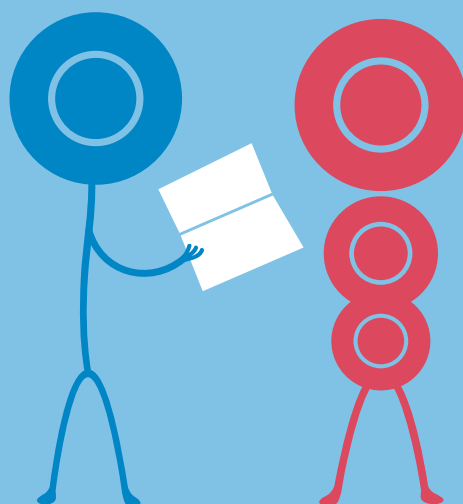
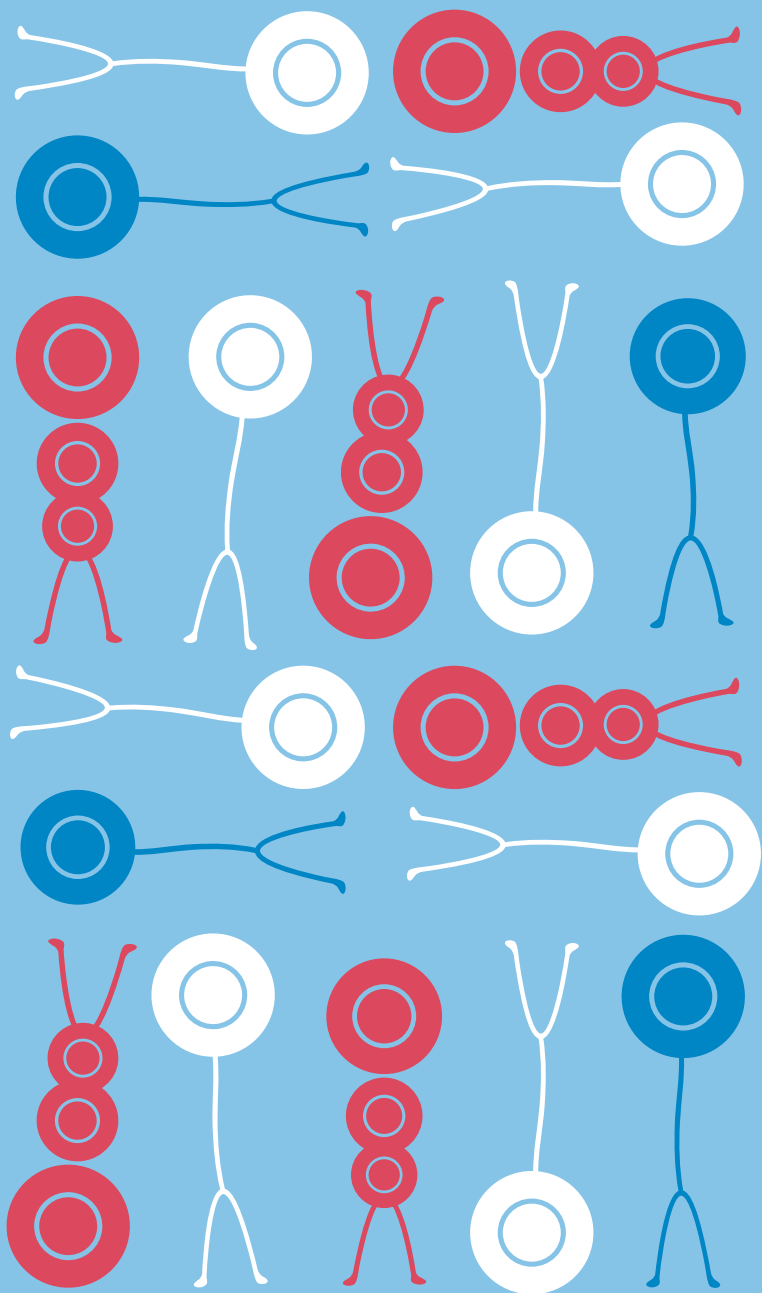




ERASMUS ARRIVAL GUIDE

First Faculty of Medicine, Charles University





CONTENTS

2	Introduction
3	Structure of the Faculty
5	Students' Feedback
6	Arrival and Registration
10	Visa and Residence Permit
12	Accommodation
15	Public Transport
18	Medical Care and Health Insurance
23	Catering
25	Cost of Living
26	Money Exchange, Paying in Shops
27	International Office
28	Student Card and ISIC Licence
29	Student Information System (SIS)
30	Credits and Exams
31	Faculty Library
33	The Academic Club
34	Electronic Media
35	Internet Connection
36	Students' Associations
38	Where to Spend Your Free Time
40	Sport and Sports Centre of the Charles University (SCUK)
41	Public Holidays
42	CU Point
43	Psychological Counselling Centre for International Students
44	CU Point – University shop
45	Merchandise of the First Faculty of Medicine
46	Some Useful Websites
47	A Few Practical Tips at the End
48	Maps
50	Useful Phrases in Czech

INTRODUCTION

Dear ERASMUS Students,

Let me warmly welcome you on behalf of the whole Academic Staff at the First Faculty of Medicine, Charles University. We are pleased that you have chosen our faculty for your studies in the Czech Republic and we hope that you will enjoy your stay and studies in Prague in a manner that will match your expectations.

The city of Prague is a traditional center of Bohemia dating back more than 1000 years and as such, the oldest university in the country is located in this city. The Faculty of Medicine was one of the four original founding faculties of the Charles University, which was established in 1348 by the later Roman Emperor Charles IV. Our Faculty can be proud not only of its hundreds of years of history, but currently there is also a very dynamic development in all branches of the clinical and theoretical medicine. In addition, we have also visions and dreams that are becoming reality step-by-step.

You, as incoming students, will most likely spend a rather limited period of time here in our faculty. We hope, nevertheless, that you will be able to both continue your studies and professional training, but at the same time, that you will get a taste what is it like to live in the Czech Republic. To achieve this goal, the staff of the ERASMUS Program office is ready to assist you with arrangement of your study program as well as with a variety of practical questions regarding your academic life. For the initial orientation upon your arrival, we hope that you will find this booklet an informative and useful guide. We wish you a successful stay in our faculty.

Doc. MUDr. Tomáš Kučera, Ph.D.

ERASMUS Departmental Coordinator of the First Faculty of Medicine

STRUCTURE OF THE FACULTY

The First Faculty of Medicine is one of the seventeen faculties of Charles University. 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, whereas it is the largest medical faculty in the Czech Republic. In 1945, its branches were opened in Hradec Králové and Plzeň, which later developed into autonomous faculties of Charles University. Two other medical faculties were established in Prague, belonging to Charles University as well.

The First Faculty of Medicine provides Master study programmes in General Medicine and in Dentistry. Bachelor study programmes are offered in Nursing (General Nurse) and in study programme of Specialization in Health Care (Physiotherapy, Occupational Therapy, Addictology and Nutritional Therapy and Midwifery).



The faculty offers also joint Bachelor-Master study programme of Specialization in Health Care (Addictology, Occupational Therapy and Intensive Care).

For students on self-payment basis the Faculty offers the study programme of General Medicine and the study programme of Dentistry taught in English.

At some courses Erasmus students join the group of English parallel, thus you will experience diverse international environment as these students come from all over the world.

The largest teaching base of the First Faculty of Medicine is the General University Hospital at Charles Square, Prague 2. The faculty has also joint workplaces with the Hospital Na Bulovce, with Thomayer Hospital in Prague-Krč, with the University Hospital Motol and with the Central Military Hospital – Military University Hospital Prague-Střešovice.

The first three years of the study at the First Faculty of Medicine are mostly theoretical, so the students spend most of their time in the lecture halls, classrooms and laboratories. The studies in the first years consist of lectures and practical lessons (seminars, microscopy lessons and laboratory work).

From the fourth year on, students have clinical subjects at the hospital. These courses are organized in blocks. Generally they consist of two hours of lessons and two hours of practicals every day.



STUDENTS' FEEDBACK



EMANUELE TOMMASINO, Italy:

"This well-organized university has many beautiful courses. During my experience I have attended 6 of them, and each is composed of lectures and especially practical activity on the ward."



ROK SLOKAR, Slovenia:

"I would like to emphasize that I already enjoyed some benefits of Erasmus programme: getting to know better the Erasmus students from the whole Europe, exchanging experiences and practice, spending quality time with new friends, comparing Slovene and Czech medical and educational systems, exploring the Czech country and culture and improving my language skills."



STEFANO GIORDANO, Italy;

KATARZYNA EWA MIKRUT, Poland:

"Dear Doctors! It's our last day at 1st Department Surgery Hospital today, so we want to thank all of you! During our 3 weeks here we've learnt a lot. Thank you for detailed explanation, improving our surgical knowledge and being so nice to us! It's always a pleasure to meet people who want to share the Art of Medicine."



ARRIVAL AND REGISTRATION

On your arrival in the Czech Republic (time zone GMT+1), first get to your accommodation and report to the reception in the hall of residence or your landlord. If you have applied for accommodation in Charles University halls of residence on time, you will find your [Accommodation Voucher](#) enclosed to your Letter of Admission.

Your [university registration](#) will be arranged during the orientation meeting or other meeting(s) with the faculty co-ordinator (you will be informed about them by email from the appropriate faculty co-ordinator). At the orientation meeting you will get further information about study practicalities including getting the [Record Book](#) 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 menza (sg.) in Czech, etc.). The Charles University ID Card may also be obtained in the form of the [ISIC card](#) (in this case you have to pay a higher issuing fee, but you are entitled to various discounts in theatres, cinemas and similar in the Czech Republic).

GETTING TO PRAGUE

Arriving by Air

All international flights arrive at Václav Havel Airport Prague, located approximately 20 km from the city centre. You can get into the city centre either by a city bus + metro (to reach the city center of Prague, we recommend bus no. 119 and 100 since they are the fastest ones, bus stops Terminal 1 and Terminal 2 are 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 are available at www.dpp.cz/en as well as on each bus stop) or by catching a taxi or using the airport minibus shuttle service (white vans of company CEDAZ).

1. TAKE A TAXI

2. USE PUBLIC TRANSPORT FROM THE AIRPORT TO THE CITY CENTRE OR YOUR HALL OF RESIDENCE

PRAGUE

PRAGUE

Metro map

The map illustrates the Prague Metro network, showing the following lines and stations:

- Line A (Green):** Nemocnice Motol, Petřiny, Nádraží Vešlavín, Bořislavka, Dejvická, Hradčanská, Malostranská, Staroměstská, Můstek, Národní třída, Muzeum, Náměstí Míru, Flora, Želivského, Strašnická, Skalka, Depo Hostivař.
- Line B (Yellow):** Zličín, Stodůlky, Luka, Luziny, Hůrka, Nové Butovice, Jímonice, Radlická, Smíchovské nádraží, Anděl, Smíchov, Národní třída, Můstek, Staroměstská, Malostranská, Hradčanská, Dejvická, Bořislavka, Nádraží Vešlavín, Petřiny.
- Line C (Red):** Kobyliště, Ládví, Střížkov, Prosek, Letňany, Černý Most, Hloubětín, Rajska zahrada, Hloubětín, Kolbenova, Vysoká, Českomoravská, Palmovka, Invaldovna, Křižkov, Florenc, Hlavní nádraží, Náměstí Míru, Náměstí Hrdů, Vyšehrad, Nusle, Pražského povstání, Pankrác, Budějovická, Kačerov, Roztyly, Spořilov, Chodov, Háje.

The map also shows the Vltava river (Vltava) and various districts (e.g., Dejvice, Troja, Letná, Hradčany, Břevnov, Stražov, Petřín, Smíchov, Hlubočepy, Braník, Vělká Chuchle, Žitné Město, Hostivař, Mladá Boleslav, Kbely, Černý Most).

You can take city bus no. 100 from the airport to *Zličín* metro station and travel on by metro.

If you live in **Hostivař Hall of Residence**, you travel by metro from *Nádraží Veleslavín* to *Skalka* metro station (23 minutes) where you need to change to bus no. 125 (10 minutes to stop *Nádraží Hostivař* where the hall of residence is located). Alternatively, you can reach *Nádraží Hostivař* by tram. Change to tram no. 22 at metro station *Náměstí Míru*, final station *Nádraží Hostivař*.

- » **119:** Prague Airport – *Nádraží Veleslavín* (metro line A) – **15 min**
- » **100:** Prague Airport – *Zličín* (metro line B) – **18 min**
- » **Airport express:** Prague Airport – **Prague Main Train Station** (metro line C and connection to SC, EC, IC and EN trains) – **35 min**

B) If you live in **Větrník Hall of Residence** or **Hvězda Hall of Residence**, use **bus no. 191** which provides direct connection of the airport with the halls. Bus stop **Větrník** is about a 3-minute walk from Větrník; bus stop **Nad Markétou** is situated just in front of Hvězda Hall of Residence. Alternatively, you take bus no. 119 to *Nádraží Veleslavín* (17 minutes) and travel on by metro to *Petřiny* metro station (2 minutes), 5 minutes from where the halls are located.

C) Connection to **Trója Hall of Residence**: bus no. 119 to *Nádraží Veleslavín*, metro A to **Museum**, change to red line C (direction Letňany) to *Nádraží Holešovice*, then change to **bus no. 112** in direction Zoologická zahrada. Get off at the stop **Pelc Tyrolka**.

For general information on Prague Václav Havel airport, see the Czech Airport Authority website: www.prg.aero/en/. 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 Hall of Residence and arrive at *Hlavní nádraží* train station, you can use a very fast (14-minute) **train connection** to the train station

Nádraží Hostivař located a 5-minute walk from the hall of residence. The timetable can be found under: www.idos.cz (switch to English/German in the right top corner).

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

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/train. Prices are available on this link: www.dpp.cz/en/ > **FARES**.

Timetables can be found on www.dpp.cz/en/ or www.idos.cz.



VISA AND RESIDENCE PERMIT

Registration by Immigration Police (obligatory for all students!)

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 **withing 30 days of their arrival** in the country if their intended stay will be longer than 90 days.

When registering with the Immigration Police, students must fill in a form called Registration Card, provide their travel document (passport or ID card), evidence of health insurance (European Health Insurance Card) and 1 photo.

If you are housed in Charles University Hall of Residence and intend to stay there for the full time of your study stay at Charles University, you don't need to visit the Immigration Police unless you need a confirmation of your registration. The Accommodation Office of your Hall or Residence will register you. Privately accommodated students are obliged to visit the Immigration Police Office!

In Prague, students shall register at the following address:

Odbor cizinecké policie ČR

(The Department of Foreign Police in Prague)

Olšanská 2176/2, 130 51 Praha 3

(directly at tram the stop Olšanská, tram lines 5, 9 and 26)

Phone: +420 974 820 317/318

Office hours:

Monday + Wednesday 8.00–17.00

Tuesday + Thursday 8.00–15.00

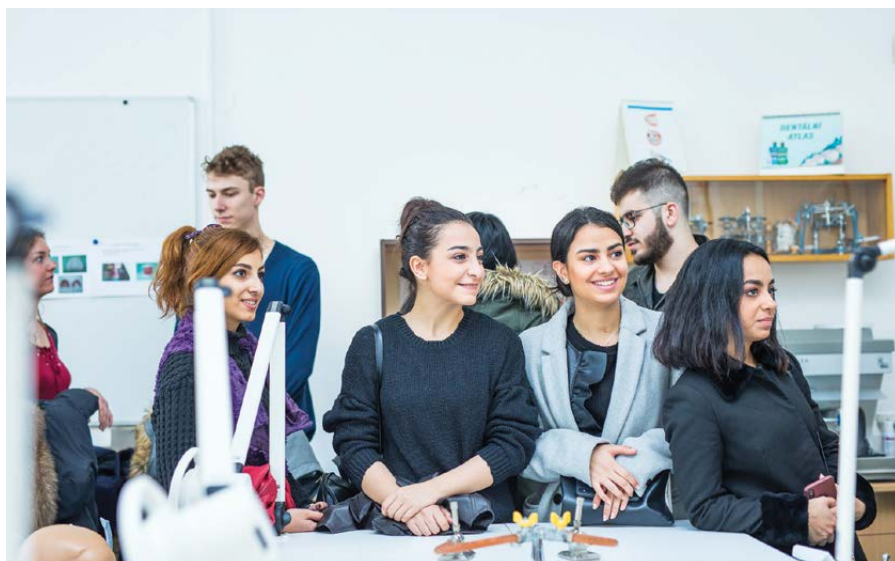
Friday 8.00–12.00 (only for client with an appointment)

Student Visa

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.

For more information: www.mvcr.cz/mvcren/article/immigration.aspx > *Useful Information > Immigration.*



ACCOMMODATION

University accommodation is provided in Charles University Halls of Residence. Students are housed in double rooms; single rooms are not available. Unit system consists of twin rooms (= rooms 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 for a small fee. 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, contact the European Office (erasmus@ruk.cuni.cz) prior the arrival or ask the Accommodation Office (Reception) when moving in. 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. Internet connection in the halls is NOT available before the official registration day at your host faculty!

To check-in you need: your passport or ID card, 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.

A deposit CZK 1,800 + approximate first full month's rent is to be paid approximately 2 months before arrival. Upon arrival you pay for the extra days you stay in September/February.

The rent is paid directly in cash (CZK) or by card (if the hall has the necessary equipment) at the Accommodation Office/Reception at the appropriate residence. Students make the first payment upon their arrival and must make subsequent monthly payments in advance, always at the latest on the 20th 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 hall of residence 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. More information is available at www.cuni.cz/UKEN-365.html.

For reservation of accommodation, please contact European Office (erasmus@ruk.cuni.cz). For any special questions concerning your accommodation, contact Accommodation office (accommodation@kam.cuni.cz).

Halls of Residence used for the ERASMUS+ programme		
Hall of Residence	Address	Contact
Kolej Hostivař	Weilova 2, 100 00 Praha 10 kam.cuni.cz/KAMEN-55.html	+420 267 215 211 kolej.arealhostivar@kam.cuni.cz
Kolej Hvězda	Zvoníčková 5, 162 08 Praha 6 kam.cuni.cz/KAMEN-51.html	+420 220 431 377 kolej.hvezda@kam.cuni.cz
Kolej Na Větrníku	Na Větrníku 1932, 162 00 Praha 6 kam.cuni.cz/KAMEN-50.html	+420 220 431 217 kolej.vetrnik@kam.cuni.cz
Kolej 17. listopadu	Pátkova 3, 180 00 Praha 8 kam.cuni.cz/KAMEN-54.html	+420 284 684 393 kolej.17.listopadu@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 very 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. The standard deposit for the flat or room equals 1 month rent. The letting agencies usually ask a provision fee of 1 month rent, too.

Flatmates/rooms in shared flats can be found e.g. through www.expats.cz. There is a large range at www.spolubydlici.cz, but the majority of adverts is in Czech (in Czech look for “Hledám byt...” / “I look for a room/flat”).

IMPORTANT

Do not pay the deposit and the rent before you actually see the flat. In whole Europe there are organized groups of people who try to rent non-existing flats!



GENERAL INFORMATION ON PUBLIC TRANSPORT

The Czech Republic offers an excellent public transport system in every major city. In between the cities, there are both good bus and train connections.

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 within the Czech Republic please visit www.idos.cz (switch to English/German in the right top corner).

PUBLIC TRANSPORT WITHIN PRAGUE

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.

The CZK 32 ticket is 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 hall of residence or intercity tram/bus station.** A single ticket for CZK 24 is valid for 30 minutes. More on: www.dpp.cz/en/.

Validation of Single-Ride Tickets

After boarding a bus, tram, or upon entering the metro, **tickets must be date-stamped** in order to make them valid. Your ticket is not valid without the time and date or without marked specific code. 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 metro line throughout the city area. **They are also valid on some suburban train routes up to the city boundary. The ID/ISIC card of the Charles University with the faculty coupon** can serve as transport pass (you only have to add the transport coupons for the period of your stay in the Czech Republic – you can buy the coupons in almost each metro station).

Students above 26 years of age are not eligible for student discounts. In Prague, they have to apply for the new transport pass – *Lítačka*. More information here: www.pidlitacka.cz/home (English).

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 a.m. Trams and buses connect the metro system to outlying areas, and are also a handy way to make short journeys within the city centre.

The most efficient form of **night transport** is the network of night trams and buses that runs from about midnight until the metro reopens. You can also use suburban trains within the borders of the city, Prague transportation passes are valid on the suburban trains up until the border of the city. For further information on public transport in Prague (fares, list of routes and timetables), visit 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 present 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. when having a valid travel pass you only 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 such a 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-minute walk from metro station I. P. Pavlova).

USING TAXIS

Unfortunately, taxi drivers have a rather bad reputation in Prague. There is no standard price for taxi services, but drivers are required to display their prices, usually on the door. It is a good idea to agree on a price before you commit to a ride, and be sure that the meter is running while you are in the taxi.

Four usually reliable companies whose dispatchers speak English are:

Tick Tack (Phone: +420 721 300 300),
Profi Taxi (Phone: 14015),
City Taxi (Phone: +420 257 257 257),
Taxi Praha (Phone: +420 222 111 000).

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.

Your **European Health Insurance Card (EHIC)** or **Provisional Certificate** 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 identification 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 EHIC or the Provisional Certificate 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), we recommend that you make a direct agreement with a Czech health insurance company, and register with it.** The registration is for free and you only need your EHIC (or the Provisional Certificate) and a personal document for it. To register, visit a Czech health insurance company of your choice (the most frequent one is Všeobecná zdravotní pojišťovna, www.vzp.cz > *O nás* > *Pobočky*). As the registration document you will obtain “**Potvrzení o registraci**” (**Certificate of Registration**) which is to be submitted to any doctor/dentist/at the hospital before getting treatment.

Please note that in recent years some doctors insist that foreign patients bring this document with them next to the EHIC card or the Provisional Certificate.

More information on health care for EU citizens during a temporary stay in the Czech Republic can be found here: www.cmu.cz/en.

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 or the Provisional Certificate 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 can be easily spotted 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.

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.

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>Městská poliklinika Praha /City Polyclinics Prague/ www.prahamp.cz Phone: +420 222 924 211 Spálená 12, 110 00 Praha 1</p> <p>Nemocnice Na Homolce /Na Homolce Hospital/ (foreign pavilion) www.homolka.cz/en Phone: +420 257 271 111 Roentgenova 2, 150 30 Praha 5</p> <p>FN v Motole /University Hospital in Motol/ www.fnmotol.cz Phone: +420 224 431 111 V Úvalu 84, 150 06 Praha 5</p> <p>You may also enter “lékař” and the name of the area you live in to www.mapy.cz and you will receive a list of the doctors in your proximity including their contacts.</p>	<p>There are many private clinics in Prague. You may find a list of them e.g. here: www.expats.cz > <i>Directory > Health and Medical</i></p> <p>Mediconet (paid) www.medicover.cz/en Phone: +420 221 775 111 V Celnici 5, 110 00 Praha 1</p> <p>Poliklinika Národní /Polyclinic Národní/ (paid) poliklinikanaarodni.cz/en/ Phone: +420 222 075 120 Národní 9, 110 00 Praha 1</p> <p>DC Mediscan – Chodov (paid) www.mediscan.cz/diagnostic-center Phone: +420 267 090 811 (– 4) Šustova 1930, 148 00 Praha 11-Chodov</p>

EMERGENCY CALLS

Ambulance	Police	City Police	Fire Brigade	EMERGENCY
155	158	156	150	112

Emergency calls are free.



CATERING

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

Daily you can choose from four main courses, one should be meatless. The student price is between CZK 35–50 (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 CZK 200 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 in several ways:

- » online (kamweb.ruk.cuni.cz/webkredit/),
- » using the mobile application with Android OS (kam.cuni.cz/KAM-144.html),
- » 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 14.30 the preceding day.

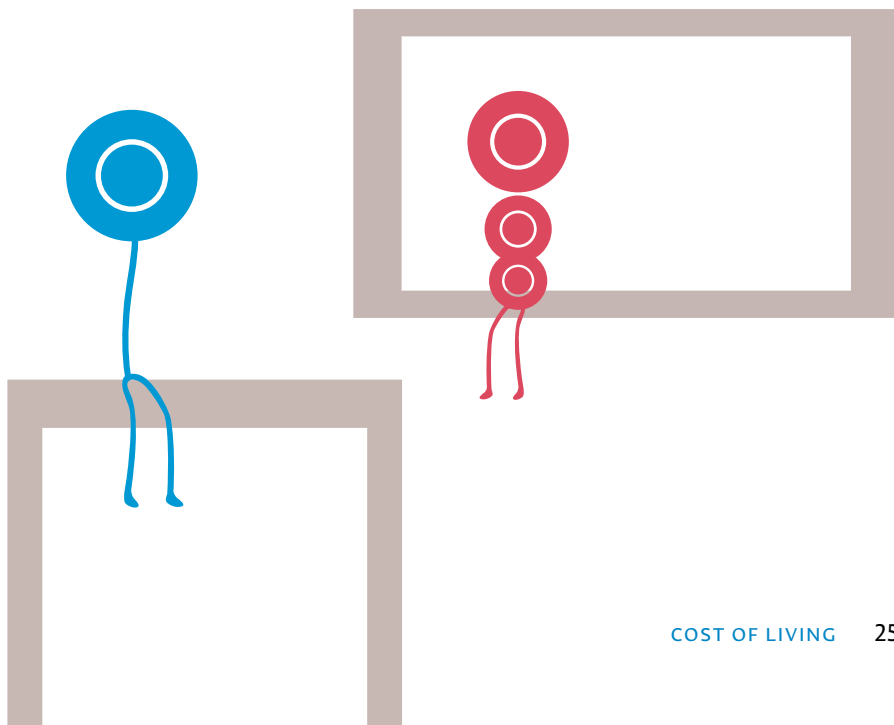
CAFETERIAS (kam.cuni.cz/KAM-20.html)	
Name	Address
Menza Arnošta z Pardubic	Voršílská 1, Praha 1
Menza Jednota	Opletalova 38, Praha 1
Menza Právnická	Nám. Curieových 7, Praha 1
Menza Albertov	Albertov 7, Praha 2
Menza Budeč	Wenzigova 20, Praha 2
Menza Jinonice	U Kříže 10, Praha 5
Menza Kajetánka	Radimova 6, Praha 6
Menza Sport	J. Martího 31, Praha 6
Menza Troja	Pátkova 3, Praha 8

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 per month to cover food, basic transport and accommodation.

Rent	Food	Public Transport	Leisure Time	TOTAL
CZK 5,000–10,000	CZK 3,800–4,200	CZK 260– 300	CZK 1,000–3,000	CZK 8,560–16,500

Be aware that the level of rent varies depending on which part of the city you live in, whether you use the University hall of residence 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.



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.

You can exchange money in banks. The rates are less advantageous than in exchange offices 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 to 17–18, and they are usually closed at the weekends.

For current exchange rates go to the pages of the Czech National Bank:
www.cnb.cz/en/.

INTERNATIONAL OFFICE

The International Office of the First Faculty of Medicine is located on the first floor, office no. 2.057, of the Dean's building in 32, Kateřinská Street.

The student coordinator will help you to manage everything that concerns the organization of your studies including enrolment and cancellation of subjects, confirmation of your status as a student, various requests and administrative duties concerning your study stay.

The office hours of the International Office are:

Monday + Wednesday: 8.00–12.30

Tuesday + Thursday: 12.30–15.30

Friday: closed

E-mail: erasmus@lf1.cuni.cz, Phone: +420 224 964 372



STUDENT CARD AND ISIC LICENCE

In order to have access to university facilities such as libraries, reading rooms, computer labs, cafeterias, etc. after enrolment 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 a student card or ISIC card, you will need a faculty coupon. It will be given to you in the International Office of the faculty. A photo will be taken at the ISIC issuing office, so you do not have to take one with you.

There are several offices that issue student ID cards:

1. CU Point – Celetná 13, 116 39 Praha 1

cuni.cz/UKEN-135.html

Monday – Thursday: 9.00–12.00 and 12.30–18.00

Friday: 9.00–12.00 and 12.30–16.00

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

Monday: 8.00–12.00 and 12.30–17.00

Tuesday: 8.00–12.00 and 12.30–17.00

Wednesday: 9.00–13.00

Thursday: 8.00–12.00 and 12.30–17.00

Friday: 9.00–15.00 and 12.30–15.00

3. The Faculty of Law of CU – náměstí Curieových 7, 116 40 Praha 1 (room 34)

Monday – Thursday: 9.00–12.30 and 13.00–16.30

Friday: 9.00–12.00

The price of the International Student Identity Card (ISIC) is CZK 230.

STUDENT INFORMATION SYSTEM (SIS)

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

You can get to SIS in the right upper corner of the official faculty website: www.lf1.cuni.cz/en. You can access SIS by using your username (login) and password, which you will obtain when you receive your student ID card / ISIC. Your login is the number below your photo on the card.

Your profile will be created by the coordinator who will also assign you for the courses you will apply for. In addition to its other functions, SIS is also your electronic credit record book.

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.



CREDITS AND EXAMS

CREDITS

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.

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

EXAMS

Exams are mostly oral, sometimes they 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. 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 will 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 (A), very good (B) good (C) and failed (F). The mark will be written by the professor in your record 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.

In most cases the exams take place right after the end of the course. You will be provided detailed information at the first lesson of the particular course.

The school library might become your favourite place to study as 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 any time after your enrolment. 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 and Thursday: 8.00–18.00

Tuesday: 10.00–18.00

Friday: 8.00–16.00

STUDY ROOM

Monday, Wednesday and Thursday: 8.00–19.45

Tuesday: 10.00–19.45

Friday: 8.00–15.45

Go to uvi.lf1.cuni.cz/en > [Loan Services](#) for information about borrowing books.

You can borrow books for 1-4 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/index.php.

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.



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, exhibitions and discussions are organized there year round. The most well-known is the Faust Chair, which is held once a month and to which important and interesting members of the Faculty or public personalities are invited. You can find the programme of the Academic Club on www.lf1.cuni.cz > *O FAKULTĚ > Akademický klub 1. LF UK.*

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

Opening hours:

Monday – 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: +420 224 963 286

Mobile: +420 725 184 416

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

The information addressed to Erasmus students can be found at: www.lf1.cuni.cz/en > *Erasmus*.

You can also find The First Faculty of Medicine on facebook at: www.facebook.com > *First Faculty of Medicine in Prague –FSAD* and on *Instagram #1lfuk*, the page is completely in English.

To log in to SIS you can use the link in the upper right corner of the faculty webpage.

Our e-magazine “Jednička” (the NUMBER ONE) is published five times per year on this link: www.lf1.cuni.cz > *O Fakultě* > *Časopisy*. This magazine is currently available only in Czech but it can be a great Czech language practice to read it.



INTERNET CONNECTION

Internet access is provided for students in their hall of residence and at the University. The halls of residence in Prague offer the possibility of Internet connection in all rooms in all buildings. This is a land line and the student must have their own cable; wi-fi connection is available in common parts of the accommodation facilities (e.g. in the entrance hall). To get connected, the student must present the Charles University ID/ISIC Card that he/she has been given at 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 in time, the Internet stops functioning. At the faculty students can enjoy free access to the Internet in computer study rooms, and also the wi-fi connection. Students get their access login to the university network together with their Charles University ID/ISIC Cards at registration.

For registered readers the libraries also offer Internet connection (e.g. Czech National Library www.nkp.cz offers free wi-fi connection to the library network in all study rooms). You can also use the services in Internet cafés.

THE SOCIETY OF CZECH MEDICAL STUDENTS (SMČ)

SMČ is a student society which associates all students of the First Faculty of Medicine. It offers them a collective space, where they can spend their free time and where student events are organized. One of their activities is assigning a “buddy” to each incoming Erasmus student. A buddy will help you after the arrival to Prague to arrange practical things and to settle down. SMČ also organizes welcome parties for Erasmus students, guided tours, trips, visits of museums etc., so it's also a way to meet Czech students.

The SMČ club is located on the first floor of **Faust House** (Karlovo náměstí 40), on the left side from the stairs. There is a sofa, armchairs and several computers are available for students to use, as well as a quiet study room. There are also foosball tables and Wi-Fi. You can use the SMČ library, where you will find most of the obligatory literature for medical students of all years.

Facebook profile of SMČ is [www.facebook.com > ESO 1. LF UK](https://www.facebook.com/ESO.1.LF.UK).



LF1 MEDSOC

This is the students' 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 adapt 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.

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. 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. Active members meet once a month in the SMČ Club. All students are invited to these meetings.

You can register to join the organization by emailing the local president (president@ifmsa.cz). All volunteers are welcome. For more information see www.ifmsa.cz.



WHERE TO SPEND YOUR FREE TIME

Your university years shouldn't be all hard work; it's important to make time to relax. You can participate in the social events organized by The Society of Czech Medical Students, go to the common rooms of the dorms or to 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 summer you can sit in the garden, in winter it is a convenient place to get coffee and a snack.

Mrtvá Ryba /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.

Restaurace Na Křižovatce (“Uterus”) /The restaurant At the Crossroads/

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

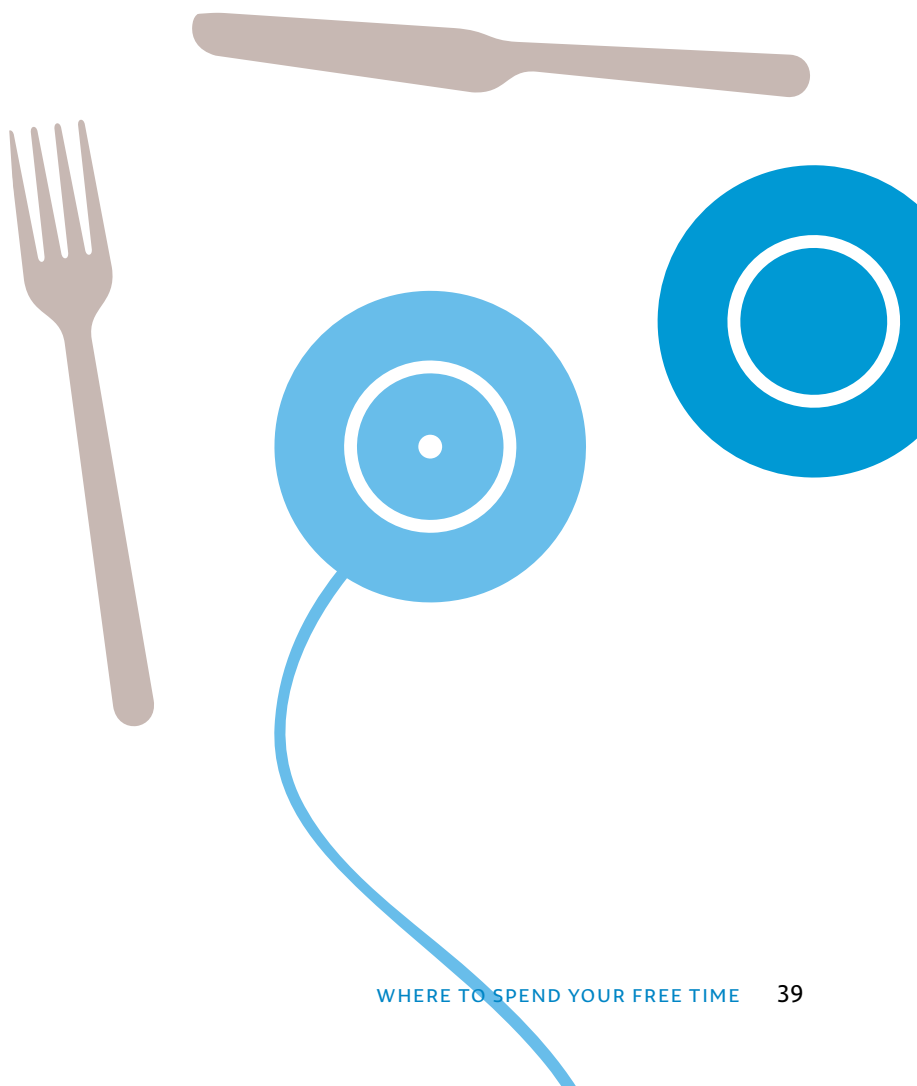
Student club Celetná

If you are in the city centre and looking for cheap and good beer, this is it. You can find it near Old town square right across from the Grévin wax museum. In the true student spirit, payments with ISIC are possible.

Café Kampus

A café bar near the Charles Bridge frequented by students from the whole of Charles University, especially philosophy or art students. Popular for hosting all sorts of events such as discussions, art meetings or film projections.

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



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, 154 and 183 from *Háje* (line C).

The faculty has several sports departments where you can participate in beach volleyball, floorball, golf, climbing, swimming or volleyball.

The Institute of Physical Education (Salmovská 5, Praha 2) organizes several sport courses and trips, which you can sign up for either through the student coordinator or in person. These include sports courses, massage training (as an optional subject) etc.

Winter courses are held in the Krkonoše mountains.

For more information see <https://utv.lf1.cuni.cz/en>.



PUBLIC HOLIDAYS

September 28th – St. Wencelas day, the patron saint of the Czech state

October 28th – Czechoslovakian statehood day

November 17th – Freedom and democracy day

December 24th, 25th, 26th – Christmas

January 1st – Republic day, New Year

Easter – “Good Friday” and Easter Monday

May 1st – Labour day

May 8th – Liberation day

July 5th – Constantine and Methodius day, first Christian missionaries

July 6th – Jan Hus day



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

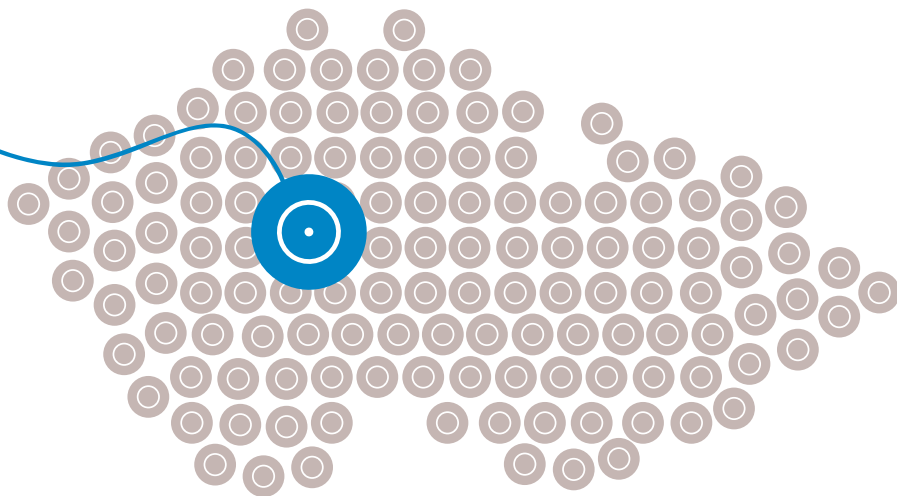
Address: Celetná 13, 116 39 Praha 1

Phone: +420 224 491 610

E-mail: centrumcarolina@cuni.cz, web: www.ipc.cuni.cz/en

Monday – Thursday: 9.00–18.00

Friday: 9.00–16.00



PSYCHOLOGICAL COUNSELLING CENTRE FOR INTERNATIONAL STUDENTS

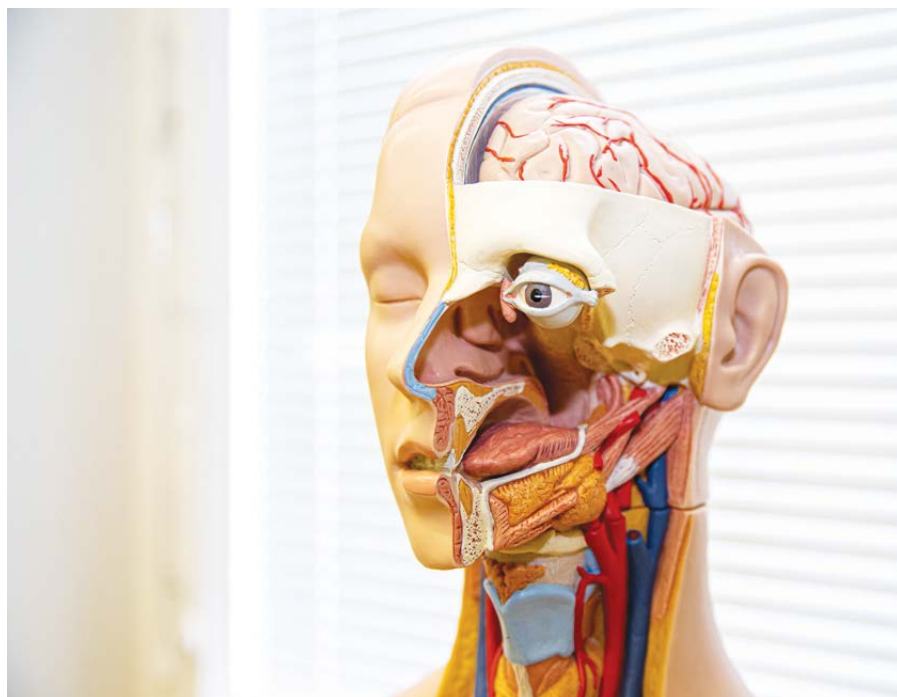
Centre for international students provides quality services to help get you through the challenges that you may face in emotional, interpersonal and academic/career-choice situations.

To make an appointment, please contact the psychologist via e-mail (counsel@ruk.cuni.cz).

Address: Školská 13a, 110 00 Praha 1

Phone: +420 222 232 452

E-mail: poradny@cuni.cz



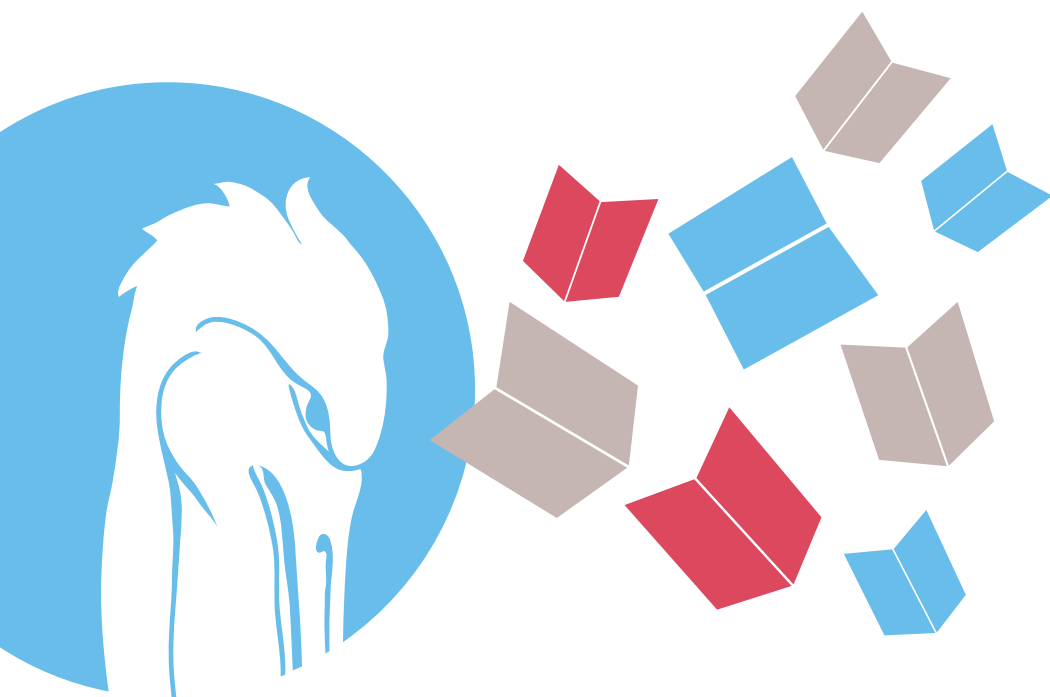
CU POINT – UNIVERSITY SHOP

CU Point is Charles University 2009 established public university information centre and a 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

E-mail: shop@cuni.cz

Phone: +420 224 491 842



MERCHANDISE OF THE FIRST FACULTY OF MEDICINE

If you wish to buy a souvenir or a gift from our faculty for friends or a medical gown you can have a look at the offered items on this link: www.lf1.cuni.cz > *O FAKULTĚ* > *Propagační předměty*.

THE ITEMS CAN BE BOUGHT:

E-shop: alumni1lf.cz/e-shop

Dean's building

Kateřinská 32, Praha 2

1st floor, door no. 2079 (Pokladna)



SOME USEFUL WEBSITES

First Faculty of Medicine lf1.cuni.cz/en

Czech Airlines www.csa.cz/en

Trains and Buses www.idos.cz

Prague Information Service www.praguewelcome.cz

Prague Public Transport www.dpp.cz

Czech Republic – Official Tourist Information Website www.czechtourism.com

Czech National Library www.nkp.cz/

Prague City Hall – Prague Information Service 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, iforum.cuni.cz.



A FEW PRACTICAL TIPS AT THE END

Make sure to have a white coat and clean indoors shoes with you, it will be required during courses in hospitals and it is unlikely they will have any for you to borrow. You can buy a coat with the Faculty logo at the Faculty shop.

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

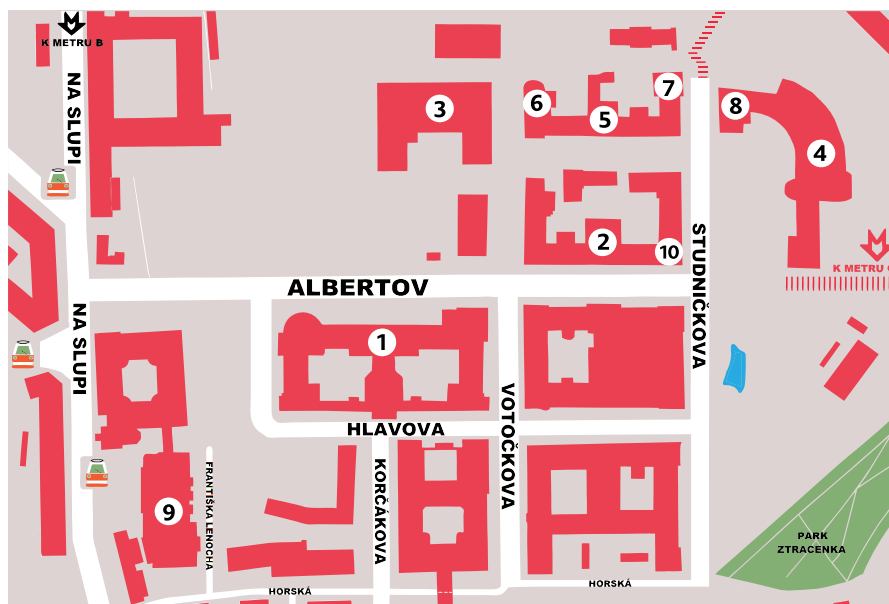
You should buy a lock to use in the locker rooms. Choose a mid-size lock, because they fit best into the lockers. If you lose your belongings, you should inform the closest reception. These are situated in the Dean's Building, Library, The Faust House, and The Purkyně Institute.

The internet connection at the dormitory is not available on the same day of your arrival – you need to have your student card first (at that office you will get together with the card also your login and password).

Your study period which will be stated in your final documents starts in the beginning of the semester or from the start of your first course. It finishes on the day of your last course or exam. It is not possible to confirm more than seven days after that date.

We wish you a very happy and productive stay at the First Faculty of Medicine!

MAP OF ALBERTOV



1. Purkyně 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 Dental Medicine, 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
9. Faust House, Institute for Medical Humanities, Institute for History of Medicine and Foreign Languages, Institute of Public Health and Medical Law, SMČ, MEDSOC, Academic Club
10. Department of Psychiatry

USEFUL PHRASES IN CZECH

Good day/Hello (<i>formal</i>)	Dobrý den. (DOH-bree den)
Hi (<i>informal</i>)	Ahoj. (ah-hoy)
How are you? (<i>formal</i>)	Jak se máte? (yuck se MAA-teh?)
How are you? (<i>informal</i>)	Jak se máš? (yuck se MAA-sh?)
Fine, thank you.	Dobře, děkuji. (DOH-brzheh, DYEh-koo-ye.)
What is your name?	Jak se jmenuješ? (yuck se YME-noo-yesh?)
My name is ____.	Jmenuji se _____. (YME-noo-ye se _____.)
Nice to meet you.	Těší mě. (TYE-shee myeh.)
Please.	Prosím. (PROH-seem)
Thank you.	Děkuji. (DYE-koo-ye.)
You're welcome.	Rádo se stalo. (RAA-do seh STU-loh.)
Yes.	Ano. (AH-noh.)
No.	Ne. (NE.)
Excuse me./I am sorry. (<i>getting attention</i>)	Promiňte. (PROH-mih-nyte)
Goodbye (<i>formal</i>)	Na shledanou. (NAH-skhleh-dah-no)
Bye (<i>half-formal</i>)	Nashle. (NAH-skhleh)
A beer, please.	Jedno pivo, prosím. (YEHD-noh PIH-voh, PROH-seem)
Cheers!	Na zdraví! (nah ZDRAH-vee!)
I can't speak Czech [well].	Neumím [moc dobře] mluvit česky. (NEH-oom-eem [mots dob-rzheh] MLOO-vit CHES-kee.)
I don't understand.	Nerozumím. (NEH-roh-zoo-meem)

Do you speak English?	Mluvíte anglicky? (MLOO-vee-te UN-glihts-kih?)
I speak a little _____.	Umím trochu _____. (OO-meem TROH-khoo_____)
I understand.	Chápu./Rozumím. (KHAAH-pooh/ ROH-zooh-meem)
What does _____ mean?	Co znamená _____? (TSOH ZNAH-meh-naah_____?)
How do you say _____?	Jak se řekne _____? (YUCK seh RZHEHK-neh_____?)
What is it called?	Jak se to jmenuje? (YUCK seh toh YME-noo-ye?)

This publication was prepared by the Department of Communication and the Department for Scientific Research and International Relations of the First Faculty of Medicine.



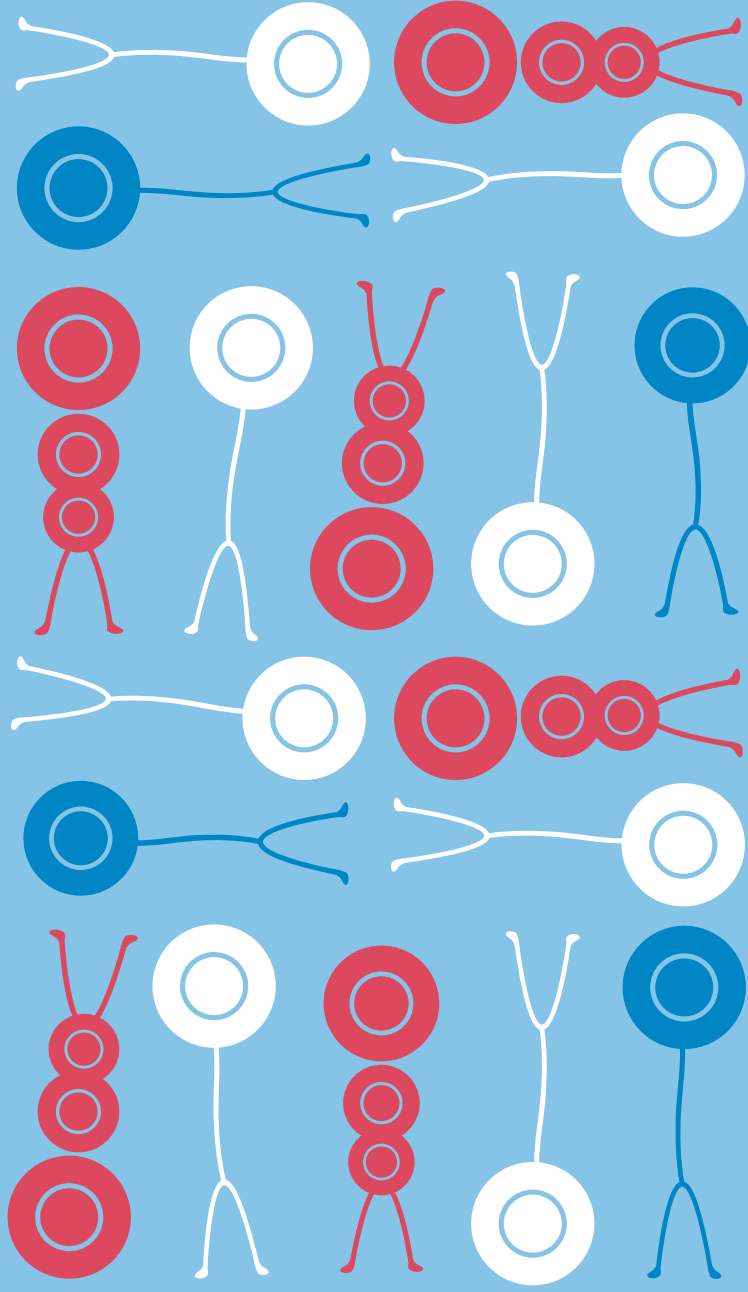
CHARLES UNIVERSITY
First Faculty of Medicine



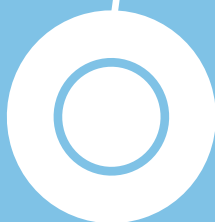
Erasmus+

First Faculty of Medicine of Charles University, 2020

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



... and I am a stethoscope.



www.lf1.cuni.cz/en

oldest tradition with youthful spirit