English take place on Saturdays at 6 pm and Sundays at 11 am in Josefská 8, Prague 1 (<http://www.augustiniani.cz/en>).

Health Insurance and Health Services

General information on Health Insurance and Health Services is available here: <http://www.cuni.cz/UK-2045.html>

EU nationals

Students arriving from EU member states should ensure that they request a European health insurance card (EHIC) from their local health authorities before departure from their home countries.

Nationals of E.U. countries who are staying temporarily in the Czech Republic are entitled to receive URGENT necessary medical treatment free of charge. To obtain treatment under the provisions of the European regulation it is important to contact medical institution (doctor, dentist, hospital), which is covered by the contract with the public health insurance system (most of them do - details can be obtained from the health insurance funds).

Your European health insurance card (EHIC), or Provisional certificate has to be submitted to attending physician. If no of above mentioned documents are

presented, the physician can insist on cash payment. The doctor will normally ask you to confirm your expected length of stay in the territory of the Czech Republic and will advise you to choose one of the Czech contracting health insurance funds.

For specialist treatment, you need a referral from a GP. Some extra dental manipulation and materials participation is to be paid in extra particular amounts. Prescriptions are issued by a doctor, and may be filled at a pharmacy. You may have to contribute to the cost of your drugs or medicines, and this cost is not refundable. To get hospital treatment, you need a referral from a GP except in cases of emergency, when you can go directly to the hospital. Transport to the hospital is covered by the insurance system and is provided free of charge. In case of urgent medical transport or in case of treatment by doctor of emergency service it is also necessary to present your European health insurance card, E111 or Provisional certificate. Please note that non-urgent or elective treatment which can reasonably be postponed until the person's return to his/her country are not covered, and for these eventualities we recommend you take out extra medical or commercial travel insurance with an insurance provider in your home country.

Non-EU nationals

Non-EU students should ensure that they have private medical insurance or they must expect to pay cash for all medical care. We strongly urge all non-EU international students to consult with their medical insurance company prior to travelling abroad to confirm whether their policy applies to the Czech Republic and whether it will cover emergency expenses such as a medical evacuation.

If you need to visit a general practitioner, gynaecologist or dentist, you can go to the following health centre:

Městská poliklinika Praha

Spálená 12, 110 00 Praha 1; tel.: +420 222 924 211; sekretariat@prahamp.cz;
<http://www.prahamp.cz/>

In case of emergency or accident use *any hospital, health clinic* or:

Nemocnice na Homolce Hospital (foreign pavillion)

Roentgenova 2/37, 150 30 Praha 5, tel.: +420 257 271 111 (switch-board); +420 257 273 289 (quick contact), +420 257 273 058 or +420 257 272 860 (central intake); e-mail: hospital@homolka.cz; web: <http://www.homolka.cz/en-CZ/home.html>;

Emergency Medical Service in Prague

Medical Emergencies (in the case of urgent emergency **call 112**)

Further informationat: <http://www.zzshmp.cz/>

Prague 1	Městská poliklinika Praha Spálená 12, tel.: 222 924 295	Mo-Fr: 19.00-6.00 Sa, Su and holidays: non-stop
Prague 2	Všeobecná fakultní nemocnice U Nemocnice 2, tel.: 224 967 777	Mo-Fr: 16.00-7.00 Sa, Su and holidays: non-stop
Prague 4	Fakultní Thomayerova nemocnice s poliklinikou Václavská 800, tel.: 261 082 520, 603 566 584	Mo-Fr: 19.00-6.30 Sa, Su and holidays: non-stop
Prague 5	FN Motol V Úvalu 84, tel.: 224 438 590	Mo-Fr: 19.00-6.30 Sa, Su and holidays: non-stop
Prague 6	Ústřední vojenská nemocnice Praha U Vojenské nemocnice 1200 tel.: 973 203 571	Mo-Fr: 19.00-7.00 Sa, Su and holidays: non-stop
Prague 8	FNB (Bulovka Hospital) Budínova 2, tel.: 266 083 301,303	Mo-Fr: 19.00-6.00 Sa, Su and holidays: non-stop
Prague 10	Fakultní nemocnice Královské Vinohrady Šrobárova 50, tel.: 267 163 778	Mo-Fr: 18.30-23.00 Sa, Su and holidays: 8.00-20.00

Dental Emergencies in Prague

Prague 1	Městská poliklinika Praha Spálená 12, tel.: 222 924 268	Mo-Th: 19.00-6.00 Fr: 16.00-6.00 Sa, Su + holidays: non-stop
Prague 2	Všeobecná fakultní nemocnice (only dental surgery) U nemocnice 2 tel.: 224 962 723, 224 962 725, 224 963 138	Mo-Fr: 17.00-7.00 Sa, Su + holidays: non-stop
Prague 4	Fakultní Thomayerova nemocnice s poliklinikou Václavská 800, tel.: 261 083 546, 730 578 741	Mo-Fr: 17.30-22.30 Sa, Su + holidays: 7.30-22.30

Prague also has several clinics that cater to English-speaking clients and can provide a network of services from basic examination to accompanying a patient to the hospital. Please note, however, that these are usually commercially operated and may charge a high fee.

Foreign Clinics in Prague

Prague 1	General Health Care Corporation Krašovská 8; tel.: 222 211 206/208; http://www.ghc.cz/en
	Health Centre Prague Vodičkova 28; tel.: 224 220 040; info@doctor-prague.cz ; http://www.doctor-prague.cz
	Millenium Dental Care, Millenium Plaza V Celnici 10; tel.: 221 033 405; 724 222 255; info@mdc.cz ; http://www.mdc.cz/en/
	Polyclinic at Národní Národní 9; tel.: 222 075 119/120; poliklinika@narodni.cz ; http://www.poliklinika.narodni.cz/en/
	EUC Premium CZ, s.r.o. Na Poříčí 1041/12; tel.: 222 300 300; https://www.eucpremium.cz/en
Prague 4	EUC Premium CZ, s.r.o. Lomnického 1705/5; tel.: 222 300 300; https://www.eucpremium.cz/en
	Canadian Medical Care V Parku 2308/8; tel.: 233 360 133; cmc@cmcp Praha.cz ; www.cmcp Praha.com

	American Dental Associates Hyčzdova 33; tel.: 241 410 001; 733 737 337; info@dental-office.cz ; http://www.americandental.cz
Prague 5	Na Homolce Hospital – Foreign Pavillion Roentgenova 2, 257 273 289 /quick contact/; 257 271 111 /switch board/; http://www.homolka.cz/en-CZ/
Prague 6	Unicare Na Dlouhém lánu 11, tel.: 235 356 553; 608 103 050; reception@unicare.cz ; http://www.unicare.cz
	Canadian Medical Care Veslavinská 30/1, tel.: 235 360 133; cmc@cmcp Praha.cz ; http://www.cmcp Praha.com
Prague 8	EUC Premium CZ, s.r.o. Sokolovská 192/79; tel.: 222 300 300; https://www.eupremium.cz/en
Prague 11	Affidea Praha 4 – Chodov Šustova 1930, tel.: 267 090 811 - 14; info@affidea-praha.cz ; http://www.affidea-praha.cz/en

Medical Emergencies in Pilsen

EUC Klinika Plzeň Denisovo nábřeží 4, 301 00 Plzeň tel.: 378 218 300	Mo–Fr: 18.00–6.00 Sa, Su + holidays: non-stop
Lékařská pohotovost dospělí Plzeň-Slovany Francouzská tř. 2 and 4, 326 00 Plzeň; tel.: 377 243 000, 378 014 310	Mo–Fr: 18.00–6.00 Sa, Su + holidays: non-stop

Dental Emergency in Pilsen

EUC Klinika Plzeň Denisovo nábřeží 4, 301 00 Plzeň; tel.: 378 218 171 - 174	Mo–Fr: 18.00–5.30 Sa, Su + holidays: non-stop
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Medical Emergency in Hradec Králové

Information available at: <http://www.kr-kralovehradecky.cz/en>

Fakultní nemocnice HK Sokolská 581, Hradec Králové; tel.: 495 831 111	GP: Mo–Fr: 16.00–22.00 Sa, Su + holidays: 8.00–7.00
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Dental Emergency in Hradec Králové

Dental Emergency Sokolská 581, Hradec Králové; tel.: 495 831 111	Mo–Fr: 16.00–21.30 Sa, Su + holidays: 8.00–21.30
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Pharmacies in the Czech Republic

Non-prescription drugs and medicines are sold only in pharmacies. They are not available at supermarkets, as in many West European countries. Pharmacies may be recognized by the prominent green cross displayed over the shop-front. Many have staff that speaks English or German, and are used to offering advice to tourists (especially in the city centres).

Validity of Medical Prescriptions:

- A prescription from emergency service is valid for 24 hours
- A prescription for antibiotics is valid for 5 days
- A prescription for opiates is valid for 3 days
- Other prescriptions are usually valid for two weeks

Pharmacies with non-stop service:

Praha	Palackého 5, Praha 1	224 946 982
	Belgická 37, Praha 2	222 513 396
	Thomayer's Hospital, Vídeňská 800, Praha 4	261 084 019
	Motol Hospital – V Úvalu 84, Praha 5	224 435 736
	Berytos Pharmacy, Vítězné nám. 13 - Praha 6	224 325 520
	Letná Pharmacy - Fr. Křížníka 22, Praha 7	731 638 010
	Bulovka Hospital – Budínova 2, Praha 8	266 082 017
	Pharmacy in Malešice, Plaňanská 573/1- Praha 10	281 019 258
Plzeň	EUC Klinika Plzeň, Denisovo nábřeží 4, Plzeň	378 218 126
	Devětsil Pharmacy Plzeň, Francouzská tř.2	377 240 788
	Lékárna Lipová, Alej Svobody 60	377 533 259
Hradec Králové	Pohotovostní lékárna Hradecká, Hradecká 1690/2a	495 832 250

Czech Language Courses

Most faculties organize Czech language courses for their international students. For further information, please contact the respective faculty of CU you will study at. You can also contact the following Charles University language centres which also offer Czech language courses:

Institute for Language and Preparatory Studies of CU

Ústav jazykové a odborné přípravy UK (ÚJOP)

Vratislavova 29/10, 128 00 Praha 2

tel.: +420 224 990 420

e-mail: studujop@ujop.cuni.cz

web: <http://ujop.cuni.cz/en/>

Institute of Czech Studies, Faculty of Arts of CU

Ústav bohemistických studií FF UK (ÚBS)

nám. Jana Palacha 2, 116 38 Praha 1

tel.: +420 221 619 262/381/280

fax: +420 221 619 381

e-mail: ubohstud@ff.cuni.cz

web: <http://ubs.ff.cuni.cz/en>

Leisure and Sport

STUDENT CLUBS AND OTHER ASSOCIATIONS AT CU

Further information on student life at CU: www.cuni.cz/UKEN-8.html

Charles University International Club (IC CUNI)

Charles University International Club (IC CUNI) is a student club which organises various social, cultural and sports events for both international and Czech students, and generally helps international students to handle their stay in Prague.

More information: www.ic-cuni.cz/

Some faculties have their own clubs for international students and you are more than welcome to join them at your faculty.

Student's club Celetná

Celetná 20, Praha 1

tel.: +420 224 491 930

Student's club and coffeehouse in one right in the centre of Prague. They organize a whole range of concerts, stage plays, lectures and many other events.

Updated information: www.facebook.com/Studentsk%C3%BD-klub-Celetn%C3%A1-538876889562510/

AIESEC CUNI Praha

AIESEC is the world's largest non-profit student-run organization in the world. It is an international [non-governmental not-for-profit organization](#) that provides young people with leadership development and cross-cultural global internship and volunteer exchange experiences across the globe, with a focus to empower young people so they can make a positive impact on society. The AIESEC network includes approximately 70,000 members in 127 countries and territories.

<http://aiesec.org/>

The AIESEC department at Charles University: <http://aiesec.cz/cuni/>

SPORT FACILITIES AND ACTIVITIES AT CU

Student sports activities are organized at the faculty level. The Departments of Physical Education and Sport at the faculties offer a wide range of sporting activities and courses like swimming, skiing, self-defense, tennis, basketball, volleyball, aerobics, gymnastics, cycling, softball, running, rowing, rafting, canoeing, windsurfing, hiking, yoga, fitness. You can also use the University and public sports facilities (fitness centres, swimming pools, tennis courts, saunas, squash and golf centres) in your leisure time.

Sports Centres and Clubs

The CU Sports Centre in Prague

Bruslařská 132, 100 00 – Praha 15, Hostivař; tel.: +420 274 861 016 (information on operation of the sports centre); office@sch.cuni.cz; www.cuni.cz/UK-672.html

The complex offers 13 tennis courts, an indoor swimming pool, sauna, solarium, and ballet and judo hall for sports and recreational use. Students can obtain discounts (tennis court, swimming pool, etc.

The CU Sports Club at the Faculty of Education

Kralovická 915, 250 01 – Brandýs nad Labem (small town near Prague); tel.: +420 721 309 886 or +420 221 900 673; karolina.soukupova@pedf.cuni.cz; <http://ktv.pedf.cuni.cz/>; http://ktv.pedf.cuni.cz/?page_id=749 (courses for the foreign students)

The CU Sports Club at the Faculty of Physical Education and Sport

José Martího 31, 162 58 – Praha 6, Veleslavín; <http://www.ftvs.cuni.cz/FTVSEN-1.html>

Is one of the most important sports clubs in the Czech Republic. It provides students with the facilities to practice various sports and also offers a place for recreation. You can choose from: aerobics, athletics, basketball, cycling, floor ball, football, gymnastics, handball, hiking, hockey, judo, karate, rock-climbing, shooting, skiing, softball, swimming, tennis, volleyball, and many others. The CU Sports Club organizes various sport events such as racings, Olympiads, tournaments etc.

At the Faculty of Physical Education and Sport you can also find multi-functional sport area (tennis, basketball, football, etc.), beach volleyball, minigolf or the rope centre. Facilities can be reserved directly with the groundskeepers at the site. You

can also make your order by telephone on: +420 220 174 705 or email: sedlacek@ftvs.cuni.cz.

Prague White Water Centre

Boathouse of the Faculty of Physical Education and Sports; Vodácká 8, 170 00 – Praha 7, Trója; tel: +420283850477; wwc@seznam.cz; <http://vodackyareal.cz/en/>

Multi-functional sports centre which offers wide range of sport activities such as canoying, kayaking, rafting, climbing, etc.

Sporting Events

Information on current sporting events is available here: www.cuni.cz/UKEN-02.html

Student Multisport Card:

Students of Charles University may establish a subsidized Student Multisport Card which allows them visiting over 740 sports and relaxation centres in 126 Czech towns once per day.

www.multisport.cz/en/

www.facebook.com/MultiSport.Student/

DAY TRIPS ROUND THE CZECH REPUBLIC

Information about interesting places in Czech Republic:

<http://en.czech-unesco.org/>

www.czechtourism.com/destinations

Český Krumlov

Is a medieval town in the charming South Bohemian countryside, situated 170 km from Prague that has still retained its medieval nature. The town is known as the pearl of Bohemia. In 1992, its historic centre was included on the UNESCO World Cultural and Natural Heritage List. Two national cultural landmarks - the castle and the Gothic church of St.Vitus dominate the town, the castle is the second largest one in the Czech Lands. The mighty renaissance castle - once the seat of powerful of the Rozmberks and the Schwarzenbergs - houses rich collections of period furniture, Flamish tapestries, and historical weapons. You must take a look at the interiors of this splendid castle as well as the old town with romantic lanes and reconstructed medieval houses. In 1993, the Egon Schiele International Cultural Centre was opened.

Web: www.ckrumlov.info/docs/en/kaktualita.xml

Český Šternberk Castle

Is an imposing castle on a romantic rise above the river Sazava. The castle features rich stucco decorations and unique collection of weapons. The castle is situated 50 kilometres from Prague.

Web: www.hradceskysternberk.cz/introduction.html

Hluboká nad Vltavou

Is a town north of České Budějovice with a chateau that is one of the most picturesque and most visited of Czech landmarks. It is located on the site of a former royal castle reconstructed on several occasions, and overlooks the river Vltava. Between 1841 and 1871 it was remodeled in the Neo-Gothic style, inspired by Windsor Castle. Its 140 rooms house rich collections of Flemish tapestries dating back to the 17th century, as well as weapons, portraits, period furniture, glass and china. The former riding school has been adapted as the Alsova South Bohemian

Gallery, containing valuable collections of Gothic and modern art. A romantic park with many rare trees surrounds the chateau.

Web: www.zamek-hluboka.eu/en

Karlovy Vary (Karlsbad)

The famous spa town located in Western Bohemia gained its reputation thanks to the discovery of hot mineral springs back in the Middle Ages. The mineral waters are used mainly for drinking cures which are most important part of the spa treatment. Today there are 12 hot springs in use here, and you can get the chance to taste them. The best-known spring is named Vřidlo – a hot spring that spouts its curative water to a height of 17 m. There have been many famous people among the visitors of the: Ludwig van Beethoven, Frederic Chopin, Franz Liszt, Johann Wolfgang Goethe, Friedrich Schiller, Alexei Tolstoy, Antonin Dvorak etc. The town is situated about 130 km from Prague.

Web: www.karlovyvary.cz/en

Karlštejn Castle

The most important medieval castle built in the years 1348–1355 under Charles IV. It was to serve as a treasury for coronation jewels and state documents. It was altered in the Renaissance style in the 16th century and in Neo-Gothic style at the end of the 19th century. In the Holy Cross Chapel there is a unique collection of 129 gothic desk paintings by Master Theodoricus from 1360.

Web: www.hradkarlstejn.cz/en

Kokořín Castle

Gothic castle built by Hynek Berka of Dubá in the 2nd half of the 14th century. The castle was severely damaged during the Hussite wars. Later it was restored in Late Gothic style. It fell into disuse from the 17th century and became a ruin attracting romantic poets and painters. At the beginning of the 20th century it was rebuilt in neo-Romantic style. The castle inspired the well-known Czech romantic poet Karel Hynek Mácha to write his novel called Gypsies. The guided tour will take you to the historical romantic interiors, the castle ramparts and the tower. In the surroundings of the castle there are beautiful sandstone rocks of different shapes—overhangs, small caves, rock windows, and also the lids called “Kokořínské Pokličky”.

Web: www.hrad-kokorin.cz/english/home.html

Koněprusy Caves (Koněpruské jeskyně)

The caves are situated in Central Bohemia, 7 km South of Beroun, in the middle of the nature reserve of Czech Karst, not far from the castles of Křivoklát and Karlštejn. The caves were discovered in 1950 and opened to the public in 1959. The caves originated in 400-million-year-old Devon calcite rocks, consist of three levels to be found 70 m under the ground-level, and over 2 km long (the accessible part is 620 m long).

Web: <http://jeskyne.cesky-kras.cz/english/>

Konopiště Castle

Used to belong to the heir to the Habsburg throne Ferdinand d'Este. Originally a Gothic castle built in the 14th century, it was rebuilt in the 19th century, and houses fascinating collections of historical weapons, furniture, paintings and tapestries. The castle is situated 50 km from Prague.

Web: www.zamek-konopiste.cz/en

Křivoklát Castle

The royal castle Krivoklat was first mentioned around 1100 A.D. Today's building is from the late 13th century. It was enlarged and fortified at the end of the 14th century. Thanks to all these renovations and additional buildings, the castle shows all the phases of Gothic style. The castle is situated 50 km from Prague.

Web: www.krivoklat.cz/en

Kutná Hora

Thanks to the prosperous silver mines, Kutná Hora became, after Prague, the second most important town of the kingdom Bohemia in the Middle Ages. There are plenty of precious Gothic constructions such as St. Barbara's Cathedral (1388 to 1565), one of the most beautiful Czech Gothic buildings, the Italian Court (Vlašský dvůr) with its Royal Mint, where the famous Prague groschen were minted, the Stone House, the St. James' Church etc. On request you can also visit the Ossuary. Kutná Hora was declared a part of world heritage and since then has been protected by UNESCO. The town is situated 70 km from Prague.

Web: www.kutnohorsko.cz or www.kutnahora.cz

Mariánské Lázně (Marienbad)

Mariánské Lázně is Czech Republic's second biggest spa town. It has 40 healing springs effective in the treatment of diseases of the kidneys and urinary tract, the respiratory tract, nervous disorders and diseases of the motor organs. It is a lovely resort located in a valley surrounded by forests. Mariánské Lázně has numerous 19th century buildings, large parks, well-marked paths to the nearby forests and lakes, and perhaps the best 18-hole golf course in the country.

Web: www.marianskelazne.cz/en/

Olomouc

Is the cultural and historical centre of North Moravia. It has a castle built in 1055. The local bishopric was established in 1063. In 1306, Olomouc was the scene of dramatic events when the last member of the Premyslid dynasty, Wenceslas III, was murdered here. Until 1641, Olomouc was the capital of Moravia. Later, Brno became more important. Olomouc University (now known as Palacký University), was founded in 1566, moved to Brno in 1778, and returned here in 1946. The main sights include the Town Hall, founded in 1378, St. Wenceslas Cathedral, built in 1109 and later renovated, an 18th century fortress, as well as many old town houses and churches of various styles. Olomouc has the status of a historic urban reserve. The town has three theatres and a symphony orchestra. It is an important railway junction, and an industrial centre, known also for its cheeses. The annual Flora Exhibition of plants takes place here.

Web: www.tourism.olomouc.eu/welcome/en

Telč

Is one of the most beautiful historic towns in the Czech Republic, listed as a landmark protected by the UNESCO. The original 12th century village was extended in the 13th century, and became a fortress surrounded by fishponds and water moats. It has had the status of a town since 1258. Despite later additions, the centre of the town has preserved its medieval character. The historic square is lined with Gothic, Renaissance and Baroque town houses with richly decorated gables and arcades. Other highlights include a 16th century Renaissance chateau, a Gothic church and remains of the original fortifications.

Web: www.telc.eu/lang/en

Terezín Ghetto Museum

The former garrison town - originally built by Emperor Joseph II as part of an ingenious system of military fortresses for a protection of the kingdom at the end of the 18th century – was completely changed and converted into Jewish Ghetto and a concentration camp by the Nazis during the World War II. Terezin is situated about 60 km from Prague.

Web: www.pamatnik-terezin.cz

Further information about the trips in the Czech Republic on:
www.czechtourism.com/tourists/trips

National Public Holidays

<i>1st January</i>	Day of the re-establishment of the Independent Czech State/New Years Day
<i>Between 20th March and 23rd April</i>	Good Friday
<i>Between 23rd March and 26th April</i>	Easter Monday
<i>1st May</i>	Labour Day
<i>8th May</i>	Liberation Day
<i>5th July</i>	The Day of Slavonic Apostles Cyril and Methodius
<i>6th July</i>	Death of Jan Hus Day
<i>28th September</i>	Czech Statehood Day / St. Wenceslas Day
<i>28th October</i>	Independent Czechoslovak State Day
<i>17th November</i>	Struggle for Freedom and Democracy Day
<i>24th December</i>	Christmas Eve
<i>25th December</i>	Christmas Day
<i>26th December</i>	St Stephen's Day

Others

COST OF LIVING

The cost of living in the Czech Republic is on average comparable to that of other Central and East European countries. A single student is advised to have available approximately Kč 8 500 – 9 000 (app. 312 – 340 EUR) per month to cover food, basic transport and accommodation.

<i>Rent</i>	CZK 3,000–7,000
<i>Food</i>	CZK 3,800–4,200
<i>Transport</i>	CZK 250–300
<i>Leisure Time</i>	CZK 700–2,000
<i>Total</i>	CZK 7,750–13,500

Be aware that the level of rent varies depending on which city you live in, whether you use the University dormitory or private place and if you share the flat or not. The final cost of living, of course, depends on your personal spending habits.

MONEY AND BANKING

Money

The currency is the *Czech crown* (*Koruna ceska* – Kč/CZK). The following denominations are in circulation:

<i>Notes:</i>	100; 200; 500; 1,000; 2,000 and 5,000 Kč
<i>Coins:</i>	1, 2, 5, 10, 20 and 50 Kč.

Be careful when using exchange offices. Many of them target tourists, particularly in Prague, and you may end up paying a high commission or getting a bad rate without even knowing about it. Be aware of changing money on the street. The purpose of this practice is not to exchange money, but to steal it from you. Do not carry large amounts of cash with you. Carry a credit card and take money out of an ATM as you go. You can also use your card to make payments. Major credit cards are accepted in most locations. Always try to pay in Czech crowns, even though euros are accepted at businesses such as the Tesco department store and some restaurants, the exchange rate is not always favourable. You will receive change in Czech crowns.

Banks

There are branches of all the main Czech as well as foreign banks such as:

ČSOB

www.csob.cz

Komerční banka

www.kb.cz/en

Česká spořitelna

www.csas.cz

Citibank

www.citibank.com

and other smaller branches where you can open an account. Bank opening hours are generally 8 a.m. to 5 p.m. Monday to Friday and some banks are open on Saturday morning. Nearly all banks have 24-hour ATM and a foreign exchange desk where you can exchange a wide range of foreign currencies and travellers cheques.

FOOD AND SHOPPING

Food

is generally cheaper to buy in supermarkets than in small shops. Shops are generally open 8 a.m. to 6 p.m. Monday to Friday. On Saturday, usual opening hours are from 8 am to 12 am but increasingly more shops are staying open for longer hours seven days a week. Various small shops and supermarkets stay open late at night. Generally small shops are closed on Sundays but larger stores and supermarkets are usually open for part of the day. To give you an idea of cost, a loaf of bread costs about CZK 25, fresh milk costs about CZK 22 a litre and butter about CZK 40.

Tipping

is normally expected in a restaurant, bars but also at hairdresser's, barber's and others providing such services. Tip approximately 10 %, rounded up to the next 10 crowns. However, you should not leave change on the table – it's just not done. Instead, name the total amount you intend to pay, including the tip, when you are given the bill.

POST, MAIL AND TELECOMMUNICATION

The Post Office (Pošta)

delivers letters and parcels directly to your address. If you wish to send letters you can use any of the many orange post-boxes scattered throughout the city.

Stamps for letters posted to addresses in the Czech Republic cost 16 CZK. Basic postal rates to Europe are currently CZK 32 (postcards and letters up to 50 g). Basic airmail rates to overseas destinations (America, etc.) are CZK 37 (postcards and letters up to 50g). Stamps and information about the parcel-post and other postal services can be obtained at any local Post Office (8 am to 7 pm from Monday to Friday; 9 am – 11 am on Saturday). Some shops also sell stamps.

The main post office is situated in Jindřišská Street No. 14 in Prague 1, just a few meters from Wenceslas Square (Václavské náměstí). The office is open from 2.00 to 24.00, although it operates a reduced service during the night. Information: +420 954 292 102

More information in English you can find on the web site:

<http://www.postaonline.cz/en/index>

Telephones

The country code for calling the Czech Republic is 00420 or +420. Since 2002 there are no city codes. Within the Czech Republic you just dial the 9-digit number. Telephone boxes on the street are usually glass structures with blue roofs, and may be found all over the republic. Phones are also located at metro stations and major post offices.

When you are calling from a public phone you will need a coins or a telephone card, which you insert into a slot in the lower part of the telephone. Follow the prompts on the displays which are always available in several languages. The telephone cards are available from the O₂ branches or from some newsagent's shops.

Currently three major mobile telephone network operators function in the Czech Republic: O₂, T-mobile and Vodafone. All of them offer a prepaid SIM cards for reasonable prices. There are several types of these SIM cards with various amount of credit.

Important telephone numbers:

<i>Ambulance</i>	155 (toll-free)
<i>Police</i>	158 (toll-free)
<i>Fire Brigade</i>	150 (toll-free)
<i>Metropolitan Police</i>	156 (toll-free)
<i>Emergency Calls</i>	112 (toll-free) guarantees
English-speaking operators	
<i>Emergency road service</i>	1230, 1240
<i>General Information</i>	12 444
<i>Information on telephone numbers within the Czech Republic</i>	1180
<i>Information on international calls</i>	1181
<i>International Dialing Code of the Czech Republic</i>	00420
<i>Telegrams</i>	133 001

DRIVING IN THE CZECH REPUBLIC

When visiting the Czech Republic, you may drive a car if you are a holder of Czech driver's license, other EU member country or Norway / Iceland / Switzerland / Liechtenstein issued driver's license, or a holder of a non EU-country driver's license that complies with the conditions specified in the Convention on Road Traffic (Vienna 1968). Otherwise, you will need an international driver's license that meets the requirements prescribed in either of the following international agreements:

- Agreement on Road Transportation signed in Geneva on September 19, 1949 (enclosure No. 10)
- Agreement on Road Traffic signed in Vienna on November 8, 1968 (enclosure No. 6)
- The EU Committee's Guidelines No. 91/439 of July 29, 1991, on driver's licenses

For more information, visit the website of the Czech Ministry of Interior: www.mvcr.cz/mvcren/article/third-country-nationals-is-my-license-valid-in-the-cr-may-i-do-i-have-to-replace-it-with-a-czech-driving-license.aspx

Documents

Always carry your documents

driving license, identification, and vehicle registration documents with you in your car as it may cost you a fine if you do not have them. You must purchase a sticker to travel on Czech motorways. You can buy annual, 1-month, or 10-day passes, and they are available at border crossings, post offices and larger gas stations. Place the

sticker on the lower right corner of the windshield (as viewed from the driver's seat). Rented cars will have this sticker already.

Motorway passes

Validity	CZK / 1 year	CZK / month	CZK / week
Cars to 3.5 t	1,500	440	310

Minimum driving age

Cars	Motorcycles	
	Over 125 cm ³	Under 125 cm ³
18	18	16

To rent a car, you must be usually at least 21 years old and have held your license for 1 year. Most major car rental companies have a presence in the Czech Republic.

Speed limits

Built-up areas (in town)	Roads (outside of town)	Motorways /Expressways
50 km/hour	90 km/hour	130 km/hour

The Czech Republic has a ZERO tolerance law for driving with any alcohol in your bloodstream. Doing so is punishable by an on-the-spot fine. Use of a seatbelt is required. Children under 12 may not ride in the seat next to the driver. All motor vehicles must keep their road headlights on at night and day, all year round. If you are involved in a traffic accident, do not leave the scene. You must wait until the police arrive to conduct a full investigation. Call 112 or 158 to report the accident and any injuries.

SOME USEFUL WEBSITES

The Czech Republic

Study in Prague

www.studyinprague.cz

Study in the Czech Republic

www.studyin.cz

Czech Republic

more than a destination guide: www.myczechrepublic.com

Information on the Czech Republic

travel, business, study, work and leisure: www.czech.cz

Map of the Czech Republic

www.mapy.cz

Czech Airlines

www.csa.cz/en

Trains and Buses

www.idos.cz

Prague City Tourism

www.praguecitytourism.cz

Prague Public Transport

www.dpp.cz/en

Czech Weather Forecast

www.chmi.cz

Czech authorities:

Embassies in the Czech Republic

www.mzv.cz/jnp/en/diplomatic_missions/foreign_missions_to_the_czech_republic

Czech Ministry of the Interior

www.mvcr.cz/mvcren/

The brochure Information for foreigners in the Czech Republic by MVCR

www.mvcr.cz/mvcren/article/information-for-foreigners-in-the-czech-republic.aspx

A BIT OF CZECH LANGUAGE

<i>Hello</i>	<i>Ahoj/Dobrý den</i>
<i>Bye</i>	<i>Na shledanou</i>
<i>Good night.....</i>	<i>Dobrou noc</i>
<i>Please.....</i>	<i>Prosím</i>
<i>Thank you</i>	<i>Děkuji</i>
<i>You're welcome</i>	<i>Není zač</i>
<i>I am sorry.</i>	<i>Promiň/te.</i>
<i>How are you?</i>	<i>Jak se máš/máte?</i>
<i>My name is... ..</i>	<i>Jmenuji se...</i>
<i>Nice to meet you.</i>	<i>Jsem rád/a, že vás poznávám.</i>
<i>I don't know.</i>	<i>Nevím</i>
<i>I don't speak Czech.....</i>	<i>Neumím česky.</i>
<i>Do you speak English?</i>	<i>Mluvíte anglicky?</i>
<i>Today.....</i>	<i>Dnes</i>
<i>Tomorrow.....</i>	<i>Zítřka</i>
<i>Yesterday.....</i>	<i>Včera</i>
<i>What's the time?.....</i>	<i>Kolik je hodin?</i>
<i>How much does it cost? ..</i>	<i>Kolik to stojí?</i>

Important Contacts

List of Foreign Embassies in the Czech Republic:

http://www.mzv.cz/jnp/en/diplomatic_missions/foreign_missions_to_the_czech_republic/index.html

List of LPP-Erasmus Co-ordinators at CU Faculties:

See the lower part of the following website: www.cuni.cz/UKEN-199.html

List of contacts for general inquiries:

<http://www.cuni.cz/UKEN-609.html>

List of contacts for inquiries on admission:

www.cuni.cz/UKEN-341.html

Notes:



- Capital:** Prague
- Land area:** 78,866 square kilometres
- Official language:** Czech (West Slavic Language)
- Date of origin:** January 1, 1993, when former Czechoslovakia split into the Czech Republic and Slovakia
- Population:** 10,5 million
- Religion:** Roman Catholic (27 %), Protestant (3 %), Orthodox (2 %), non-believers and atheists (59 %), other (9 %)
- Currency:** 1 crown (koruna česká – Kč, CZK) = 100 hellers (haléřů-hal)
- Exchange rate:** 1 EUR = 27Kč
- Head of state:** president Miloš Zeman
- Form of government:** Bicameral parliamentary democracy
- Weather:** Mild climate zone with a cycle of four seasons and generous precipitation. Winters are cold and cloudy, summers are warm. The average temperature in the winter ranges around -5°C (23°F) and in the summer around 20°C (68°F).
- Time:** GMT +1, as in Western Europe. Daylight Saving starts last Sunday in March, ends last Sunday in October
- Electricity:** 230 volts, 50 cycles
- Czech national dish:** Vepřo-knedlo-zelo (pork with dumplings and sauerkraut)