



ERASMUS ARRIVAL SHEET

CHARLES UNIVERSITY IN PRAGUE – 2011/2012



CONTACTS

CHARLES UNIVERSITY IN PRAGUE

Address	Co-ordinator	E-mail	Telephone/Fax
INTERNATIONAL RELATIONS OFFICE	Ing. Ivana Halašková Head	ivana.halaskova@ruk.cuni.cz	+420 224 491 301 +420 224 229 487
EUROPEAN OFFICE Ovocný trh 3 116 36 Praha 1	Mgr. Michal Maršálek LLP-Erasmus Institutional Co-ordinator	michal.marsalek@ruk.cuni.cz	+420 224 491 310
	Mgr. Ivana Herglová Incoming Students	ivana.herglova@ruk.cuni.cz	+420 224 491 710
	Šárka Hovorková Incoming Students	sarka.hovorkova@ruk.cuni.cz	+420 224 491 675
	RNDr. Anna Brotánková Staff Mobility	anna.brotankova@ruk.cuni.cz	+420 224 491 676
http://www.cuni.cz/erasmus/ erasmus@ruk.cuni.cz	Bc. Pavel Knap Outgoing Students	pavel.knap@ruk.cuni.cz	+420 224 491 709



Address	Co-ordinator	E-mail	Telephone/Fax
FACULTY OF ARTS nám. J. Palacha 2, 116 38 Praha 1 http://www.ff.cuni.cz/	Bc. Jana Tvrzová (Incoming) Ing. Jan Bieber (Outgoing)	jana.tvrzova@ff.cuni.cz jan.bieber@ff.cuni.cz	+420 221 619 363 +420 221 619 382
FACULTY OF EDUCATION M. D. Rettigové 4, 116 39 Praha 1 http://www.pedf.cuni.cz/	Doc. RNDr. Miroslava Černochová, CSc. Stanislava Vičková	miroslava.cernochova@pedf.cuni.cz stanislava.vickova@pedf.cuni.cz	+420 221 900 236 +420 221 900 237 +420 224 947 782
FACULTY OF SCIENCE Albertov 6, 128 43 Praha 2 http://www.natur.cuni.cz/	RNDr. David Havlíček Kateřina Tesaříková	erasmus@natur.cuni.cz	+420 221 951 165 +420 221 951 166
FACULTY OF LAW nám. Curieových 7, 116 40 Praha 1 http://www.prf.cuni.cz/	Prof. JUDr. Milán Damohorský, DrSc. Marie Konečná (Outgoing) Ing. Svatava Marešová (Incoming)	damohors@prf.cuni.cz konecna@prf.cuni.cz maresova@prf.cuni.cz	+420 221 005 370 +420 221 005 305 +420 221 005 478 +420 221 005 306
FACULTY OF MATHEMATICS AND PHYSICS Ke Karlovu 3, 121 16 Praha 2 http://www.mff.cuni.cz/	Doc. RNDr. Věra Hrachová, CSc. Mgr. Dagmar Zádřapová	vera.hrachova@mff.cuni.cz dagmar.zadrapova@mff.cuni.cz	+420 221 912 306 +420 221 911 223 +420 284 685 095
FACULTY OF SOCIAL SCIENCES Smetanovo nábřeží 6, 110 01 Praha 1 http://www.fsv.cuni.cz/	Cyril Šimsa (Head) Eva Šiprová (Incoming)	svoz@mbox.fsv.cuni.cz siprova@fsv.cuni.cz	+420 222 112 228 +420 222 112 273 +420 222 112 270
FACULTY OF PHYSICAL EDUCATION AND SPORT Josef Martího 31, 162 52 Praha 6 – Veleslavín http://www.ftvs.cuni.cz/	Ing. Dana Basařová	basarova@ftvs.cuni.cz	+420 220 172 354 +420 220 172 214
FIRST FACULTY OF MEDICINE Kateřinská 32, 121 08 Praha 2 http://www.lf1.cuni.cz/	Prof. MUDr. Jaroslav Pokorný, DrSc. Tatiana Králová (Outgoing) Mgr. Jana Netolická (Incoming)	jaroslav.pokorny@lf1.cuni.cz tatiana.kralova@lf1.cuni.cz jana.netolicka@lf1.cuni.cz	+420 224 968 416 +420 224 964 358 +420 224 964 372 +420 224 918 816 +420 224 964 358
SECOND FACULTY OF MEDICINE V Úvalu 84, 150 06 Praha 5 http://www.lf2.cuni.cz/	MUDr. Rudolf Černý Bc. Kateřina Hřebcová	rudolf.cerny@lfmotol.cuni.cz katerina.hrebцова@lfmotol.cuni.cz	+420 224 436 804 +420 224 435 810 +420 224 435 820
THIRD FACULTY OF MEDICINE Ruská 87, 100 00 Praha 10 http://www.lf3.cuni.cz/	MUDr. Jana Dáňová MUDr. Alexander M. Čelko, CSc.	jana.danova@lf3.cuni.cz martin.celko@lf3.cuni.cz	+420 267 102 336 +420 272 738 497
FACULTY OF MEDICINE IN HRADEC KRÁLOVÉ Šimkova 870, 500 38 Hradec Králové http://www.lfhk.cuni.cz/	Doc. MUDr. Yvona Mazurová Monika Pazourková	mazurova@lfhk.cuni.cz pazourkovaM@lfhk.cuni.cz	+420 495 816 440 +420 495 816 476 +420 495 513 597
FACULTY OF MEDICINE IN PLZEŇ Husova 3, 306 05 Plzeň http://www.lfp.cuni.cz/	Mgr. Bc. Blanka Rybnerová	blanka.rybnerova@lfp.cuni.cz	+420 377 593 464 +420 377 593 469
FACULTY OF PHARMACY IN HRADEC KRÁLOVÉ Heyrovského 1203, 500 05 Hradec Králové http://www.faf.cuni.cz/	Prof. RNDr. Petr Solich, CSc. Ing. Hana Krieglerová	solich@faf.cuni.cz krieglerova@faf.cuni.cz	+420 495 067 294 +420 495 067 429 +420 495 518 002
CATHOLIC THEOLOGICAL FACULTY Thákurova 3, 160 00 Praha 6 http://www.ktf.cuni.cz/	Mgr. Sylva Ondřejčíková	ondrejckova@ktf.cuni.cz	+420 220 181 384 +420 220 181 234
PROTESTANT THEOLOGICAL FACULTY Černá 9, 115 55 Praha 1 http://www.etf.cuni.cz/	Mgr. Peter Stephens Mgr. Věra Fritzová	intl@etf.cuni.cz	+420 221 988 211 +420 221 988 215
HUSSITE THEOLOGICAL FACULTY Pacovská 350/4, P.O.BOX 56, 140 21 Praha 4 – Krč http://www.htf.cuni.cz/	Mgr. Cecilie Ramazanová	cecilie.ramazanova@htf.cuni.cz	+420 241 733 122 +420 241 732 294
FACULTY OF HUMANITIES U Kříže 10, 158 00 Praha 5 – Jinonice http://www.fhs.cuni.cz/	Bc. Eliška Rolfová Magdalena Tošovská	zahranični@fhs.cuni.cz eliska.rolfova@fhs.cuni.cz magdalena.tosovska@fhs.cuni.cz	+420 251 080 334 +420 251 620 611

ARRIVAL AND REGISTRATION

On your arrival in the Czech Republic (**time zone GMT+1**), first get to your accommodation and report to reception in the dormitory or your landlord. If you have applied for accommodation in the Charles University dorms on time, you will find your **Accommodation Voucher** enclosed.

Your **university registration** will be arranged during the Orientation Programme or other meeting(s) with the faculty co-ordinator (you will be informed about them either by a leaflet included in your information package or by email from the appropriate faculty co-ordinator). At the meeting or during the orientation week you will get further information about study practicalities including getting the **Study Record Card** called **Index** in Czech, a **Faculty coupon** for your **Charles University ID Card** (with the ID card you acquire access to faculty libraries, computer rooms and internet; holding it entitles you to a discount on public transport season ticket, gives you access to university cafeterias called in Czech in singular *menza* etc.). The Charles University ID card may also be obtained in the form of **ISIC card** (in this case you have to pay a slightly higher issuing fee, but you are entitled to more discounts in theatres, cinemas and similar here).

For more information, see your **Faculty Arrival Leaflet** (if provided here), or contact your host faculty co-ordinator.

Getting to Prague

<http://magistrat.praha.eu/lang/l2>

<http://www.praha.eu/jnp/en/home/index.html>

Arriving by Air

All international flights arrive at Prague Ruzyně Airport, located approximately 20 km of the city centre. You can get into

the city centre either by a city bus + metro (we recommend especially bus Nos. 119, 179 and 100 since they are the fastest ones; bus stop *Terminal 2* is located just in front of the “Arrivals” building and tickets can be obtained by the bus driver or info stand in the arrival hall, timetables at <http://www.dpp.cz/en/>) or by catching a taxi or using the airport minibus shuttle service (white vans of company CEDAZ).

There are several ways you can take from the airport to your accommodation:

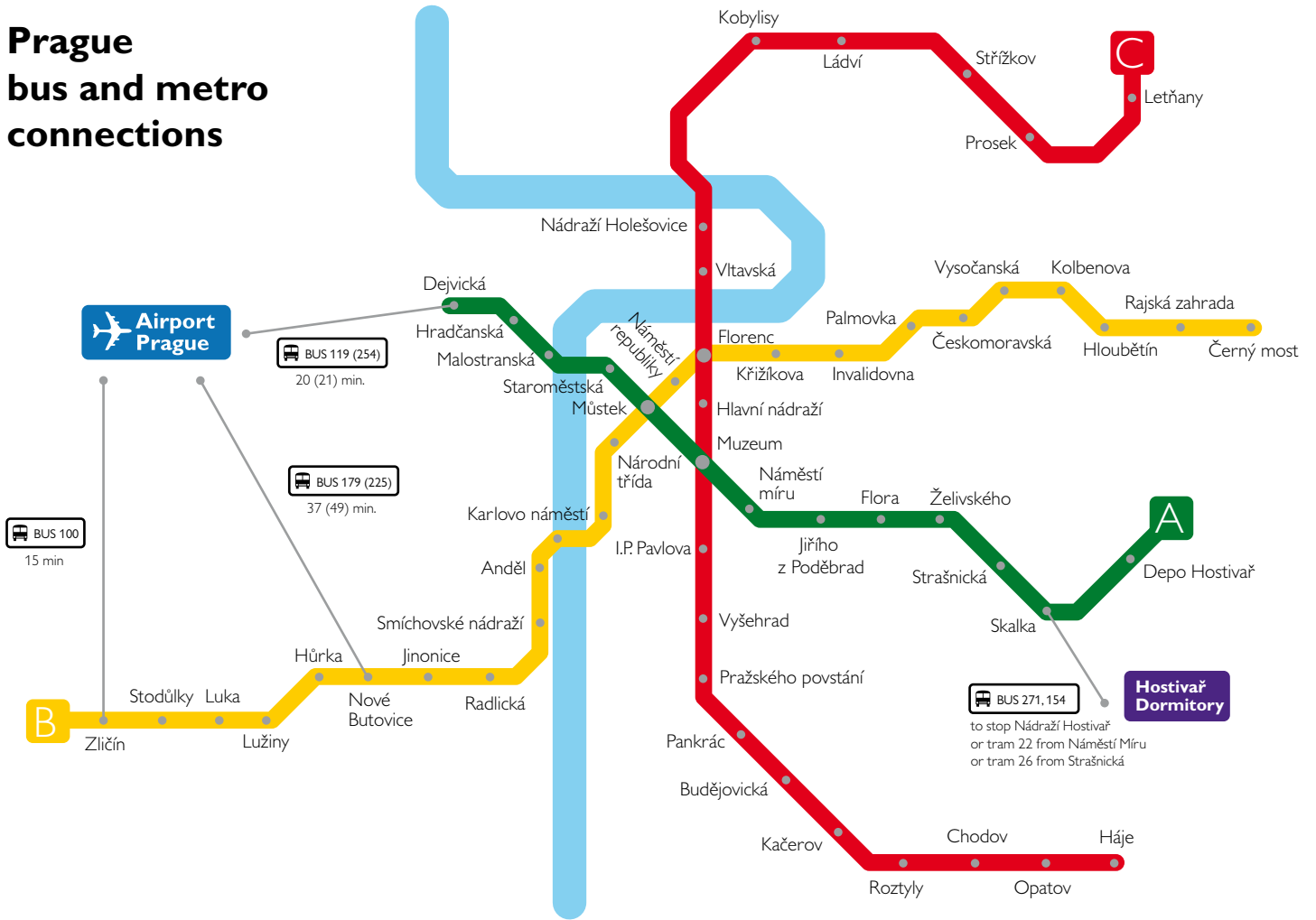
1. Take a taxi

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 CZK 160 – CZK 1050, depending on your precise destination. You will find a price list for the service offered by Radiocab Taxi or AAA Radiotaxi by the companies' stands in the airport lounge. If you decide to use a taxi (available are also vans), 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. Use public transport.

A) Take city bus No. 119 to **Dejvická metro station (green line A)** and travel further by metro (subway) + bus or metro + tram. If you live in university dorms in Hostivař, you can take **tram No. 26 to Nádraží Hostivař** at Dejvická station (it takes 55 minutes as Nádraží Hostivař is the final stop of the tram; Nádraží Hostivař stop is however only 3 minutes walk from the dorms). You can also get on tram No. 26 closer to Hostivař at the metro station *Želivského* or *Strašnická* (both

Prague bus and metro connections



line A); another tram going to Hostivař (No. 22, final station *Nádraží Hostivař*) meets the metro line A at *Náměstí Míru*. You can go by **metro to Skalka** as well (also line A, takes approximately 20 minutes) where you need to change to **bus No. 154** or **No. 271** (10 minutes to stop *Nádraží Hostivař* where the dormitory is located).

B) Take city **bus No. 100** – a special fast and frequent service – from the airport to **Zličín metro station (yellow line B)** and travel on by metro. City **bus No. 179** takes you to **Nové Butovice (metro line B)**, but it's less frequent.

For general information on Prague Ruzyně airport, see the Czech Airport Authority website: <http://www.csl.cz>. The buses, vans and taxis are standing right in front of the airport building.

Arriving by Train or Bus

Most **international trains** arrive either at Prague Main Railway Station (*Hlavní nádraží*) or at Holešovice Railway Station (*Nádraží Holešovice*). Both stations are interconnected with **metro (red line C) stations** of the same names.

If you live in Hostivař dormitory and arrive at *Hlavní nádraží* train station, you can use a very fast (14-minute) **train connection** to the train station *Nádraží Hostivař* located 5 minutes walk from the dormitory. The timetable can be found under: <http://www.idos.cz> (switch to English/German in the right bottom corner). Another possibility would be taking **tram 26 to stop Nádraží Hostivař from Hlavní nádraží tram stop** or going by metro to station *Skalka (green line A, you will need to change at Muzeum station)* and then take bus No. 154 or No. 271 to stop *Nádraží Hostivař*.

International buses usually arrive at *Florenc Bus Terminal* (metro lines B and C), *Nádraží Holešovice* bus station (metro line C) or at a bus station *Želivského* (metro line A). You can

use metro and bus/tram connections as suggested above or, when arriving to *Florenc*, also tram No. 26 (from stops *Těšnov* or *Bílá Labuť*) going directly to Hostivař (35 minutes to stop *Nádraží Hostivař*).

IMPORTANT!

To take any **public transport** you will need to **buy a transport ticket**, and you must remember to validate the ticket by date-stamping it when you get on the bus/tram/metro. Reckon on CZK 32 for a single ticket that is valid for a journey that includes bus/tram/metro changes; this ticket is valid 90 minutes. We recommend you get a 24-hours, 3 or 5-days ticket so that you can use the ticket until your transport prepaid ticket is issued. Prices: <http://www.dpp.cz/en/fares/>.

Timetables can be found on <http://www.dpp.cz/en/> or <http://www.idos.cz>.



Getting to Hradec Králové

<http://www.hradeckralove.org/>

The City of Hradec Králové is seat of our Faculty of Pharmacy and Faculty of Medicine in Hradec Králové. In most cases you will get to Hradec Králové via Prague.

Arriving by Air

If you arrive by air, get to *Hlavní nádraží* train station or Florenc bus terminal and continue with train/bus from there. Timetables: <http://www.idos.cz> (switch to English/German in the right bottom corner).

Arriving by Train

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

1. The Main Railway Station (*Hlavní nádraží*) is situated in the centre of Prague and it is also one of the metro stations (red line C). There are several direct trains departing for Hradec Králové from this railway station every day.
2. Holešovice Railway Station (*Nádraží Holešovice*) is linked with *Hlavní nádraží* and *Florenc* by 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* (changing point between metro lines C and 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 minutes). 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 metres and continue 150 metres to reach the Faculty of Pharmacy or Faculty of Medicine.



Getting to Plzeň

<http://www.plzen.eu/en/>

The Faculty of Medicine in Plzeň is located in Plzeň (Pilsen), the largest city in West Bohemia and the fourth largest city in the Czech Republic. Plzeň 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 Plzeň is from Prague. If you decide to get to Plzeň by bus, there are links from *Florenc Bus Terminal* (metro line C and B) or *Zličín Bus Terminal* (metro line B) approximately twice an hour. You can also get to Plzeň by train that goes from Prague Main Railway Station (*Hlavní nádraží*) every hour. The bus connection takes approximately 60-70 minutes, train about 90 minutes.

PUBLIC TRANSPORT

General Information on Public Transport

The Czech Republic offers an excellent public transport system in every major city. Between the cities, we have both good bus and train connection.

The intercity buses are generally cheaper than trains, but to be sure of getting a seat on the major routes you should make an advance reservation. In the Czech Republic it is absolutely normal to sell standing places on intercity buses for the same price as the seats. Not every company does it (it's not possible e.g. by Student Agency offering the cheapest bus connection between Prague and Plzeň and Prague and Brno), so without a pre-reserved ticket you may not be allowed on the bus.

To find your bus or train connections inside the Czech Republic please visit: <http://www.idos.cz> (switch to English/German in the right bottom corner).

Public Transport within the Cities

Travelling on Single-Ride Tickets

Tickets are available from many newsstands and tobacconists, ticket offices in the metro, and from automatic machines in the metro and at selected bus and tram stops. Single tickets cost from CZK 24 to CZK 32.

In Prague the CZK 32 tickets are valid for 90 minutes of unlimited travel. You may change between trams, buses, the metro and trains (in area of Prague) as you wish. You do not need to have a new ticket, regardless of how many times you change, until the time period runs out. Use a CZK 32 ticket to get from the airport to the dormitory or intercity tram/bus station. More on: <http://www.dpp.cz/en/>.

In Hradec Králové and Plzeň, you will need a new single ticket after each change between buses/trams.

<http://www.dpmhk.cz/about-us.htm> (Hradec Králové)

<http://www.pmdp.cz/en/> (Plzeň)

Validation of Single-Ride Tickets, Ticket Inspection

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. Ticket inspectors may fine you if you are caught travelling without a stamped/marked 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. The ISIC card of the Charles University with the faculty coupon can now serve as transport pass (you have to only add the transport coupons for the period of your stay in the Czech Republic).

Students above 26 years of age are not eligible for student discounts. In Prague, they have to apply for the new transport pass – Opencard. We recommend the express version. http://opencard.praha.eu/jnp/en/how_to/issue.html

Prague Public Transport

The metro (subway) 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. 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 (**the central changing point is Lazarská tram stop**). The night trams are No. 51–59. Nos. 57 and 59 go to *Nádraží Hostivař* (Hostivař dormitory). For further information on public transport in Prague (fares, list of routes and timetables), visit <http://www.dpp.cz/en/>, where you will find comprehensive information in English.

Ticket Inspection

Ticket officers (often accompanied by policemen) travel widely around the transport 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, which must be paid on the spot (especially in the case of foreigners). 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**. This may help you if you want to receive part of the money back (e.g. due to having a valid travel pass you have forgotten at home).

IMPORTANT!

After you have obtained a travel pass (plus valid coupons for the selected period of time) you cannot be fined at the full rate (in Prague) even if you forget your pass at home. In this case, please, note that you have to inform the ticket inspector and **pay a lower fine** at the **central office of the transport's agency**. In Prague this agency is called Dopravní podnik and

the address of its office is **Na Bojišti 5** (5 minutes walk from metro station *I. P. Pavlova*).

Using Taxis

Unfortunately, taxi drivers have quite 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 around CZK 28 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. Three usually reliable companies whose dispatchers speak English are AAA RadioTaxi (Tel. +420 222 333 222; 14014), ProfiTaxi (Tel. +420 844 700 800, 14015), Halo Taxi (Tel. +420 244 114 411).



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 twin rooms (= room with two single beds) 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. If you wish to share a room with a colleague (schoolmate) of yours, please, ask the Accommodation Office (Reception) on your arrival (or contact either the dormitory or the European Office before of it). The allocation of rooms is responsibility of the management of the residence hall.

The accommodation will be provided for the period corresponding to your study stay at Charles University. It is always available starting approx. one week before the beginning of the semester/study period (orientation week included), and students need not make any special request to move in during this week. You will be notified of details of your accommodation (period in which the room is available, price, address, etc.) in an **Accommodation Voucher** that you will receive together with a Letter of Admission. Students who wish to come earlier will have to find their own accommodation. Please note that if you decide to cancel the accommodation you will not be able to re-apply for accommodation in Charles University Residence Halls.

To check-in you need: your passport, the original of your Accommodation Voucher, one photograph and a copy of the receipt from the payment of the deposit. Students who arrive

after office hours will be housed for the night (the reception is open 24 hours a day) and registered on the following workday at the Accommodation Office.

When checking in students are expected to pay for one month in advance. **A deposit CZK 1,800** is to be paid approximately 2 months before arrival.

The rent is paid directly in cash (CZK) at the Accommodation Office/Reception at the appropriate residence. No cards accepted. Students make the first payment upon their arrival and must make subsequent monthly payments in advance, always at the latest on the 25th of the preceding month.

If a student wishes to leave the accommodation earlier than is stated in the agreement, he or she will have to pay a penalty charge that will be deducted from the advance part of the payment (= deposit).

If a student stays in the dormitory for the whole period of his/her study stay in Prague, the deposit will be used to (partly) cover the last month's rent; it's not returned in cash.

Shall you have any questions according to special needs of your accommodation, please, contact

Central Accommodation Office:

<http://kam.cuni.cz/KAM-18.html>

E-mail: office@kam.cuni.cz

Tel.: +420 224 933 825; +420 224 930 010

English website of the administration of Charles University halls of residences: <http://kam.cuni.cz/KAM-90.html>

Look there to read the Accommodation Contract in advance.

Dormitories used for the Erasmus programme in the academic year 2011/2012

Dormitory	Address	Contact
Praha		
Kolej Hostivař	Weilova 2, 102 23 Praha 10	+420 267 215 211
Price: approx. CZK 120–150/day	http://kam.cuni.cz/KAM-47.html	E-mail: kolej.arealhostivar@kam.cuni.cz
Hradec Králové		
Kolej Na Kotli	Na Kotli 1147, 502 96 Hradec Králové	+420 495 763 603
Price: approx. CZK 100–125/day	http://kam.cuni.cz/KAM-49.html	E-mail: fricova@kamhk.cz
Plzeň		
Kolej Bolevecká	Bolevecká 34, 301 00 Plzeň	+420 377 259 384
Price: approx. CZK 105–130/day	http://kam.cuni.cz/KAM-9.html	E-mail: kolej.bolevecka@kam.cuni.cz

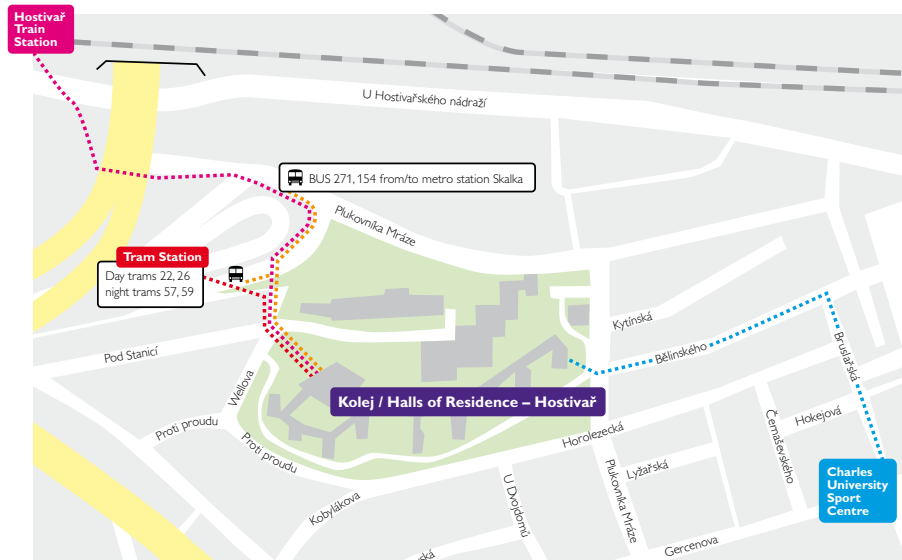
Private Accommodation

It is not difficult to find private accommodation in our university cities. You can either rent a room in a shared flat – monthly rents vary between CZK 4,500–9,000 including bills (it depends greatly on the location – in the absolute city centre, the rent can be even higher) or a whole flat to share with other students. For a three-room flat (two rooms and a kitchen) in Prague you can pay about CZK 15,000. It can be twice as cheap in Plzeň and Hradec Králové.

Flatmates/rooms in shared flats can be found through <http://www.expats.cz>. There is a large range at <http://www.spolubydlici.cz>, but the majority of adverts is in Czech.

IMPORTANT!

If you decide not to use the University accommodation we need you to inform us as soon as possible. Please, write both to erasmus@ruk.cuni.cz, and the dormitory (kolej.arealhostivar@kam.cuni.cz).



VISA AND RESIDENCE PERMIT

Registration by Immigration Police (obligatory)

All 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 90 days (§ 93, Law No. 326/1999). To register, a student must fill in two forms (included in your welcome package):

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

When registering with the Immigration Police, students must present the two completed forms, a travel document, evidence of health insurance (European Health Insurance Card) and 1 photograph.

In Prague students shall register at these addresses (depending on their address in Prague):

Cizinecké oddělení policie ČR (CR Immigration Police Office)

Cigánkova 1861/2, 149 00 Praha 4

for students living in Praha 2, Praha 4, Praha 5 and Praha 10. Get off at *Flora* metro station and use bus No. 136 (in direction *Koleje Jižní Město*) to *Na Jelenách* stop. Bus No. 136 meets the metro (and bus No. 154 from *Nádraží Hostivař* in direction *Koleje Jižní Město*) also at *Chodov* metro station. Phone: +420 974 820 666

Koněvova 188/32, 130 02 Praha 3

for students living in the other parts of Prague. Get off at *Florenc* metro station and use bus No. 133 (in direction *Depo*

Hostivař) or take bus No. 136 from *Flora* metro station (in direction *Vozovna Kobylisy*) – both to *Černínova* stop.

Phone: +420 974 820 409

E-mail: ocppraha@mvcv.cz

Office hours:

Monday+Wednesday: 8:00–17:00

Tuesday+Thursday: 8:00–15:00

Friday: 8:00–12:00

Information line:

+420 974 841 356

+420 974 841 357

E-mail: infoscpp@mvcv.cz

Residence Permit (optional)

EU students **can 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 (the Immigration Police recommends 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 years. The processing period for applications is up to 180 days from the submission of the application

(from abroad); in the case that the application is submitted in the Czech Republic the application will be processed within 60 days.

Students need to present:

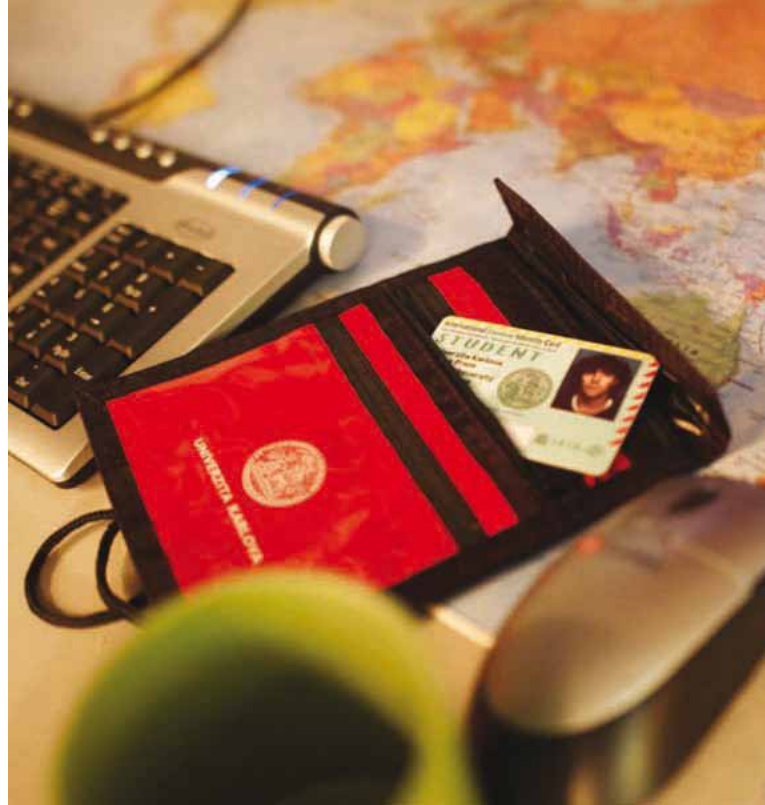
1. A travel document
2. A document confirming the purpose of the stay (acceptance letter in Czech and English versions)
3. 2 photographs
4. Certificate of health insurance
5. Declaration by the student that he/she will not apply for welfare benefits
6. Completed application form for short-term residence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

All documents must not be older than 180 days, with the exception of travel documents, registry data, and photographs of the foreigner if it corresponds to his/her present appearance.

All foreign-language documents must be officially translated into Czech.

Registration and short-term residence permits are free of charge.

A Letter of Admission in English and Czech will be issued for every student and sent on their home postal address before their arrival and registration at their host faculty, as will other necessary forms (State Border Crossing Report, Registration Card).



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.

Residents of Switzerland, Norway, Iceland and Lichtenstein are treated in the same way as EU residents.

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 Immigration Police Office within 3 days of your arrival.

MEDICAL CARE AND HEALTH INSURANCE

If you hold valid medical insurance which covers your stay in the Czech Republic, standard medical treatment is obtainable free of charge from the Czech Health Insurance fund, in conjunction with your health insurance policy at home. It is important to contact a medical institution, such as a doctor, dentist or a hospital that has a contract with Czech public health insurance system. Most of them have, but some institutions are purely private and here you would have to pay any costs that should arise.

IMPORTANT!

From January 2008, patients have to pay a small administrative charge for each visit to the doctor and each prescription issued. Most of these charges will be in the range of CZK 30–100, depending on the exact treatment required.

Your European Health Insurance Card (EHIC)

or Provisional Certificate issued by one of the registered subjects (<http://www.cnb.cz> → Financial Market Supervision → List and Registers) has to be submitted to the attending physician. If you do have neither of these documents, the physician can insist on cash payment.



In order for the doctor to ensure his or her own reimbursement from the contracting Czech health insurance fund, he or she will

need to see your EHIC card, or Provisional Certificate and will copy the information onto another specific internal form, known as “Potvrzení o nároku” (Certificate of Entitlement). The doctor will also need to check your ID document (passport, ID card, driver’s license).

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. You will confirm your choice and expected length of your stay by signature in above-mentioned “Potvrzení o nároku” (Certificate of Entitlement).

If any medicines, laboratory tests, or any further examinations are prescribed, the doctor should give you an appropriate number of copies of “Potvrzení o nároku” (Certificate of Entitlement). The copy should then be submitted to the pharmacy, laboratory or surgery.

Please bear in mind, that your European Health Insurance Card (or Provisional Certificate) entitles you only to coverage of the costs of standard or urgent medical care in the Czech Republic. 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 normally not covered by the standard insurance, and for these eventualities we recommend you take out extra medical or commercial travel insurance with an insurance provider in your home country.

In case of medical need, visitors with the Provisional Certificate or the EHIC can go to the doctor/dentist/hospital

directly with this document. If you are staying in the CR for a relatively long period (1 semester) you may – if you wish – make a direct agreement with a Czech health insurance company, and register with it. As the registration document you will obtain “Potvrzení o registraci” (Certificate of Registration) which can be submitted to any doctor/dentist/at the hospital before getting treatment.

Standard **dental care** is generally covered by the health insurance system. As in other EU countries, however, some forms of non-essential (cosmetic) treatment or higher quality materials require extra payments.

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 EHIC directly. In other cases the practitioner issues a recommendation for admission to hospital. **Urgent 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 or the Provisional Certificate.

If the doctor decides to **prescribe medicines**, he or she will issue a prescription. Medicines and non-prescription drugs are available and sold at pharmacies only – they are not available at supermarkets, as in some West European countries. (Pharmacies may be recognised by the prominent green cross displayed over the shop-front. Many of them have staff

that can speak English or German, and are used to offering advice to tourists – especially in the city centres). For some medicines the patient must make some financial contribution while some groups of drugs are free for the patient. You have to pay an administrative fee with each prescription, however.

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 non-EU countries are not covered by the EU's cards/forms, and they therefore must have a valid international medical insurance plan, or they must expect to pay cash for all medical care.

In case of emergency or an accident use any hospital or health clinic. 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 that may charge a high fee.

Emergency calls	
Ambulance	155
Police	158
City Police	156
Fire Brigade	150
EMERGENCY	112
Emergency calls are free.	

If you need to visit an English speaking general practitioner, gynaecologist or dentist, you can go e.g. to one of the following health centres:

PUBLIC (examples):	PRIVATE (examples):
<p>City Polyclinics http://www.prahamp.cz Phone: +420 224 224 947 113 Spálená 12, 110 00 Praha 1</p> <p>Nemocnice Motol Hospital (seat of the Second Faculty of Medicine) Phone: +420 224 433 681, +420 224 433 682, +420 224 433 674 V Úvalu 84, 150 06 Praha 5 http://www.fnmotol.cz/foreigners-department/html/</p> <p>Nemocnice Na Homolce Hospital (foreign pavilion) http://www.homolka.cz/en-CZ/home.html Phone: +420 257 271 111, +420 257 272 860 Roentgenova 2, 150 30 Praha 5</p>	<p>Mediconet (paid) http://www.mediconet.cz/en/home/ Phone: +420 221 775 111 V Celnici 5, 110 00 Praha 1 Tram Number 3, 5, 8, 9, 14, 22, 24 Metro line B, Station Náměstí Republiky (alternative entrance Na Poříčí 1040/10)</p> <p>DC Mediscan – Chodov (paid) http://www.mediscan.cz/diagnostic-center Phone: +420 267 090 811(- 14) Šustova 1930, 148 00 Praha 11 – Chodov (in the same building as Polyclinics Jižní Město II) Metro line C, Station Chodov Bus Number 115, 118, 122, 177, 197 – station Chodov</p>

OTHER USEFUL INFORMATION

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 some 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: O2, T-mobile and Vodafone. For using a mobile telephone in the Czech Republic it is advantageous to use prepaid cards (O2 Go, Twist and Vodafone karta), which are cheaper than in West European countries.

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 CZK 8 500 (cca € 350) per month to cover food, basic transport and accommodation.

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.

Rent	CZK 3,500 – 9,000
Food	CZK 3,800 – 4,200
Public Transport	CZK 250 – 300
Leisure Time	CZK 1,000 – 3,000
Total	CZK 8,550 – 16,500

Catering

Charles University has a number of student cafeterias and restaurants at different university locations. Student's prices are guaranteed with a Charles University ISIC card used also for paying for the meals (approx. CZK 40/meal).

Cafeterias (<http://kam.cuni.cz/KAM-20.html>)

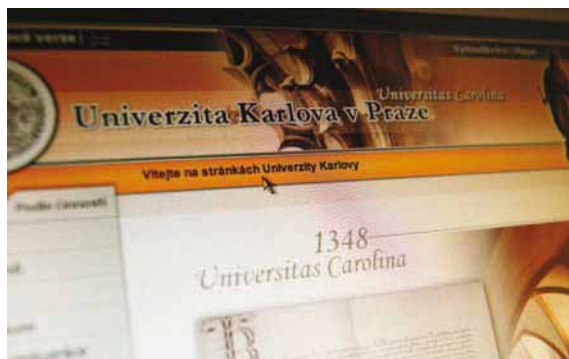
Name	Address
Menza Arnošta z Pardubic	Voršílská 1, Praha 1
Menza Jednota	Opletalova 38, Praha 1
Menza Právnická	Nám. Curieových 7, Praha 1
Menza Albertov	Albertov 7, Praha 2
Menza Budeč	Wenzigova 20, Praha 2
Menza Jinonice	U Kříže 10, Praha 5
Menza Kajetánka	Radimova 6, Praha 6
Menza Sport	J. Martího 31, Praha 6
Menza 17. listopadu	Pátkova 3, Praha 8
Menza Hostivař	Weilova 1128, Praha 10
Menza Na Kotli	Na Kotli 1147, Hradec Králové
Menza Šafránkův pavilon	Alej Svobody 31, Plzeň
Výdejna Lidická	Lidická 1, Plzeň



Internet connection

Internet access is provided for students in the hall of residence and at the university. The Hostivař Hall of Residence offers the possibility of Internet connection in all rooms in all buildings. This is a land line and the student must have his/her own cable. To get connected a student must present the Student ID/ISIC Card that he/she has been given on registration. Connecting is administered by the hall of residence reception, and the connection is activated within 24 hours of submitting the request. The rate for Internet and notebook is roughly CZK 130 per month. This charge is paid with the accommodation charge. If the accommodation charge is not paid on time, the Internet stops functioning. The Bolevecká (Plzeň) and Na Kotli (Hradec Králové) Halls of Residence also offer Internet connection in every room. At the faculties students can enjoy free access to the Internet in computer study rooms, and also wi-fi connection. Students get their access login to the university network at the same time as their Student ID/ISIC Cards on registration.

For registered readers the libraries also offer Internet connection (Czech National Library – <http://www.nkp.cz>, free wi-fi connection to the library network in all study rooms). You can also use the services of Internet cafés.



Money exchange, paying in shops

Although many shops accept payment in Euros, we recommend that you pay in cash in CZK (Czech crowns), because the exchange rate used by the shops does not necessarily correspond to the current CZK to Euro exchange rate. Charge cards and credit cards can be used in the standard way, but not every shop accepts them. Non-cash payments may almost always be made in the large department stores and supermarkets.

It is definitely safer to use bank services rather than exchange money in the exchange offices. While most of the street exchange offices offer the best exchange rates, if you decide to use their services you must be very careful. In most exchange offices the client pays no charge for the exchange and there is no minimum limit on sums to be exchanged.

You can also exchange money in banks. The rates are less advantageous here but you have the security of knowing that you will not be cheated. Most of the banks have a charge for exchange, and its level depends on the sum exchanged. The opening hours of most of the banks on working days are from 9:00 to 17:00-18:00, and they are usually closed at the weekends.

For current exchange rates go to the pages of the Czech National Bank: <http://www.cnb.cz/en/index.html>.

COURSES FOR ERASMUS STUDENTS

Czech Language Courses

Most faculties offer a number of Czech language classes at various levels, from beginners to intermediates. Incoming students are welcome to register for these. However, because the classes are not part of the standard curriculum, they are not financed by the Czech Ministry of Education. Some faculties therefore can make a charge to cover their costs. For details of different courses please contact the course/faculty co-ordinators:



List of Czech Language Courses Co-ordinators:

Faculty	Course Co-ordinator	E-mail
Faculty of Arts	Jana Tvrzová	jana.tvrzova@ff.cuni.cz
Faculty of Education	PhDr. Ludmila Štěrbová Departement of Czech Language	ludmila.sterbova@pedf.cuni.cz
Faculty of Science	Doc. PhDr. Jana Přivratská, CSc.	jana.privratska@f3.cuni.cz
Faculty of Social Sciences	Cyril Šimsa	svoz@mbox.fsv.cuni.cz
Faculty of Physical Education and Sports	PhDr. Eva Pokorná, PhD. Ing. Dana Basařová	pokorna@ftvs.cuni.cz basarova@ftvs.cuni.cz
First Faculty of Medicine	Prof. PhDr. Milada Říhová, CSc.	jazyky@f1.cuni.cz
Second Faculty of Medicine	MUDr. Rudolf Černý, CSc.	rudolf.cerny@lfmotol.cuni.cz
Third Faculty of Medicine	Doc. PhDr. Jana Přivratská, CSc.	jana.privratska@f3.cuni.cz
Faculty of Pharmacy in Hradec Králové	Mgr. Renáta Divišová Section of Foreign Languages	renata.divisova@faf.cuni.cz
Protestant Theological Faculty	Mgr. Peter Stephens	intl@etf.cuni.cz
Faculty of Humanities	Bc. Magdaléna Tošovská	zahranicni@fhs.cuni.cz

Erasmus Intensive Language Courses (EILC)

The EILCs are open to students who have been selected for a LLP/Erasmus study stay or placement.

Different schools and/or universities organise EILC for Erasmus incoming students.

If you wish to join in the EILC programme, please contact directly EILC organising institution or Czech National Agency for European Educational Programmes.

Detailed information, a list of organizing institutions, application forms and contacts can be found at:

http://ec.europa.eu/education/programmes/llp/erasmus/eilc/index_en.html

National Agency for European Educational Programmes – Centre for International Services

Na Pořičí 1035/4, 110 00 Praha 1 (Czech Republic)

Website: <http://www.naep.cz>

E-mail: info@naep.cz

Courses taught in English and other foreign languages

Every faculty offers a variety of courses and seminars in English, German, French and other foreign languages. Most of the faculties present the lists of courses on their websites:

Faculty of Arts

<http://www2.ff.cuni.cz/FF-945.html>

First Faculty of Medicine

<http://www1.lf1.cuni.cz/erasmus/studyinfo1.htm>

Faculty of Education

<http://it.pedf.cuni.cz/socrates/index.php?lang=en>

Second Faculty of Medicine

<http://www.lf2.cuni.cz/Studium/news.htm>

Faculty of Science

<http://www.natur.cuni.cz/faculty-en/study/incoming-students/courses-taught-in-english>

Third Faculty of Medicine

http://www.lf3.cuni.cz/reforma/curric_ang.html

Faculty of Law

<http://www.prf.cuni.cz/veda/erasmusmain.en.php>

Faculty of Medicine in Plzeň

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

Faculty of Mathematics and Physics

<http://is.cuni.cz/eng/studium/predmety/index.php>

Faculty of Medicine in Hradec Králové

<http://www.faf.cuni.cz/erasmus/#8>

Faculty of Social Sciences

<http://is.cuni.cz/eng/studium/predmety/index.php>

Protestant Theological Faculty

<http://web.etf.cuni.cz/ETFENG-15.html>

Faculty of Physical Education and Sport

<http://www.ftvs.cuni.cz/eng/international/erasmus/erasmus.php>

Faculty of Humanities

<http://fhs.cuni.cz/FHS-229.html>

Medical Faculty in Hradec Králové

<http://www.lfhk.cuni.cz> → Foreign Relations → Erasmus LLP

Academic Calendar

Winter Semester (October 2011–February 2012)

Monday 3rd October 2011 – Friday 17th February 2012;

Christmas Holidays: 23. 12. 2011 – 2. 1. 2012

Summer Semester (February 2012–July 2012)

Monday 20th February 2012 – Sunday 1st July 2012;

Summer Holidays: 2. 7. 2012 – 2. 9. 2012

Public holidays:

28. 10. 2011 (Friday) 9. 4. 2012 (Monday)

17. 11. 2011 (Thursday) 1. 5. 2012 (Tuesday)

8. 5. 2012 (Tuesday)

Charles University Student Cards

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

Information and Advisory Centre of Charles University (IAC)

Celetná 13, 116 39 Praha 1

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

ipc@ruk.cuni.cz

Monday–Thursday: 9:00–12:00 and 12:30–18:00

Friday: 9:00–12:00 and 12:30–16:00

Faculty of Law of Charles University

nám. Curieových 7, 116 40 Praha 1 (room no. 34)

Monday: closed

Tuesday–Thursday: 9:00–12:30 and 13:00–16:30

Friday: 9:00–12:30

Faculty of Mathematics and Physics of Charles University

Ke Karlovu 3, 121 16 Praha 2

Monday: 8:30–15:30

Tuesday: 10:00–12:00 and 12:30–16:30

Wednesday: 8:30–12:00 and 13:00–16:30

Thursday: 8:30–13:30

Friday: closed

Hradec Králové, Kolej Na Kotli

Na Kotli 1147, 502 96 Hradec Králové 9

Monday: 11:00–18:00

Wednesday: 11:00–18:00

CU student card is for free. The issue centre at IAC of Charles University is the main university centre where you can buy an **International Student Identity Card (ISIC)**. The price is CZK 190.

ISIC cards can also be bought at various travel agencies and similar places (<http://www.isic.cz>).

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. 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.

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, Web: <http://www.ipc.cuni.cz>

Monday–Thursday: 9:00–18:00, Friday: 9:00–16:00

Advisory Services

Address: Školská 13a, 110 00 Praha 1, 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.

To make an appointment, please, contact the psychologist Mgr. Kateřina Břejchová via e-mail: counsel@ruk.cuni.cz.
Address: Školská 13a, 110 00 Praha 1
Monday: 15:00–16:00

UK Point

is Charles University 2009 established public university information centre and gift and souvenir shop with products with the motives of Charles University (T-shirts, shirts, cups, glasses, pens etc.).

Address: Celetná 14, 116 39 Praha 1, Czech Republic
point@cuni.cz, +420 224 491 842
Monday–Thursday 10:00–17:30, Friday 10:00–16:00

International Clubs and Tutor Programmes

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

International CUNI Club at the Faculty of Social Sciences

– parties, trips, personal tutoring (the last only for faculty own students)

<http://www.ic-cuni.cz> (included are also joined activities with other international clubs)

info@ic-cuni.cz

buddy@ic-cuni.cz (personal tutoring)

Erasmus Club at the Faculty of Arts

http://groups.yahoo.com/group/erasmus_prague/
(trips, theatre club)

<http://www.ic-cuni.cz> (joined activities with Social Sciences)
Jan Hruža (personal tutoring), Ivona Kolínská (orientation week, joined activities with International CUNI Club) erasmusclub@gmail.com; Ivana Herglová ivana_herglova@yahoo.de (trips, theatre club, tandems, Europe Meets School)

Erasmus Club at the Faculty of Pharmacy

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

Faculty of Mathematics and Physics (personal tutoring)

<http://erasmusclub.webpark.cz/>
mff.erasmus.club@gmail.com

Faculty of Education (personal tutoring)

<http://it.pdf.cuni.cz/socrates/club/>
Nikola Marková erasmus.edu@seznam.cz

Faculty of Science

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

Faculty of Physical Education and Sport (personal tutoring, sport activities for faculty Erasmus students)

<http://ftvs-erasmus.webnode.cz>

First Faculty of Medicine (personal tutoring)

<http://www1.lf1.cuni.cz/smc/eso/>

Czech Medical Students Association –

– ERASMUS STUDENTS' OFFICE

eso.1lfuk@gmail.com

Faculty of Law

Elsa: <http://www.elsa.cz/page/1657/prague.htm>

If your host faculty does not provide you with help and contact with our students, you are warmly welcome to join the clubs at the Faculty of Social Sciences and Faculty of Arts.

Some useful websites:

ISIC card

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

Czech Airlines

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

Trains and Buses

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

Prague Information Service

<http://www.praguewelcome.cz>

Prague Public Transport

<http://www.dpp.cz>

My Czech Republic – more than a destination guide

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

National Library of the Czech Republic

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

Prague City Hall – Prague Information Service

<http://www.praha-mesto.cz>

If you are interested in what is going on at Charles University go to the English digest section on the pages of university magazine I-Forum: <http://iforum.cuni.cz>.

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



This publication has been funded with support from the European Commission. It reflects the view of the author only, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Compiled by Cyril Šimsa M.A., Mgr. Michal Maršálek, Mgr. Ivana Herglová,
Šárka Hovorková; translated by Anna Bryson, PhD.
Charles University in Prague, June 2011.





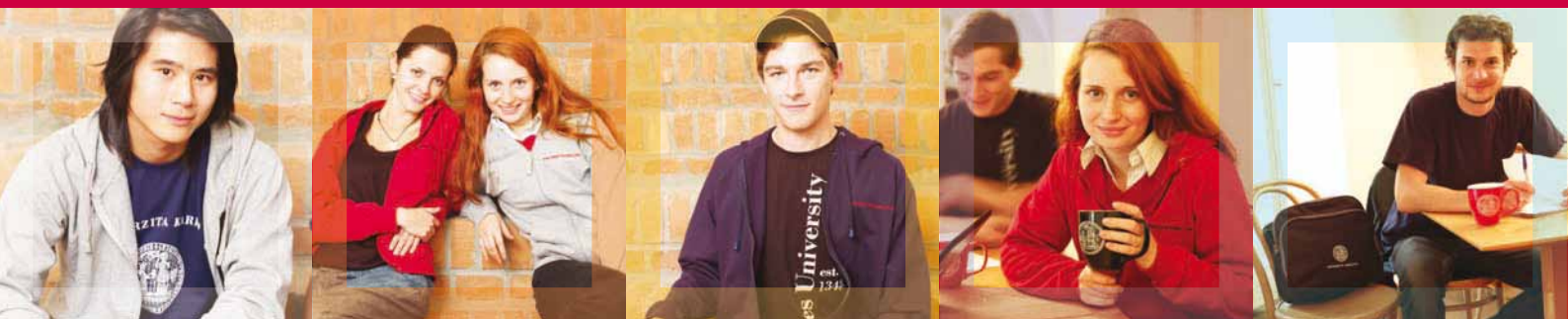


Treat yourself with university souvenirs!

Celetná 14, Prague 1

MONDAY – THURSDAY: 10:00–17:30

FRIDAY: 10:00–16:00



T-SHIRTS

HOODIES

HATS

GLASSES

PENS

POSTCARD SETS

MAPS

BOOKS

AND MUCH MORE!

