

# Practical Information for Exchange Students

## Exchange Office

Room Nr. 547 RB (RB547), Rajska Building, 5<sup>th</sup> floor  
Coordinators: **Daniela Slámová/Karolína Kaslová**  
For visiting hours see website: [exchange.vse.cz](http://exchange.vse.cz)

## VSE ID Cards

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: [vc.vse.cz](http://vc.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: <http://eduroam.vse.cz>.  
In case of any problems with your connection, go to SB22 – Computer Helpdesk  
More information: [vc.vse.cz](http://vc.vse.cz)

## Academic Calendar

**Orientation week:** September 7 - 14, 2018  
**Classes:** September 17 – December 14, 2018  
**Exam period:** December 17, 2018 – February 1, 2019  
(\*all exchange students will be given a chance to finish their exams by the end of classes, i.e. December 14, 2018. 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.)

## E-mail Address

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

## Printing

- Printer available in SB (Old Building)
- Copy machine available in the library

## Transcript of Records

Once ALL of the student's grades are in the system, Transcript of Records will be sent to the coordinator at the home university. If ECTS grades are requested, 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)	<b>112</b>
Emergency Medical Service	<b>155</b>
Police	<b>158</b>
Fire	<b>150</b>
Municipal Police	<b>156</b>
Prague Contact Centre (tourist information)	<b>12 444</b>

# 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

## SUGGESTED MEDICAL CONTACTS:

General Practitioner  
*MUDr. Luboš Hrabá*  
Koněvova 205/2427,  
130 00, Prague 3 – Žižkov  
Phone: 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  
E-mail: [eva.jarosova2@vse.cz](mailto:eva.jarosova2@vse.cz)

## PHARMACY

Koněvova 2427/205 (close to tram station Chmelnice)  
Seifertova 996/31 (close to tram station Husinecká)  
Táboritká 17/26 (tram station Olšanské náměstí)

# WHERE IS THE NEAREST...

**ATM at University** at the entrance to the Old Building (Komerční banka)  
Rajská Building - opposite to the canteens (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”, 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 – trams no. 9, 5, 15 or 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
- Prepaid Coupons: Lítačka (electronic card – either physical or virtual)

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

# USEFUL APPS



