




CHARLES UNIVERSITY IN PRAGUE

Information and Advisory Centre

Office for Students with Special Needs





*A Guide to Support
to Students **Provided**
with Special Needs
at Charles University in Prague*





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Introduction

Dear students,

this Guide offers information on services, opportunities, conditions, and requirements related to studying at Charles University. It is intended for CU students with special needs (SN) and contains comprehensive information about the system of support provided to SN students by Charles University.

Individual chapters talk about specific groups (applicants, students, graduates) and cover a number of topics and provide a good summary of the possibilities for SN students at Charles University. For specific details, you will be referred to particular web sites.

We hope that this brochure will become a useful source of information and will help you to find your way round in the system of services provided by CU to students with special needs.

*Office for Students with Special Needs
Charles University, Prague*

1. Support provided to students with special needs (SN) at Charles University in Prague

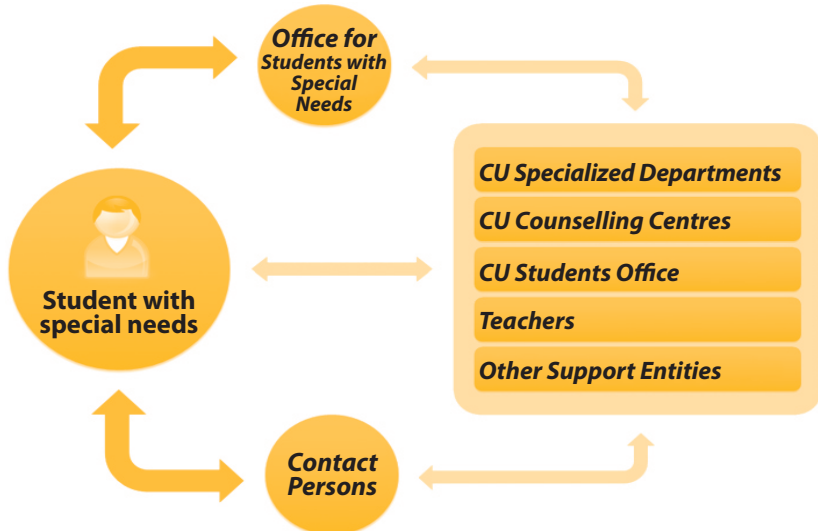
<http://www.cuni.cz/UK-60.html>

The support provided to students with special needs (SN students) at Charles University in Prague is decentralized, i.e. the support is not catered for centrally for the whole university, instead, it is provided by several mutually cooperating entities.

Your main sources of support are individual officers in charge of direct communication with SN students, these individual are appointed at each Faculty; the Office for Students with Special Needs (one for the whole university); specialized assistance centres aimed at particular target groups of students; the Students Office; and last but not least individual support provided by the teachers and staff of Charles University in Prague.

System of assistance and support structure

The following chart shows primary support entities providing services to SN students at Charles University. There are more options if you, as a student with special needs, wish to apply for support during your studies. In case your disability appears during your studies (which means it had not been stated in your application form), you can inform the relevant contact person who will provide you with contact details to the office which can further assist you. Your second option is to contact the Office for Students with Special Needs where you will receive further information.



We aim at an individual approach to each and every student to suit their particular needs. We try to provide comprehensive information and leave it up to the individual student to choose their preferred form of support so as to best cover their needs and help them integrate easily into the life of a CU student.

The University strives to create an academic environment that will enable all students, as well as prospective students, regardless of their disability type or degree, to experience equal access to education and equal opportunities in developing their personality, their talents, and all their creative, intellectual, and physical skills to their full potential.

This means that the support provided to SN is a continuous long-term process which needs to be continuously developed in all its areas.

Students or applicants with special needs

A student or applicant with special needs is a person that requires a modified admission procedure due to their innate or acquired disability. Such modifications may involve setting up a modified admission procedure, altering study conditions, removing physical barriers, or providing any other special adjustments in the University area, in order to allow the student/applicant to successfully complete their studies/admission procedure.

The University recognizes several categories of students with special needs: students with physical disabilities; students with visual and/or auditory impairment; students with learning disorders; students with psychological and psychiatric disorders; students with chronic somatic dysfunction; and students with combined disorders.

The document stipulating minimum standard support provided to students and applicants with special needs can be found here

<http://www.cuni.cz/UK-3053.html>

“Minimum standard support provided to students and applicants with special needs” is a document which came into force on October 1, 2008 as a measure by the rector. In accordance with law this document aims to declare and define the rights of students with special needs who prepare themselves for their future carrier by means of studying at Charles University in Prague. The document tries to ensure adequate and full-value participation of students with disabilities/disorders in every area of academic life.

The next important objective of this document is to improve the general awareness of students and applicants with special needs of support available to them, and also to strongly improve communication between all CU employees engaged in this particular issue. The document also aims to increase the awareness of CU teachers.

This document serves as an ‘instruction manual’ providing guidelines and benchmarks, thus helping to continuously assess and improve the quality of

services provided. All rules detailed out in this document have been standardized with other European universities. Charles University thus provides conditions for students and applicants with special needs which are comparable with universities across Europe.

2. Office for Students with Special Needs ■■■■■■

<http://www.cuni.cz/UK-297.html>

Celetná 13, Praha 1 – ground floor (access for the disabled)

Email: ipc@ruk.cuni.cz

Tel.: 224 491 604, 224 491 735, 224 491 729

The Office for Students with Special Needs is an integral part of the CU Information and Advisory Centre, within the realm of functions of the Vice-Chancellor for Lifelong Education and Equal Opportunities.

The Office caters for all SN students throughout the University, providing coordination, consultation, information, database, conceptual, and methodical assistance and support to students with special needs. It cooperates with all other persons and offices at CU in the SN support system.

Primary duties of the Office:

- ▶ to ensure that students with special needs are familiar with CU study conditions
- ▶ to pay extra attention to SN students who are in their first year of study
- ▶ to provide counselling services to students with special needs; to help students solve their individual study related issues; and to gain feed-back on the university services from the students
- ▶ to coordinate services and other help provided to students with special needs (e.g. assistance during their studies)
- ▶ to supply information about CU services to students with special needs; to update the specialized web-site; to publish an annual updated information material and to ensure its targeted distribution
- ▶ to cooperate with responsible contact persons from individual faculties, with staff of the Students Office, with all CU departments and other parts of Information and Advisory Centre (such cooperation enables SN students to perform their educational goals and duties)
- ▶ to have a database of all appropriate entities (national and European institutions, foundations, grant agencies) which provide financial resources either to the University workplaces or to individuals (i.e. to students with special needs)
- ▶ to coordinate university-wide projects aimed at the area of support to SN students

- ▶ to cooperate with similar departments of other universities and with special interest groups and organizations of people with disabilities and disorders
- ▶ to monitor new ideas, new methods, new facilities, etc.; to disseminate information about them; and possibly to initiate their implementation at CU

3. Charles University Information and Advisory Centre (CU IAC)

<http://www.cuni.cz/UK-122.html>

Celetná 13, 116 36 Praha 1

E-mail: ipc@ruk.cuni.cz

Tel.: 224 491 850, 853

Current opening hours and contact details:

<http://www.cuni.cz/UK-598.html>

The Information and Advisory Centre primarily serves to provide information about educational possibilities offered by Charles University for undergraduate, graduate, and post-graduate students (BA, MA, PhD studies). It also provides comprehensive information about lifelong learning opportunities (preparatory courses, specialized courses, interest courses, 'University of the Third Age'). The IAC arranges courses for CU graduates and university advisers. The IAC informs about the existing possibilities to study abroad. Such information is often given during seminars which focus on particular countries. These international studies are often linked to specific programmes, such as Erasmus, CEEPUS, etc. As mentioned earlier, the Office for Students with Special Needs is a part of IAC. Another new addition to this system is the CU Point, established in April 2009. At CU Point, you can buy promotional CU material and it also issues ISIC and ITIC cards. The Information and Advisory Centre provides the following advisory services:

- ▶ professional advisory centre
- ▶ psychological advisory centre
- ▶ psychological advisory centre for foreign students (in English)
- ▶ social and legal advisory centre

The current opening hours of each advisory centre may be found at:

<http://www.cuni.cz/UK-317.html>

For advisory centres it is recommended to arrange a visit by appointment.

Services for students with special needs

The IAC has an access for disabled people, a modified computer table for the visually impaired students with special software (Grand Komplet Prof) and Braille font. The IAC provides printing and copying services for free to students with a ZTP card (Czech proof of disability status). ZTP holders can also obtain an ISIC card free of charge.

4. Contact Persons working with Students with special needs

There are Persons specifically assigned to work with special needs students at each Faculty. They cooperate with other entities in the supporting system. They work together with the student/applicant in designing alterations of the admission processes, cooperate with teachers who are involved in individual study programmes, they provide sign language interpreters, work together with specialized workplaces and other institutions engaged in the process of converting study materials into forms that are suitable for students with special needs, etc.

Contact Persons working with SN students:

<http://www.cuni.cz/UK-296.html>

5. Students Office

Office for students and study-related issues

<http://www.cuni.cz/UK-641.html>

Rektorát Univerzity Karlovy v Praze

Ovocný trh 3–5, 116 36 Praha 1

E-mail: studijni@ruk.cuni.cz

Tel.: 224 491 260

Students Office of the CU holds a database of documents and agenda, caters for social affairs and study fees, reviews study related matters, accreditations, and PhD study related issues.

Sciences, and the Faculty of Arts. The following Faculties are very well equipped for the visually and auditory impaired students: Catholic Theological Faculty, Protestant Theological Faculty and Law Faculty.

The highest number of students with disabilities attends the Faculty of Arts, the Faculty of Education and Law Faculty.

The complete list of provided study CU programmes and specializations

<http://www.cuni.cz/UK-74.html>

The list of all Open Days at individual CU Faculties

<http://www.cuni.cz/UK-935.html>

Detailed description of accessibility of particular CU buildings

<http://www.cuni.cz/UK-293.html>

Convenient lodgings for applicants for study

<http://www.kam.cuni.cz/KAM-57.html>

b) Applications for CU study and the admission procedure ■■■■■

The applications can be submitted electronically, or in person at the Students Office of the Faculty. If you wish to submit the application form in person, you need to use the required form. The deadline for all applications is the end of February. If any modification of the entrance exam is needed (for example modification of time limits, texts, etc.), you need to submit, along with your application, a **written request, with detailed justification and proof of evidence** for your claim (to be attached to your application form). We recommend to get in touch with a Contact Person assigned to work with students with special needs at each of the CU Faculties.

7. Students with special needs at CU ■■■■■■■■■■

Once admitted to a university, you need to solve issues such as lodging and other matters related to your studies (for example getting a student card, enrolment, courses registration). During your studies, you can use services provided by specialized departments designed to provide assistance and support to students with disabilities and/or disorders. You are also encouraged to contact advisory centres, take advantage of the assistance services during your studies, or you can travel and study abroad.

Information about CU cards

<http://www.cuni.cz/UK-1444.html>

a) Personal assistance services during your studies at CU ■ ■ ■ ■ ■

<http://ipc1.cuni.cz/asist/home.htm>

Personal assistance services provide support to CU students with special needs. The goal is to create equal study conditions for regular students and SN students. Assistants are usually CU students and they are paid in the form of a scholarship.

Types of assistance provided: accompanied visits and transport (i.e. to lectures); text reading; taking notes during lectures; tutoring; preparing for lectures, seminars or exams, etc.

The assistant **must pass a one-day special training (for current conditions see the website above)**. These trainings are organized by the CU Office for Students with Special Needs.

Additional information:

- ▶ the website <http://ipc1.cuni.cz/asist/home.htm> introduces the database and also the whole procedure of registering for those who want to apply for assistance, and for students who want to provide assistance
- ▶ <http://ipc1.cuni.cz/asist/home.htm>
- ▶ mailing address: Informačně-poradenské centrum UK (CU IAC),
Celetná 13, Praha 1

b) Counselling services provided by particular Faculties ■ ■ ■ ■ ■

University students can get advice and help either in the CU Information and Advisory Centre or in other advisory/counselling centres cooperating with individual CU Faculties.

Contacts details for advisory centres and further detailed information:

<http://www.cuni.cz/UK-680.html>

- ▶ **Counselling Centre at CU in Prague**
Department of Psycho-Social studies and Ethics at the CU Hussite Faculty of Theology
<http://www.htf.cuni.cz/HTF-130.html#7>

The Counselling Centre in its offices provides various information to students with special needs, such as study, professional and educational advice. It also supports applicants with special needs and assists them in choosing the right and suitable study programme. The Counselling Centre initiates procedures for removing physical barriers in buildings and thus makes study accessible to those students with limited mobility. The Centre provides specific interventions for SN students (students with visual, auditory, or speech impairments). It also provides interventions for students with specific learning disabilities, interventions for international students, as well as for students from minority groups who may have some specific language needs. The Counselling Centre provides emergency support to students who find themselves in a difficult situation. It also provides spiritual and religious support to those clients and their families experiencing crises. Students can also receive advice and information on religions and sects.

- ▶ **Psychological and Psychotherapeutic Counselling Centre**
Institute for Medical Humanities at the CU First Faculty of Medicine
in Prague
<http://volny.cz/uhs/index.htm>

The Centre provides services to CU FFM students, staff, and their families. The advisors deal mainly with relationship issues (partner, marriage, family, and inter-generation relationships). Further topics covered are adaptation to the life of a university student, self-knowledge, and individual problems.

- ▶ **Student Counselling Centre**
Department of Child and Youth Health at the CU Third Faculty of Medicine
in Prague
<http://www.lf3.cuni.cz/cs/studium/obecne-informace/poradny/poradna.html>

The Counselling Centre focuses on university studies related issues, personal problems, personal development, and psychotherapy. The TFM website offers a stress management programme for university students: <http://www.szu.cz/poradna/uspesnystudent>

The Counselling Centre also provides guidance for developing suitable study methods, assistance during adaptation to new study and life conditions, and support in difficult personal situations. It offers psychotherapy treatment of anxiety and depressive states, psychosomatic problems, eating disorders, etc.

- ▶ **Counselling Centre for Students the CU Faculty of Medicine in Pilsen**
E-mail: zikmundova@lfp.cuni.cz

This Counselling Centre offers advisory services in the areas of education, career development, law and psychology. It deals with personal problems

(e.g. psychological, social, study related, pregnancy) and problems related to obtaining health care. The Centre informs students about postgraduate education possibilities, job and career opportunities for graduates in the Czech Republic and the EU. It helps students with drafting a structured curriculum vitae, preparing for interviews, etc.

- ▶ **Educational and Psychological Counselling Centre**
Department of Social Medicine at the CU Faculty of Medicine
in Hradec Králové
<http://www.lfhk.cuni.cz/soclek/help.htm>

The Centre operates under the Department of Social Medicine and is primarily intended for CU FM students. However, it provides help to prospective students, i.e. applicants who wish study at the FM, to FM staff, and to others who apply for help. The issues covered: low success in studies, adaptation to university studies, study methods, emotional disorders, low self-esteem, intra- and interpersonal conflicts, solitude, lack of satisfaction with oneself, management of stressful situations. The Centre also provides consultations focused on communication strategies with patients, issues of dehumanization in medicine, lifestyle, and approach to life.

- ▶ **Psychological Counselling Centre**
Department of Social and Clinical Pharmacy at the CU Faculty of Pharmacy
in Hradec Králové
E-mail: jana.kristalova@faf.cuni.cz

This Centre offers support to students during their adaptation to university studies, counselling in partner relationship problems, job and career choices, stress management, social relationships, low self-confidence, emotional distress, and lack of motivation. The Centre applies methods of psychological diagnosis and methods from cognition and personality structuring.

- ▶ **Psychological Counselling Centre for University Students**
Department of Psychology at the CU Faculty of Arts
<http://poradna.ff.cuni.cz/>

The Counselling Centre focuses on issues related to adaptation to university studies, study methods, partner interpersonal relationship problems, self-knowledge, social communication, and others. The Centre can mediate specialized psychiatric, legal, or sexuological help. Counselling services are provided to the faculty students, as well as to the CU Faculty of Arts staff.

- ▶ **Counselling Centre for Students with Special Educational Needs**
Special Education Department at the CU Faculty of Education in Prague
<http://userweb.pedf.cuni.cz/ksppg/poradna/>

The Centre provides study choice advice and admission procedure information to applicants. It provides technical support to students with auditory impairment (i.e. audio induction loop, FM system, dictaphone, overhead projector, data projector, PC) The Centre offers copying and printing services in cooperation with the Central Library of the CU FE. Further services provided include: assistance services for taking notes in lectures, transcriptions from dictaphone recordings; syllabi and academic literature; sign language interpreting (resp. oral interpreting) services during entrance and other partial tests and exams, and possibly, to a limited extent, interpreting of some lectures; specialized provision of phoniatic and logopedic care; career advice for auditory impaired university graduates, etc.

- ▶ **Academic Psychological Counselling Centre**
Department of Pedagogical and School Psychology at the CU Faculty of Education
<http://web.pedf.cuni.cz/kpsp>

Clients can discuss their personal, partner relationship, social, and study related problems, crisis situations, adaptation to university studies. The Centre helps postgraduate students of Education Counselling to solve concrete education problems which often come up during the students' teaching internships.

- ▶ **Rehabilitation Counselling Centre for Students with Special Needs**
Department of Rehabilitation Medicine, the CU First Faculty of Medicine in Prague
E-mail: olga.svestkova@lf1.cuni.cz , marketa.gerlichova@lf1.cuni.cz

The Counselling Centre provides psychological consultation services, counselling to individuals suffering from speech and swallowing disorders, counselling by a professional social worker, advice for locomotive organs pain prevention and reaching self-sufficiency in common everyday activities, in travelling, etc. The Centre also provides consultations on various topics, such as removal of architectural/physical barriers. It may also help with the search for and choice of suitable compensatory and rehabilitation aids and suggest the right literature on therapeutical rehabilitation or self-sufficiency of the disabled. Advisors are able to recommend specific fitness exercises with regard to the particular type of handicap.

The Lab 'Carolina' serves to set up exams and tests for visually impaired students of any CU department. The Lab utilizes all accessible specialized compensatory programmes.

► **Language Resource Centre, CU Faculty of Arts**

<http://jc.ff.cuni.cz/mmp/mmp.htm>

LRC focuses above all on university studies support in foreign languages provided to auditory and visually impaired CU students. Students and teachers of the Faculty of Arts, as well as the broader academic community can become members of LRC. The LRC multimedia study room is equipped with the most modern technologies and holds a rather extensive library of academic literature on *Deaf Studies* written in English. Its library offers much more, for instance miscellaneous English language courses of Czech, English, and American sign language, English and American movies with subtitles and also a large amount of videos available to watch at LRC.

► **Electronic Library**

Institute of Czech and Comparative Literature and Literary Theory at the CU Faculty of Arts

<http://cl.ff.cuni.cz>

The Electronic Library of the Institute of Czech and Comparative Literature and Literary Theory provides access both to readily available basic text, but also to rare books and literature required for various compulsory and elective courses on Czech Literature and Comparative Studies taught at the CU Faculty of Arts. The Electronic Library for studying Czech literature holds texts intended for study purposes only and is therefore not open to the public. (In case you want to log in, you need to register at: <http://cl.ff.cuni.cz/system/index.php>. The services of the Electronic Library are provided primarily to the students enrolled in courses of the Czech Language & Literature and Comparative Studies programmes. However, the Institutes tries to accommodate the needs of all visually impaired CU students, i.e. students from different CU Faculties and offers access into the system to them as well.

► **Central Library of the CU Faculty of Education**

<http://beta.pdf.cuni.cz>

The Central Library has a protected digitizing workplace for students and teachers which serves to transfer documents from the 'classical' form into formats used by the visually impaired. The main activity of the Library is to scan and copy materials needed for teaching and studying (e.g. syllabi, reviews, abstracts, etc.).

The Library participates in building a collection of digitized texts and their integration into the CU information system.

- ▶ **Library of the CU Catholic Theological Faculty
Section for the Blind and the Disabled**
<http://www.ktf.cuni.cz/KTF-267.html>

The Library provides digitized required reading texts for CU CTF students. It also provides a number of audio books (Christian literature). Links to other libraries providing digitized or audio Christian literature can be found on the Library's web page.

List of digitized books: <http://www.ktf.cuni.cz/KTF-268.html>

List of audio books: <http://www.ktf.cuni.cz/KTF-267-version1-katalogunor.txt>

- ▶ **Library of the CU Protestant Theological Faculty**
<http://web.etf.cuni.cz/ETFLIB-13.html>

In the PTF Library you will find both Czech and foreign academic literature, as well as additional information sources, from the fields of theology (not only protestant theology), philosophy, church and civic history, religious studies, classical philology and border social science fields. It provides common library services to the CU academic community and to the expert public. The Library is equipped with a computer adjusted for visually impaired users.

You will also find digitized basic texts useful for preparing applicant for PTF admission exams. Digitizing of short reading material can be arranged according to individual requirements.

- ▶ **Library of the CU Law Faculty**
<http://knihovna.prf.cuni.cz/>

The section for visually impaired students is on the ground floor (room number 14) and it is open during the Library's opening hours. In terms of hardware, there is a computer, a scanner, an HP printer, the Braille line *Thymus 40* and a table video magnifier *Twinkle Spectrum*. Users of the Library may also borrow some smaller technical gadgets (e.g. dictaphone, walkman) for recording lectures or listening to audio books. In terms of software, the computer runs on *Windows XP* with specialized programmes installed which enable zooming texts and pictures, plus audio or tactile outputs.

- ▶ **Institute of Czech Language and Theory of Communication at the CU Faculty of Arts**
(the Institute offers the Czech Language in the Communication of the Deaf study programme)
<http://ucjtk.ff.cuni.cz/cnes/>

- ▶ **Prague Wheelchair Users Organisation (POV)**
www.pov.cz

List of Prague's social services can be found at
www.csspraha.cz

- ▶ **Czech Blind United – SONS**
www.sons.cz

- ▶ **Tyfloservis, o.p.s.**
www.tyfloservis.cz

- ▶ **K. E. Macan's Library and Printing Services for the Blind (KTN)**
<http://www.ktn.cz/index>

- ▶ **Tereza – Centre for Support of Visually Impaired Students at Universities**
Department of Mathematics, FNSPE CTU in Prague
<http://www.tereza.fjfi.cvut.cz/>

- ▶ **The Czech Deaf Union**
www.cun.cz

- ▶ **Union of the Deaf and Hard of Hearing in the Czech Republic**
www.snnrcr.cz

- ▶ **The Centre for Providing Sign Language Interpreters to the Deaf**
www.asnep.cz/tlumoceni

- ▶ **RIAPS Crisis Centre**
Regional Institute of Ambulatory Psycho-Social Services
<http://www.csspraha.cz/krizove-centrum-riaps.html>

- ▶ **Teiresias Centre**
Support Centre for Students with Special Needs,
Masaryk University in Brno
www.teiresias.muni.cz

- ▶ **Hewer – Association of social workers**
Personal assistance and care services
www.pecovatel.cz

- ▶ **Foundation Charter 77 – The Barriers Account**
www.bariery.cz

- ▶ **Committee of Good Will – The Olga Havel Foundation**
www.vdv.cz
- ▶ **Dagmar and Václav Havel Foundation – VIZE 97**
www.vize.cz
- ▶ **Endowment Fund of Livia and Václav Klaus**
www.nadacnifondklausovych.cz
- ▶ **O2 Foundation**
<http://www.nadaceo2.cz/jnp/cz/home/index.html>
- ▶ **NONSTOP CALL-LINE of the Prague Social Services Centre**
Tel.: 222 580 697

e) Room and board



CU students need to apply for a dormitory room electronically via the 'Mašinka' web application which accepts applications submitted during the whole month of June. After this period ('basic round'), all remaining free places are offered to other groups of applicants.

Absolute criterion

Applications for a dorm room by students with the status of a 'long-term handicapped person' or a 'person long-term heavily disabled' (as defined in Section 9 Par. 2 b), c) Act No. 117/1995 Coll., on State Social Support, as amended, or by applicants holding a special ID card for the disabled, fulfil the so called *absolute criterion*. CU students, or successful applicants admitted to enrol in their 1st year at CU, who fulfil this *absolute criterion* will be granted a room provided they have submitted written proof of their disability status along with their application and provided the type of room requested by the student/applicant is available.

If an applicant/student wants to claim the *absolute criterion* advantage, they need to state this in their electronic application form. If the applicant/student holding the ZTP/P card (a special ID card for disabled) has a guide, the guide is also entitled to a room based on the *absolute criterion* rule. In this case, the ZTP/P card holder needs to state this request in their application form. Both the applicant/student and their guide will be given rooms in the same dormitory. Again, written proof of these fact needs to be submitted along with the application on a special form.

Accommodation capacity

Accommodation for disabled students is offered in barrier-free rooms with adjusted sanitary facilities. These rooms are located in the following dormitories:

Kajetánka II (8 beds), Jednota (2 beds), Hostivař – section 10 (4 beds), and in the town of Pilsen, Bolevecká street (2 beds). A typical barrier-free accommodation unit will have two rooms and shared sanitary facilities where one room is intended for the student with disability and the other for his or her guide.

CU students catering services

The Jinonice building has the only one completely barrier-free canteen for students, with barrier-free toilets located right next to the canteen. Other canteens for students (called 'menza' in Czech) with disabled accesses are these: menza 17. listopadu in Trója; Albertov; Sport in Vokovice; canteen at the Law Faculty; and Jednota.

Updated information about room and board can be found here:

<http://www.ubytovani.cuni.cz/>

<http://kam.cuni.cz/KAM-4.html>

CU Dorms and Canteens in Prague

<http://kam.cuni.cz/>

<http://www.ubytovani.cuni.cz>

Application forms

<http://www.ubytovani.cuni.cz/UBYTOVANI-30.html>

The 'Mašinka' application for submitting electronic applications

<https://ubytovani.is.cuni.cz/zadosti/zadatel>

f) CU scholarship policy

<http://www.cuni.cz/UK-1569.html>

Scholarships are awarded according to Scholarship Rules of Charles University in Prague and the decisions are made by individual CU Faculties.

Student can receive scholarships from subsidy sources, a scholarship fund, or other sources.

Scholarships types

► scholarship for excellent study results

is awarded to students for excellent study results (awarded ex post after completion of a given term of study)

- ▶ Erasmus programme – Lifelong Learning Programme
 - ▶ inter-university agreements
 - ▶ inter-faculty agreements
 - ▶ international agreements (the so-called 'culture agreements') – A/A
 - ▶ other types of study abroad co-ordinated by the Czech Ministry of Education, Youth and Sports
 - ▶ scholarships provided by endowments and educational organizations
- <http://www.cuni.cz/UK-1468.html>**
- ▶ individual independent arrangements – free-movers

Comprehensive information can be downloaded at

<http://www.cuni.cz/UK-1467.html>

Study abroad financial aid:

- ▶ CU Mobility Fund
- ▶ The Sasakawa Fund

For more information see Chapter III of the guide published at:

<http://www.cuni.cz/UK-1468-version1-StudiumVZahranici200607.pdf>

Contacts:

- ▶ **National Agency for European Educational Programmes**
<http://www.naep.cz/>

Application form for special grants

http://www.naep.cz/index.php?a=view-project-folder&project_folder_id=56&

List of inter-university agreements

<http://www.cuni.cz/UK-1608.html>

- ▶ **Mobility Fund:**

<http://www.cuni.cz/UK-43.html>

8. CU graduates with special needs ■■■■■■■■■■

Both BA and MA graduates have a vast array of possibilities open to them. Some choose to find work, others want to continue with a PhD programme or enrol in courses offered by the lifelong education programmes or internships.

The websites below may help you with your choice. They provide information about how to apply for a job or an internship in the Czech Republic or abroad. Some of the websites give advice on PhD programmes and additional educational possibilities.

Graduate Portal (Absolvent)

<http://www.cuni.cz/UK-968.html>

Practical advice and free jobs

<http://www.cuni.cz/uk-1095.html>

Information on internships

<http://www.cuni.cz/uk-1096.html>

Information about PhD studies at Charles University

<http://www.cuni.cz/uk-1097.html>

Information about lifelong learning programmes

<http://www.cuni.cz/UK-48.html>

Professional/Carrier advisory centre of the ICC (Information and Counselling Centre) at CU

<http://www.cuni.cz/UK-317.html>

The CU Information and Advisory Centre provides 'Absolvent' lectures and seminars. It aims to prepare future CU graduates for their future carriers. It also tries to supplement their knowledge and train some specific skills necessary in their future lives. The aim of the Absolvent programme is to help students successfully begin their future professional careers. The lectures usually take place every April. For further information go to: <http://ipc1.cuni.cz/absolvent/>

9. Social and legal aspects of studying at CU

Here you will find information about health insurance and social security during your studies (or a possible leave/termination from/of your studies), as well as information on pension insurance, disability pension requirements and social support benefits (especially for students with disabilities).

Social care is provided cooperatively by the CU Department for Studies and Students Affairs, the CU Information and Advisory Centre, and individual CU faculties.

Students and health insurance

<http://www.cuni.cz/UK-303.html>

Like every individual with permanent residence in the Czech Republic, students are enrolled in the national health insurance scheme. The state pays health insurance premiums for students up to the age of 26.

Social insurance – Sickness insurance

<http://www.cuni.cz/UK-302.html>

Sickness insurance has been modified by Act No.187/2006, on Sickness Insurance, which replaced the older Act No. 54/1956, on Employee Sickness Insurance, and came into force on January 1, 2009. It does not provide sickness insurance to university students any more. (www.cssz.cz)

Pension insurance

Students are people who systematically prepare themselves for their future carrier by means of their studies at universities. They are automatically enrolled in the national pension scheme once they turn 18. For the period of the first six years of their study, the state pays these pension insurance premiums for the students (Act No. 155/1995 Coll., on Pension Insurance).

Students on full disability pension are also retirement insurance participants until the time they retire. The state pays the insurance rate for the students.

Disabled people may get disability pension (DP). Further information can be found here:

<http://www.cssz.cz/cz/duchodove-pojisteni/davky/>

Social Services Act No. 108/2006 Coll.

http://sluzbyprevence.mpsv.cz/dok/zakon-108_2006.pdf

On the basis of the above mentioned law, individuals are entitled to social assistance benefits. This social benefit is provided to people who are dependent on the help of another physical person. The measure of dependence and benefit awarded may vary.

Social services

Social services provide assistance to help the disabled person take care of themselves. Social services include the following: day care, accommodation assistance, help with housekeeping, nursing, attendance, help with upbringing, etc.

We distinguish three basic types of social services:

- ▶ **social counselling**
- ▶ **social care services**
- ▶ **social prevention services**

Particular types of social services are detailed out in the Act no. 108/2006 Coll. on Social Services and by the Decree no. 505/2006 Coll., implementing some State Social Support provisions.

Social Support Benefits

<http://portal.mpsv.cz/soc/ozp>

The conditions for receiving social support benefits are ruled by the decree of the Ministry of Labour and Social Affairs of the Czech Republic, namely by the Decree of MoLSA No. 182/1991 Coll., on implementing the Social Security Act and the Act on the Competence of the Authorities of the Czech Republic in Social Security, as amended.

10. Useful links

Charles University (CU) in Prague

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

CU structure

<http://www.cuni.cz/UK-21.html>

Charles University Faculties

Catholic Theological Faculty

<http://www.ktf.cuni.cz>

Protestant Theological Faculty

<http://www.etf.cuni.cz>

Hussite Faculty of Theology

<http://www.htf.cuni.cz>

Law Faculty

<http://www.prf.cuni.cz>

First Faculty of Medicine

<http://www.lf1.cuni.cz>

Second Faculty of Medicine

<http://www.lfmotol.cuni.cz>

Third Faculty of Medicine

<http://www.lf3.cuni.cz>

Faculty of Medicine in Pilsen

<http://www.lfp.cuni.cz>

Faculty of Medicine in Hradec Králové

<http://www.lfhk.cuni.cz>

Faculty of Pharmacy

<http://www.faf.cuni.cz>

Faculty of Arts

<http://www.ff.cuni.cz>

Faculty of Science

<http://www.natur.cuni.cz>

Faculty of Mathematics and Physics

<http://www.mff.cuni.cz>

Faculty of Education

<http://www.pedf.cuni.cz>

Faculty of Social Sciences

<http://www.fsv.cuni.cz>

Faculty of Physical Education and Sport

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

Faculty of Humanities

<http://www.fhs.cuni.cz>

How to Apply to CU

General information about CU and CU studies

<http://www.cuni.cz/UK-74.html>

Information about admission procedures and rules

<http://www.cuni.cz/UK-24.html>

CU Students

General information

<http://www.cuni.cz/UK-13.html>

Social affairs

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

Tuition

<http://www.cuni.cz/UK-22.html>

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CHARLES UNIVERSITY IN PRAGUE
Information and Advisory Centre
Office for Students with Special Needs

***A Guide to Support
Provided to Students with Special Needs
at Charles University in Prague***

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Translated by: Mgr. Marie Doležalová

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