



# Charles University in Prague

INTERNATIONAL RELATIONS OFFICE

## SOCRATES/ERASMUS Information Arrival Sheet 2004/2005



## CONTACTS

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## **Academic Calendar**

### **Winter Semester (October 2004 – February 2005)**

Teaching in the Winter Semester 2004-2005 begins on Monday 4<sup>th</sup> October 2004

Christmas Holiday 23.12.2004 - 02.01.2005

### **Summer Semester (Feb. 2005 – June 2005)**

We anticipate that teaching in the Summer Semester 2004-2005 will begin on Monday 21<sup>st</sup> February 2005

Summer Holiday 04.07.2005 – 31.08.2005

## **Arrival and Registration**

On your arrival in the Czech Republic, first and foremost get to your accommodation and make yourself as comfortable as possible. Most of our faculties organise Orientation Weeks or meetings with incoming students at which they will get further important information about registration and administrative procedures relating to their stay (access to libraries, Internet, public transport, cafeterias and so on). For more information, carefully read your Arrival Information Sheet, or contact your host Faculty Co-ordinator.

## **Getting to Prague**

### *Arriving by Air*

All international flights arrive at Prague Ruzyně Airport, approximately 20 km to the Northwest of the city centre. You can get into town either by catching a city bus (No. 119, 179 go to the airport) or by catching the airport shuttle service. All minibuses shuttle services to the airport are run by a single private company called CEDAZ. You will see their white vans waiting outside the terminal. There is also a taxi service run by a company called Airport Cars FIX. There are four ways you can get from the airport to the dormitory:

1. Take a taxi. This is undoubtedly the most comfortable way to travel, but also the most expensive. Prices for a taxi journey from the airport into town range from Kč 120 – Kč 870, depending on your precise destination. You will find a price list for the service offered by Airport Cars FIX by the company's stand in the airport lounge. If you do decide to use a taxi, make sure you get a written estimate for the cost of your journey from the company in the airport lounge before you set out, since this reduces the chance of the driver trying to overcharge you.
2. Hire a city shuttle van to take you direct to the dormitory. This is charged at a flat rate of Kč 360 for 1-4 people, or Kč 720 for 5 or more people, and is generally cheaper than taking a taxi. However, it is also slower, since the van will have up to eight passengers, and will have to visit up to eight different addresses. Your address may be eighth in line. Write down the address of your dormitory to show to the shuttle driver since communication may be difficult if you do not speak Czech.
3. Take city bus No. 119 or the regular airport shuttle service to "Dejvická" Metro Station (by the Diplomat Hotel). Then, after you get to Dejvická, take a taxi. This reduces the length of the taxi journey. To take the city bus you will need to buy a ticket for Kč 12 in the airport lounge, and you must remember to validate the ticket by date-stamping it when you get on the bus. To take an airport shuttle, you pay Kč 90 direct to the driver. Taxi fares in town are currently Kč 22 per km.
4. Take city bus 100 – a special fast and frequent service - from the airport to the Zličín metro station (B metro line), from where you can get to central Prague quickly.
5. Use public transport. Instructions here will vary widely depending on which dorm you have been assigned. Please see your accommodation voucher.

For general information on Prague Ruzyně airport, see the Czech Airport Authority website: <http://www.csl.cz>, which includes full details of transport to the airport by city bus, minibus and taxi (in English).

### *Arriving by Train or Bus*

Most international trains arrive either at Prague Main Station ("Hlavní nádraží") or at Holešovice Station ("Nádraží Holešovice") to the north of the city. Both stations are on Metro line C (the red line). International buses usually arrive at a Bus Station Florenc (on Metro lines B and C, yellow and red) or at Bus Station Želivského (on Metro line A, the green line).

## **Getting to Hradec Králové**

<http://www.hradeckralove.cz/gbr/index.php?PHPSESSID=3fa003f78339cb5dffd0c8c2dd42f44b>,

In most cases you will get to Hradec Králové via Prague.

### *Arriving by Train*

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

1. The Main Railway Station is situated in the centre of Prague (it is also one of the stops of the Metro line C. There are several direct trains departing for Hradec Králové every day from this railway station.
2. Holešovice Railway Station (linked with Main Railway Station by the Metro line C).

### *Arriving by Bus or Car*

There are numerous buses linking Prague with Hradec Králové. Most of them depart from Florenc Bus Terminal (Metro line C or B) every 30 to 60 minutes. The journey takes less than 2 hours.

If driving a car take the route No E67 (D11) from Prague to Hradec Králové (approx. 90 min). Note that the speed limits are 50 km/h in urban areas, 130 km/h on a highway and 90 km/h elsewhere. Once in Hradec Králové, follow the signs to Brno and turn left at the first crossing with traffic lights after crossing the bridge over the Labe river; then turn right after 20 meters and continue 150 meters to reach the Faculty of Pharmacy.

## Getting to Pilsen

<http://www.zcu.cz/plzen/general/>,

The Medical Faculty Pilsen (UWB) is located in Pilsen, the largest city in West Bohemia and the fourth largest city in the Czech Republic. Pilsen lies about 78 km southwest of Prague and its international airport, and about 80 km from the German border. The easiest way to get to Pilsen is from Prague. If you decide to get to Pilsen by bus, there are links from Florenc Bus Terminal (Metro line C or B) approximately twice an hour. During the weekend and holidays there is one every 45 minutes. You can also get to Pilsen by train which goes from Prague Main Railway Station every hour. All the connections take about 90 minutes.

## Accommodation

Accommodation is provided in Charles University Halls of Residence. Students are housed in double-occupancy rooms. Single rooms are not available. Unit system consists of double rooms sharing bathroom facilities. A small kitchenette is usually at the end of each hall. Students can also use a lavatory and hanging rooms in the building. Bedding and bed linen are provided, towels and kitchen utensils are not.

The allocation of rooms is the responsibility of the management of the residences. **The date of arrival** from which the room is available **is written on student's Accommodation Voucher**.

Students who wish to come earlier will have to find their own accommodation.

Shall you have any question according to special needs of your accommodation, please, contact the Central Accommodation Office: Voršilská 144/1, 116 43 Prague 1, E-mail: [office@kam.cuni.cz](mailto:office@kam.cuni.cz), Tel.: +420 224933825

**To check-in** you need: your passport, the original of your Accommodation Voucher, and one photograph. Students who arrive after office hours will be housed for the night, and register the next workday.

The rent is paid in cash and directly at the accommodation office of your hall of resident. You make the first payment when you arrive, and subsequent payments always at least five days before the beginning of the month.

<b>Dormitories used for the ERASMUS programme in the summer period 2004/2005</b>		
<b>DORMITORY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
<b>PRAGUE</b>		
<b>Kolej Hostivař</b> E-mail: <a href="mailto:kolej.arealhostivar@kam.cuni.cz">kolej.arealhostivar@kam.cuni.cz</a> (the reception is open 24 hours a day) Price: Kč 160,-/ day	Weilova 1128, 100 00 Praha 10	+420-274868757 +420-267215210
<b>Hradec Králové</b>		
<b>Kolej Na Kotli</b> Price: Kč 65,-/ day	Na Kotli 1147, 502 96 Hradec Králové	+420-495763603
<b>Plzeň</b>		
<b>Kolej Bolevecká</b> E-mail: <a href="mailto:kolej.boleveck@kam.cuni.cz">kolej.boleveck@kam.cuni.cz</a> Price: Kč 70,-/ day	Bolevecká 34,301 00 Plzeň	+420-377259384

## Getting to your Dorm by Public Transport

Please see your Accommodation Voucher

## Private Accommodation

It is not difficult to find private accommodation in our university cities. For a three-room flat (two rooms and kitchen) situated in the centre of Prague you can pay about Kč 15.000. It can be twice as cheap in Pilsen and Hradec Králové.

You can visit these sites for example: [www.hostel.cz](http://www.hostel.cz), [www.czechhostel.cz](http://www.czechhostel.cz), <http://www.expats.cz>, <http://www.bydleni.cz/reality/index.php>, [http://www.annonce.cz/index\\_online\\_bydleni.html](http://www.annonce.cz/index_online_bydleni.html),

If you decide not to use the University accommodation we **need you to inform us** as soon as you have fixed your private accommodation.

## **Visa and Residence Permit**

**EU or EFTA** students are **legally obliged to register** with the police in the place of their residence on the territory of the EU within 30 days of their arrival in the country if their intended stay will be longer than 30 days (§ 93, Law no. 326/1999). To register, a student must first fill in two forms available at the faculty:

1. State Border Crossing Report (Hraniční průvodka)
2. Registration Card

When registering with the Immigration Police, students must present both completed forms, a travel document (passport) and 2 photographs.

In Prague students can register (and apply for a short-term residence permit) at this address: *Cizinecké oddělení policie ČR v Praze 3* (CR Immigration Police Office in Prague 3) *Olšanská 2176/2, 130 00 Praha 3*, (tram. nos. 9, 26).

Students are **entitled** (but not obliged) **to apply for a short-term residence permit**, either at the Czech embassy in their home country or at an immigration police office in the CR (but the Immigration Police recommend that students apply on the territory of the CR). Students who obtain this short-term residence permit are issued with a special card (known as a European Card) which officially states a short-term Czech address and can therefore be used for many transactions in which official proof of Czech address is necessary (opening a bank account, purchase of a mobile phone on a contract, getting any temporary job etc.) A short-term residence permit is issued for different periods depending on the purpose of the short-term residence, but for a maximum of 5 days. The authorities must deal with applications at the latest 180 days from the date of application. Students need to present:

1. A travel document
2. A document confirming the purpose of the stay (acceptance letter in Czech and English versions)
3. 2 photographs
4. Certificate of health insurance (translated into Czech)
5. Declaration by the student that he/she will not apply for welfare benefits
6. Completed application form for short-term residence on the territory of the CR (purple form)

An acceptance letter in Czech will be issued for every student (for the 2004/05 winter semester) and sent to the faculties before their arrival and registration at any faculty, as will all the necessary forms (State Border Crossing Report, Registration Card, Declaration on Social Benefits) Registration and short-term residence permits are free of charge.

!! Note please, according to the law if a student wants to undertake paid work of any kind, regular or casual, he or she must have a work permit !!

Students from **non-EU** or **non-EFTA** countries who wish to stay in the Czech Republic for more than 90 days have to apply for a visa. An application for the permit should be submitted to the Czech Embassy or Consulate in the student's country of origin in good time before arrival. Please be aware that the administration process can easily take 8 weeks. The price of the visa fee depends on country you come from. Even when you have the visa you are legally obliged to register with the Police Foreign Department within 3 days of your arrival.

## **Public Transport**

The Czech Republic offers an excellent public transport system in every major city, which makes traveling around relatively quick and comfortable.

### *Travelling on Single-Ride Tickets*

Tickets are available from many news-stands and tobacconists, ticket offices in the Metro, and from automatic machines and at selected bus and tram stops. Tickets cost from Kč 8 to Kč 12. In Prague the Kč 12 tickets are valid for 60 minutes of unlimited travel between 5.00 a.m. and 8.00 p.m. on weekdays, and for 90 minutes of unlimited travel at all other times. You may change between trams, buses and the Metro as you wish. You do not need a new ticket, regardless of how many times you change, until the time period runs out. **Use a Kč 12 ticket to get from the airport to the dormitory or intercity tram/bus station.**

### *Validation of Single-Ride Tickets*

After boarding a bus, tram, or upon entering the Metro, tickets must be date-stamped in order to make them valid. Your ticket is not valid without the time and date or without marked specific code. You may be fined by ticket inspectors if you are caught travelling with an unstamped/unmarked ticket.

### *Travel passes*

If you use local transport regularly, you can save money and time by purchasing season tickets. Passes are valid for unlimited travel on any bus, tram or (in Prague) metro line throughout the city area. They are also valid on some suburban train routes up to the city boundary. They currently cost Kč 210 for one calendar month, or Kč 570 for three months in Prague. In other cities it is about half of the price.

### *Prague Public Transport*

The Metro is the quickest way to travel long distances across the city. It has three lines: A (green), B (yellow) and C (red). It closes down for the night shortly after midnight and reopens at 5.00 a.m. Trams and buses connect the Metro system to outlying areas, and are also a handy way to make short journeys in the city centre. The most efficient form of night transport is the network of night trams that runs from about midnight until the Metro reopens. Night trams run very precisely with a 30-minute interval, and rendezvous with each other at selected stations to facilitate passenger transfers. All night routes begin with the number "5". For further information on public transport in Prague, visit <http://www.dp-praha.cz>, where you will find comprehensive information in English.

### Ticket Inspection

Tickets are not inspected as passengers get on or off public transport. However, plain-clothes ticket officers travel widely around the system, and frequently ask passengers to show their tickets or passes. Passengers who are travelling without a valid pass or ticket are subject to a fine of Kč 400, which must be paid on the spot. All officers carry both a metal badge and a photo-ID card ("průkaz"), which are numbered. The number on the two forms of ID should be identical. Always insist on getting a receipt.

### Using Taxis

Unfortunately, taxi drivers have a bad reputation in Prague. There is no standard price for taxi services, but drivers are required to display their prices, usually on the door. A reasonable price is Kč 22 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. Four usually reliable companies whose dispatchers speak English are AAA Taxi (Tel. 00420-233113311), ProfiTaxi (Tel. 00420-261314151), Halo Taxi (Tel. 00420-244114411), and Radio Taxi (Tel. 00420-224916666).

### Medical Care

Standard medical treatment is obtainable free of charge. The health care costs are carried by the chosen Czech health insurance fund. To obtain treatment under the provisions of European regulations it is important to contact a medical institution (doctor, dentist, hospital), that has a contract with the public health insurance system (most of them have, but some institutions are purely private). Your **European Health Insurance Card (EHIC)**, form **E111** or Provisional certificate has to be submitted to the attending physician. If you do not have either of these documents, 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 Czech contracting health insurance funds. Please bear in mind, that your European health card insurance (or with the E111 form and Provisional certificate) entitles you only to coverage of the costs of medical care in the Czech Republic and Czech doctors are instructed to try to ensure that you need not leave the country earlier than you planned as a result of medical problems. Other kinds of medically related care, e.g. non-urgent treatment, or medically assisted transport home following serious illness or injury, 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.

If you need **treatment by a specialist**, the general practitioner will refer you to one. In **urgent cases** visitors can go to a **hospital** with the E111/EHIC directly. In other cases the practitioner issues a recommendation for admission to 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 a doctor from the emergency service it is also necessary to present your EHIC/E111 or Provisional certificate. If the doctor decides to prescribe **medicines**, he or she will issue a prescription. Medicines and non-prescription drugs are available at pharmacies (pharmacies may be recognised by the prominent green cross displayed over the shop-front). For some medicines the patient must make some financial contribution while some groups of drugs are free for the patient. There are also compulsory prescription charges on some medications, materials and forms of dental treatment. These charges are not refundable. If you (by mistake or for any other reason) pay cash for medical treatment that is covered by your home insurance company, you will have to apply for reimbursement at home since such costs are not refundable within the CR.

**Students from outside non-EU countries** are **not** covered by the EU's E111 form, and they therefore must have a valid international medical insurance plan, or they must expect to pay cash for all medical care.

If your medical problem isn't an emergency, Prague has several clinics that cater to English-speaking clients that can provide a network of services from basic examination to accompanying a patient to the hospital. Please note, however, that these are usually commercial operations who may charge a high fee.

In case of emergency or an accident use any hospital, health clinic or the Nemocnice na Homolce Hospital (foreign pavilion) - Praha 5, Roentgenova 2, phone +420 257 272 144; +420 257 272 146. Many have staff who can speak English or German, and are used to offering advice to tourists (especially in the city centres).

### Emergency Calls

<b>Ambulance</b>	<b>155</b>	<b>Fire Brigade</b>	<b>150</b>
<b>EMERGENCY (for foreigners)</b>		<b>112</b>	
<b>Police</b>	<b>158</b>	<b>City Police</b>	<b>156</b>

Emergency calls are free.

### **Public Telephones**

Calls can be made from public telephone boxes operating on coins and cards. Call boxes on the street are usually glass structures with yellow roofs, and may be found all over the republic. Phones are also located at metro stations and major post offices. Most call boxes now operate on phone cards (available at newsagents, tobacconists, post offices, department stores, etc.), and students would be well advised to carry one with them. Phone cards come with different amounts of phone-time credit and vary in cost.

Currently three mobile telephone network operators function in the Czech Republic: Eurotel, T-mobile and Oskar. For using a mobile telephone in the Czech Republic it is advantageous to use prepaid cards (Go, Twist and Oskarta), which are cheaper than in West European countries.

### **Catering**

Charles University has a number of student cafeterias and restaurants at different University locations. In addition to the canteens at Kajetánka and Větrník dormitories, the following cafeterias may be convenient for lunch. The Faculty International Offices will provide the student with subsidised meal tickets at the registration.

<b>Cafeterias</b>	
<b>Name</b>	<b>Address</b>
Menza Jednota	Opletalova 38, Praha 1
Menza Právnická	nám. Curieových 7, Praha 1
Menza Arnošta z Pardubic	Voršilská 1, Praha 1
Menza Albertov	Albertov 7, Praha 2
Menza Jinonice	U kříže 8, Praha 5
Menza Kajetánka	Praha 6, Radimova 6

### **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 (cca 275 €) per month to cover food, basic transport and accommodation.

Rent	Kč 3 000 – 6 000
Food	Kč 3 800 – 4 200
Transport	Kč 250 - 300
Leisure Time	Kč 700 - 1000
Total	Kč 7 750 – 11 500

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 your living, of course, depends on your personal spending habits.

### **Information and Advisory Centre of Charles University (IAC of CU)**

is responsible for collecting, processing and publishing information on studies and lifelong education; providing information on study abroad and international exchange programmes; expenditure and sale of the CU student card and the student card with ISIC licence.

In order to have access to the CU halls of residence and cafeterias (and to other university facilities such as libraries, reading rooms, computer labs and so on) you will need the CU student card which can be issued to you in one of the following centres:

#### **1. Information and Advisory Centre of CU - Celetná 13, 116 39 Praha1**

Monday + Wednesday: 10.00 – 12.00 and 13.00 – 16.00

Tuesday + Thursday: 13.00 – 17.30

Friday: 9.00 – 12.00

#### **2. The Faculty of Mathematics and Physics of CU – Ke Karlovu 3, 121 16 Praha 2**

Monday: 13.30 – 18.00

Tuesday: 9.00 – 12.00

Wednesday: 8.00 – 12.00 and 15.00 – 17.00

Thursday: 9.00 – 11.30 and 14.00 – 18.00

Friday: 9.00 – 11.30 and 14.00 – 16.30



### **3. The Faculty of Law of CU – nám. Curieových 7, 116 40 Praha 1 (the room 34)**

Monday – Thursday: 9.00 – 12.00 and 13. 30 – 15.30

Friday: 9.00 – 12. 30 and 13.30 – 15.00

The issue centre at IAC of CU is the only university centre where you can buy an ISIC international student identity card. The price is Kč 250. ISIC cards can also be bought at branches of GTS International ([www.gtsint.cz](http://www.gtsint.cz)).

The IAC of CU also offers advisory services to its students, e.g. careers, social and legal, psychological, for students with special needs. A computer room with internet access is available there.

#### **Information Services**

Address: Celetná 13, 116 39 Praha 1, Czech Republic

Telephone: +420 224 491 850, Fax: +420 224 491 895

E-mail: [ipc@ruk.cuni.cz](mailto:ipc@ruk.cuni.cz), Web: [www.ipc.cuni.cz](http://www.ipc.cuni.cz)

Monday – Thursday: 9.00 – 18.00, Friday: 9.00 – 16.00

#### **Advisory Services:**

Address: Školská 13 a, 110 00 Praha , Czech Republic

Telephone: +420 222 232 452, Fax: +420 224 491 252

#### **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.

Tuesday: 15.00 – 16.00

To make an appointment, please, contact the psychologist Doc. PhDr. Jiří Šípek, CSc. via e-mail: [jiri.sipek@ff.cuni.cz](mailto:jiri.sipek@ff.cuni.cz), or phone: +420 224 491 597, +420 224 491 850

Address: Školská 13A, 110 00 Praha 1

#### **International Club**

<http://intl-club.fsv.cuni.cz>

[intlclub\\_prague@yahoo.com](mailto:intlclub_prague@yahoo.com)

The International Club was formally established at the Faculty of Social Sciences in 2001. Since then its activities have grown and are now for all incoming students at Charles University. The main aim of the club is to organise all kinds of meetings, excursions and longer-term trips throughout the Czech Republic and to neighbouring states. Students of the International Club also provide practical information about how to survive and enjoy yourself here.



#### **Some useful websites:**

Czech Airlines

<http://www.csa.cz/en/>

Trains and Buses

<http://idos.datis.cdrrail.cz/ConnForm.asp>

Prague Information Service

<http://www.pis.cz/a/index.html>

Prague Public Transport

<http://www.dp-praha.cz/cz/index.htm>

My Czech Republic – more than a destination guide

<http://www.myczechrepublic.com/>

Outdoor Adventure Education & Czech Culture Course at Charles University

<http://www.ftvs.cuni.cz/outdoorcourse/>

We wish you a very happy and productive stay at Charles University.

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