



ERASMUS GUIDE 2015/2016



FACULTY OF ARTS
CHARLES UNIVERSITY
IN PRAGUE



Erasmus+

Dear Students,

This guide is intended particularly for you – European students who are coming to study at Charles University in Prague through the Erasmus+ Programme. It has been designed by the International Office of the Faculty of Arts, which is the place where you will register and obtain all the information to make the best of your stay.

While we know it is impossible to answer all the questions you may have, we hope you will find the information this guide contains useful for your studies. For all other information, don't hesitate to contact us at the International Office.

We wish you an exciting and rewarding stay in Prague!

Erasmus+ Coordinators

Jana Tvrzová



Vít Prokopius



1. Introduction and Basic Information

Charles University in Prague

Charles University, founded in 1348 by Charles IV, Czech King and Holy Roman Emperor, is one of the oldest universities in the world, and today belongs to the most eminent educational and scientific establishments in the Czech Republic, recognized in both the European and the global context.

Over 51,000 students are studying at Charles University in Prague (which is roughly one sixth of all students in the Czech Republic), in more than 300 accredited degree programmes and 660 study disciplines. More than 18,000 are studying in bachelor's programmes, 25,000 in master's programmes and more than 7,000 in doctoral programmes. Over 6,000 students are from abroad.

Charles University ranks among the world's top universities, a fact that has been confirmed repeatedly by international university rankings. In the Shanghai University's Academic Ranking of World Universities, which evaluates 2,000 universities, Charles University in Prague placed in the top 300 out of the total of world's 17,000 universities and colleges. Charles University therefore belongs among the 2% of the best universities and the 100 top European universities. It is the only Czech institution of higher education to appear in the published list of 500 best universities. The university fared just as successfully in the THES ranking, achieving 229th position.

Faculty of Arts

The Faculty of Arts is one of the original four faculties established in 1348 (together with the Faculties of Theology, Law, and Medicine), and currently offers 89 subjects of study run

by 46 departments and institutes. Since it gained independence at the beginning of the 19th century, the Faculty of Arts has been concentrating on its principal concerns — the humanities. As a result it is now one of the largest and most important humanities institutions in the Czech Republic. With almost 8,000 students and 700 members of teaching staff, the Faculty ranks among the largest at the University. It occupies four buildings in the city centre, whose addresses are:

- **Jana Palacha Square 2, Prague 1**

The main building; faculty administration, International Office, Computer Laboratory, Interpreter Laboratory, Self-Access Language Centre, the main library, and the majority of departments.





- **Celetná Street 13 and 20, Prague 1**

Information and Advisory Centre; Departments of Adult Education, Archaeology, Cultural Studies, Education, History of Art, Psychology, and Sociology.



- **U Kříže 8, Prague 5 (Jinonice)**

Political Science, Information Science and Social Work



- **Hybernská Street 3, Prague 1**

Translation Studies, Ibero-American Studies, Comparative Literature

Basic Erasmus+ Data

Full legal name of the institution	Charles University in Prague Faculty of Arts Univerzita Karlova v Praze Filozofická fakulta
Erasmus+ code	CZ PRAHA 07
Address (main building)	náměstí Jana Palacha 2 116 38 Praha 1 Czech Republic
Dean	doc. Mirjam Friedová, Ph.D.
International Office	1st floor, rooms 103 and 128 zahranicni@ff.cuni.cz +420 221 619 382 (fax)
Head of International Office	Mgr. Ivo Skůček +420 221 619 833 ivo.skucek@ff.cuni.cz
Erasmus+ Faculty Coordinators	Bc. Jana Tvrzová – incoming students +420 221 619 841 jana.tvrzova@ff.cuni.cz Vít Prokopius – outgoing students +420 221 619 840 vit.prokopius@ff.cuni.cz
Office hours	Tuesday 9:00 – 12:00 Wednesday 14:00 – 17:30 Thursday 14:00 – 16:00 Friday 9:00 – 12:00
Website	http://ff.cuni.cz http://www.cuni.cz

Erasmus+ Departmental Coordinators

During Orientation Week, you should find your supervisor – the Departmental Coordinator at the appropriate department or institute – and discuss the lectures and seminars you wish to attend with them. They will also let you know where and when those courses take place.

Field of Study/Coordinator	E-mail	Room
MUSICOLOGY Mgr. Marc Niubó, Ph.D.	Marc.Niubo@ff.cuni.cz	404, main building
THEATRE STUDIES Mgr. Martin Pšenička, Ph.D.	martin.psenicka@ff.cuni.cz	407, main building
FILM STUDIES PhDr. Kateřina Svatoňová, Ph.D.	katerina.svatonova@ff.cuni.cz	406, main building
ART HISTORY Mgr. Kateřina Adamcová, Ph.D.	katerina.adamcova@ff.cuni.cz	401, Celetná 20
ADULT EDUCATION PhDr. Martin Kopecký, Ph.D.	martin.kopecky@ff.cuni.cz	303, Celetná 20
EDUCATION PhDr. Karolína Burešová, Ph.D.	karolina.pavkova@ff.cuni.cz	225, Celetná 20
AESTHETICS Mgr. et Bc. Štěpán Kubalík	kubalik.stepan@seznam.cz	402, Celetná 20
PHILOSOPHY Mgr. Ondřej Švec, Ph.D.	ondrej.svec@ff.cuni.cz	220, main building
RELIGIOUS STUDIES Mgr. Ondřej Švec, Ph.D.	ondrej.svec@ff.cuni.cz	220, main building
AUXILIARY HISTORICAL SCIENCES AND ARCHIVE STUDIES PhDr. Zdeněk Hojda, CSc.	zdenek.hojda@ff.cuni.cz	212, main building
CZECH HISTORY PhDr. Jan Randák, Ph.D.	randak.jan@seznam.cz	208, main building
GENERAL HISTORY PhDr. Ondřej Vojtěchovský, Ph.D.	ondrej.vojtech@seznam.cz	302b, main building
ARCHAEOLOGY PhDr. Tomáš Klír, Ph.D. prof. doc. PhDr. Jan Klápště, CSc.	tomas.klir@seznam.cz klapste@arup.cas.cz	152, Celetná 20 152, Celetná 20
CLASSICAL ARCHAEOLOGY doc. PhDr. Peter Pavúk, Ph.D.	peter.pavuk@ff.cuni.cz	340, Celetná 20

CULTURAL STUDIES

PhDr. Martin Soukup, Ph.D. martin.soukup@ff.cuni.cz 319, Celetná 20

ETHNOLOGY

PhDr. Barbora Půtová, Ph.D. et Ph.D. barbora.putova@ff.cuni.cz 229, Celetná 20

CZECH LANGUAGE AND THEORY OF COMMUNICATION

PhDr. Robert Dittmann, Ph.D. robert.dittmann@ff.cuni.cz 22, main building

CZECH STUDIES

Mgr. Andrea Hudousková, Ph.D. andrea.hudouskova@ff.cuni.cz 417, main building

DANISH STUDIES

Mgr. Helena Březinová, Ph.D. helena.brezinova@ff.cuni.cz 322, main building

DEAF STUDIES

Mgr. Štěpán Matějka stepan.matejka@ff.cuni.cz 422, main building

DUTCH LANGUAGE

Mgr. Lucie Sedláčková, Ph.D. luczka@seznam.cz 118, main building

ENGLISH AND AMERICAN STUDIES

PhDr. Pavlína Šaldová, Ph.D. pavlina.saldova@ff.cuni.cz 105, main building

FINNISH STUDIES

Mgr. Jan Dlask, Ph.D. j.dlask@volny.cz 420, main building

FRENCH STUDIES

Mgr. Olga Nadvorníková, Ph.D. olga.nadvornikova@ff.cuni.cz 113, main building

GERMAN STUDIES

Boris Blahak, M.A. borisblahak@hotmail.com 318b, main building

ITALIAN STUDIES

PhDr. Alice Flemrová, Ph.D. al.flemrova@volny.cz 305, main building

NORWEIGAN STUDIES

Mgr. Helena Březinová, Ph.D. helena.brezinova@ff.cuni.cz 322, main building

PORTUGUESE STUDIES

PhDr. Jaroslava Jindrová jaroslava.jindrova@ff.cuni.cz 116, Oettingen palace

ROMANIAN STUDIES

PhDr. Libuše Valentová, CSc. libuse.valentova@ff.cuni.cz 301, Hybernská 3

SPANISH STUDIES

Juan Antonio Sánchez Fernández, Dr. juan.sanchez@ff.cuni.cz 115, main building

SWEDISH STUDIES

Mgr. Helena Březinová, Ph.D. helena.brezinova@ff.cuni.cz 322, main building

CZECH AND COMPARATIVE LITERATURE

doc. PhDr. Libuše Heczková, Ph.D. libuse.heczkova@ff.cuni.cz 413, main building
albinatemna@gmail.com

ANGLOPHONE LITERATURES AND CULTURES

Mgr. Pavla Veselá, Ph.D. pavla.vesela@ff.cuni.cz 219a, main building

TRANSLATION STUDIES

PhDr. Petra Vavroušová petra.vavrousova@seznam.cz 204, Hybernská 3

LATIN STUDIES

Mgr. Lucie Doležalová, M.A., Ph.D. lucie.dolezalova@ff.cuni.cz 339, Celetná 20

SOUTH SLAVONIC AND BALKAN STUDIES

Mgr. Orkida Boršič orkida.borshic@ff.cuni.cz 309A, main building

INDIC STUDIES

Mgr. Martin Hříbek, Ph.D. martin_hribek@hotmail.com 337, Celetná 20

JAPANESE STUDIES

Mgr. David Labus, Ph.D. david.labus@ff.cuni.cz 244, main building

SINOLOGY

PhDr. Dušan Andrš, Ph.D. dusan.andrs@ff.cuni.cz 209, Celetná 20

ARABIC STUDIES

PhDr. Mgr. Milan Źonca milan.zonca@ff.cuni.cz 238, Celetná 20

POLITICAL SCIENCE

Mgr. Jan Břba, Ph.D. jan.biba@ff.cuni.cz 4013, Jinonice

SOCIOLOGY

Mgr. Jan Sládek jan.sladek@ff.cuni.cz 113, Celetná 20

PSYCHOLOGY

PhDr. Simona Horáková-
-Hoskovcová, Ph.D. simona.hoskovcova@ff.cuni.cz 142c, Celetná 20

SOCIAL WORK

PhDr. Hana Pazlarová, Ph.D. hana.pazlarova@ff.cuni.cz 4012, Jinonice

ECONOMIC AND SOCIAL HISTORY

PhDr. Michal Pullmann, Ph.D. michal.pullmann@ff.cuni.cz 108, Celetná 20

INFORMATION STUDIES AND LIBRARIANSHIP

PhDr. Helena Lipková, Ph.D. hlipka@volny.cz
helena.lipkova@ff.cuni.cz 2012, Jinonice

IBERO-AMERICAN STUDIES

doc. Markéta Křížová, Ph.D. krizova_iberico@seznam.cz 208, Hybernská 3

EAST EUROPEAN STUDIES

Mgr. Hana Kosáková, Ph.D. hana.kosakova@ff.cuni.cz 314, main building

CENTRAL EUROPEAN STUDIES

Mgr. Wojciech Hofmański, Ph.D. wojciech.hofmanski@gmail.com 8, main building

Administrative support for international students

At times during your studies you may need assistance from our administrative staff.

At the Faculty of Arts feel free to visit us at:

International Office at the Faculty of Arts

nám. Jana Palacha 2, 1st floor, room 128

This office is in charge of students' registration, issuing confirmations of studies and transcripts of records, signing the Learning Agreements, assisting with course enrolment and the electronic system.

At the university level you can visit:

European Office of the Charles University

Ovocný trh 3. 1st floor, room 113

This office is responsible for issuing Letters of Admission, and you can contact them regarding accommodation issues, extension of your exchange period, and other matters where university coordinators are needed.

European Office opening hours:

You are welcome anytime (daily 9 a.m. – 5 p.m.), but if you want to be a hundred per cent sure of reaching the European Office staff member you need, then visit them during the official office hours.

Monday	10:00 – 12:00	14:00 – 16:00
Tuesday	10:00 – 12:00	
Wednesday	10:00 – 12:00	14:00 – 16:00
Thursday	10:00 – 12:00	14:00 – 16:00

Institutional Coordinator for Incoming Students:

Mgr. Ivana Herglová
+420 224 491 710
+420 224 229 487 (fax)
ivana.herglova@ruk.cuni.cz

Academic calendar 2015/2016

WINTER TERM

Orientation Week for Erasmus+ students:

28th September – 4th October 2015

Winter term lectures:

5th October 2015 – 8th January 2016

Exam period:

11th January – 14th February 2016

Holidays (i. e., no lectures):

28th October 2015 – Independent Czechoslovak State Day
(Creation of Czechoslovakia in 1918)

17th November 2015 – Struggle for Freedom and Democracy Day

21st December 2015 – 3rd January 2016 – Christmas Holiday

SUMMER TERM

Orientation Week for Erasmus+ students:

8th February – 14th February 2016

Summer term lectures:

15th February – 13th May 2016

Exam period:

16th May – 30th June 2016

Holidays (i. e., no lectures):

28th March 2016 – Easter Monday

2. When You Arrive

Orientation Week

Orientation Week is always held one week before the term starts. This year it takes place from 28th September – 4th October for the winter term and from 8th February – 14th February for the summer term. You should arrive in Prague during that week. There is a lot to do and arrange: we plan meetings concerning courses at individual departments, sorting out your course schedule, finding accommodation, issuing ID cards, transport tickets... The student club will also have something in store for you – free city tours, a welcome party, etc. The detailed programme will be announced as soon as possible via e-mail. There will be an official registration meeting for all Erasmus+ students during the Orientation Week, where you will receive the necessary documents and instructions. You must bring your Letter of Admission and one passport-sized photo with you. No student can be enrolled at the faculty without proceeding with the registration. If you have serious reasons for late arrival, please let us know. Your registration can be handled individually at the International Office, room 128, during office hours.

Course registration

After your arrival, Erasmus+ Faculty Coordinator Jana Tvrzová will guide and assist you with course enrolment. Students can add and drop courses in the electronic system by the end of October/the middle of March for the summer term.

You are welcome to attend language courses offered by the Language Centre (“Jazykové centrum”), but may need some knowledge of Czech (note that language courses of lower

levels are taught on the basis of Czech). Special courses of Czech, as well as English are offered exclusively to you, incoming Erasmus+ students, to help you enjoy your stay and follow courses easily.

The number of credits awarded for each course is specified in the electronic system. More detailed information and the list of available courses will be made available during the Orientation Week.

ID cards

Each international student is obliged to get their Charles University Identity card (ID card), which is free of charge. It is a university chip card that includes the most important information about you (your personal details, photo and signature, and Charles University seal). The card is valid for the period of time stated on your application form. In order to obtain this card, you will be given a coupon during the registration process. You can then pick up your ID card at two locations (see below) that are part of the University facilities. You have to bring with you this coupon and your passport.

Instead of the standard student ID card, you may choose to be issued an ISIC card; the fee for that is 190 CZK. Please choose the type wisely, as changing it afterwards is not free of charge. You also have to pay for a new card in case you lose the original one.

You may use your ID or ISIC card for printing and making copies in the university facilities, and also use it to pay for meals in student cafeterias. To charge your card with the amount you need, use the charging machine (ground floor of the main building of the Faculty of Arts) or go to Jan Palach Library (the entrance is located on the ground floor, to the right of the main staircase of the main building).

ID card distribution points:

Faculty of Law, nám. Curieových 7, Prague 1 (on the ground floor, left side, room 34)

Opening hours:	Monday – Thursday	9:00 – 12:30	13:00 – 16:30
	Friday	9:00 – 13:00	

Information and Advisory Centre of Charles University, Celetná 13, Prague 1

Opening hours:	Monday – Thursday	9:00 – 12:00	12:30 – 18:00
	Friday	9:00 – 12:00	12:30 – 16:00

Buddy Programme at the Faculty of Arts

Each incoming exchange student has the opportunity to participate in our Faculty of Arts buddy programme. If you want to take part, a Czech buddy will be assigned to you prior to your arrival in Prague. They can help you with all of the non-academic issues and assist you with various practical matters. Or, if you feel like you don't need any help, you can just meet for a chat, ask for interesting places in Prague, etc. You will be informed by e-mail about the details of registration.

Registration with Foreign Police

All EU or EFTA students are legally obliged to register with the Foreign Police within 30 days of their arrival to the Czech Republic, if their intended stay is longer than 30 days. All citizens from non-EU or non-EFTA countries have to register within 3 days. To register, you must present a completed form for the Registration Card, a travel document and evidence of health insurance (e.g. European Health Insurance Card).

If you are housed in Charles University Hall of Residence and intend to stay there for the full time of your studies at Charles University, you don't have to report your presence to the Foreign Police unless you need a confirmation of your registration. The accommodation office of your Hall of Residence will register you automatically.

CR Foreign Police Office (Oddělení pobytových agend cizinecké policie ČR)

Olšanská 2, 130 51 Praha 3

+420 974 820 317

+420 974 820 783 (fax)

krpa.ocp.opa.podatelna@pcr.cz

Office hours:	Monday	8:00 – 17:00
	Tuesday	8:00 – 15:00
	Wednesday	8:00 – 17:00
	Thursday	8:00 – 15:00
	Friday	8:00 – 12:00

3. Studies at the Faculty of Arts

Your study during the Erasmus+ exchange

Since the exact course offer for exchange students can only be announced shortly before the beginning of the respective academic year, please note that the Learning Agreement which you sent us as part of the application form is only provisional. There may be changes to the course offer, and/or the class sizes may be limited, etc. It is also possible that some new courses will be added, some existing courses may be cancelled, or that courses may be switched from one semester to another. All students at Charles University in Prague are given a chance to register for courses online at the start of the semester (you will learn the details on how this works and your access code during the Orientation Week). You will therefore also get a chance to change your initial course choice when you register online to reflect scheduling clashes and any changes in course availability. If you want to change any of the courses, do not forget to fill in the “Changes in Learning Agreement” form during your first month in Prague.

You should be automatically accepted to courses that belong to the study field you are accepted to. You are formally allowed to study any subject at the Faculty of Arts; however, your admission to a course is always decided by the instructor (it can depend on the number of students or the level of your language skills).

If you are able to follow lectures or seminars in Czech, you should browse the websites of specific departments and institutes. You can also choose courses from other faculties (mainly the Faculty of Social Sciences, the Faculty of Education or the Faculty of Humanities) but we cannot guarantee that you will be allowed to enrol into these courses.

There is a possibility of attending some courses from the ECES and CIEE programmes. These study programmes are primarily organized for US students and tuition fees apply, but we can offer the remaining spots to Erasmus+ and other international exchange students free of charge.

Language courses of Czech and also English are offered to all Erasmus+ students. The courses consist of either 2x2 or 1x2 teaching hours per week. At least two levels are always available, beginner and pre-intermediate. These courses are free of charge for students formally accepted by the Faculty of Arts. You can sign up for these courses during Orientation Week in the International Office; a place is guaranteed for all Erasmus+ students who are interested.

There is an electronic system in which you have to enrol into all the courses and where the teachers will have to enter your grades. Once you collect all the records, you should contact the International Office to apply for the Transcript of Records and the Confirmation of Study Period, which you will most likely need for your home university. Please make sure that the grades and the amount of credits awarded are in the electronic system, otherwise your Transcript of Records cannot be issued.

Accommodation



Accommodation at Charles University Halls of Residence

You may choose to make use of accommodation provided by the Halls of Residence of Charles University in Prague. These offer double rooms and each separate unit consists of twin rooms which share bathroom facilities. Most rooms are equipped with a small kitchenette. Students can also use common kitchens, bathrooms and restrooms in the building. Bedding and bed linen are provided; towels and kitchen utensils are not.

The allocation of rooms is the responsibility of the management of the hall of residence – if you wish to share a room with a friend or schoolmate of yours, please ask the accommodation office (at the reception) upon your arrival.

Accommodation will be provided for the period corresponding to your study stay at Charles University. It is always available starting approximately one week before the beginning of the semester/study period – Orientation Week included – and students do not need to make any special request to move in during this week. You will be notified of the details of your accommodation in a voucher that you will receive together with the Letter of Admission. Please contact Ivana Herglová (ivana.herglova@ruk.cuni.cz) at the European Office if you need accommodation outside of the limits of your study period for good reasons.

Most of Erasmus+ students of the Faculty of Arts are accommodated in:

Hostivař Dormitory – Hall of Residence (Kolej Hostivař)

Weilova 1128/2, 102 23, Prague 10

kolej.areashostivar@kam.cuni.cz

+420 267 215 211–12

The exact price and period of your stay will be confirmed on the accommodation voucher. If you wish to come more than one week before the Orientation week, you will have to find your own accommodation for that period. Please note that if you decide to cancel your accommodation, you will not be allowed to reapply for accommodation in Charles University Halls of Residence later.

For the residence check-in you will need your passport, the original of your accommodation voucher, and one photograph. If you arrive after office hours, you will be housed for the night (the reception stays open non-stop) and registered on the following workday at the accommodation office.

Rent is paid in cash (CZK) at the accommodation office/reception at the appropriate residence. Credit cards are not accepted. Firstly, a deposit of 1,800 CZK is to be paid approximately 2 months before arrival. You will then have to pay for the first month of your stay upon your arrival, and must make subsequent monthly payments in advance, always on the 20th of the preceding month at the latest. If you happen to leave the residence earlier than it has been stated in the agreement, you will have to pay a penalty charge, which will be deducted from the advance part of the payment.

Private accommodation

It is not difficult to find private accommodation in Prague. For a three-room flat (two rooms and a kitchen) in Prague you will pay about 15,000 CZK. It can be much cheaper if you live outside of the city centre. You can contact various rental agencies (be careful about their service fees), or, after arrival, ask your Czech classmates for help. There is also a great info board on the first floor of the main building of the Faculty of Arts, where foreign students exchange ads and tips, lots of which deal with accommodation.

If you decide not to use the university accommodation, we need you to inform us as soon as you have arranged your private accommodation. Please send an e-mail to Ivana Herglová (ivana.herglova@ruk.cuni.cz) from the European Office.

Student cafeterias in Prague



You can get lunch and dinner at any of the student cafeterias (“Menza”) of Charles University in Prague. You can choose to have lunch at one cafeteria and dinner at another – whatever suits you. Most of the cafeterias offer some vegetarian meals, but this is not guaranteed to happen daily.

To get a meal, take your ID card to the cafeteria with you: cafeterias charge your meal from your ID card (which you have to charge beforehand).

Menza Právnická

Address: Náměstí Curieových 7, Prague 1

(at the Faculty of Law, the closest cafeteria to the main building of the Faculty of Arts)

Menza Jednota

Address: Opletalova 38, Prague 1

(next to Wenceslas Square, near the Main Railway station); this cafeteria also serves breakfast

Menza Arnošta z Pardubic

Address: Voršílská 1, Prague 1

(between the National Theatre and the metro station Národní třída)

Výdejna Jinonice

Address: U Kříže 10, Prague 5

(another building of the Faculty of Arts, near the Jinonice metro station, where you can find the Institute of Political Science, Institute of Information Studies and Librarianship and others)

Menza Hostivař

Address: Weilova 1128, Prague 10

(in the location of the dormitory, where all the Erasmus+ students get their rooms)

Computer facilities

During Orientation Week you will be given a username and password as well as guidelines for accessing the university network and the internet. In the main building you may use the computer terminals in the hallways; personal computers are also available in the library. There also is a computer room in Hybernská street 3 with opening hours from 9 a. m. to 8 p. m. from Monday to Friday, and more computer rooms in Celetná street 13, Jindřišská street 27, and the Jinonice building. Wireless internet connection is also available in the main building on Jana Palacha square.

In case of IT troubles, you have to consult the staff of the computer lab (phone: +420 221 619 825, e-mail: lvt@ff.cuni.cz), which is located on the ground floor of the main building (walk towards the cafeteria on the right side of the main staircase, turn right before entering it and use the narrow door leading to the courtyard, then cross the courtyard diagonally and enter the door to the computer lab).

Libraries in Prague

The library system in Prague is quite specialized. There is not a single university library, but each faculty operates its own departmental libraries. Students also have access to non-university libraries, such as the National Library in Klementinum (close to the Faculty's main building), the Municipal Library, the National Museum Library and the Academy of Science Library. Ask the Departmental Coordinator or your buddy from the Erasmus Club for information and assistance.

Jan Palach Library

Jan Palach Library is the main library of the Faculty of Arts. It is a brand new facility located in the main building basement (you can find the entrance to the right of the main staircase, next to the cafeteria). It has been opened in 2010 and its services include providing information and reference, renting books, basic reading materials as well as journals and periodicals, on three different floors:

Red – philology and literature

Blue – philosophy, social sciences, and art

Green – history

Available facilities:

- three study rooms with wi-fi access
- a computer study room
- a group study room with audio-visual equipment
- self-service copy machines and printers usable through the rechargeable ID cards
- relaxation areas

The facility is wheelchair-accessible. Disabled persons may use the entrance from Valentin-ská street. Ring the bell and the doorkeeper will lend you a key to the lift accessible from the courtyard. You must go to the first floor and switch to another lift in the right wing of the building to get to the facilities on level -1.

The Masaryk Library of Social Sciences in Jinonice

This is the library that you may want to use when you study in the Jinonice faculty building. The facility consists of two parts – the sub-library with a charging desk in the main building, and a study room located over the street. You will need your Charles University ID card to enter both sections of the library. Library users are required to put their coats and bags (including notebook bags) into the on-site storage boxes before entering. (You'll get the keys from the librarians if you show them your ID card; if you don't return the key on the same day it was borrowed, you will be fined, so please do not use these storage boxes overnight.) Website: <http://knihovna.jinonice.cuni.cz>

Municipal Library of Prague

This is the universal public library in Prague. It offers book loans, materials for reference, newspapers and magazines, audio materials (CD, MC, LP), sheet music, drama, graphics and reproductions. In the automated libraries users also have access to electronic catalogues and other databases, multimedia information sources and the internet. Branches of the library of various size are scattered around the whole city, but you will probably mostly use the Central Library located less than five minutes from the main faculty building, on Mariánské náměstí. Website: <http://www.mlp.cz/en>

National Library

National Library is one of the oldest public libraries in the Czech Republic with collections of a size far outranking any other library in the country. Historical collections are mostly of Czech and European origin. It is a public research library, the largest in Central Europe,

specializing in Slavonic studies and focused mainly on history, philosophy, linguistics, literary science, folklore studies, ethnology, political science, sociology, and art.

It takes three minutes from the main building of the Faculty of Arts (towards Charles Bridge) to reach the Klementinum complex. One of the entrances is located on Mariánské square, another in Karlova and Křižovnická street.

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

Sports facilities and activities



Student sports activities are organized at the faculty level. The Department of Physical Education of the Faculty of Arts offers a wide range of sports, activities and courses, such as swimming, skiing, self-defence, tennis, basketball, volleyball, aerobics, gymnastics, cycling, softball, running, rowing, rafting, canoeing, windsurfing, hiking, yoga, and fitness. To find out what is offered and how to join, check the website: <http://ktv.ff.cuni.cz>. It is, unfortunately, available only in Czech.

You can also use public and university sports facilities (fitness centres, swimming pools, tennis courts, saunas, squash and golf centres) at the Sport Centre Hostivař (close to the Hostivař dormitory, Bruslařská street 1132 – close to Gercenova bus station). Individual sports are also offered.

There are also many swimming pools, fitness centres and other sports facilities available for the general public scattered around Prague. Your buddy or your Czech classmates will surely be able to give you tips as to which of those are good and inexpensive.

4. Life in Prague

Public Transport



After arriving in Prague the best way to get around is public transportation. There is the metro that runs almost everywhere and you will probably also use the trams and buses. There is no student fare for single tickets, but there is a cheaper ticket for 24 CZK for 30 minutes and then a regular 32 CZK ticket for 90 minutes. You can change lines as many times as you wish with either of them. The tickets are easily available in kiosks and machines.

Depending on the length of your stay, you will probably want to buy a long-term ticket. You can get it at several metro stations (the Můstek station is the closest to the Faculty of Arts) when you show your student ID card. A three-month pass for students under 26 is worth 720 CZK. Students above 26 can expect to pay double the amount (e.g. 1480 for a three month pass) and will need to obtain a so-called Opencard. For more information on fares and public transport in Prague in general, please visit www.dpp.cz/en.

In case you lose your long-term ticket, you can get a duplicate without needing to buy a new one at the Municipal Transportation Centre. Their address is Na Bojišti 5 (near the metro station I. P. Pavlova).

The system of public transportation is considered very good, so you shouldn't have a problem getting anywhere, even at night. Metro closes around midnight and starts running again at approximately 5:00 in the morning. During rush hour the metro runs every 2–3 minutes, trams and buses about every 5–10 minutes. Night trams and buses usually run every 30 minutes between midnight and 5:00 a. m.; all night trams meet at the Lazarská station.

If you decide to use one-way tickets, do not forget to validate them upon entering public transportation! When travelling without a valid ticket you can get caught easily. The conductors do not always wear uniforms, so you will not know that they have entered the vehicle. They will show you a small badge of the Transportation Authority and ask you

for a ticket. If you do not have one, either you must pay a fine of 1000 CZK (which can be lowered to 800 CZK if paid right on the spot) or they will ask you for your ID and take down all of your personal data. If you cause trouble they will call the police, so it is recommended that you cooperate. In case you only just left your personal long-term ticket at home, do not pay anything, but tell them and you will have to bring the ticket to show to the Na Bojišti 5 address where you will pay a fine of only 50 CZK.

Czech Money & Exchange

The Czech currency is called the Czech Crown (“koruna”) and it is easily exchangeable everywhere. Coins come in the values of 1, 2, 5, 10, 20 and 50 CZK. Banknotes have values of 100, 200, 500, 1,000, 2,000; rarely you might get to use the 5,000 bill. The current exchange rate is approximately 27 Crowns for 1 Euro, so a 50 Crown coin is about 2 Euros, a 100 Crown bill is about 4 Euros, etc.

When exchanging money in Prague, never exchange on the street. There are various cheaters who might offer you a great exchange rate, but will rip you off for sure. Also, it is not recommended to exchange money in the very centre of the city due to the unfairly high exchange rate. If you want a good deal, look for exchange offices out of the centre and remember there are many such places where you do not have to pay a commission fee.

It is also common for international students to open an account at one of the Czech banks, where with the help of your Czech buddy you will be able to arrange a meeting. Banks exchange money as well, of course, but their rates and fees are not very favourable.

In case you have no Czech Crowns on you and you cannot find an exchange office, all the big supermarkets and a number of shops and restaurants accept Euros as well, although they may not offer you a very good exchange rate. It works in case of emergency, but it is not recommended to do big shopping with only Euros in your pockets.

Medical Care in Prague

We sincerely hope that you all will just have a great time in Prague, but in case of sickness or injury, please pay attention to this information. There are of course many hospitals and clinics in Prague, but you may encounter some problems there – especially the language barrier. This is why we recommend that you contact your tutor to accompany you to the hospital if possible.

If you have valid medical insurance which covers your stay in the Czech Republic, standard medical treatment is available 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 the Czech public health insurance system. Most of them do, but some institutions are purely private and there you would have to pay any costs that should arise. Your European Health Insurance Card (EHIC) has to be submitted to the attending physician before they treat you.

Na Homolce Hospital (probably the best one):

Nemocnice Na Homolce, Roentgenova 2, Prague 5
+420 257 271 111

Prague City Clinic (emergency care in the city centre):

Open 7 p.m. – 6 a.m. on week days and non-stop during the weekend
Městská poliklinika Praha, Spálená 12, Prague 1
+420 222 924 295

Crime & Police in the City



Prague is a safe city, generally speaking, but unfortunately there is a high rate of pick-pocketing, especially in the city centre. That is why we recommend that you are extremely careful about your belongings to avoid being robbed, particularly in crowded places and in public transport vehicles. Always watch your bags, especially in busy tourist areas and at pubs and nightclubs.

In case anything happens to you, contact your Czech buddy who will help you out. Usually, if you decide to go to the police station, you must go to the one closest one to the place where the incident happened. The problem with this is that the police officers may not speak English, or any other foreign language. For that reason there is a police station at the very centre of Prague, at Můstek (above the metro station). It is open 24/7 and the receptionists speak foreign languages; as a minimum they certainly speak English.

Whenever necessary when dealing with the authorities, an interpreter has to be called to assist you. Unfortunately, waiting for them to arrive can take up to several hours, depending on how busy they might be.

Erasmus Club of Faculty of Arts & Charles University International Club

Erasmus Club of the Faculty of Arts and Charles University International Club are two student organizations who want to help international exchange students enjoy their stay in Prague. They organize various social and cultural events for both international and Czech students, namely trips and excursions around Prague and the Czech Republic (organized by both the Erasmus Club of the Faculty of Arts and Charles University International Club), parties (organized mainly by Charles University International Club), Erasmus Theatre Club (Erasmus Club of Faculty of Arts). They also assist the faculty staff during the Orientation Week (each incoming Erasmus+ student of the Faculty of Arts gets a Czech Buddy at their request), and generally help international students handle their stay in Prague.

Erasmus Club of the Faculty of Arts has also launched Tandem Language Exchange Programme. The international student teaches their mother tongue and receives lessons of Czech in return from local student(s). The best way to find suitable language exchange partner(s) is to post a tandem advert at one of the Erasmus Club boards at the Faculty of Arts (located in Jana Palacha square 2, first floor; Celetná 20, first floor; Hybernská 3, second floor). It is recommended that you try at least two tandem partners and meet with the selected one(s) regularly (e.g. once a week), for at least two hours. The language exchange is unpaid and it is also a great opportunity to get to know Czech students better, despite the mostly divided classes for Czech and international students.

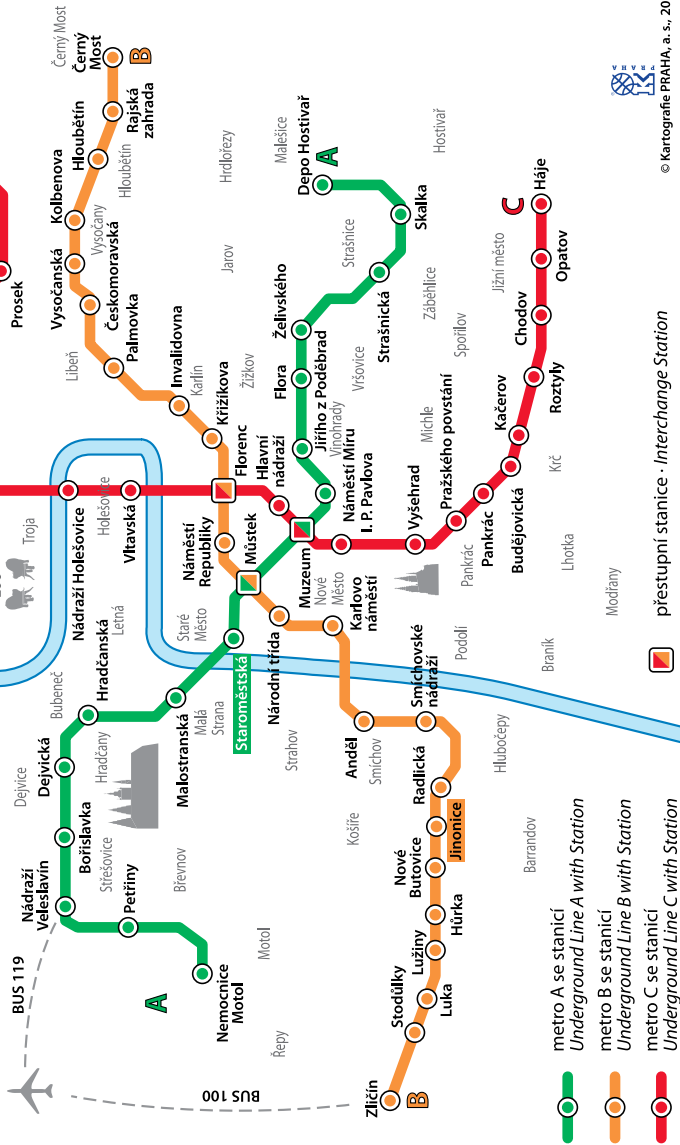
Another possibility to improve your Czech is to join the Erasmus Club school programme called "Europe Meets School". Participating students have the unique opportunity to visit Czech partner school(s) and meet the teachers and pupils there, while introducing their home country in short projects on various topics connected to their home country (usually in the length of 3-4 classes).

Last but not least we would like to present Czech culture to you in a very user-friendly way – the Erasmus Film Seminar. You are welcome to projections of a Czech film with the Charles University International Club each week, subtitled in English, of course. You can find more information at our websites:

Erasmus Club: http://groups.yahoo.com/group/erasmus_prague/
International Club: <http://www.ic-cuni.cz/>

You will find our Facebook page link and contact e-mails there as well.

METRO



- metro A se stanicí
Underground Line A with Station
- metro B se stanicí
Underground Line B with Station
- metro C se stanicí
Underground Line C with Station



přestupní stanice - Interchange Station

Modřany





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CHARLES UNIVERSITY IN PRAGUE
www.ff.cuni.cz