

Guide for international students 2020/2021

Introduction

Dear Students,

Welcome to the Faculty of Arts, Charles University. Prague and the Czech Republic will be new for most of you, and perhaps completely different from your home. Prague is a wonderful city and we would like to help you make the most of living and studying here. This international student guide has been prepared to give you some basic information which you might find helpful in your day to day life and your studies at our Faculty. While we know it is impossible to answer all the questions you may have, we hope you will find the information in this guide useful. For all further information do not hesitate to contact us at the International Office. We wish you an exciting and rewarding stay in Prague!

International exchange coordinators

Imogen Davidson White (Erasmus+), Markéta Karlasová (Erasmus+), and Renata Jamin (other exchanges)

Contents

1. Basic information

Brief history of Charles University and the Faculty of Arts	2
Contact details of the International Relations Office	2
Erasmus Student Network, CU Prague	3
Academic calendar	3
List of Erasmus+ departmental coordinators	4
2. When you arrive	
Orientation Week	6
Course registration	6
Czech language courses	7
Faculty buildings & Department locations	8
Floor plan of the main building	12
Student cards & Distribution points	14
Registration with Foreign Police	14
Accommodation	15
Student cafeterias in Prague	16
IT facilities & Internet access	16
Libraries in Prague	16
Sport facilities	17
3. Life in Prague	
Public transport	18
Medical Care in Prague	18
Crime & Police in the City	20
Czech Money & Exchange	20
Culture in Prague	21
Typical Czech food	23
Places worth visiting	24

BASIC INFORMATION

Brief history of Charles University and the Faculty of Arts

Charles University

Charles University, founded in 1348 by Charles IV, Czech King and Holy Roman Emperor, is one of the oldest universities in the world, and is today among the most eminent educational and scientific establishments in the Czech Republic, recognized in both within Europe and globally. The university has over 51,000 students (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 Shanghai University's Academic Ranking of World Universities, Charles University placed in the top 300 of the world's 17,000 universities and colleges. Charles University therefore belongs among the top 2 % of 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.

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 fields 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, with the main building located at Jana Palacha Square 2, Prague 1 (see the full list of Faculty Buildings on p. 22).

Contact details of the International Relations Office

Erasmus+ Faculty Coordinators – incoming students

Imogen Davidson White, Markéta Karlasová +420 221 619 841 erasmusin@ff.cuni.cz

Website

www.erasmus.ff.cuni.cz

Erasmus+ Office hours (room 128)

Monday to Thursday, 14:00 – 16:00 (or by appointment)

Erasmus+ code
CZ PRAHA 07
Address (main building)
náměstí Jana Palacha 2
116 38 Praha 1
Czech Republic

Coordinator for non-Erasmus+ exchanges – incoming students

Renata Jamin

+420 221 619 835 renata.jamin@ff.cuni.cz **Website** www.ff.cuni.cz/home/

Office hours for non-Erasmus exchanges (room 103)

Tuesday 9:00-12:00 Wednesday 14:00-17:30 Thursday 14:00-16:00 Friday 9:00-12:00

Erasmus Student Network (ESN) CU, Prague

The Erasmus Student Network is a student organization which helps international exchange students (not only from Erasmus+) 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. They also assist the Faculty staff during the Orientation Week and generally help international students handle their first steps in Prague. During the Orientation Week you can join many fun activities such as the City Rally, Sightseeing tour, Pub Quiz, Welcome party and several one day trips out of Prague. Throughout the semester you can join them every week at activities like Social Sundays, Film Club, Let's Explore Prague and many more!

For further information see:

https://www.esncuprague.cz/or

https://www.facebook.com/ESNCUPrague/

Academic calendar 2020/2021

Winter term

Orientation Week for international exchange students

25 September – 30 September

Term lectures

1 October – 8 January (course enrollment ends 16 October, 18:00)

Exam period

11 January – 12 February

Holidays (i.e., no lectures!)

28 September (Monday) - St. Wenceslas Day

28 October (Wednesday) - Republic Day (1918 independence)

17 November (Tuesday) – Struggle for Freedom and Democracy Day (1989 independence)

23 December 2020 to 3 January 2021 - Christmas holidays

Summer term

Orientation Week for international exchange students

8 February – 14 February

Term lectures

15 February – 14 May (course enrollment ends 3 March, 18:00)

Exam period

17 May - 30 June

Holidays (i.e., no lectures!)

1 April to 5 April – Easter Holiday (and Dean's Day)

30 April – Dean's Sports Day

12 May - Rector's Day

Erasmus+ Departmental CoordinatorsIn case you need help with course selection or you have any queries regarding academic matters, you should contact the relevant Departmental coordinator.

Musicology	Mgr. Marc Niubó, Ph.D.	marc.niubo@ff.cuni.cz	459, main building
Theatre Studies	Mgr. Martin Pšenička, Ph.D.	martin.psenicka@ff.cuni.cz	407, main building
Film Studies	Mgr. Miroslava Papežová	miroslava.papezova@ff.cuni.cz	406, main building
Art History	doc. PhDr. Marie Rakušanová, Ph.D.	marie.rakusanova@ff.cuni.cz	401, Celetná 20
Adult Education	PhDr. Martin Kopecký, Ph.D.	martin.kopecky@ff.cuni.cz	303, Celetná 20
Education	Mgr. Petra Jarošová	petra.jarosova@ff.cuni.cz	225, Celetná 20
Aesthetics	Mgr. Štěpán Kubalík, Ph.D.	stepan.kubalik@ff.cuni.cz	402, Celetná 20
Philosophy and Religious Studies	Mgr. Robert Roreitner	robert.roreitner@ff.cuni.cz courses for Erasmus students	221, main building
Auxiliary Historical Sciences and Archive Studies	doc. PhDr. Zdeněk Hojda, CSc.	zdenek.hojda@ff.cuni.cz	212, main building
Czech History	doc. PhDr. Jan Randák, Ph.D.	jan.randak@ff.cuni.cz	208, main building
General History	Mgr. Ondřej Daniel, Ph.D. Mgr. Jaroslav Ira, Ph.D.	ondrej.daniel@ff.cuni.cz jaroslav.ira@ff.cuni.cz	302b, main building
Archaeology	PhDr. Mgr. Ivo Štefan. Ph.D.	ivo.stefan@ff.cuni.cz	148, Celetná 20
Classical Archaeology	Mgr. Petra Tušlová, Ph.D.	petra.tuslova@ff.cuni.cz	340, Celetná 20
Ethnology	PhDr. Barbora Půtová, Ph.D. et Ph.D.	barbora.putova@ff.cuni.cz	318, Celetná 20
Czech Language and Theory of Communication	PhDr. Robert Dittmann, Ph.D.	robert.dittmann@ff.cuni.cz	22, main building
Czech Studies	PhDr. Tomáš Vučka	tomas.vucka@ff.cuni.cz	417, main building
Danish Studies	Mgr. Helena Březinová, Ph.D.	helena.brezinova@ff.cuni.cz	322, main building
Deaf Studies	<u>Bc. Kateřina</u> <u>Bělehrádková</u>	katerina.belehradkova@ff.cuni.cz	421, main building
Dutch Language	Mgr. Marcel Ištván, Ph.D.	marcel.istvan@ff.cuni.cz	118, main building
English Language and ELT Methodology	Mgr. Kateřina Vašků, Ph.D.	katerina.vasku@ff.cuni.cz	105, main building
Finnish Studies	Mgr. Jan Dlask, Ph.D.	jan.dlask@ff.cuni.cz	420, main building
French Studies	Mgr. Olga Nádvorníková, Ph.D.	olga.nadvornikova@ff.cuni.cz	113, main building
German Studies	Dr. phil. Thomas Schneider	thomas.schneider@ff.cuni.cz	318b, main building
Italian Studies	PhDr. Alice Flemrová, Ph.D.	alice.flemrova@ff.cuni.cz	305, main building
Norwegian Studies	Mgr. Helena Březinová, Ph.D.	helena.brezinova@ff.cuni.cz	322, main building
Portuguese Studies	Mgr. Petra Svobodová, Ph.D.	petra.svobodova@ff.cuni.cz	116, Oettingen palace
Spanish Studies	Mgr. et Mgr. Daniel Alejandro Márquez Guzmán	DanielAlejandro.MarquezGuzman@ff.cuni.cz	115, main building
Swedish Studies	Mgr. Hana Štěříková	hana.sterikova@ff.cuni.cz	322, main building

Czech and Comparative	Mgr. Marie Škarpová,	marie.skarpova@ff.cuni.cz	411, main
Literature	Ph.D.		building
Anglophone Literatures	Mgr. Miroslava Horová,	miroslava.horova@ff.cuni.cz	219a, main
and Cultures	Ph.D.		building
Translation Studies	<u>PhDr. Petra Mráčková</u>	petra.vavrousova@ff.cuni.cz	108,
	<u>Vavroušová, Ph.D.</u>		Hybernská
			3
Greek and Latin Studies	Mgr. Martina Vaníková,	martina.vanikova@ff.cuni.cz	146,
	Ph.D.		Celetná 20
South Slavonic and	Mgr. Sandra Vlainic	sandra.vlainic@ff.cuni.cz	23, main
Balkan Studies			building
Asian Studies	Mgr. Martin Hříbek, Ph.D.	martin.hribek@ff.cuni.cz	337,
			Celetná 20
Japanese Studies	Mgr. David Labus, Ph.D.	david.labus@ff.cuni.cz	244,
		1 000	Celetná 20
Sinology	Mgr. Dušan Andrš, Ph.D.	dusan.andrs@ff.cuni.cz	209,
			Celetná 20
Middle Eastern Studies	Katarína Palčová, M.A.	katarina.palcova@ff.cuni.cz	245,
- W. 101			Celetná 20
Political Science	Zora Hesová, M.A., Ph.D.	zora.hesova@ff.cuni.cz	402a, Na
0 1 1	M E BULL BLB	11. 0%	Příkopě 29
Sociology	Mgr. Eva Richter, Ph.D	eva.richter@ff.cuni.cz	110,
	N D 0 101 /	1111 0000	Celetná 20
Psychology	Mgr. Eva Sadílková	eva.sadilkova@ff.cuni.cz	326,
Social Work	Dl. D., I	web page for Erasmus students	Celetná 20
Social Work	PhDr. Jaroslava Šťastná,	jaroslava.stastna@ff.cuni.cz	401a, Na
Farmania and Carial	Ph.D.		Příkopě 29
Economic and Social History	doc. Mgr. Matěj Spurný, Ph.D.	matej.spurny@ff.cuni.cz	108, Celetná 20
Information Studies	PhDr. Helena Lipková,	helena.lipkova@ff.cuni.cz	505c, Na
and Librarianship	Ph.D.	петепаліркомашіл.сипі.сх	Příkopě 29
Ibero-American Studies	PhDr. Radek Buben, Ph.D.	radek.buben@ff.cuni.cz	208,
ibero-American studies	i iidi. Nauek Dubell, Fll.D.	rauen.buben@n.culli.cz	Hybernská
			3
East European Studies	Mgr. Hana Kosáková,	hana.kosakova@ff.cuni.cz	314, main
Last Lai opean studies	Ph.D.	Hallakosakova@H.Culll.CL	building
Central European	Michala Benešová, Ph.D.	michala.benesova@ff.cuni.cz	8, main
Studies	include Deliesova, i II.D.	interiala.Defiesova@fi.eum.ez	building
otuuits	<u>1</u>		bunung

For the most recently updated list, see: http://erasmus.ff.cuni.cz/Person?type=Incoming

WHEN YOU ARRIVE

Orientation Week

Orientation Week is always held one week before the term starts. For this year's exact dates, see the Academic Calendar on page 2. You should arrive in Prague for the first day of the Orientation Week for the obligatory registrations, where you will receive necessary information, instructions and documents for your stay at the Faculty of Arts. You must bring your Letter of Admission and national ID/passport. No student can be enrolled at the Faculty without proceeding with the application process. Should you have serious reasons for late arrival, do inform us about this in advance. Following the registration meeting, you will be able to get your student ID card and enroll in courses. You should also sort out your accommodation and get your transport ticket. The International Office prepares various activities for you such as Q&A sessions, Faculty Building tours and Library tours. Additionally, the Erasmus Student Network (ESN CU Prague) usually organizes a number of activities – sightseeing tour, Czech lunch, ice-breaking games in the city centre, Film Club and a Welcome Party. The detailed programme will be announced via e-mail prior your arrival.

Course registration

After your arrival, the Faculty Coordinators will guide and assist you with course enrolment. Students can add and drop courses in the Student Information System (SIS) by the middle of October (Winter Term) / the beginning of March (Summer Term) – see the academic calendar for this year's exact dates. The number of credits awarded for each course is specified in the electronic system. For further information regarding course selection and course registration see our <u>videomanuals</u> to the SIS. More detailed information and the list of new courses offered in the current academic year will be made available during the Orientation Week.

Parallel codes

In the Czech system, many courses are marked on a "pass/fail" basis. For these courses, you receive only credit, not a grade. You can tell if a course is graded by looking at the "Hours per week/examination" box in SIS (see below). If it is marked "C" ("Z" in Czech), you will not receive a grade, only credit. If it is marked "Ex" (exam) or "MC" ("Zk" or "KZ" in Czech), you will receive a grade for the course in addition to the credits. Some courses are offered under multiple different codes corresponding to different study programs, and it's possible that the same course might have one code marked "C" (pass/fail) and another code marked "Ex" (graded). If you need a grade, make sure to register for the code marked "Ex". Often, but not always, the graded code will end with an E (like ALINV411BE). If you would like to take a course ending with only credit ("C"), but you need a grade, first ask the teacher if this is possible. If the teacher agrees, they must contact erasmusin@ff.cuni.cz so that we can help get you enrolled in the right code. You should do this before the end of the enrollment period. If you are enrolled with examination type "C", it will not be possible to have a grade for that course on your transcript. If you have any questions about whether you are enrolled in the right course codes, contact erasmusin@ff.cuni.cz as soon as possible.

Here is an example of what the different markings look like in SIS:

Hours per week, examination	l I
summer s.:0/2 Ex [HT]	2
summer s.:0/2 C [HT]	2

Czech Language courses

The International Relations Office in cooperation with the Department of Czech Language and Theory of Communication provides introductory Czech Language courses for incoming exchange students of the Faculty of Arts free of charge. The program offers a range of options starting from courses for complete beginners (Survival skills, ABO100601, and Basic curriculum, ABO100602) all the way up through Czech for Pre-Intermediate Students (ABO100603). Upon completion you will be awarded with 3 – 6 ECTS depending on your module. Students who have already studied some Czech will be asked to take a placement test to determine their level. Students with an intermediate or advanced level of Czech will be able to study a wide range of courses at the Institute of Czech Studies. More information will be available during the Orientation Week.

Faculty buildings & Department locations

Below you will find the most important buildings of the Faculty of Arts, along with the departments headquartered there. To find the location of a specific course, you should always check the course schedule in SIS.

Main Building (Jan Palach Square) náměstí Jana Palacha 2, Prague 1



Department of Anglophone Literatures and Cultures	Department of General Linguistics
Department of Auxiliary Historical Sciences and Archive	Department of Musicology
Studies	
Department of Central European Studies	Department of Philosophy and Religious Studies
Department of Czech and Comparative Literature	Department of Physical Education
Department of Czech History	<u>Department of Romance Studies</u>
Department of Deaf Studies	Department of South Slavonic and Balkan Studies
Department of English Language and ELT Methodology	Department of Theatre Studies
Department of Film Studies	Institute of Czech Language and Theory of
	Communication
Department of East European Studies	<u>Institute of Phonetics</u>
<u>Department of General History</u>	
Department of Germanic Studies	Administrative departments including the
	International Relations Office!

Celetná Celetná 20, Prague 1



Czech Institute of Egyptology	Language Centre
Department of Aesthetics	Department of Logic
Department of Adult Education and Personnel Management	<u>Department of Middle Eastern Studies</u>
Department of Archaeology	<u>Department of Psychology</u>
Department of Art History	Department of Sociology
Department of Comparative Linguistics	Department of South and Central Asia
Department of Sinology	Institute of Classical Archaeology
Department of Education	Institute of Economic and Social History
Department of Ethnology	<u>Institute of Asian Studies</u>
Department of Greek and Latin Studies	<u>Institute of Comparative Linguistics</u>

Na Přikopě Na Přikopě 29, Prague 1



Department of Political Science	Department of Social Work
Institute of Czech Studies	Institute of Information Studies and Librarianship

Hybernská Hybernská 3, Prague 1



Centre of Ibero- American Studies

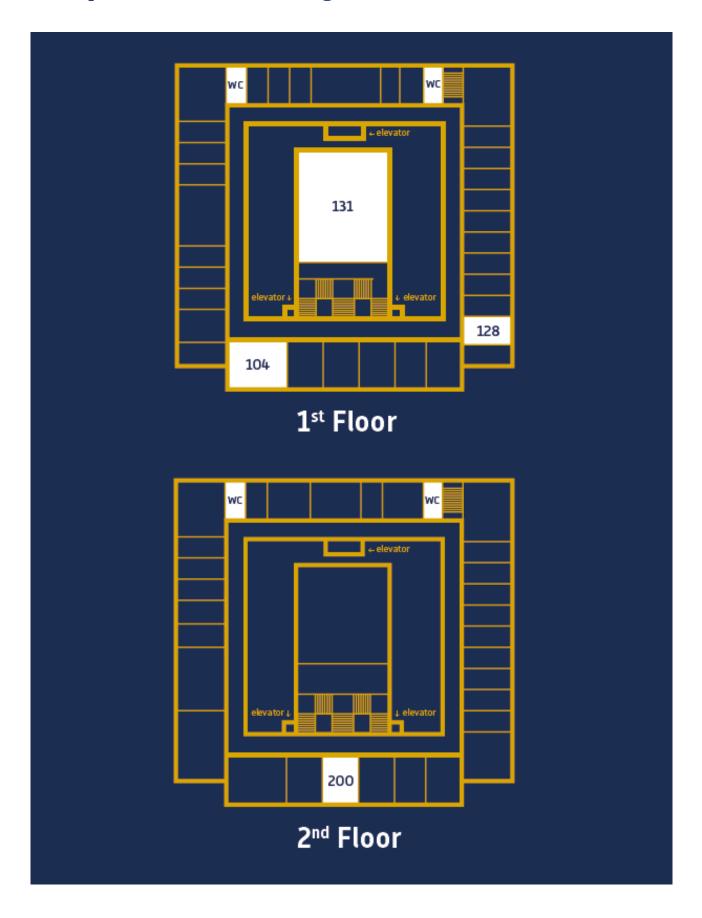
Department of Translation Studies

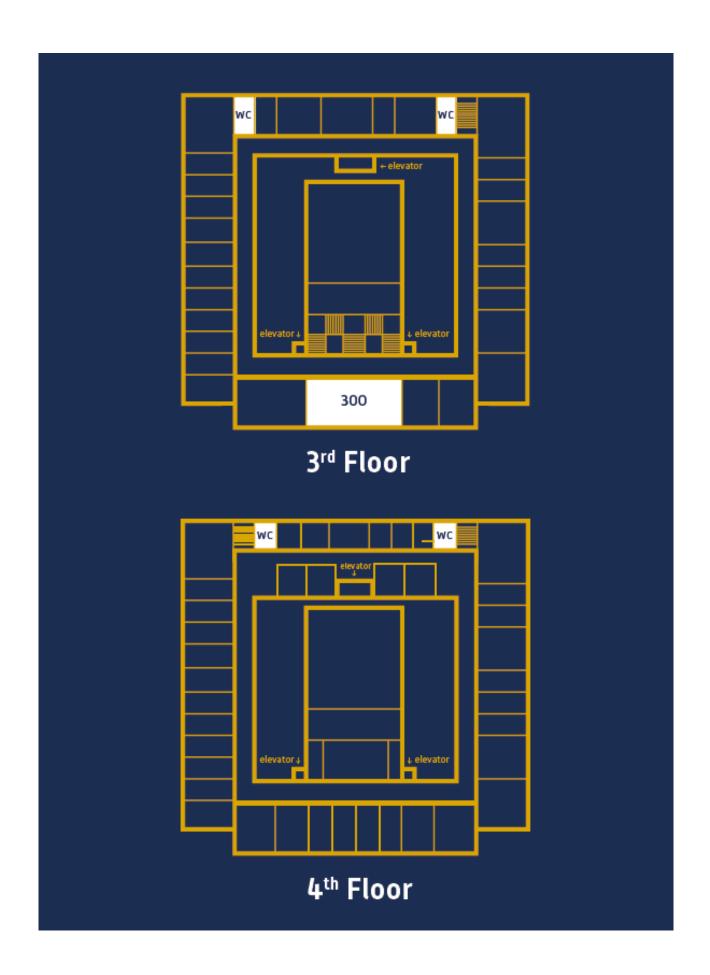
Campus Hybernská Hybernská 4, Prague 1



Campus Hybernská is a university space that offers various lectures, film screenings, workshops, concerts and other interesting events. Make sure to check out their website (http://www.kampushybernska.cz/en/campus-hybernska/) or other social media to stay up to date on their current program. There is also a cozy little café on the location – kavárna Hlína – that offers a variety of vegan snacks and meals, as well as desserts and great coffee.

Floor plan of the main building





Student 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 allows you to access university services including the libraries – it also will get you a discount on public transport if you're under 26. The card is valid for the period of time stated on your application form. You can collect your student card at the three locations listed below; you have to bring your passport or national ID with you. Instead of the regular Charles University student card, you may opt for an ISIC card (for an extra 230 CZK fee) – the ISIC card offers a wider range of student discounts and is recognized internationally. In case that you lose your student card, you will be asked to pay 200 CZK for a new one. You may use your student card for printing and making copies in the university facilities, and also for eating in student cafeterias. Visit the helpdesk at the Jan Palach Library (located in the basement of the main Faculty building) to learn how to charge your card. Further information about the student cards can be found here: https://cuni.cz/UKEN-163.html

Student card distribution points

CU Point

Celetná 13, Prague 1

Opening hours:

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

Faculty of Mathematics and Physics Ke Karlovu 3, Prague 2

(second basement floor, room M266)

Opening hours:

Mon., Tues., Thurs. 9:00 – 12:00 ,12:30 – 17:00 Wednesday 8:00 – 13:00 Friday 9:00 – 12:00, 12:30 – 15:00 **Faculty of Law**

Nám. Curieových 7, Prague 1

(on the ground floor, left side of entrance, room 34)

Opening hours:

Monday - Thursday 9:00 - 12:30, 13:00 - 16:30

Friday 9:00 - 13:00

For updated information, visit their web page: https://www.cuni.cz/UKEN-135.html

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 a Charles University Hall of Residence and intend to stay there for the full time of your studies at Charles University, you do not 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 Olšanská 2176/2

130 51 Praha 3

Office hours

Monday, Wednesday 8:00 – 17:00 Tuesday, Thursday 8:00 – 15:00 Friday CLOSED

Erasmus+ Accommodation at Charles University Halls of Residence

The following section provides general information about accommodation **for Erasmus students only**. For questions about housing for non-Erasmus students, please contact your coordinator (contact details on page 1). Charles University provides Halls of Residence for all incoming Erasmus+ students that apply for University accommodation. There are double rooms with shared kitchens, restrooms and bathrooms. 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, 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 receive your accommodation voucher together with your Letter of Admission. For queries regarding accommodation, please contact the coordinator from the European Office:

Charles University European Office Coordinator

PhDr. **Ivana Herglová**, Ph.D. +420 224 491 710, <u>ivana.herglova@ruk.cuni.cz</u> Ovocný trh 3, 1st floor, room 113 **Office hours:** Mon, Wed, Thur 10:00 – 12:00 14:00 – 16:00 Tuesday 10:00 – 12:00

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 nonstop) and registered on the following workday at the accommodation office. Rent is paid by a bank transfer or in cash (CZK) at the accommodation office/reception at the appropriate residence (depending on the particular residence). Two months prior your arrival you should pay a deposit of 1,800 CZK. You will have to pay for the first month of your stay upon your arrival, and then make subsequent monthly payments in advance, always on the 20th day of the preceding month at the latest. If you happen to leave the residence earlier than 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

Private accomodation can be found in Prague through various flatshare and real-estate websites. For a room in a shared flat it is now typical to pay 6,000-10,000 CZK per month. A three-room flat (two rooms and a kitchen) in Prague you will pay about 17-25,000 CZK, depending on the location. It can be more expensive if you live in the city centre. You can contact various rental agencies (be careful about their service fees), or check the ESN CU Prague Facebook group, where other Erasmus+ students might look for/offer accommodation.

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

Student cafeterias in Prague

You can get lunch and sometimes even dinner at any of the student cafeterias ("Menza") of Charles University. All cafeterias offer at least one vegetarian option. You may use your student card to get a discount. In order to do so, charge your card with the cashier in the cafeteria prior ordering your meal. The closest cafeteria to the Faculty of Arts main building is at the Faculty of Law (see adress below), but you can find the full list with links to further information here: https://kam.cuni.cz/KAMEN-70.html

Menza Právnická

Address: Náměstí Curieových 7, Prague 1

IT facilities & Internet access

When you get your ID card made, you will be given a username and password as well as guidelines for accessing the university network and the internet. It is necessary to change the password given to you at the card centre within 5 days. Wireless internet is available in the university buildings and dormitories – set your password for the Eduroam network in the CAS (central electronic system), under the "Other accounts" tab on the left hand side of the page: https://ldap1.cuni.cz. There you will see your login name and be able to set the Eduroam password. In the main building you may use the computer terminals in the hallways; personal computers are also available in the library. There is also a computer room in Hybernská street 3 with opening hours from 9 a. m. to 8 p. m. from Monday to Friday. You may consult any issues regarding IT and internet with the staff of the computer lab (phone:+420 221 619 825, e-mail: lvt@ff.cuni.cz), which is located in the basement of the main building.

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. General information about the Faculty of Arts libraries can be found here: http://www.ff.cuni.cz/home/about/library

The catalogue for the entire Charles University library system can be found here: https://ckis.cuni.cz// And access to electronic resources here: https://ezdroje.cuni.cz/index.php?lang=en

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.

Jan Palach Library

Jan Palach Library is the main library of the Faculty of Arts. It is 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 Valentinská 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.

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. Users also have access to electronic catalogues and other databases, multimedia information sources and the internet in the automated libraries. Branches of the library of various sizes are scattered around the whole city, but you will most likely use the Central Library located less than five minutes from the main Faculty building, on Mariánské náměstí.

Website: https://www.mlp.cz/en/branches/central-library/

National Library

The 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. The 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. The library is located three minutes from the main building of the Faculty of Arts (towards Charles Bridge) within the Klementinum complex. One of the entrances is located on Mariánské square, another in Karlova and Křižovnická street. It is necessary to either buy a one-day ticket (10 CZK) or to set up a library card (100 CZK, for repeated use), and many students like to just use the baroque reading rooms for studying.

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

Sports facilities and activities

Student sports activities are organized at the faculty level. The <u>Department of Physical Education of the Faculty of Arts</u> 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 discover the whole selection, see the website: https://ktv.ff.cuni.cz/en/timetable/. 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 the Gercenova bus stop). Individual sports are also offered. There are also many swimming pools, fitness centres andother sports facilities available for the general public all over Prague (see the link above for the addresses of the individual facilities).

LIFE IN PRAGUE

Public Transport

After arriving in Prague the best way to get around is public transport. The public transport system consists of three metro lines, tram network and buses that will také you anywhere in the city. There are two types of single tickets – 24 CZK for 30 minutes or 32 CZK for 90 minutes – you can change lines as many times as you wish with either of these. The tickets are easily available in kiosks and machines at the metro stations and on some tram stops. 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 Mustek station is the closest to the Faculty of Arts) when you show your student card. A three-month pass for students under 26 costs 360 CZK. Students above 26 can expect to pay double the amount (e.g. 720 for a three month pass). For further information on fares and public transport in Prague in general, please visit www.dpp.cz/en (this website includes a route planner and links for a mobile app which you can also use for navigation). 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). During rush hour the metro runs every 2-3 minutes, trams and buses about every 5–10 minutes. At night the system of public transport changes operation, metro closes around midnight and starts running again at approximately 5:00 in the morning, but night trams and buses usually run every 30 minutes between midnight and 5:00 a.m.; all night trams meet at the Lazarská stop. If you decide to use one-way tickets, do not forget to validate them upon entering public transportation (by stamping them in the yellow/orange boxes)! When in a vehicle/metro stations you may be asked to show your ticket at any point - the conductors do not always wear uniforms. 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 1600 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 forgot your personal long-term ticket at home, inform the conductors about this (do not pay anything!) and take this ticket to the Na Bojišti 5 address where you will pay a fine of only 50 CZK.

On the subject of trams – we ask that you please be very careful when crossing the streets in Prague, because **the trams stop for no one** – they have right-of-way on the roads over both cars and pedestrians (they are also very heavy, so it can be impossible to bring them to a stop quickly even if the driver is trying). For this reason it can be very dangerous at crossings where there are tram tracks. Please always check in both directions, and never start to cross the street if a tram is coming (unless you have a green light for pedestrians).

Medical Care in Prague

We sincerely hope that you will not run into any issues 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 issues there – especially the language barrier. This is why we recommend that you contact your buddy 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.

The European Health Insurance Card (EHIC) can be used in the Czech Republic to cover urgent care – however given the additional health risks associated with travel this year, we are recommending that even EU citizens get some additional private health insurance (either within the Czech Republic, or from your home country intended for travel abroad).

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 or with your private insurance provider. Most of them

have a contract of this nature, but some institutions are purely private and you would have to pay any costs that should arise there. Your European Health Insurance Card (EHIC) or insurance card has to be submitted to the attending physician before they treat you, unless you will be paying out of pocket.

Na Homolce Hospital

(recommended) 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

Motol Hospital

(includespecial department for uninsured or private insurance) V Úvalu 84, 150 06 Praha 5 +420 224 431 111

COVID-19

General information about the COVID-19 situation in the country can be found here: https://koronavirus.mzcr.cz/en/ - of particular interest for you may be the current measures in place, here: https://koronavirus.mzcr.cz/en/current-measures/.

Information specific to the Faculty of Arts can be found here: https://koronavirus.ff.cuni.cz/forstudents-en/for-exchange-students-en/

If you believe you are experiencing symptoms of COVID-19 or have been in contact with someone who has tested positive, you should call the Prague Hygiene Station (+420 227 272 065, covid-hc@hygpraha.cz) or your health insurance provider about getting a test (and subsequent medical care, if necessary). There is also a general hotline you can call (1221) for information. If you are placed under quarantine, you can order groceries to be delivered to you from the following https://www.kosik.cz/ or https://itesco.cz/.

If you test positive for COVID-19, it is necessary to inform the faculty by sending an e-mail to koronavirus@ff.cuni.cz with your first and last name and student ID number, and the results of your test. If you are staying in the university dorms, you must also inform them.

Mental Health

Charles University offers **free** psychological counselling in English for students and employees. It is necessary to reserve a spot in advance - there is information about the counselling centre here: https://sites.google.com/site/ipscuk/home, and instructions for booking an appointment here: https://sites.google.com/site/ipscuk/how-to-make-an-appointment

There is also a private psychological clinic (with fees), Adicare, which offers a wide spectrum of counselling services to foreigners including individual consultations and group therapy in English: https://www.adicare.cz/en/

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, depending on the gravity of the situation contact one of the emergency numbers (112 general, 158 police, 155 ambulance, 150 firefighters). Usually, if you decide to go to the police station, you must go to the closest one to the place where the incident happened. If possible ask your Czech Buddy to accompany you to the police station, as there might be a language barrier. Alternatively, 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 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. Please do inform your Faculty Coordinator about the situation afterwards, so that we are aware of the matter and may help you if necessary.

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 see a 5,000 note. The current exchange rate is approximately 26.5 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. Also, it is not recommended to exchange money in the very centre of the city due to the unfairly high Exchange rate (although we may recommend the exchange office at Kaprova 14/13, Prague 1 - if you print out the following coupon you get their VIP rate). If you want a good deal, look for exchange offices that are not in the busiest tourist areas, and always check the rate they will give you before giving them money - some places will not give you the rate listed on their signs. Many reputable banks have ATMs in the city where you can pull out money in Czech crowns, although they may charge a fee for withdrawal from a foreign country. It is not uncommon 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. Paying by credit card is common, but small convenience shops might not accept them.

Culture in Prague

We're including our usual suggestions for cultural events and activities in this year's guide, in case it will still be possible to enjoy them to some degree – however, please follow the health situation in the country, and be careful about large events or crowded places at times when there is increasing spread of Covid-19.

Classical Music, Opera and Ballet

Národní divadlo (The National Theater)

Stavovské divadlo (The Estates Theater) **Divadlo Kolowrat**, Ovocný trh 6, Prague 1 http://www.narodni-divadlo.cz/en, http://www.opera.cz/

Theaters

Divadlo Na Zábradlí, Anenské náměstí 5, Prague 1

https://www.nazabradli.cz/en/

Švandovo Divadlo, Štefánikova 57, Prague 5 https://www.svandovodivadlo.cz/en

Laterna magica, Národní 4, Prague 1 https://www.narodni-divadlo.cz/en/

Museums

City Gallery Prague, Mariánské náměstí 1, Prague 1

http://en.ghmp.cz/

The National Museum, Václavské náměstí 68 https://www.nm.cz/en

National Gallery Prague, Staroměstské náměstí 12

https://www.ngprague.cz/en

Prague Castle

https://www.hrad.cz/en/prague-castle-forvisitors

Museum Kampa, U Sovových mlýnů 2, Prague 1 http://www.museumkampa.com/en/

The Jewish Museum, U Staré školy 1, Prague 1 https://www.jewishmuseum.cz/en/info/visit/

Franz Kafka Museum, Cihelná 2b, Prague 1

https://kafkamuseum.cz/en/

Mucha Museum, Kaunický palác, Panská 7, Prague 1

https://www.mucha.cz/en/

Film Festivals in Prague

Days of European Film

http://eurofilmfest.cz/en/

Mezipatra Queer Film Festival

https://www.mezipatra.cz/en/

Festival du Film Français

https://www.festivalff.cz/fr/homepage

One World

https://www.oneworld.cz/2020/

The Czech Philharmonic Orchestra, Alšovo nábřeží

12, Prague 1

https://www.ceskafilharmonie.cz/en/

The Prague Symphony Orchestra

https://www.fok.cz/en

Jazz

Reduta Jazz Club, Národní 20, Prague 1

http://www.redutajazzclub.cz/en

Jazz Dock, Janáčkovo nábřeží 2, Prague 5

https://www.jazzdock.cz/en/

Contemporary Art

Rudolfinum Gallery, Alšovo nábřeží 12, Prague 1

https://www.galerierudolfinum.cz/en/

Center for Contemporary Art DOX, Poupětová 1,

Prague 7

https://www.dox.cz/en

Photography

Leica Gallery Prague, Školská 28, Prague 1

http://www.lgp.cz/en/

Langhans Gallery, Vodičkova 37, Prague 1

http://www.langhans.cz/en/gallery/

Cinemas

Lucerna, Štěpánská 61 (in the Lucerna passage),

Prague 1

https://www.lucerna.cz/en/

Kino Světozor, Vodičkova 41, Prague 1

https://www.kinosvetozor.cz/en

Bio Oko, Františka Křížka 15, Prague 7

https://www.biooko.net/en

Aero, Biskupcova 31, Prague 3

https://www.kinoaero.cz/en

Evald, Národní 28, Prague 1

http://www.evald.cz/

Kino MAT, Karlovo náměstí 19, Prague 2

http://www.mat.cz/

Cafés, restaurant, pubs

Historical cafes:

Café Slavia, Národní 1, Prague 1

http://www.cafeslavia.cz/

Café Louvre, Národní 20, Prague 1

http://www.cafelouvre.cz/en/

Café Montmartre, Řetězová 7, Prague 1

https://www.facebook.com/cafemontmartreprague/?rf=146405125408574

Grand Café Orient, Ovocný trh 19, Prague 1

http://www.grandcafeorient.cz/

Café Savoy, Vítězná 5, Prague 5

http://cafesavoy.ambi.cz/en/?land_off=1

Café Imperial, Na poříčí 15, Prague 1

http://www.cafeimperial.cz/en/

Kavárna Lucerna, Štěpánská 61, Prague 1

http://www.lucerna.cz/

The following cafés cater to a younger, less touristy crowd:

Ebel Coffee, three locations in Prague 1: Řetězová 9 / Templová 7 /Kaprová 11

https://www.ebelcoffee.com/

Mama Coffee, Vodičkova 6, Prague 1

https://mamacoffee.cz/en/

Dobrá trafika, two locations: Újezd 37, Prague 1 / Korunní 42, Prague 2

http://www.dobratrafika.cz/

Týnská Literární Kavárna, Týnská 6, Prague 1

http://www.tynskakavarna.cz/

Kaaba, Mánesova 20, Prague 2

http://www.kaaba.cz/

The Globe, Pštrossova 6, Prague 1

http://www.globebookstore.cz/

Cukrárna Alchymista, Jana Zajíce 7, Prague 7

http://www.alchymista.cz/

Kavárna Kolíbka, Řeznická 10, Prague 1

http://www.kolibka.cz/

Kavárna co hledá jméno, Stroupežnického 10, Prague 5

http://kavarnacohledajmeno.cz

Můj šálek kávy, Křižíkova 105, Prague 8

http://www.mujsalekkavy.cz

Patisserie St. Tropez, Vodičkova 28, Prague 1

http://www.cukrarnatropez.cz

Monolok Café, Moravská 18, Prague 2

https://www.facebook.com/Monolok-cafe-298446980264104/

Café Zanzibar, Americká 15, Prague 2

http://www.kavarnazanzibar.cz

EMA Espresso Bar, Na Florenci 3, Prague 1

http://www.emaespressobar.cz

Café Liberál, Heřmanova 6, Praha 7

https://cs-cz.facebook.com/kavarnaliberal

Erhartova cukrárna, Vinohradská 125, Praha 3

http://www.erhartovacukrarna.cz/cs/index.html

Restaurants

U Medvídků, Na Perštýně 7, Prague 1

http://www.umedvidku.cz

Pivovarský dům, Ječná/Lípová 15, Praha 2

http://www.gastroinfo.cz/pivodum

U Fleků, Křemencova 11, Prague 1

http://ufleku.cz

U Pinkasů, Jungmannovo náměstí 15/16, Prague 1

http://www.upinkasu.cz

Lokál, Dlouhá 33, Prague 1 and Sokolovská 55, Prague 8

http://lokal.ambi.cz/en/#restaurace

Kolkovna, V Kolkovně 8, Prague 1

http://www.kolkovna.cz/en

U Parlamentu, Valentinská 8, Prague 1

http://www.uparlamentu.cz

Pubs

Hany Bany, Veleslavínova 5, Prague 1

http://www.hanybany.cz

U Sudu (which is actually a wine bar, but also offers good beer), Vodičkova 10, Prague 1

http://www.usudu.cz

U Zavěšenýho kafe, Úvoz 6, Prague 1

http://www.uzavesenyhokafe.cz

Typical Czech food that you should taste before you leave Prague

Lázeňské oplatky Kolonáda ("spa wafers" Kolonáda)

Fidorka (round biscuits in colourful wrappers)

Czech Beer (Pilsner, Budweiser, Kozel, Staropramen,...)

Kofola (Czech lemonade similar to more famous brands...)

Rakvičky se šlehačkou ("A little coffin" with whipped cream)

Hořické trubičky (genuine rolls from Hořice village)

Pardubický perník (gingerbread from the town of Pardubice)

Svíčková na smetaně s knedlíkem (beef with creamy vegetable sauce, served with dumplings, lemon and cranberries – don't knock it until you've tried it!)

Utopenec (pickled sausage called "drowned men")

Nakládaný Hermelín (marinated Brie-style cheese)

Míša or Ledňáček ice cream

Chlebíček (open-faced sandwich with meat, cheese and/or potato salad, often elaborately arranged)

Pečené vepřové s knedlíky a se zelím (Roast pork withdumplings and cabbage)

Places worth visiting in the Czech Republic

Cities

Brno Plzeň České Budějovice Olomouc Český Krumlov Tábor Karlovy Vary Telč

Kroměříž Terezín (former) Concentration Camp

Kutná Hora Třeboň

Historical sites

Kuks Hospital Litomyšl Castle Hluboká Castle Křivoklát Castle

Karlštejn Castle Lednice-Valtice Cultural Landscape Pilgrimage Church of St John of Nepomuk at Zelená Hora

Natural sites

Bohemian Paradise Czech Saxon Switzerland National Park Moravský Kras (Moravian Karst) Říp hill