

Practical Information for Exchange Students

Exchange Office

Room RB 547 – Rajska Building, 5th floor
Coordinators: **Karolína Kaslová, Daniela Slámová**
For visiting hours see website: exchange.vse.cz

VSE ID Cards

University ID card (VSE ID card) needed to enter dormitories, use library facilities and to pay at university canteens.
Compulsory to present the ID on request at the university.
More information: ci.vse.cz

Wireless Internet Connection

Wireless internet connection for a laptop or other devices – Eduroam Eduroam is free for all VSE students. For instructions on how to connect please see: <https://eduroam.vse.cz/heslo/>
In case of any problems with your connection, go to SB22 – Computer Helpdesk
More information: ci.vse.cz

Academic Calendar

Orientation week: February 10–14, 2020

Classes: February 17 – May 15, 2020

Exam period: May 18 – June 26, 2020

(*all exchange students will be given a chance to finish their exams by the end of classes, i.e. May 15, 2020. However, not all the grades will be recorded in the system by then. If the percentage achieved in a course ranges from 50 to 59 points, the student is eligible for a retake of the final exam in the respective course. The retake takes place during the exam period. If the student does not retake the final exam, she/he will be given a failing grade for the course. Exchange students can take exams also during the exam period upon previous agreement with the lecturer.)

Printing

- Printer available in SB, 1st floor (Old Building)
- Copy machine available in the library (Old Building mezzanine)

SUGGESTED MEDICAL CONTACTS:

General Practitioner

MUDr. Luboš Hřaba
Koněvova 205/2427,
130 00, Prague 3 – Žižkov
Website: <http://medical.hraba.cz/>
Email: lubos.hraba@email.cz
Phone: +420 284 862 148

Dentist

MUDr. Conková Renata
Koněvova 198/93 (dormitory Jarov I. D)
130 00 Prague 3 – Žižkov
Phone: +420 737 991 850

Academic Psychological Counseling
Professional Psychologists
University of Economics, Prague
Winston Churchill Sq. 4, 130 67 Prague 3
[Website](#)

PHARMACY

- Koněvova 2427/205 (close to tram station Chmelnice)
- Táboritká 17/26 (tram station Olšanské náměstí)

E-mail Address

Your university email has form as this general example:
abcd00@vse.cz – Access via InSIS → Office365

Transcript of Records

Once ALL of the student's grades are in the system, Transcript of Records will be delivered both to the student and both to the coordinator. If ECTS grades are requested, the originals of the Transcript of Records will be issued after the end of the exam period.

IN CASE OF...

EMERGENCY

European Emergency Number (Police, Fire, Emergency Medical Service)	112
Emergency Medical Service	155
Police	158
Fire	150
Municipal Police	156
Prague Contact Centre (tourist information)	12 444

WHERE TO FIND...

HEALTH HELP

EU students:

Students from EU countries plus Iceland, Liechtenstein, Norway and Switzerland are entitled to the provision of necessary and urgent health care free-of-charge. It is only necessary that they have a certified E 128 form from their home country or a **European Health Insurance Card**, which replaces the paper forms needed.

It is highly recommended to have a supplementary commercial health insurance. It should be purchased before the student leaves the country of origin.

Non – EU students:

Health insurance is required while obtaining a VISA.

In case of any health problem, follow these steps:

- call information/customer or emergency line of your insurance company
- notify them of the problem
- ask for contracting doctor, his address and opening hour/website
- see the doctor
- remember to take your insurance card
- remember to take the invoice from the doctor

- Italská 37 (bus station Na Smetance)

WHERE IS THE NEAREST...

ATM at University Old Building – at the entrance (Komerční banka)
Italská Building – at the entrance (Česká spořitelna)

POST OFFICE Koněvova 2496/223
Hybernská 2086/15
Jindřišská 909/14 (open non-stop)

SHOPPING CENTER „Palác Flora“ (tram no. 5 direction “Ústřední dílny DP” or tram no. 15 direction “Olšanské hřbitovy”, station „Flora“)
„Palladium“ (tram no. 15 direction “Kotlářka” or no. 26 direction „Divoká Šárka” to station „Náměstí Republiky“)
Kaufland Supermarket at “Spojovací” station (tram no. 9 – final stop)

HOW TO GET TO UNIVERSITY...

Tram station Husinecká – tram no. 9 directly from the dormitories; 5, 15, 26
Bus station Náměstí Winstona Churchilla – bus no. 135

PRAGUE PUBLIC TRANSPORT SYSTEM

Transport system in Prague is highly integrated and connected, there are following types of fares:

- **Single tickets:** available at ticket vending machines, newsstands, via PID Lítačka mobile app (see below), contactless ticket machines in trams

- **Prepaid Coupons:** Lítačka (electronic card – either physical or virtual), reduced fair with Confirmation of Study

For more information see: <https://www.pidlitacka.cz/home>

Fitness places











NEAR UNIVERSITY:

Fittop wellness centrum	Seifertova 560/49, 130 00 Prague 3-Žižkov
	Monthly permanent pass for 1200 CZK https://www.fittop.cz/en/english-homepage/

NEAR DORMITORIES:

Maximus Fitness	Koněvova 132, 130 00 Prague 3-Žižkov Monthly permanent pass for 930 CZK
MTv Fitness	Na Rovnosti 13a, 130 00 Prague 3-Žižkov Monthly permanent pass for 700 CZK, 10 entrances for 1215 CZK
Uličník Gym	Koněvova 208, 130 00 Prague 3-Žižkov Monthly permanent pass for 650 CZK, http://ulicnikgym.cz/en/
Gym at dormitories Jarov	Jeseniova 1954/210, 130 00 Prague 3-Žižkov Monthly permanent pass for 200 CZK

USEFUL LINKS

	How to get around Prague https://www.dpp.cz/en/
	Transportation in the Czech Republic https://czech-transport.com
	Tips for trips in the Czech Republic https://www.czechtourism.com/home/
	Practical information https://www.czechtourism.com/practical-information/
	About Prague https://www.czechtourism.com/a/prague/
	Prague City Tourism https://www.praguecitytourism.cz/en
	Honest Prague Guide https://www.youtube.com/channel/UCt7oj318jVQi7vRbc1bNjJA/playlists?disable_polymer=1 A YouTube channel full of original facts and tips what to do in Prague. Honest Prague Guide also warns you from a few tourist traps!
	Guided tour in Prague https://www.prahaneznama.cz/guided-tours-with-prague-unknown/
	Czech maps (great for hikers!) https://en.mapy.cz/en
	Eat well in Prague https://www.prague.eu/en/articles/7-ways-to-eat-well-in-prague-13856