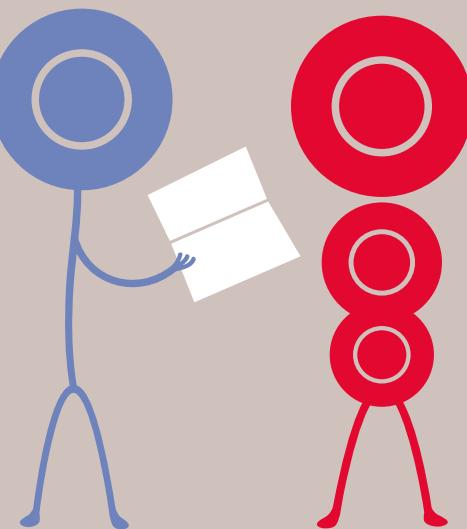
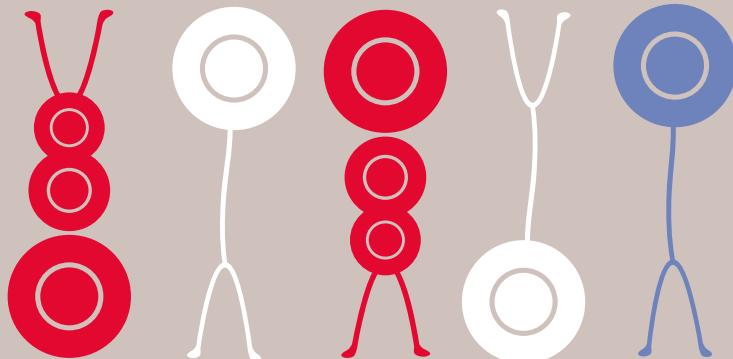
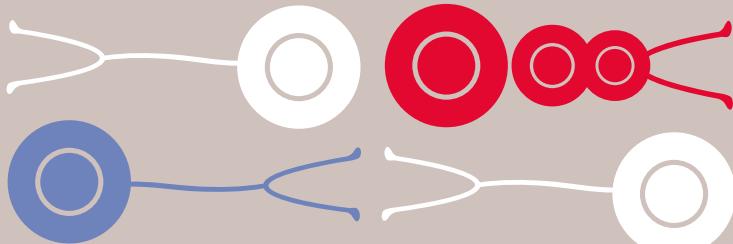
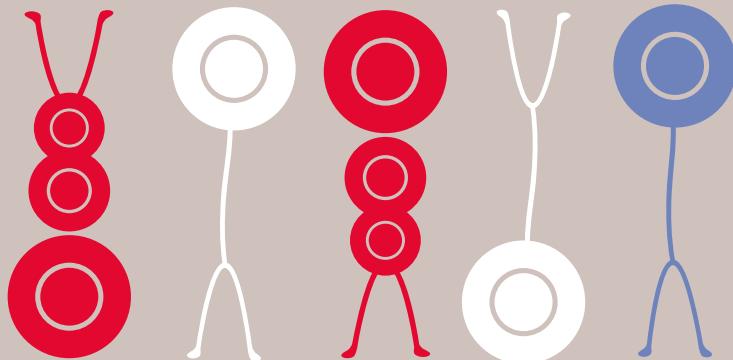
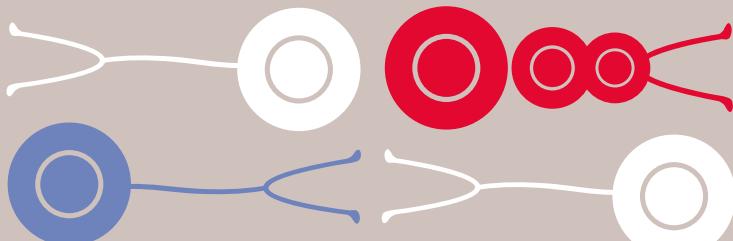




THE FRESHMEN'S GUIDE





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INTRODUCTION

Dear Students,

We welcome you to the First Faculty of Medicine of the Charles University in Prague. We are glad that you chose to attend our faculty. We know that the transition from high school to university can be challenging. That is why we decided to write this guide, which should help you during the first steps of your studies at the First Faculty of Medicine. This is not a complete manual, where you could find the answer to every question you have, but we believe that it will answer at least the basic questions.

Student life at the First Faculty of Medicine offers plenty of possibilities and also has its own secret chambers. What are the things you need to do after the Enrollment Day? Where will you buy your textbooks? How to find your way around the maze that is your new school? How will you pass all of your exams? And where will you celebrate them? You can find the answers to all of these questions in this very small booklet, which was written by many different Institutes, students and graduates for the purpose of helping you, our future physicians and dentists. Your experience here will be as sweet as you make it. We hope that you will fondly remember your student years. We wish you patience, endurance, success and happiness in the future years.

First Faculty of Medicine, Charles University



BASIC INFORMATION

The General Medicine programme lasts 6 years, Dentistry lasts 5 years.

At enrollment you will be assigned to one of the study groups. You will get to know your classmates during the Fresher's week, which is the week before classes start.

Each study group has a different timetable and its own guides, who are students from the 2nd year and above that have volunteered to help freshmen adjust to life and studies in at the First Faculty of Medicine. They will meet with their study group regularly and answer all of your questions. You are also welcome to contact your Vice Dean of International students.

Before classes start, you will have to get an International Student Identification Card (ISIC) and obtain a username and password to access the Student Information System (SIS). During your first year, you will also have to pass a medical check-up. The first three years of the study at the First Faculty are mostly theoretical and you will spend most of your time in the lecture halls, classrooms and laboratories. Your studies in the first years will consist of lectures (same schedule for all students in your year) and practical lessons (seminars, microscopy lessons and laboratory work).

From the fourth year on, you will have clinical subjects at the hospital.

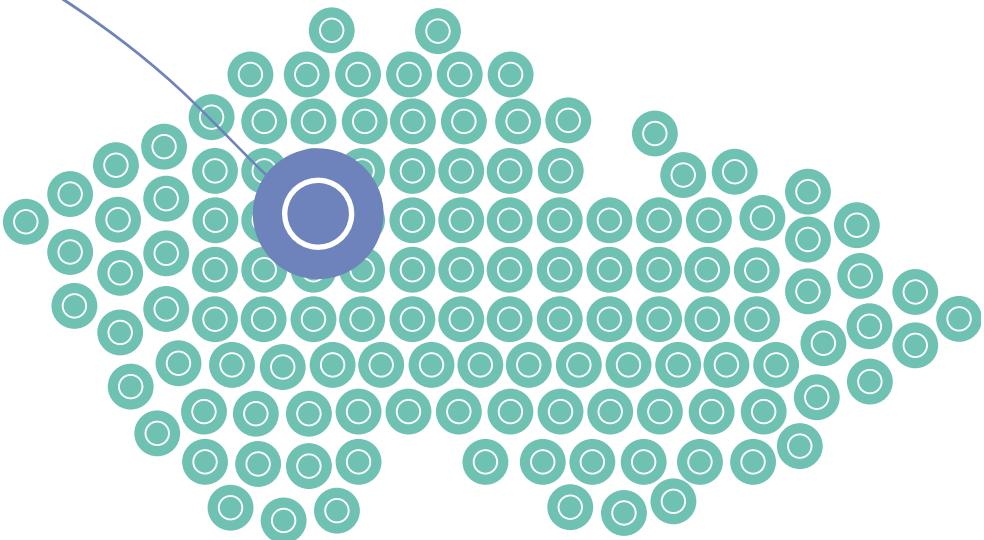
The first three years include winter and summer exam periods. At the end of each term you will have to obtain a credit from all of your subjects. Once you have received a credit from each subject, you are allowed to take the final exam. There are a number of places to take each exam. Each student uses SIS to register for an exam date according to their preference. Each student will have three attempts to pass each exam. The exam period is usually 4 weeks long. Exams are oral, but occasionally there is a written test before the oral exam. Some subjects are completed with something called a "classified credit", rather than an exam. This is a smaller test or oral exam, depending on the subject.

Clinical teaching (Years 4–6) is organized into internships, which means that you will spend a certain number of weeks in one clinical department (for example orthopedics, gynecology, or ophthalmology). After you obtain your credit, you will have the rest of the year to pass the exams. The earlier you pass them, the better.

There are also compulsory summer clerkships.

- » The summer after second year there is a compulsory two-week Nursing clerkship.
- » After the fourth year there is a compulsory two-week Surgery clerkship for General Medicine. Dental students must complete 4 weeks of Surgery after their fourth year.
- » After the fifth year there is a two-week clerkship in Gynecology/Obstetrics and a two-week clerkship in Internal Medicine.

Students can arrange to do these clerkships at any hospital in the Czech Republic or abroad. They will receive credit from the respective department by bringing a document confirming they attended the clerkship.



STRUCTURE OF THE FACULTY

The First Faculty of Medicine is one of the seventeen faculties of Charles University in Prague. Charles University is led by Rector prof. MUDr. Tomáš Zima, DrSc., MBA. The University was founded in 1348 by the Emperor Charles IV and it is the oldest university east of the Rhine River and north of the Alps. The First Faculty of Medicine is one of the four oldest faculties. The faculty is governed by Dean prof. MUDr. Aleksi Šedo, DrSc., with the assistance of his vice deans.



Dean

prof. MUDr. ALEKSI ŠEDO, DrSc.

"Welcome to the First Faculty! Now, it is up you, to excel in your studies and be also Number One!"



Vice Dean for Foreign Students and Social Affairs

prof. MUDr. David Sedmera, DSc.

"This is a medical faculty with great international prestige and its students come from more than fifty countries of the world. From now on it will be your new home."



Vice Dean for Dentistry
prof. MUDr. René Foltán, Ph.D.

"Study of the dentistry at our faculty combine medical knowledge and practical skills – this is a good way to great contemporary stomatology."



Vice Dean for Clinical Education
prof. MUDr. Tomáš Hanuš, DrSc.

"Teachers at our faculty are leading experts and authors of textbooks. Thus we can offer you the latest medical and scientific knowledge first hand."

Other Vice Deans:

Vice Dean for Study Affairs and Theoretical and Pre-Clinical Education
– doc. MUDr. Martin Vokurka, CSc.

Vice Dean for Scientific Work – prof. MUDr. Aleš Žák, DrSc.

Vice Dean for Faculty Development – Ing. Ivan Mikula, Ph.D.

Vice Dean for Grant Projects and Postgraduate Dostoral Studies
– prof. RNDr. Libuše Kolářová, DrSc.

Vice Dean for Non-Medical Study Programmes – prof. PhDr. Michal Miovský, Ph.D.

THE ACADEMIC SENATE

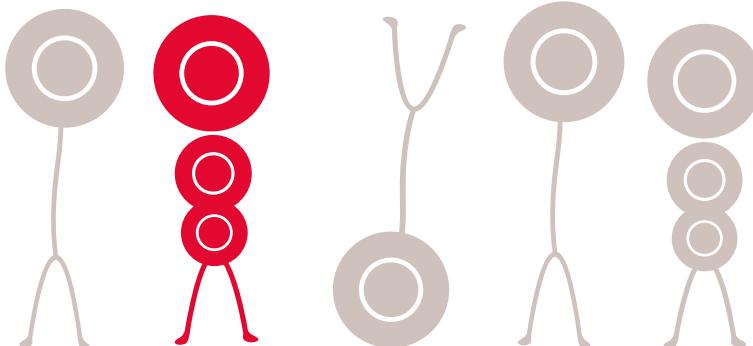
The Academic Senate is an elected faculty committee composed of professors and students, which approves all faculty rules and amendments in cooperation with the dean.

The Senate has 30 members: One half is elected by students and the other half is elected by academic employees. The list of all the members of the Academic senate is available online at www.lf1.cuni.cz > O fakultě > Vedení fakulty > Akademický senát > Členové AS.

The Academic Senate meets once per month, usually on Mondays at 15.00 in the Great Boardroom in the Dean's Building. The meetings are open for all faculty members and students, so you are welcome to come and observe.

Elections for the Senate are carried out every three years. They are preceded by several weeks of lively campaigning, so it's hard to miss them.

If you have ideas or concerns that you would like to bring to the attention of the Academic senate, you can send a message by electronic mail box at www.lf1.cuni.cz > O fakultě > Vedení fakulty > Akademický senát.



THE STUDENT DEPARTMENT

The Student Department is located on the ground floor of the Dean's Building in Kateřinská Street 32.

Each year has a student coordinator, who will help you manage everything that concerns the organization of your studies, including: enrollment and cancellation of subjects, confirmation of your status as a student, summer clerkships and the health check, various requests and administrative duties concerning your studies.

The electronic booking system is used for making appointments at the student department. There is an automatic machine that dispenses tickets with numbers, which is located in the vestibule of the Dean's Building at the Kateřinská entrance, on the left side. You can check the progression of the queue on the information table and online at: www1.lf1.cuni.cz/studijni/rezervace/.

The office hours of the Student Department are:

Monday and Wednesday 10.00–12.30

Tuesday and Thursday 12.30–16.00

Friday closed

From the 1st of the July till the 31st of the August, the office is only open on Wednesday from 10.00–11.30 and 13.00–15.00.

Do not forget to check the administrative noticeboard at the Student department and FSAD (foreign student affairs department) facebook.

(www.facebook.com/First Faculty of Medicine in Prague – FSAD).

CONTACT INFORMATION



The head of the Student Department

Ing. MARKÉTA SOCHOROVÁ

Contact: marketa.sochorova@lf1.cuni.cz,
tel. 224 964 240



The student coordinator for English study programmes

1st year students

KRISTÝNA BULÍNOVÁ, DiS.

Contact: kristyna.bulinova@lf1.cuni.cz, tel. 224 964 378



2nd, 3rd and 4th year, US Financial Aid

MICHAELA VARGOVÁ

Contact: michaela.vargova@lf1.cuni.cz, 224 964 242



5th and 6th year, ECFMG, Foundation Programme, Alumni

JITKA WURMOVÁ

Contact: jitka.wurmova@lf1.cuni.cz, 224 964 242



Czech and English tuition fee

MARKÉTA KARAŠOVÁ

Contact: marketa.karasova@lf1.cuni.cz, 224 964 206

THE MATRICULATION CEREMONY

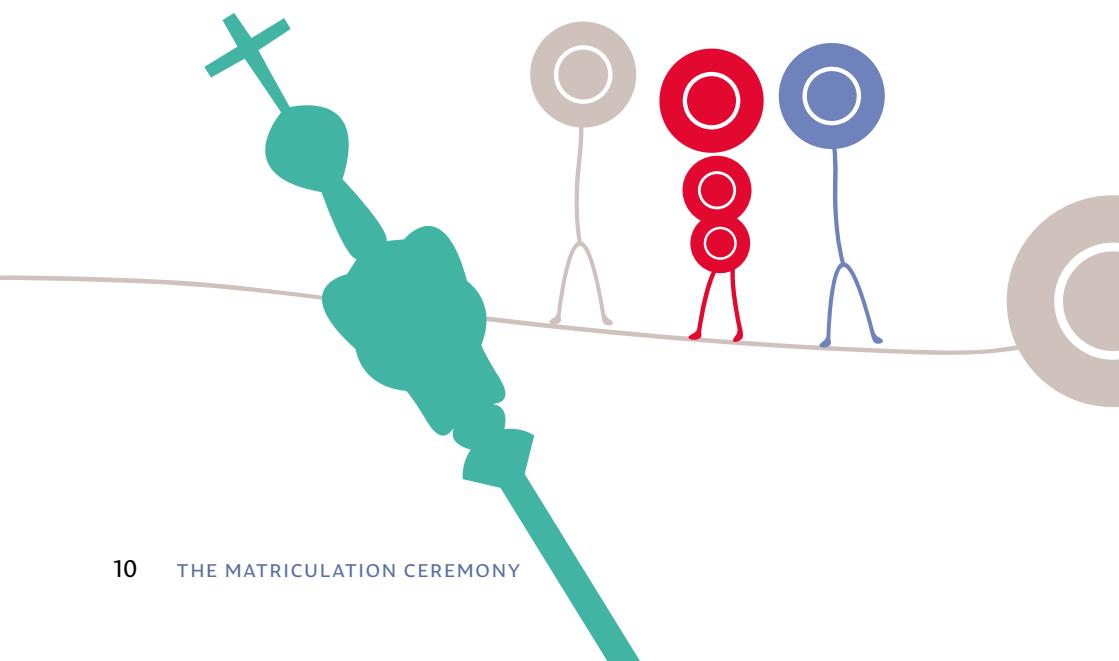
The matriculation ceremony is a special ceremony during which you will be officially welcomed at the Faculty. Attendance is compulsory.

It takes place in the main building of Charles University, called the Carolinum, at the address Ovocný trh 3/5. Only students can attend, their families and friends cannot.

The event is formal; you should dress accordingly.

During matriculation you will listen to the matriculation oath, which is read aloud by the promotor, and you will confirm your assent by symbolic touching of the scepter with your hand.

You must also sign the oath at the Student Department, and this confirmation has to be in your student credit book. Students who are unable to participate in the ceremony must also sign the oath at the Student Department and receive confirmation in their credit books.



COMPULSORY MEDICAL CHECK FOR 1ST YEAR STUDENTS

All 1st year students are required to undergo a medical check-up to evaluate their health status as well as a hepatitis B vaccination. Both procedures must be done till 31. 5. of upcoming calendar year.

Vaccination

Vaccination can be done and vaccination form (can be found on our website in section downloads) can be filled only by Hygiene and Epidemiology Institute, First Faculty of Medicine, Charles University in Prague and General University Hospital in Prague.

Address: Studničkova 7, Praha 2

Results must be presented to student office latest till 31. 5. of upcoming calendar year.

Medical Check-up

You can have the check-up done in your home country though the confirmation forms have to be stamped and signed by a Czech physician. Forms for medical check-up confirmation and medical history (can be found on our website in section downloads) should be filled in by your GP and presented to study department latest till 31. 5. of upcoming year. Medical history form is intended for your GP and it should stay with your GP.

The tests that are required are: *Medical history* (including previous vaccinations), *Physical examination*, *Urine test*, *AST* (no older than 3 months), *ALT* (no older than 3 months), *BWR* (no older than 3 months), *HIV* (no older than 3 months), *Full blood count* (no older than 3 months), *Chest X-ray* (no older than 2 years), *HbsAg* (no older than 1 year), *anti HBs*.

Recommended GPs:

Office of Dr. Ivana Grohová, M.D.

Website: www.doctor-prague.com

Mobile: 776 707 887

E-mail: doctor.groh@seznam.cz

Facebook: www.facebook.com/doctorprague

Ordinace PL Karlín, s.r.o.

Šaldova 24, Praha 8

tel. 224818214

www.ordinace-karlin.cz

info@ordinace-karlin.cz

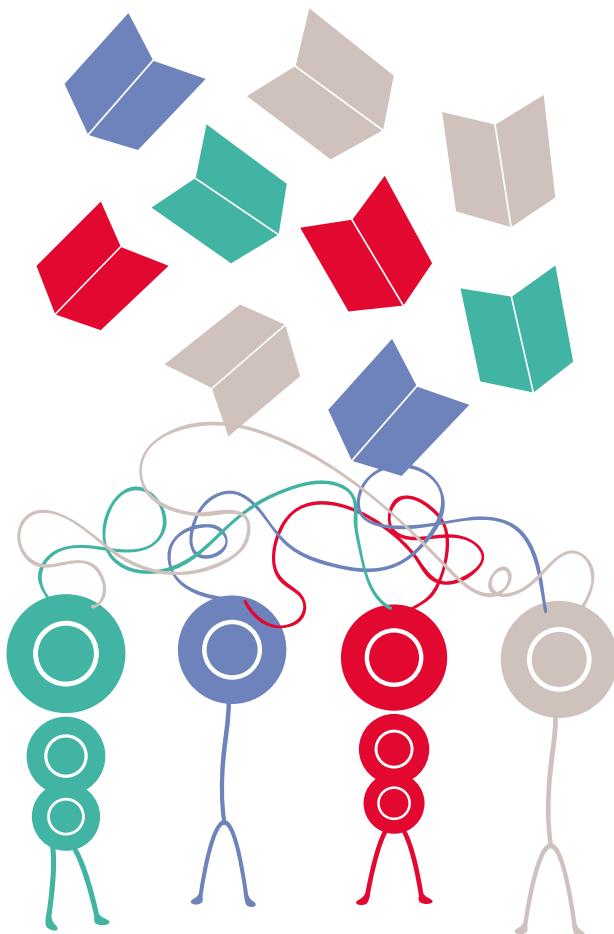
MUDr. Youngova a spol., s.r.o.

Vítězné náměstí 10, Praha 6

tel. 222 366 199

www.young.co.cz

ordinace@young.co.cz



DORMS AND SCHOOL CANTEENS

DORMS

Some of the preferred dorms are Jižní Město, 17. listopadu and Kajetánka. Accommodation is also possible in other University dorms (see below).

If you would like to book a room in a dormitory please contact the student coordinator for the first year.

The price of the accommodation is around 7000–7500 CZK per month. The particular price can vary significantly depending on the choice of dorm, room size, and length of stay. There is a complete price list at: kam.cuni.cz/KAMEN-1.html > *Student Residence > Necessary information and price list* (pdf).

Internet access is possible for a small fee.

The rules of the accommodation: kam.cuni.cz > *The information for student/Erasmus student*

Use this link to find important information about general lodging conditions, which are part of the lodging contract (kam.cuni.cz > *Termination of Accommodation contract*).

Dorms in Jižní Město

Vltava

address: Chemická 953, 148 28 Praha 4 – Jižní Město

contact: 271 111 248, 271 914 217

number of beds: 558

Otava

contact: 271 911 453, 267 267 548

address: Chemická 954, 148 28, Praha 4 – Jižní Město

number of beds: 1350

rooms: flats with two double-bed rooms, communal kitchen and bathroom
toilet: in the flats

other equipment: study rooms, ping pong, kitchen, piano room, smoking room, fitness, laundry, recreation room, luggage room, bicycle parking

Kajetánka

address: Radimova 12, 169 00 Praha 6

contact: 233 095 103, 235 365 920, 233 095 111

number of beds: 1284

rooms:

The K1 building: flats with a single-bed and a double-bed rooms, communal kitchen and bathroom

The K2 building: flats with two double-bed rooms, communal kitchen and bathroom

toilet: in the flats

other equipment: study rooms, laundry, fitness, recreation room, piano room

Hvězda

address: Zvoníčkova 5, 162 08 Praha 6

contact: 220 431 111, 220 431 371, 220 431 372

number of beds: 1768

rooms: 139 single rooms with a communal bathroom, 434 double-bed rooms with communal bathroom, 150 double-bed flats with bathroom

other equipment: piano room, bicycle parking, ping-pong, fitness, laundry, recreation room, TV hall, conference hall, study rooms, kitchen

17. listopadu

address: Pátkova 3, 180 00 Praha 8

contact: 284 684 393, 284 685 551, 286 021 619, 286 021 617

number of beds: 1472

rooms: flats with two double-bed rooms, shared kitchen and bathroom

toilet: in flats

other equipment: club rooms, study rooms, ecumenical room, musical room, piano room, ping pong, aerobic, computer laboratory, TV hall, laundry, luggage room, bicycle parking, canteen.

SCHOOL CANTEENS

The school canteens of the Charles University are open during the academic year, which is from the beginning of September till the end of June.

Daily you can choose from four main courses, one should be meatless. The student price is around 50 crowns (main course + soup + tea).

The payment is electronic, using your ISIC. During your first visit, you will have to go to the cash desk and open an electronic account using your ISIC. During registration you must put a minimum of 200 crowns on your account. You can then use the money on your account to buy meals. You can also use your account and password to order a dish online in advance.

You can order dishes by several ways:

- » online (kamweb.ruk.cuni.cz/webkredit/),
- » using the mobile application with Android OS ([> Koleje a menzy > Stravování > Objednávání jídel z mobilních zařízení Android](http://kam.cuni.cz)),
- » at cash desks in school canteens (the computer screen on the wall).

If you want to order a dish in advance, you will have to order it before 4 p.m. of the preceding day.

The list of the most visited school canteens

Menza Arnošta z Pardubic, Voršilská 1, Praha 1

Albertov, Albertov 7, Praha 2

Menza Budeč, Wenzigova 20, Praha 2

Menza Kajetánka, Radimova 6, Praha 6

Menza Hostivař, Weilova 1128, Praha 10

Menza Právnická, Nám. Curieových 7, Praha 1

Menza Jednota, Opletalova 38, Praha 1

Menza Troja, Pátkova 2136/3, Praha 8

SCHOLARSHIPS

The faculty offers several forms of financial support for students - scholarships.

A web application for scholarships accepted in the Charles University can be found at: is.cuni.cz/webapps/.

Scholarships are given and paid retrospectively.

SCHOLARSHIPS FOR EXCELLENT ACADEMIC ACHIEVEMENT

- » are paid retrospectively for a completed academic year according to your average mark.
- » Conditions and the value of the scholarship is determined by internal rules of the Faculty, which are approved by the Dean and Academic senate.
- » Scholarships are granted only to a limited number of students (usually the top 10 % of the year for each student program (general medicine, dentistry, all bachelor's and master's programmes).
- » To gain this scholarship you have to pass all exams the first time around with excellent or very good results.
- » The value of the scholarship is usually around 10.000 CZK per year. You do not have to apply to receive it, but according to the internal rules of the faculty, you will have to show your credit book to the student department when you receive your scholarship.

TASK-SPECIFIC SCHOLARSHIP

- » This is a special reward – e.g. for help with the organization of faculty events (Doors Open Day, and so on) or for a work on the faculty projects (WikiSkripta etc.).
- » It is a one-time financial reward.

CHARLES UNIVERSITY STUDENT ID CARD AND ISIC LICENCE

After enrollment at the University you will get a Student ID card. You can also buy an ISIC licence, which gets you discounts at stores and restaurants around the Czech Republic.

In order to get an ISIC, you will need your credit book with the 1. LF UK stamp. A photo will be taken at the ISIC issuing office, so you do not have to take one with you.

You will get a faculty stamp each year during enrollment. It is valid only for one academic year and you have to have it with your ID for validation that your ID is current.

There are several offices that issue student ID cards:

Faculty of Mathematics and Physics

Ke Karlovu 3, Praha 2

In the basement, M266

Information and Advisory Centre

Opletalova 38, Praha 1

ground floor dormitory Jednota

Card service centre at the CU Faculty of Law

Nám. Curieových 7, Praha 1

ground floor, room 34

The first time your Student ID card is issued free of charge; together with the ISIC licence it costs about 200 crowns. If you lose your card, you will have to pay 200 crowns again for a new one. If you decide that you do not wish to extend the ISIC license, your ID card will remain valid, but you will not be able to use it for student discounts.

TEXT BOOKS

Official recommended literature is listed on the webpages of the individual institutes or in the Student Information System (more on the page 19).

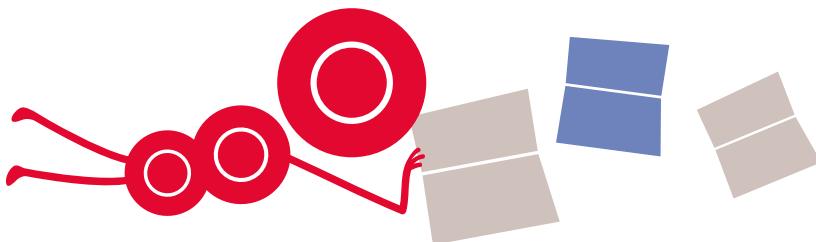
Which text books you use is up to you. If you need advice, you can ask your guides or teachers.

You can get textbooks in several ways:

- » You can buy new books – at online book stores, at MegaBooks in Korunní street n. 1300/65 (approx. 5 minutes by tram from I. P. Pavlova).
- » You can buy books from your colleagues in years above you – there are second-hand book sales and exchanges, where students sell their old books for reasonable prices. You can find the book exchange on skripta.lf1.cuni.cz. The second-hand book sale takes place in the beginning of October every year.
- » You can borrow books in the library – see page 30 for more information. You can use your student ID to borrow books. Go to uvi.lf1.cuni.cz to check if the book you want is available.

Apart from paper books you can also use handouts and presentations on the educational portal (portal.lf1.cuni.cz > English > E-learning courses or connect.lf1.cuni.cz)

Don't forget about WikiSkripta (www.wikiskripta.eu) and WikiLectures (wikilectures.eu) which are written by students supervised by doctors. These resources are a great opportunity to share your knowledge; if you would like to contribute, don't hesitate to contact the student editors on info@wikiskripta.eu and info@wikilectures.eu.



STUDENT INFORMATION SYSTEM (SIS)

The student information system is used for signing up for exams, enrollment into compulsory and elective subjects and also to check study requirements and credits. It can also be used to find information about subjects and exams.

You can sign in to SIS in the right upper corner of the official faculty website: en.lf1.cuni.cz

You can access SIS by using your username (login) and password, which you will obtain when you receive your ISIC. Your login is the number below your photo on the card.

You will enter information to create a personal profile, including items such as your bank account number, e-mail, phone, contact address in Prague). If this information changes during the course of your studies, you should update your SIS profile.

In addition to its other functions, SIS is also your electronic credit book. All compulsory subjects are documented in SIS. A running total of the number of credits that you have received is calculated. You can also see the number of credits that are required to complete the academic year.

There is detailed information about compulsory and optional subjects in the section called Subjects. The information that is available includes: the number of teaching hours per course, recommended literature and an overview of the lectures and seminars.

Your SIS account also provides you with an inbox, which you should check regularly for messages from the faculty.

Here is a manual showing how to use SIS: en.lf1.cuni.cz > Study > Information for Students > Enrollment and enrollment of subjects in SIS 2018/19.

COMPULSORY AND OPTIONAL SUBJECTS

Your study plan is determined by the faculty, and your timetable depends on your study group, but all groups have to pass the same number of the subjects and hours.

Compulsory subjects are determined by the study plan. You have to pass all of subjects in your study plan for each given year. You will get a certain number of credits if you pass them (either pass the exam or get the credit, depending on the subject).

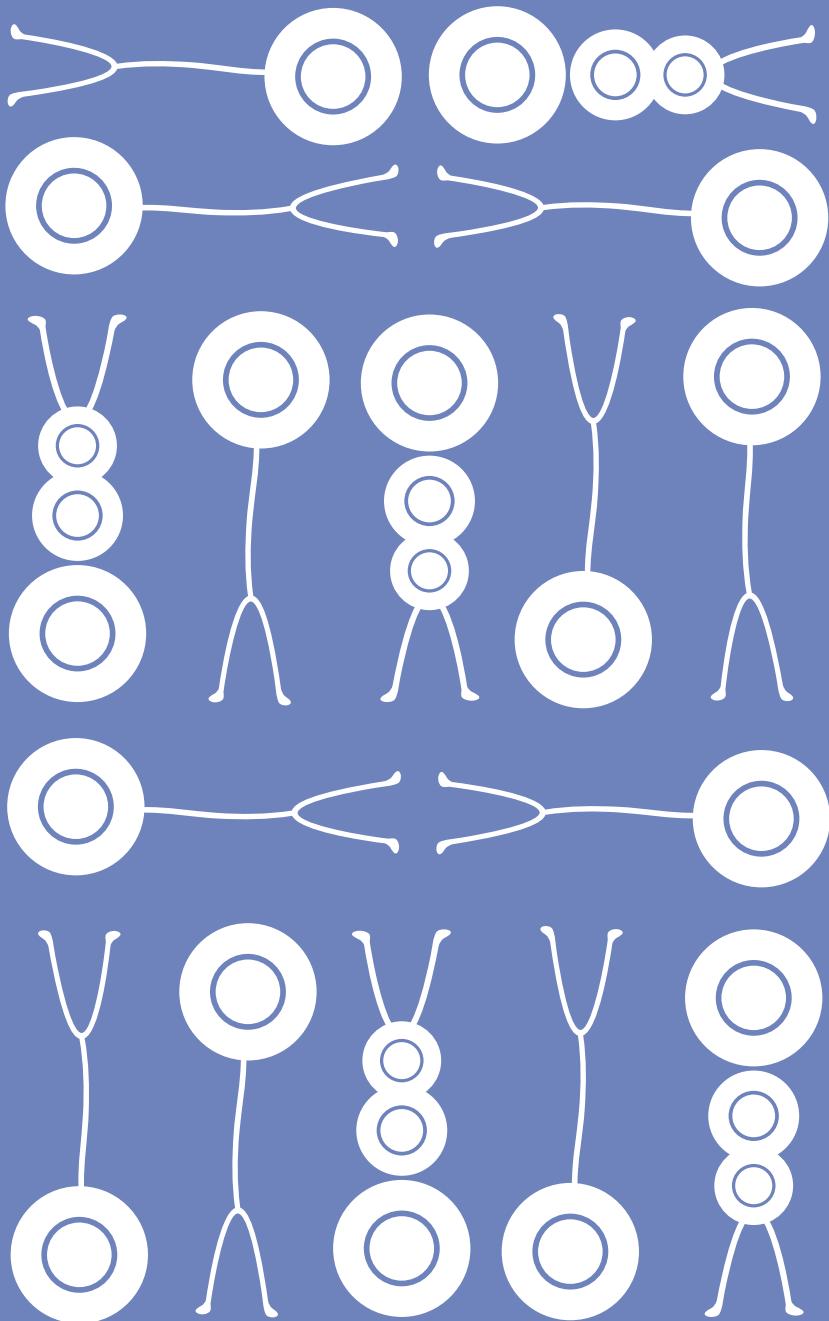
Even if you pass all of your compulsory subjects, you will not have enough credits to complete your studies unless you also pass some number of optional (elective) subjects.

You can choose suitable subjects. It is recommended to gain at least 3 credits from eligible subjects per academic year, maximum is 9 credits. Credits above the maximum won't be counted and are called "non-effective".

There is a detailed description of electives on SIS. The faculty offers nearly 400 of them, and the course offerings change from year to year.

The complete list of the electives is available on the faculty website. This list also includes the pre-requisites for each course.

DO NOT FORGET to sign up for all of your compulsory and optional subjects on SIS. It is your job to sign up for your subjects. The dates of the sign-up are announced in July on the faculty website.



CREDITS AND EXAMS

CREDITS

Obtaining a credit is one of the possible ways of completing a subject or clerkship. It is usually compulsory to obtain the credit in order to be allowed to take the exam, if an exam is required.

The teacher will write the credit into your credit book and enter the credit into the SIS website.

You will obtain a credit for a subject after completing a certain number of school hours or seminars, practical lessons, writing an essay or passing a test, depending on the course requirements.

EXAMS

Exams are mostly oral, and sometimes are preceded by a written test.

There is a list of exam questions on the official website of the institute or department which teaches the subject, as well as on SIS, under subject information.

You sign up for the exam on SIS (more page 19). There will always be enough terms for all students taking a subject to register for the exam.

Registration for exam terms will open at a given time, and remain open for a given amount of time, which is posted on SIS next to the exam terms. Some exam terms are very sought after and will be booked only seconds after registration opens, so be aware and plan accordingly.

Exams are evaluated with the marking system – excellent (1), very good (2) good (3). The mark will be written by the professor in your credit book and on the SIS website. If you fail, you will have to repeat the exam and the professor will simply write the date in your credit book, without a grade.

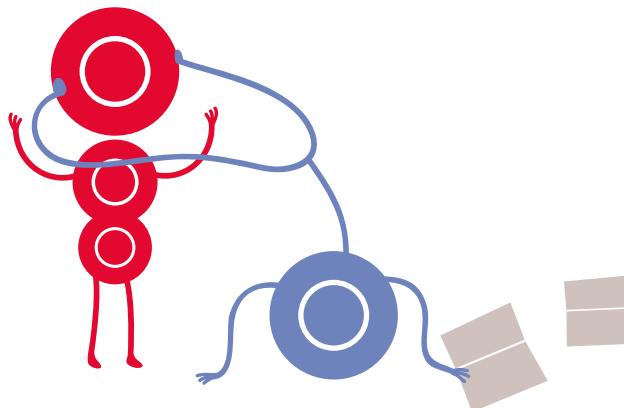
You will have up to three attempts for each exam, however, if you do not plan your examination period carefully, you may run out of time to use all three of your attempts for each exam. It is up to you to plan to take your exams in time, so that you have enough time to use all three of your attempts if necessary. Various institutes may also have their own special rules for exams terms (such as, September terms are only for repeated attempts).

If you do not pass an exam after the first three attempts, you will have to repeat the subject. In order to repeat a subject you must also have enough credits to pass the year without that subject (more information in the Individual Study Plan section). Each subject can be repeated just once. You will have three new attempts for passing the exam if you repeat a subject.

If you sign up for an exam term, but you do not take the exam, you must apologize. If you won't apologize, the term will forfeit.

Plan your exam terms carefully! There will be no additional terms besides the ones posted on SIS.

If you want to have some of your study obligations recognized you will have to follow requirements which are mentioned in the Dean's provision n. 9/2018 and which you can find here: en.lf1.cuni.cz > Students' Life > FAQ > How should I do recognition of subject from my previous study?



THE EVALUATION OF TEACHING

On SIS you will find a section where you can evaluate the quality of education at your faculty. You can evaluate individual subjects after you complete them.

Evaluations consist of questionnaires which include several questions about your satisfaction with the content of the seminars and lectures, questions about the attitude of the teachers. The second part allows you to write comments about the subject in your own words.

You can also evaluate individual teachers. Teachers who receive poor evaluations are required to meet with the dean and students to discuss what lead to their poor performance and how they can improve their teaching. The best teachers receive a financial award.

Evaluation is anonymous, although you will have to log into SIS to access the evaluation questionnaires. Teachers will be able to read comments written about them, but they will not know who the authors are. You may choose to sign your comments if you wish.

It is important to evaluate carefully. If your comments are meaningful and clear, teaching will improve. Evaluations are becoming more and more popular in recent years. More than 1000 students participate each year.



THE CREDIT SYSTEM AND INDIVIDUAL STUDY PLAN (ISP)

Credit points are points which you will earn by fulfilling student duties – like passing exams or obtaining credits in compulsory or elective subjects.

You can keep track of your credit points on SIS. The number of credits you will obtain per year will vary for each individual year. You should earn the so called "normal" number of credit points each year (table below).

If you won't pass some of the main subjects of the particular year and you have minimum number of credits (for example in the first year 50 effective credits, i.e. number of credits from eligible subjects is not higher than 9), you can ask for retake of subjects within the Individual Study Plan.

In order to complete their studies, General Medicine students will need 360 credit points; Dentistry students will need 300 credits.

ISP DUE TO NON-FULFILLMENT OF STUDENT DUTIES

In order to study on ISP, you have to meet the following requirements:

- » You did not pass up to two subjects for the given year.
- » You may apply for ISP due to failure to fulfill student duties only twice during your studies (because of that it is possible to allow ISP earliest after two sections of studies followed by previous section according individual study plan).
- » You have to earn a minimum number of credits (table below). You must not earn only the minimum number of credits two years in a row.

	Normal number of credits	Minimum number of credits
Section 1	60	50
Section 2	120	110
Section 3	180	170
Section 4	240	230
Section 5	300	290
Section 6	360	360 without exception



How to apply for the ISP:

1. Download the application form from the faculty website: www.lf1.cuni.cz/en > Information Services > Downloads > Application form
2. Fill out the form. For example : "I would like apply to repeat *Anatomy 2* (B82239) and *Medical Informatics* (B80364) because I did not pass these exams."

All applications are assessed by the Dean or a designated Vice Dean.

You can repeat compulsory subjects only once during your studies, and it must be done immediately in the next year.

At the end of ISP you must have the normal number of credit points and fulfil all subjects registered in ISP. This is one of the considerations made when you apply for ISP.

When you repeat a subject, you will have three new exam attempts.

When you repeat a subject, you must earn the credit again before gaining admission to the exam.

If you won't fulfil the conditions set in the individual study plan, your study will be terminated.

ISP FOR OTHER REASONS

Other reasons you may apply to ISP:

- » In case of complicated health or social situations (e.g. pregnancy, child-care, and so on),
- » If you study simultaneously at another faculty or University.

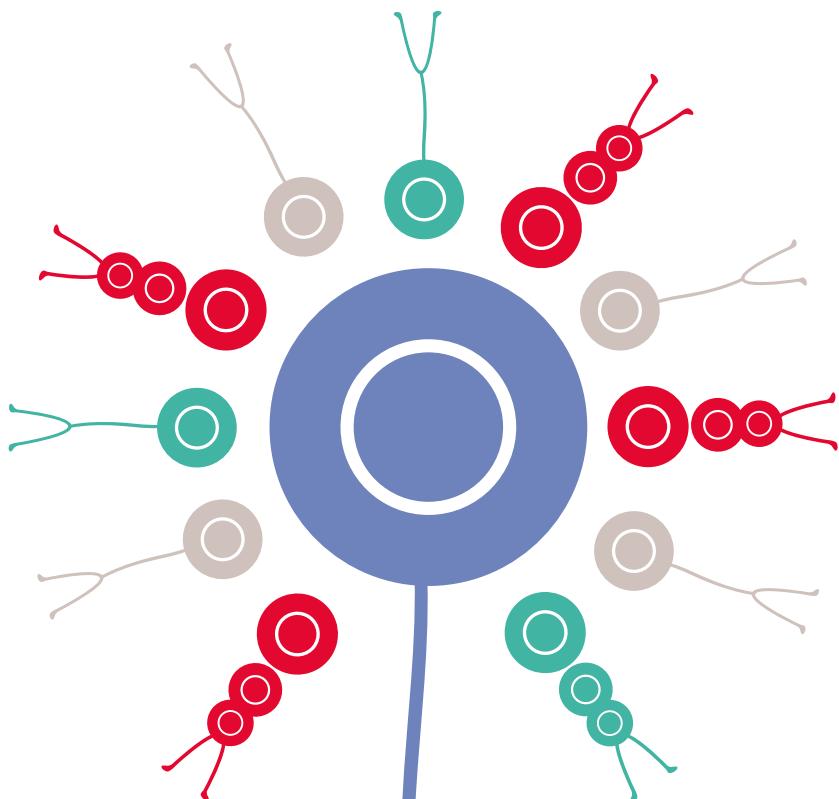
Application can be found on the Faculty website: www.lf1.cuni.cz/en > Information Services > Downloads > Application form

All applications are assessed by the Dean or a designated Vice Dean.

THE STUDENT GUIDE

Student guide is a student from year 2 or above who volunteers to help first year students adjust to life at the faculty, providing advice and support to new students.

Each study group has several guides who work together to help the whole group. Guides can help you choose text books, make your study schedule, pass exams successfully, and even find accommodation.



LIBRARY, INSTITUTE OF SCIENTIFIC INFORMATION

The school library might become your favorite place to study because it is so close to the lecture halls and seminars. The library building is located at U Nemocnice 4. In the basement you can borrow books, on the ground floor there is a cloakroom and on the first floor you will find the study rooms.

You can sign up anytime after your enrollment. It is wise to come at the beginning of September before students from the upper years come to borrow books.

You will need your student ID to borrow books. For registration at the library you will also need your passport.

Opening hours:

Library

Monday, Wednesday, Thursday 8.00–18.00

Tuesday 10.00–18.00

Friday 8.00–16.00

Study room

Monday, Wednesday, Thursday 8.00–19.45

Tuesday 10.00–19.45

Friday 8.00–15.45

The library is also open during the summer holiday on Wednesdays (9.00–16.00). From September 3rd to September 21st the library is open until 16.00 and the study room is not open. Regular opening hours start from September 24th.

Go to uvi.lf1.cuni.cz/en > *Library Services* > *loan services* for information about borrowing books.

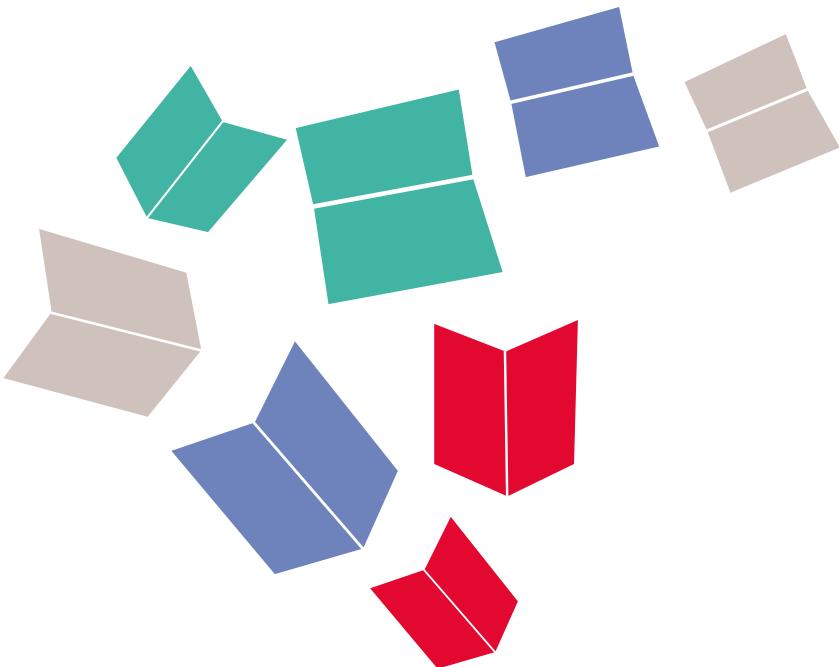
You can borrow books for 1–5 months usually, depending on the book. You can extend the due date of your books using the electronic system at the website

listed above. You can also reserve a book at ckis.cuni.cz. This electronic system works for all of the University libraries.

If you return a book past its due date without renewing it, you will have to pay a fine for each day that you keep it past the due date.

You can use computers in the 1. LF UK network to connect to electronic sources (e-books, e-magazines, databases like PubMed etc.). You can also use remote access by logging in via the Central Authentication System UK(CAS) at ldap1.cuni.cz.

There are several multifunctional devices (in study room on the ground floor next to the entrance to the computer room and also in the basement at the library desk), which you can use for printing and copying materials. You pay using an account linked to your ISIC. You must charge your account with money beforehand.



SPORT AND SPORTS CENTER OF THE CHARLES UNIVERSITY (SCUK)

You will have compulsory physical education (PE) during your first two years. In the first year you will try all sports which are offered, in the second year you will choose one on which you will focus the whole year. Physical education usually takes place in the SCUK building in Hostivař on Bruslařská 10.

To get there: take bus 125 from Skalka (the last station on line A) towards the bus station Gercenova, or bus 125 and 183 from Háje (line C).

Enrollment for second year PE is held during the first week of the semester at the Institute of Physical Education, at Salmovská 5, Praha 2.

If you are an athlete and you have regular training on the state or international level, you can be excused from the physical exercise requirement after submitting documentation of your activities.

If you are not capable of attending PE due to health reasons, you will have to bring confirmation from your physician at the beginning of the semester. Several theoretical lessons will follow, combined with rehabilitation.

You can also take PE as an eligible subject later on in higher years of studies. The faculty has several sports departments where you can participate in beach volleyball, floorball, golf, climbing, swimming or volleyball.

The institute organizes several sport courses and trips, which you can sign up for on SIS, or in person. These include summer and winter sports courses, massage training (as an optional subject), and a summer trip to the sea in Italy.

The summer sports courses are held in the village of Dobronice. The winter courses are held in the Krkonoše mountains. You can also travel abroad (Austria, France and Italy) during the summer courses.

THE ACADEMIC CLUB

This is a placid space on the ground floor of the Faust house (Karlovo náměstí 40) entered from the right corner of the courtyard.

A variety of concerts, exhibits, and discussions are organized there year round. The most well-known is the Faust Chair, which is held once a month and during which important and interesting members of the faculty or public personalities are invited.

You can find the programme of the Academic Club on [<en.lf1.cuni.cz>](http://en.lf1.cuni.cz) *Academic Club > Programme*.

You are welcome to visit the club for coffee or a glass of wine with friends at any time.

Opening hours:

Monday till Thursday 10.30–18.00
Friday 10.30–15.00

If you would like to organize your own event in the club, do not hesitate to contact



MICHAELA ŠERÁ-ČUTEKOVÁ

phone: 224 963 286
mobile: 725 184 416

ELECTRONIC MEDIA

The official web page for the faculty is en.lf1.cuni.cz. It is reasonable to check it from time to time – new information about faculty events, new offers and opportunities are posted regularly.

You can also find The First Faculty of Medicine on facebook at www.facebook.com/ljfuk. News about the Faculty and University is posted, and you are welcome to post your questions there as well. Facebook profile of the Foreign Student Affairs Department is at [www.facebook.com/pages/First-Faculty-of-Medicine-in-Prague-FSAD and is all in English](http://www.facebook.com/pages/First-Faculty-of-Medicine-in-Prague-FSAD-and-is-all-in-English).

You can follow Faculty on Instagram (www.instagram.com/ljfuk) where you can share your pictures from life at the Faculty. #ljfuk #firstfacultyofmedicine.

To log in to SIS you can use the link in the upper right corner of the faculty webpage or the address: sis.lf1.cuni.cz.

Our e-magazine „Jednička“ (the NUMBER ONE) is published five times per year on this link: www.lf1.cuni.cz > O fakultě > Časopisy > Jednička.

This magazine is currently available only in Czech but it can be a great Czech language practice to read it.

If you would like to buy faculty products (hoodie, T-shirt, white coat, etc.), you will find a list of these products on en.lf1.cuni.cz > Students' Life.

The electronic version of the study guide is available at en.lf1.cuni.cz > Study > Information for Students > The freshmen's guide. It is written by students from the wikiskripta community. If you find errors or updates, you are able to make amendments to the electronic version.

INTERNET CONNECTION

The Eduroam Wi-Fi network is available in all faculty buildings.

In order to use Eduroam, create a login on the CAS web page (dap1.cuni.cz). You will receive access to CAS when you get your ISIC.

You will find several computer rooms throughout the campus. You are free to use these computers.

- » One such computer room is located in ground floor of the Institute of Scientific Information.
- » Others are in the attic of Purkyně Institute in Albertov and in the courtyard of the Physiology Institute.

The Wi-Fi network is also available at the Society of Czech Medical Students and in the Academic Club in Faust house.

Access to the Eduroam network is available throughout the Czech Republic in all affiliated institutions (more on www.eduroam.cz).

The speed of this connection is advantageous especially for enrollment of exam terms, which can fill very quickly once enrollment opens.



STUDENTS ASSOCIATIONS

LF1 MEDSOC

This is the student society of the English Parallel at the First Faculty of Medicine. Their office is located on the second floor of the Faust House.

Their mission is to help the students of the English Parallel to adjust to the life at the First Faculty, and help them thrive by choosing the right study resources and strategies, organizing social events and extracurricular activities, and serving as a support network.

LF1 MEDSOC organizes very popular seminars about jobs abroad and how to prepare for foreign licensing exams and also some parties like the Halloween costume party, an international food fair, a Christmas Party, and a variety of others.

MEDSOC organizes competitive football and basketball teams that have several exciting games each year; students can also join any of the MEDSOC club sports, depending on their interests.

In addition to providing opportunities for students to relax and interact, MEDSOC also provides a Guide System for First Year students: each First Year study group is assigned several experienced students, usually from Second or Third Year, who provide advice and help to the incoming students during their first year at the Faculty.

MEDSOC is a non-profit, volunteer-based organization. There is no membership. All students are welcome to attend MEDSOC events and get involved in the organization. Elections for board positions take place at the end of the summer semester. Applications for non-board positions open shortly after the elections. You can buy Faculty merchandise at the LF1 MEDSOC office.

Find out more on: www.facebook.com/lf1medsoc/

THE SOCIETY OF CZECH MEDICAL STUDENTS (SMČ)

SMČ is a student society, which associates all students of the 1. LF UK. It offers them a collective space, where they can spend their free time and where student events are organized. Students are welcome to attend such events or even become involved in organizing them.

To become a member you have to pay a fee of 100 crowns. The membership is valid for the whole duration of your studies, thus the earlier you apply for the membership, the better for you. But of course it is not obligatory.

The SMČ club is located on the first floor of Faust House (Karlovo náměstí 40), on the left side from the stairs.

There are sofas, armchairs and several computers available for students to use. Besides a quiet study room, there are also foosball tables and Wi-Fi. You can use the SMČ library as well, where you will find most of the obligatory literature for medical students of all years.

The most well-known events organized by SMČ are the Star Party, the Saint Nicholas donation, the Blood Drive and the Medical Picnic.

See www.spolekmedikuceskych.cz for more information.

IFMSA CZ

IFMSA is an independent student organization, which associates medical students in more than 100 countries. In the Czech Republic it is represented by IFMSA CZ.

IFMSA offers scientific and clinical internships in hospitals around the world, in addition to educational projects in human rights, public and reproductive health for medical students and the public, too.

You can participate in scientific internships after your second year of study. Clinical clerkships are available after you finish your third year. In order to participate you must pass a language test in English. You can get extra points if you participate in the project or accommodate a foreign IFMSA student).

The key IFMSA projects include World Health Day and the World Diabetes Day, The Teddy Bear Hospital, sexual education projects, a surgical sewing course, and MediCafé.

More information at www.ifmsa.cz.

THE CZECH DENTAL STUDENTS ASSOCIATION

SSSČR is nonprofit organization which seeks to unify all Dentistry students in the whole of the Czech Republic. The association provides the possibility of international internships, helps students grow professionally, and offers them new experiences.

The SSSČR is member of the International Association of Dental Students (IADS), which organizes an exchange programme for students. It helps the students become involved with international scientific internships.

SSSČR organizes events where its members can try new dental materials and methods, participate in international preventive programs such as a Dental Alarm and others. SSSČR also organizes the Stomatological Ball and other social events.

More information at www.ssscr.cz.

WHERE TO SPEND YOUR FREE TIME?

Your university years shouldn't be all hard work; it's important to spare time to relax. You can participate in the school events (more on the page 41), go to the common rooms of the dorms, or into pubs, clubs and coffee bars in the vicinity of the Faculty campus. The students prefer:

The faculty buffet with outdoor seating – Fair Food Club

You will find it behind the Library, U Nemocnice 4. In the summer you can sit in the garden, in the winter it is a convenient place to get coffee and a snack.

The Dead Fish restaurant

It is located in Benátská 1965/4 next to the Botanical garden. This restaurant is popular among medical and natural science students. You can sit inside or outside, but it is often crowded.

The restaurant At the Crossroad ("Uterus")

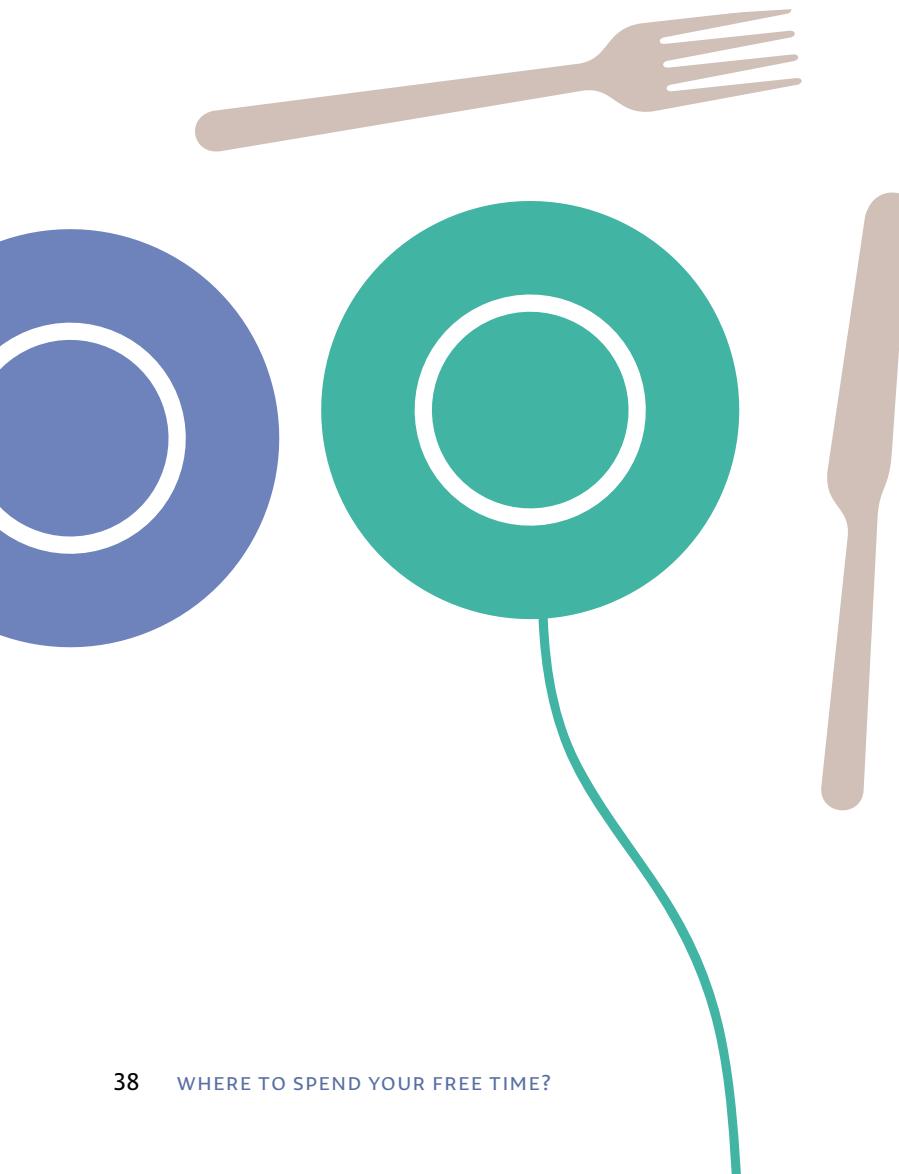
You will find it at the corner of Lípová street and Kateřinská street. This is a classic Czech pub (with separated section for smokers). If you are in need of a quick lunch and a chat with regular pub guests, this is the right pub for you. The nickname Uterus was coined by medical students who used to meet here regularly. You will still hear this nickname used today.

Famagusta fresh food and café

You can find it at the corner of Charles square below the Faust house. It is quiet space where you can get coffee between lectures or meeting point for you and your colleagues after the exam. You can find there not only coffee but also some tasty snacks.

If you are looking for a quiet place, you can take a walk through the Botanical Garden in Albertov close to the Faculty campus. You can sit and rest also on the benches around "the Little Albertov stairs", connecting the part of the campus at U Nemocnice and Charles square with the Albertov part of the campus. An-

other quiet spot is a park called Ztracenka on the Albertov hillside between the Faculty of Mathematics and Physics and Faculty of Science of Charles University.



A CALENDAR OF SOME FACULTY EVENTS WHERE STUDENTS ARE WELCOME

LF1 MEDSOC organizes a number of social, educational and sports events throughout the year:

- » **Second-Hand Book Sale** – in the second week of the winter semester
A great possibility to buy or sell textbooks and other study materials.
- » **Freshers' Week** – in the week after Enrolment day
The aim of this event is to welcome all freshmen. The event culminates in an interfaculty Welcome Bash at Lavka on the riverfront.

The Spring Ball – in the beginning of the spring

It is a formal event taking place each spring, where students and professors can mingle and celebrate the year's successes.

OTHER EVENTS

The Medical Ball – January

A traditional ball that has been around for more than one hundred years, which is held in the Žofín palace.

The Faust Chair – once a month in the Academic Club

They are discussions with important and interesting members of the faculty and public personalities. Discussions are in Czech, but all students are welcome.

A Drop of Blood – November, March/April

The charity blood drive in cooperation with the Transfusion Department of General University Hospital (VFN).

1+6 Medic Party – December

A non-traditional welcome and farewell party with participation of the Dean. During this event first and sixth year students meet, but all students are welcome to attend.

The Medical Picnic – May

A relaxed afternoon event in the garden of the Psychiatry and Neurology Departments of the First Faculty of Medicine and VFN with plenty of music, lemonade, tasty food, and friends.

The Saint Nicholas donation at the beginning of December

This charity event involves donating sweets and toys to children in hospitals around Prague.

Star Party – October, April

A legendary and stylish medical party at the famous dorm Hvězda (The Star).

Erasmus welcome party – October/November, February/March

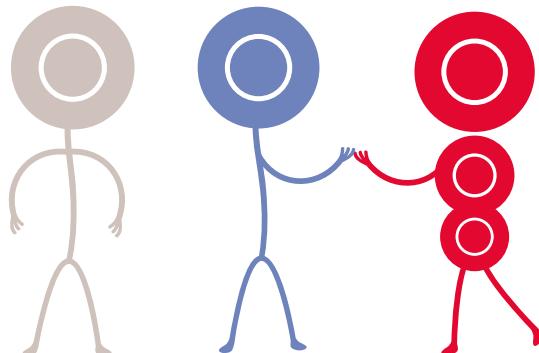
The goal of the party is to welcome and to acquaint incoming Erasmus students with local Czech students.

The Rector's Sports Day – May

A great opportunity to meet other students from other faculties of Charles University.

MediCafé – once a month

MediCafé (also known as a medical-scientific coffee bar) is an events where laymen, medical students, and anyone interested in medicine can chat with a physician who endeavours to popularize the biomedical sciences. Meetings are held in a comfortable coffee bar called Krásný Ztráty.



A FEW PRACTICAL TIPS AT THE END

Before the start of term you should buy a white medical coat. It is recommended to buy at least two because you will need one for dissections and one for other seminars. You can buy coat here: en.lf1.cuni.cz > Students' Life > First Faculty of Medicine Merchandise Catalogue

You also need a pair of indoor shoes for lessons in laboratories.

Also you should buy dissection tools – one pair of anatomical forceps and a scalpel with changeable razors.

You should wear your ISIC card with your white coat so that teachers and other hospital employees know that you are a student.

You should buy a lock to use in the locker rooms. Choose a mid-size lock, because these fit best into the lockers. If you lose your belongings, you should inform the closest reception. They are situated in the Dean's Building, Library, the Faust house, and the Purkyně Institute.

You can buy a short-term or a long-term public transportation ticket in the central dispatching office of the Prague Public Transit Company which is located near the Dean's building in Na Bojišti street. In order to get a student discount on your public transportation pass, you will need confirmation that you are a student, which is issued by the Student Department.

ACKNOWLEDGEMENTS

For their contribution to the Guide, we would like to acknowledge above all:

- » Student's Affairs Department
- » Dormitories and Refectories
- » Institute of Scientific Information
- » Institute for History of Medicine and Foreign Languages
- » Institute of Physical Education
- » Computer Technology Centre

With the support of the Dean prof. Aleksi Šedo.

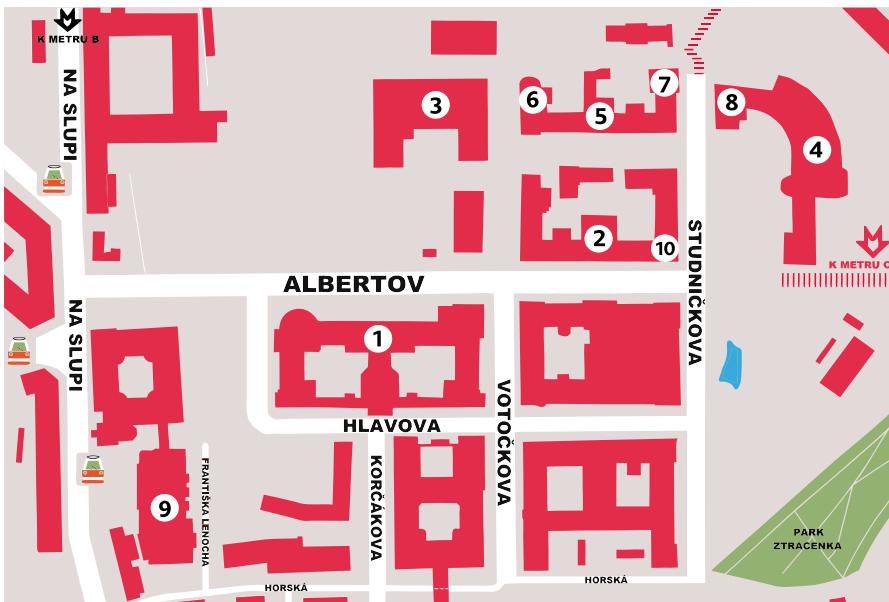
Written in 2017/2018 by the PR group 1. LF UK.

Your ideas can be sent on the email: pr@lf1.cuni.cz.



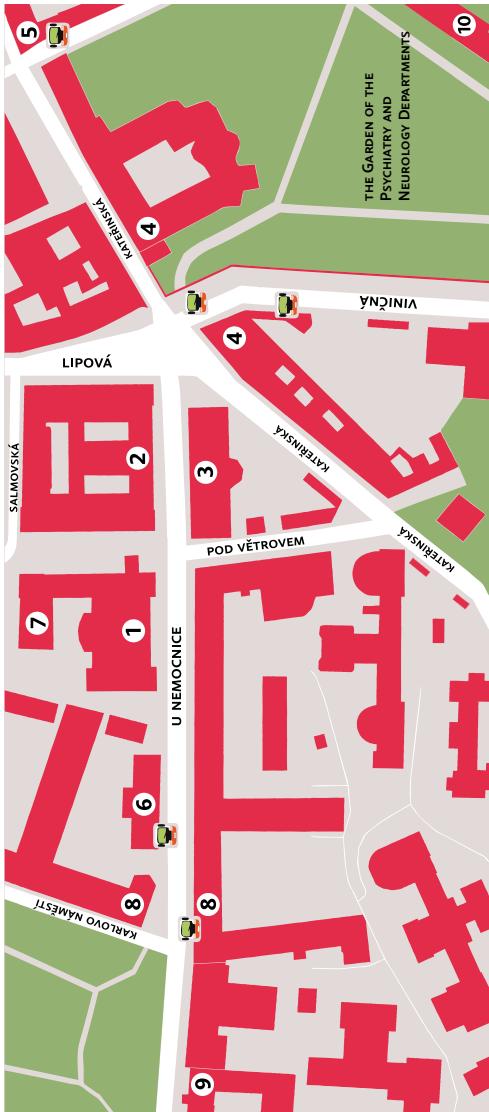
1. LÉKAŘSKÁ
FAKULTA
Univerzita Karlova

MAP OF ALBERTOV



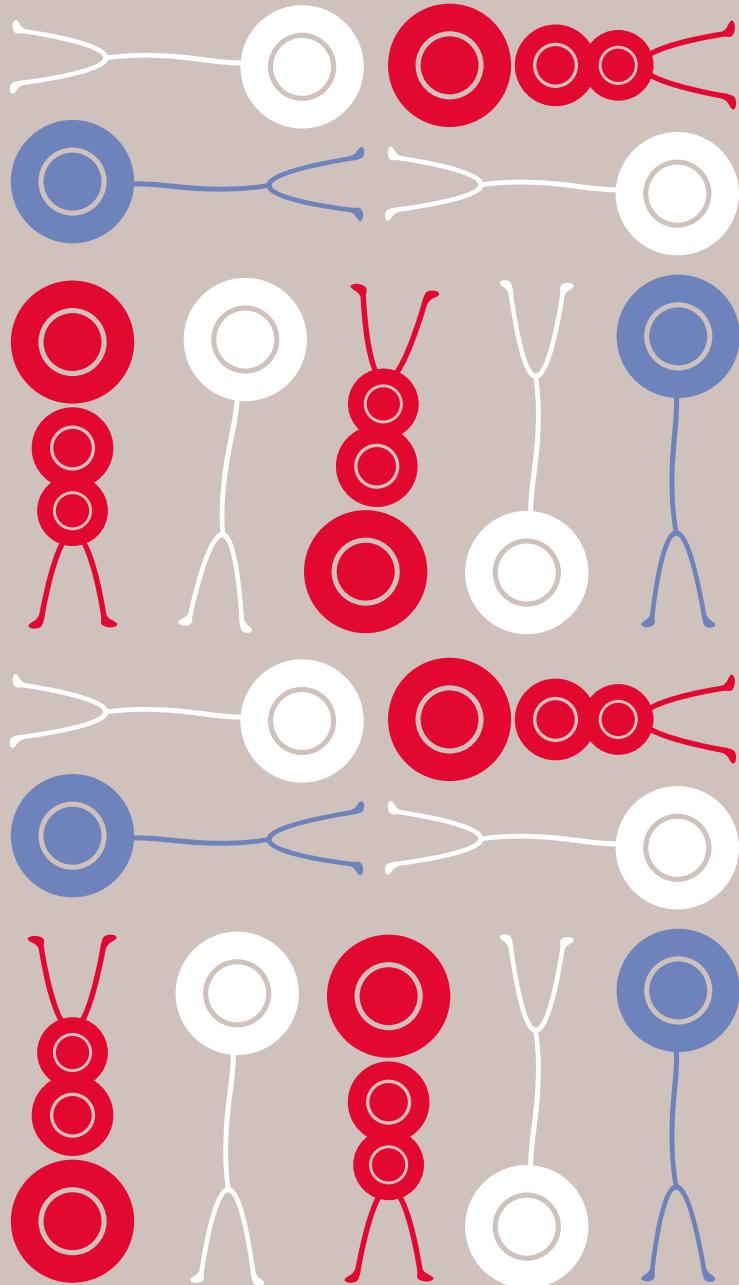
1. Purkyně's Institute (Institute of Histology and Embryology, Institute of Pharmacology, Institute of Biology and Medical Genetics)
2. Institute of Physiology
3. Canteen
4. Hlava's Institute
5. Institute of Immunology
6. Institute of Microbiology
7. Institute of Hygiene and Epidemiology
8. Institute of Forensic Medicine and Toxicology
9. Department of Rheumatology
10. Department of Rehabilitation Medicine

MAP OF KARLOVO NÁMĚSTÍ (CHARLES SQUARE)



1. Institute of Anatomy
2. Institute of Biochemistry and Experimental Oncology, Institute of Biophysics and Informatics, Institute of Nuclear Medicine, Institute of Pathological Physiology
3. Institute of Scientific Information (Library, Study Room, Computer Room, Day Room), Institute for History of Medicine and Foreign Languages
4. Department of Neurology
5. Dean's Office, Department of Stomatology, Institute of Medical Biochemistry and Laboratory Diagnostics
6. Institute of Hematology and Blood Transfusion
7. Institute of Physical Education, Institute of Sports Medicine
8. General University Hospital in Prague Faust House, Institute for Medieval Humanities, Institute for History of Medicine and Foreign Languages, Institute of Public Health and Medical Law, SMČ, MEDSOC, Academic Club
- 9.
10. Department of Psychiatry

*If you happened not to recognize us,
I am an erythrocyte...*



...and I am a stethoscope.



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oldest tradition with youthful spirit