



CHARLES UNIVERSITY
THIRD FACULTY OF MEDICINE

VADMECUM

BASIC INFORMATION FOR NEW STUDENTS | ACADEMIC YEAR 2019/2020



EMERGENCY CARD FOR OUR STUDENTS

This card helps you in case of need to obtain any assistance or help with interpretation. You can pick this emergency card at the study division. Keep it always with you, please!

  <p>CHARLES UNIVERSITY Third Faculty of Medicine</p> <p>3. LÉKAŘSKÁ FAKULTA, UNIVERZITA KARLOVA, RUSKÁ 87, 100 00 PRAHA 10 TEL: +420 267 102 111</p>			<p>Držitel/ka této karty je studentem/kou 3. lékařské fakulty Univerzity Karlovy, Ruská 87, Praha 10. Pokud se vyskytnou problémy - zejména kvůli jazykové bariéře - kontaktujte prosím pohotovostní číslo níže.</p>					
<table border="1"> <tr> <td>Medical Emergencies 155 or 112</td> <td>Police Emergencies 158</td> <td>Foreign Police +420 974 832 418</td> </tr> </table>			Medical Emergencies 155 or 112	Police Emergencies 158	Foreign Police +420 974 832 418	<div style="border: 2px solid black; padding: 10px; display: inline-block;"> <h2 style="margin: 0;">+420 724 292 312</h2> </div>		
Medical Emergencies 155 or 112	Police Emergencies 158	Foreign Police +420 974 832 418						
Notes:			<p>Should any problems arise especially in communicating with Czech Police, contact the Faculty Emergency Phone number above.</p> <p>Everyone who does not speak the official (Czech) language has a right to interpretation and to an interpreter, who will translate all questions asked and answered.</p>					

IMPORTANT PHONE NUMBERS

<p>Emergency NONSTOP service of the Vice-Dean for Undergraduate Education</p>	
<p>+ 420 724 292 312</p>	
Assistant to the Vice-Dean for Undergraduate Education	<p>+ 420 267 102 177 ilona.kubistova@lf3.cuni.cz</p>
Emergency Medical Service	<p>155</p>
Police Emergencies	<p>158</p>
Fire Brigade	<p>150</p>
Foreign Police	<p>+ 420 974 820 680</p>

INTRODUCTORY LETTER FROM THE DEAN OF 3FM CU



*Dear students, dear colleagues,
I am delighted to welcome you as new members of the Academic Community of the Third Faculty of Medicine of Charles University. Since the moment you solemnly take the matriculation oath in Magna Aula of Carolinum, you have the same rights and the same duties as other members of the Academic Community. You can find more information about the status of Academic Community members in Article 5 of the Status of Charles University (https://www.lf3.cuni.cz/3LFEN-8-version1-statut_3lf_2006.pdf)*

It is uplifting to see that you have decided to help the sick in your future profession. I am also very happy that you decided to study at our Faculty. Let me introduce the Faculty. The Faculty of Medicine in Prague was founded in 1348 together with the foundation of Charles University. In 1953, it was divided into three separate faculties - one of which was the Faculty of Medical Hygiene (Public Health) in the Vinohrady medical campus. After 1990, the Faculty moved to a new (current) building, and both the contents of the study and the name of the Faculty changed to its present form. Our Third Faculty of Medicine therefore educates future doctors in the full range of medical sciences (Master's degree in General medicine), as well as other health specialists in the respective Bachelor's level disciplines. A very important part of the Faculty activities is research, which involves also many of our students. Doctoral study programmes are then used to educate future scientific or academic staff.

The Third Faculty of Medicine is one of eight faculties of medicine in the Czech Republic. By size we are among the small or medium-sized faculties but thanks to our scientific output and also thanks to an independent evaluation of the graduates' success it ranks among the most successful in the country. This is also due to the great emphasis we place on practical lessons. Our system of teaching is called "problem-oriented" teaching, which in practice means that we teach students to understand the context, to treat patients as concrete people, people with a certain symptom, and to properly analyze this symptom and suggest further steps. This difference in emphasis and teaching paradigm is easily seen when you compare the exam titles at our Faculty with other (traditionally profiled) medical faculties - especially in lower study years.

A very valuable element is the open and friendly relationship between students and educators. You have all gone through demanding entrance exams. We are proud that our system of admission enrolls self-confident, polite and intelligent students who grow into real personalities during their studies. The Faculty supports student activities - especially if they focus on members of the Academic Community of the Faculty (for their scientific, sporting, cultural or other interests, etc.) or on charity.

I am looking forward to meeting you during your studies, I am also looking forward to your efforts to improve the level of teaching, and I firmly believe that you will be able to manage demanding study, and at the end we will meet at your graduation ceremony. I finish with the traditional academic "Quod bonum, felix, faustum, fortunatumque sit."

Prague, 20. 7. 2019

prof. MUDr. Petr Widimsky, DrSc.,

Dean of the Third Faculty of Medicine of Charles University

WELCOME



We wish you a warm welcome to Charles University and hope that you will have an enjoyable and enriching experience as a student here.

We hope that coming to study at our university will be an exciting experience, with opportunities to broaden your academic, social and cultural horizons.



Charles University



The Third Faculty of Medicine

ARRIVING BY AIR

Prague Airport: <http://www.prg.aero/en/>

All international flights arrive at Václav Havel Prague Airport, approximately 20 km to the Northwest of the city centre. You can get into town either by catching a city bus (No. 119) or by catching the airport shuttle service. A single private company called CEDAZ runs all minibus shuttle services to the airport. You will see their white vans waiting outside the terminal. There is also a taxi service run by a company called Airport Cars FIX. There are four ways you can get from the airport to the dormitory:



1. You can take a taxi or UBER. This is undoubtedly the most comfortable way to travel, but also the most expensive. Prices for a taxi journey from the airport into town range from CZK 300,- CZK 900,- depending on your precise destination. You will find a price list for the service offered by Airport Cars FIX by the company's stand in the airport lounge (we can recommend the AAA taxi, they will give you a 47 % discount voucher for the way back to the airport). If you do decide to use a taxi, make sure you get a written estimate for the cost of your journey from the company in the airport lounge before you set out, since this reduces the chance of the driver trying to overcharge you (ask a taxi-driver for the price before). If on TAXI, pay only the prices set on the meter !

2. Hire a Prague Airport shuttle to take you direct to the dormitory. It costs 22 EUR (for 1–4 passengers) or 30 EUR (for 5–8 passengers), and it is generally cheaper than taking a taxi. However, it is also slower, since the van will have up to eight passengers, and will have to visit up to eight different addresses. Your address may be the eighth in the line. Write down the address of your dormitory to show to the shuttle driver. See more at <http://www.prague-airport-shuttle.com>

3. Take city bus No. 119 or the regular airport shuttle service to "Nádraží Veleslavín" Metro Station, line A. Then, after you get to Nádraží Veleslavín, take a taxi (if you don't want to/can not use the subway). This reduces the length of the taxi journey.

Take city bus No. 100 — a special fast and frequent service from the airport to the Zličín metro station (underground line B) from where you can get to central Prague by metro.

To take the city bus you will need to buy a ticket for CZK 24,- (valid for 30 minutes) or CZK 32,- (valid for 90 minutes) in the airport lounge or at the bus stop from a machine, where you can use your credit cards, and you should remember to validate the ticket by date-stamping it when you get on the bus. There is also the possibility to get „sms ticket“, but this is possible only for those who have the Czech phone number.

INFORMATION ABOUT STUDIES AT 3FM CU

For general information on Václav Havel airport Prague, see the Czech Airport Authority website: <http://www.prg.aero/en>, which includes full details of transport to the airport by city bus, minibus and taxi (in English).

Some useful websites

Czech Airlines

<http://www.csa.cz/en/>

Prague Public Transport

<http://www.dpp.cz/en/>

Prague Information Service

<http://www.praguewelcome.cz/en/>

The Third Faculty of Medicine is located on Ruska 87, Prague 10. The closest metro stop is Želivského on line A (green).



VISA

Students from **non-EU** or **non-EFTA** countries who wish to stay in the Czech Republic for more than 90 days have to apply for a visa. An application for the permit should be submitted to the Czech Embassy or Consulate in the student's country of origin in good time before arrival. Please be aware that the administration process can easily take 8 weeks. The price of the visa fee depends on country you come from. Even when you have the visa you are legally obliged to register with the Police Foreign Department within 3 days of your arrival. The residency visa for more than 90 days is valid for 1 year and allows the foreign citizen to travel repeatedly into and out of Czech territory.



The residence of foreign nationals in the Czech Republic is governed by the Act on the Residence of Aliens in the Territory of the Czech Republic (law no. 326/99, as amended). Under the terms of this law, it is not possible for first-time visa applicants to apply for a student visa on the territory of the Czech Republic, or even to pick up a visa they have previously applied for. Students therefore must apply for (and obtain) a visa before their departure to the Czech Republic.

INFORMATION ABOUT STUDIES AT 3FM CU

If you are a citizen of an **EU** or **EFTA** state you do not need to apply for a visa. Within 30 days of your arrival to the Czech Republic, however, you must apply for a Residence Permit at the Police Foreign Department Due to the Czech Republic's membership of the EU, citizens of European Union (EU) countries (Austria, Belgium, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Italy, Ireland, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and United Kingdom), citizens of European Economic Area (EEA) countries (Iceland, Liechtenstein and Norway), and citizens of Switzerland do not require any visa for any type of visit or stay in the Czech Republic.

At the point of entry to the CR, an EU citizen needs present only a travel document at the request of the police. EU citizens entering the territory of the Czech Republic will be allowed to use national ID cards besides standard travel documents (e.g. ordinary passport, diplomatic passport, service passport). The currently operative EU regulations provide for necessary minimum period of validity of travel documents or ID cards, neither do they stipulate that ID cards, used instead of travel documents, must have a machine-readable zone. To permit entry to its territory, the Czech Republic will accept all kinds of identity cards included in a handbook currently prepared by the EU that will contain specimens of the indicated national documents of all EU member states.

Foreign nationals from outside the EU continue to need a visa.

**If you need help with your visa, you can contact Integration Centre Prague:
www.icpraha.com**

FOREIGN POLICE OFFICE – CIZINECKÁ POLICIE

Address:

Hládkov 682/9, Prague 6; **Telephone:** +420 974 820 680, **Email:** pobyty.hladkova@mvcz.cz

Olšanská 2, Praha 3; **Telephone:** +420 974 821 111, **Email:** pobyty@mvcz.cz

For more information look at <http://www.mvcz.cz/mvczen/article/immigration.aspx>

TEMPORARY RESIDENCE PERMIT

If an EU citizen intends to stay in the territory of the Czech Republic for a period exceeding three months, he/she will be entitled (but not obliged) to apply to the police for a special residence permit (**temporary residence permit**). The issue of the said permit is not a condition for the stay of EU citizens in the territory of the Czech Republic, irrespective of the purpose of the stay. On the other hand, it has benefits for a foreign resident in situations, where proof of a Czech address is required, e.g. for some rental and purchase agreements. If the application is handled affirmatively, the police issue the EU citizen with a permit card **Průkaz o povolení k pobytu státního příslušníka členského státu Evropských společenství (cover in purple colour)**. Citizens of Switzerland, Norway, Liechtenstein, Iceland and their family members who are not EU citizens will be issued by the police residence permit cards **Průkaz o povolení k pobytu (cover in green colour)**.



RIGHTS AND DUTIES OF FOREIGN NATIONALS IN CZECH REPUBLIC

Every foreigner as well as any other person residing in the Czech Republic must observe the laws and legal regulations which apply to them (i.e.criminal code, tax laws, etc.) Nevertheless, there are certain (additional) duties, which must be fulfilled by foreigners in particular.

This manual provides a basic overview of the rights and duties of foreign nationals when in contact with the police. Nevertheless, the Czech law may occasionally differentiate between the EU citizens including citizens of Iceland, Norway, Lichtenstein, or Switzerland (hereinafter collectively referred to as “EU citizens”) and the non-EU citizens.

DUTIES:

Every foreign national must be able to prove his or her identity, if requested by the police.

- EU citizens can prove their identity with a passport or an ID card.
- Non-EU citizens prove their identity with a passport and/or a residence permit.

After arrival - EU citizens

- If the length of the intended stay is longer than 30 days, EU citizens are obliged to **report their presence to the appropriate Foreign Police Department** in the location of their stay.
- EU citizens can temporarily stay in the Czech Republic without any special permit, solely on the basis of a travel document or an identity card. However, if they plan to stay longer than 3 months, they can request a certificate of temporary residence or a permanent residence permit.
- EU citizens are also bound to report any changes to surname, marital status, and changes of data contained in the residence card within 15 days to the appropriate authority, which issued the residence card.
- EU citizens are required to report a change in the place of residence within 30 working days of this change occurring, if the change is expected to last longer than 180 days (for further information visit <http://www.mvcr.cz/mvcren/article/reporting-changes.aspx>).

After arrival - non-EU citizens

- After arrival, non-EU citizens are obliged to **report their presence to the appropriate Foreign Police Department** in the location of the place of their stay within 3 working days.
- To stay in the Czech Republic for longer than 3 months, non-EU citizens require a long-term visa, or a long-term or permanent residence permit (for further information visit <http://www.mvcr.cz/mvcren/article/third-country-nationals-entering-the-czech-republic.aspx>).
- Non-EU citizens must report any changes to surname, marital status, or changes to data in passport or other travel document to the appropriate authority, which issued their residence permit within 3 days.

Every foreign national must prevent documents issued under the Czech law against loss, theft, damage or misuse and ensure that the contained data are true.

Every foreign national must report loss, damage, destruction, or theft of a document issued under the Czech law within 3 days.

Every foreign national must **immediately report loss or theft of passport or other travel document**.

SANCTIONS:

In the case of a breach of the above mentioned duties a financial penalty (fine) of up to 3.000,- CZK can be imposed.

RIGHTS:

Everyone has a **right to equal treatment** and non-discrimination.

Everyone has a **right to be informed about the nature and cause of the charges** laid against him or her, and about the **legal basis** for such charges. All provided **information must be comprehensible and complete.**

Everyone has a **right to respond to charges** laid against him or her.

Everyone who does not speak the official (Czech) language has a **right to interpretation and to an interpreter**, who will translate all questions asked and answered.

Should any problems arise especially in communicating with Czech Police, please contact the Emergency Phone number +420 724 292 312

COSTS OF LIVING

The cost of living in the Czech Republic is on average comparable to that of other Central and East European countries. A single student is advised to have available approximately CZK 10.000 (app. 300 €) per month to cover food, basic transport and accommodation.

Rent:	CZK 3 000 – 7 000
Food:	CZK 3 800 – 4 200
Transport:	CZK 250 – 300
Leisure time:	CZK 700 – 1 000
Total:	CZK 7 750 – 12 500

Be aware that the level of rent varies depending on which city you live in, whether you use the University dormitory or private place and if you share the flat or not. The final cost of living depends on your personal spending habits, of course.

MONEY AND BANKING

Money:

The currency is the Czech crown (Koruna česká – Kč), divided into 100 hellers. Hellers are only used for accounting - in reality all payments are in whole crowns.

The following denominations are in circulation:

Notes: 100; 200; 500; 1000; 2000 and 5000 Kč.

Coins: 1, 2, 5, 10, 20 and 50 Kč.

Most of the shops and service providers in Prague and big cities accept major credit cards (usually except for American Express). Many services (public transport, food delivery) can be paid online too. In rural areas of the country however it is still what is considered a „cash economy”, which simply means that most transactions are made in person, in cash.

Banks:

There are branches of all the main Czech as well as foreign banks such as

- **Československá obchodní banka, ČSOB** – <http://www.csob.cz/en>
- **Komerční banka, KB** – <http://www.kb.cz/en>
- **Česká spořitelna, ČS** – <http://www.csas.cz>
- **Citibank** – <http://www.citibank.com>

and other smaller branches where you can open an account. Bank opening hours are generally 8 am to 5 pm Monday to Friday and some banks are open on Saturday morning. Nearly all banks have 24-hour ATM cash machines and a foreign exchange desk where you can exchange your currency and travellers cheques.

Lost Credit Cards

- **American Express** – information at: +420 222 800 333, +420 222 800 111
 - **Visa** – information at: +420 800 142 121, +1410 581 9994
 - **MasterCard/Eurocard** – information at: +420 800 142 494, +1 636 722 7111
 - **Diners Club Czech** – hot line: +420 222 316 675, +420 267 197 450, (at weekend +420 221 779 924)
 - **Commerzbank** – information at: +420 272 771 111
-

MOBILE OPERATORS

In the Czech Republic you have a choice of three mobile phone networks: Vodafone, T-Mobile and O2. In the cities of the Czech Republic all networks provide excellent coverage.

Unfortunately, there is very little difference in price between their tariffs. For example, all three networks offer their unlimited calling plan for CZK 750 monthly with 1.5GB of data on a 24 month contract. Be careful with the contract lengths on mobile phone tariffs as the standard here is 24 months. Vodafone offer a student tariff for CZK 499 monthly which includes 600 minutes of calling, 10 GB of data and unlimited SMS per month. Best of all is that you are not bound by a contract.

Alternatively, if you are a light mobile phone user you may wish considering getting a pre-paid card. All of the mobile networks offer them.

The webpages of 3 main mobile operators are: www.t-mobile.cz, www.o2.cz, www.vodafone.cz

ACCOMMODATION IN PRAGUE (DORMITORY)

Living in university accommodation is a great way to get to know people when you first come to the Czech Republic. Students are housed in double occupancy rooms with shared kitchen and bathroom facilities. Single rooms are not available. There are two types of rooms:

1. Unit system consisting of two double rooms sharing small kitchenette (hot plate and small fridge) and bathroom facilities.
2. Double rooms with communal showers and kitchens at the end of each hall.

All dormitories provide bedding (pillow, duvet and sheets, changed regularly). Most also have laundry facilities.

The accommodation is provided either for whole school or academic year, i. e. from October to June, or from October to September of the next year. If you would like to be accommodated in students dormitory, first check the webpage: www.kam.cuni.cz. The study division helps with accommodation for the first year students.

PRIVATE ACCOMMODATION

It is not difficult to find private accommodation in our university cities. For a three-room flat (two rooms and kitchen) situated in the centre of Prague you can pay about 20.000 CZK (Kč). You can visit these sites for example:

- <http://www.hostel.cz/>
- <http://www.czechhostel.cz>
- <http://www.expats.cz/>
- <http://www.bydleni.cz/reality/index.php>
- <http://www.annonce.cz/byty-k-pronajmu.html>

CAUTION: all contracts you sign should be written in English or in a language you understand. In doubts, contact the Study Division - DO NOT sign anything you do not understand !!!!!

EMERGENCY MEDICAL SERVICE

in the case of urgent emergency call 155

Emergency medical treatment is free of charge for all visitors to the Czech Republic EU/EFTA citizens. Any other medical, dental or hospital care and all care provided to NON EU/EFTA citizens will be charged in full, unless otherwise specified in the governmental agreement between the Czech Republic and the student's home country. Special arrange exists for EU/EFTA citizens – see lower. (It is essential that all other students arrive with adequate health insurance for the entire duration of their stay, arranged in advance of their departure from home.)



In the Czech Republic, non prescription drugs and medicines are sold only in pharmacies. They are not available at supermarkets. Pharmacies may be recognised by the prominent green cross-displayed over the shop-front. Many have staff who can speak English, Russian or German, and are used to offering medication advice to tourists (esp. in the city centres).

HEALTH INSURANCE

EU nationals

Students arriving from EU member states should ensure that they request a European health insurance card (EHIC) from their local health authorities before departure from their home countries. Nationals of EU countries who are staying temporarily in the Czech Republic are entitled to receive URGENT necessary medical treatment free of charge. To obtain treatment under the provisions of the European regulation it is important to contact medical institution (doctor, dentist, hospital), which is covered by the contract with the public health insurance system (most of them do - details can be obtained from the health insurance funds). For more information please visit www.cmu.cz



INFORMATION ABOUT STUDIES AT 3FM CU

Your European health insurance card (EHIC), or Provisional certificate has to be submitted to attending physician. If no of above mentioned documents are presented, the physician can insist on cash payment. If non-acute cure needed, the doctor will normally ask you to confirm your expected length of stay in the territory of the Czech Republic and will advise you to choose one of Czech contracting health insurance funds – for non-acute care.

For specialist treatment, you need a referral from a general practitioner (GP). For some extra dental manipulation and materials participation is to be paid in extra particular amounts. Prescriptions are issued by a doctor, and may be filled at a pharmacy. You may have to contribute to the cost of your drugs or medicines, and this cost is not refundable. To get hospital treatment, you need a referral from a GP except in cases of emergency, when you can go directly to the hospital. In case of urgent medical transport or in case of treatment by doctor of emergency service it is also necessary to present your European health insurance card, E111 or Provisional certificate. Please note that non-urgent or elective treatment which can reasonably be postponed until the persons return to his/her country are not covered, and for these eventualities we recommend you take out extra medical or commercial travel insurance with an insurance provider in your home country. EU students should ask their home insurance company to provide them so called S2 certificate - which is a guarantee that their non- urgent planned treatment will be reimbursed.

Non-EU nationals

Non-EU students should ensure that they have private medical insurance or they must expect to pay cash for all medical care. We strongly urge all non-EU international students to consult with their home medical insurance company prior to travelling abroad to confirm whether their policy applies to the Czech Republic and whether it will cover emergency expenses such as a medical evacuation.

**For specific information about health care provision to our students
see chapter „Health Care for the Students“ below !!**

HEALTHCARE FOR STUDENTS

Non-acute health care for foreign students of Third Faculty is provided by **Dr. Pavel Škrha**, who is positioned at the building N, ground floor, on the left, door. No.120. Office hours for non- emergency cases are every Thursday, 13:00 – 15:00. It is not necessary to make an appointment. Urgent cases during daytime by phone appointment - phone No +420 604 861 705. Please bring with you insurance card, passport and ISIC.

In the event of an acute illness, you can visit round the clock the Emergency unit at the Dept. of Paediatrics and Adolescent Medicine, building M of Vinohrady Hospital for non surgical emergencies, surgical emergencies are dealt with at the Dept. of Surgery (building H), injuries at the Dept. of Orthopaedic Surgery (building H), eye emergencies at the Dept. of Ophthalmology (building E), gynaecologic emergencies at the Dept. of Gynaecology and Obstetrics (building D). Acute dental care is provided by the Dept. of Dentistry (building N) but only Mo-Fri 7-15 hrs. If you have any difficulties with finding acute medical assistance, do not hesitate to call the **NONSTOP EMERGENCY** tel. number +420 724 292 312 of the Vice-Dean for Undergraduate Education and Student Affairs or a member of his team.



Other important phone numbers are at the front page of this booklet.

Hepatitis B Vaccinations + Measles

It is compulsory for students of medical faculties to be vaccinated against the **hepatitis B** virus (except for those who have demonstrably had the disease or have a sufficient amount of antibodies against HbsAg higher than 10 IU/l.). You are prohibited from taking part in tuition in a medical facility without being vaccinated (or proving you have the sufficient amount of antibodies). *Your GP will give you this vaccination – please submit the confirmation of vaccination to the study division of the Dean's Office.*

Where can I get the required vaccinations - Hep. B for study at the faculty?

You can contact the Department of Occupational and Travel Health in the University Hospital, (Building I, ground floor). You can make an appointment and get further information at <http://www.objednavky.fnkv.cz> - but this system is in Czech only, so ask the Study Division for assistance. Always bring your vaccination records, or medical records which document your previous vaccinations.

Students are required to present a confirmation of vaccination against **measles** or confirmation of sufficient level of antibodies against measles, See Dean's Order nr. 8/2019.

Where can I get a TB Skin Test, or get a TB booster shot?

Our hospital does not provide TB skin testing or TB booster shots. You can obtain a letter of reference from MUDr. Jana Malinová (phone no.: 267162 682). Then, you will go with the letter to the Calmetisation centre in Prague 10 – Pulmonary department – Calmetisation, Plaňanská street 573/1, Prague 10 – Malešice; where you can get a TB skin test or TB booster shot. (281 019 243)

I need laboratory tests (e. g. MRSA, or other) before taking part in hospital training. Can I come to Dr. Škrha's Clinic on Thursday?

It is not necessary to come to the clinic; you can only e-mail to inform them (in case of the office holidays, or unexpected situations). Then, you can come directly to the clinic for the swab test on Tuesday or Thursday, at 7:30 in the morning. **Remember: you should not brush your teeth before taking the MRSA swab test!** The results will be available in 3 days; you can be informed in person or via e-mail.

Dental Care

Stomatology clinic offers our students basic dental care. Applicants may come personally to consulting room no. 3 (phone no. 267163343) or to consulting room no.5 (phone number 267 163 289). If you are afraid, they can use ENTONOX (N₂O+O₂) to calm you down. They also offer dental hygiene in consulting room no. 7 - best after the visit of above mentioned or after consulting with another dentist. For making the appointment (Dental hygiene), call 267 163 268. More information on the reception and above mentioned numbers.

Adress: Faculty Hospital Královské Vinohrady, Department of Stomatology
Šrobárova 50, 100 34 Prague 10, building N

Counselling

If you encounter any study or personal problems during the course of your studies, you can contact your group tutor or the Vice-Dean or one of his staff, who may either help you directly or arrange for the provision of the necessary assistance at a specialised facility.

LIABILITY INSURANCE

All students and staff of the Third Faculty of Medicine at Charles University are covered by an insurance policy concluded with Česká podnikatelská pojišťovna, a.s., Vienna Insurance Group, in respect of „third-party liability for damage arising in connection with the activities performed in accordance with the unabridged version of the Statutes of Charles University”. The amount of the indemnity limit is CZK 20,000,000 and this policy is valid throughout the Czech Republic. The excess for each insured party is CZK 1.000 per insurance claim. This insurance does not cover the risk of contracting an infectious disease.

SOME USEFUL WEBSITES

ABOUT CZECH REPUBLIC

- My Czech Republic – more than a destination guide: <http://www.myczechrepublic.com>
- Information on the CR: travel, business, study, work and leisure: <http://www.czech.cz>
- Czech Tourism: <http://www.czechtourism.com/Homepage.aspx>
- Map of the Czech Republic: <http://www.mapy.cz> or Google Maps: <http://maps.google.cz>

ABOUT PRAGUE

- Praha.eu – portal of Prague: <http://www.praha.eu/jnp/en/home/index.html>
- Prague Information Service – tourist portal: <http://www.praguewelcome.cz/en/>

TRANSPORT

- Czech Airlines: <http://www.csa.cz/en>
- Trains and Buses in CR + find a connection:
<http://jizdnirady.idnes.cz/vlakyautobusy/spojeni/>
- Prague Public Transport + find a connection: <http://www.dpp.cz/en>

STUDY IN THE CZECH REPUBLIC

- Ministry of Education, Youth and Sports: Act No. 111/1998 on universities and on amendment of further regulations: <http://www.msmt.cz>
(only partially in English: <http://www.msmt.cz/index.php?lchan=1&lred=1>)
- Centre for Higher Education Studies: <http://www.csvs.cz>

CZECH AUTHORITIES

- Czech Missions and Offices Abroad (Ministry of Foreign Affairs): <http://www.mzv.cz/jnp/en/index.html>
- Czech Ministry of Home Affairs: <http://www.mvcr.cz/mvcren/>
- Embassies in Prague: <http://www.prague-czechrepublic.com/embassy-in-prague/>

OTHERS

- Czech Weather Forecast: <http://www.meteoprog.cz/en/>

THIRD FACULTY OF MEDICINE:

- Official website of the Third Faculty of Medicine: <http://www.lf3.cuni.cz/en>
- Facebook: <http://www.facebook.com/3lfuk>
- Official website of students organization TRIMED: <http://trimed.lf3.cuni.cz/>



CHARLES UNIVERSITY STUDENT CARDS

You only need your valid passport with you – there are 2 types of Student Cards. A simple one, that is issued for free and serves for several purposes concerning your studies (Library, University information system, etc) or a card, that also serves as International Student Identity Card (ISIS) – this can be also used to gain discounts at several cultural and other sites (see <http://www.isic.cz>). The issue centre at Information and Advisory Centre of Charles University is the only university centre, where you can buy an International Student Identity Card (ISIC). The price is CZK 230,-. ISIC cards can also be bought at branches of GTS International.

In order to have access to libraries, computer rooms, cafeterias, reading rooms and so on you need the Charles University Student Card, which can be issued to you in one of the following centres:

INFORMATION ABOUT STUDIES AT 3FM CU

1. Information and Advisory Centre of CU – Opletalova 38, 110 00 Praha 1, ground floor of dormitory Jednota

Monday – Thursday: 9:00 – 12:00 and 12:30 – 18:00
Friday: 9:00 – 12:00 and 12:30 – 16:00

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

Monday: 8:00 – 12:00 and 12:30 – 17:00
Tuesday: 9:00 – 12:00 and 12:30 – 17:00
Wednesday: 8:00 – 13:00
Thursday: 9:00 – 12:00 and 12:30 – 17:00
Friday: 9:00 – 12:00 and 12:30 – 15:00

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

Monday – Tuesday: 9:00 – 12:30 and 13:00 – 16:30
Friday: 9:00 – 13:00

CALENDAR FOR THE ACADEMIC YEAR 2019/2020

Czech national holidays in academic year 2019/2020 <i>schools are closed, no business performed, some holidays all large shops are closed too</i>	
St. Wenceslas Day - Day of Czech Statehood	28. 9. 2019
Foundation of the Czechoslovak State	28. 10. 2019
Victory of Freedom and Democracy (fall of Communism)	17. 11. 2019
Good Friday	10. 4. 2020
Easter Monday	13. 4. 2020
Labour Day	1. 5. 2020
Victory Day	8. 5. 2020
Day of Saints Cyril and Methodius	5. 7. 2020
Jan Hus Day	6. 7. 2020

ACADEMIC YEAR 2019/2020	
Start of the winter semester	30. 9. 2019
Christmas vacation:	21. 12. 2019 – 3. 1. 2020
Start of the summer semester	24. 2. 2020
Summer vacation:	6. 7. 2020 – 30. 8. 2020
End of the academic year	30. 9. 2020
Dean's day – free day	16. 10. 2019
Faculty ball	6. 3. 2020

THE TUTORIAL SYSTEM AT THE THIRD FACULTY OF MEDICINE

The commencement of higher education studies can be accompanied by a relatively high level of stress – a new environment, new people, a great deal of information that must be absorbed often in very short time frames. You will undoubtedly successfully handle most of these factors on your own. However, you may find yourself in a situation when you will appreciate the service provided by the faculty's tutors.

Your study group will be assigned a tutor - one of the senior teachers of the Faculty. This tutor will contact you during the first weeks of your studies and meet the group.

The main duties of Tutors are:

- To assist students, particularly during the course of Cycle I, in adapting to the university setting and to the manner of tuition within the framework of the integrated programme.
- To arrange contact, if need be, between students and the responsible Vice-Dean or another official of the Third Faculty of Medicine. If need be, tutors shall also make sure, that students find their bearings in the array of medical, social and psychological services provided by the pertinent organisations.
- To arrange or provide for counselling and guidance for students, namely as regards problems related to the course or organisation of studies or in the event of a difficult social situation.
- To keep students abreast of opportunities for student research activities and optional student courses.
- In short – the Board of Tutors serves to resolve, in a fast and flexible way, student's problems in areas directly relating to their studies, to organisational and social matters, to the area of students' participation in science research activities and to their future employment prospects.

Tutors are available to students upon prior appointment (preferably by e-mail). Should the need arise, the discussion of an urgent matter can be arranged by **contacting MUDr. David Marx, Ph.D.**, the tutors' co-ordinator, the Vice-Dean for Undergraduate Education and Student Affairs, by telephone at +420 602 260 244.

Stressful situations may arise at the commencement of studies, particularly during the first year, caused by the process of adapting to greater study demands, finding the ideal way of preparing for tuition, as well as the different environment in which the students find themselves. Consulting any of these problems with tutors is always welcome. Tutors can also assist students in certain social problems, can help to find a doctor or a psychologist.

The tutors of the Third Faculty of Medicine are prepared to communicate personally or in writing with any student. Students have a tendency, particularly at the start of their studies, to postpone the resolution of their problems, which results in an accumulation of stress and further complicates the problem - do not hesitate taking advantage of the support provided by the faculty's tutors whenever you believe it is appropriate.

STUDY DIVISION

The Study division deals with study-related matters of all undergraduate students. Any student can contact the Study division in order to obtain a confirmation of student status which may be required by various authorities or institutions. This division has pre-printed forms, where the student merely fills in his/her personal details. Students must always show proof of his/her student status (Student ID Card). The study division also issues official transcripts of records (grades) on request.



If a student encounters problems related to his or her studies and wishes to request for changes to be made in his/her study plan, he/she must always submit a written request to the Study division, where he/she shall be advised of the possible ways of resolving the problem at hand. He/she shall receive a form (vide: <http://www.lf3.cuni.cz/3LFEN-109.html>) on which to write the request. The student shall

send the request to the study division (depending on the nature of the problem), who shall then consider the request and decide on the manner of its settlement.

Every year of study has its own notice board in the faculty lobby, on which the Study division posts up-to-date information for students. It is very important for students to monitor this notice board in order to avoid missing important announcements. The most important documents are posted on the Official Notice Board likewise located in the faculty lobby, and they are also posted in an electronic form on the faculty's website. Besides monitoring the notice boards, students should get used to checking this website (<http://www.lf3.cuni.cz/en/>), where they can find all the current information.

Students submit their e-mail addresses to the study division so that they can receive information and various notifications also by email.

**The study division is located in building B
(the entrance is to the left from the car park in front of the faculty)
Please note: the mailing address is
Ruská 87, 100 00 Prague 10, Czech Republic.**

Study Division – Vice Dean and Associate Deans



VICE-DEAN FOR UNDERGRADUATE EDUCATION AND STUDENT AFFAIRS

MUDr. David Marx, Ph.D.

Students wishing to contact the Vice-Dean for Undergraduate Education and Student Affairs may make appointment by telephone with the Vice – dean secretary Mgr. Ilona Kubištová at +420 267 102 177, or e-mail appointment send to ilona.kubistova@lf3.cuni.cz (main building, 1st floor, room No. 240). The Vice-Dean may be contacted at david.marx@lf3.cuni.cz.

It is possible to contact the Vice-Dean for Undergraduate Education and Student Affairs or a member of his team at any time, 24/7, by calling +420 724 292 312 in the event of an emergency (acute matters pertaining to health care, social support, acute legal advice, etc.).

DEPUTIES OF THE VICE-DEAN FOR UNDERGRADUATE EDUCATION AND STUDENT AFFAIRS

Doc. MUDr. Daniela Janovská, CSc.	contact: e-mail: daniela.janovska@lf3.cuni.cz tel.: +420 267 102 337
Doc. MUDr. Jan Novák, Ph.D.	contact: e-mail: jan.novak@lf3.cuni.cz
PhDr. Hana Svobodová, Ph.D.	contact: e-mail: hana.svobodova@lf3.cuni.cz tel.: +420 267 102 942
Doc. MUDr. Jan Trnka, Ph.D.	contact: e-mail: jan.trnka@lf3.cuni.cz tel.: +420 267 102 625
MUDr. Josef Fontana	contact: e-mail: josef.fontana@lf3.cuni.cz tel.: +420 267 102 410

Study Division – Persons, Office Hours

HEAD OF THE STUDY DIVISION

Monika Marková (from March 2017)

entrusted with the management of the study division

Contact: building B, located next to the main Faculty building, room No. 209b

tel.: +420 267 102 205; mobile: +420 725 812 057

e-mail: monika.markova@lf3.cuni.cz

STAFF IN CHARGE OF ENGLISH CURRICULUM STUDENTS

Bc. Miriam KŘÍŽOVÁ

for students of the **1st and 2nd study years** of the Master's *General Medicine* programme

Contact: building B, located next to the main Faculty building, room No.205

tel.: +420 267 102 206, +420 267 102 189

e-mail: miriam.krizova@lf3.cuni.cz

Daniela Lvová

for students of the **3rd to 6th study years** of the Master's *General Medicine* programme

Contact: building B, located next to the main Faculty building, room No.205

tel.: +420 267 102 206, +420 267 102 190

e-mail: daniela.lvova@lf3.cuni.cz

OFFICE HOURS

Monday	7:30 a.m. – 12:00
Tuesday	1:00 p.m. – 3:30 p.m.
Wednesday	7:30 a.m. – 6:00 p.m.
Thursday	7:30 a.m. – 12:00
Friday	7:30 a.m. – 12:00

Students are expected to visit the division during office hours. In the first instance students should contact the officer of the study division assigned to their programme/year, but all the division's staff are generally able to handle any types of problems. If a student needs advice, he/she can also turn to the head of the study division, and to the Vice-Dean for Undergraduate Education and Student Affairs or his deputy should he/she need advice on serious problems.

HOW TO ADDRESS TEACHERS AND STAFF

Teachers at institutions of higher learning in the Czech Republic have titles corresponding to their hierarchical classification – the highest title is that of a professor („profesor“), the medium level title being that of an associate professor („docent“) and the lowest level title being that of an assistant professor („odborný asistent“). In the course of routine interaction, it is sufficient to use the title „doctor“ or „professor“. In the Czech Republic it is not customary to use first names when addressing faculty teachers or its staff – in the case of a faculty's staff, it is customary to use the titles „Mr / Mrs / Miss“.

ABOUT THE CURRICULUM

The medical curriculum at the Third Faculty of Medicine aims at teaching medicine in a modern way with an emphasis on integrating related fields for better understanding and retention. Students also meet patients already in the first year and can therefore see medicine in a clinical context from the very start of their studies.

The whole six-year programme is divided into three cycles, which are further subdivided into modules and courses. The first cycle is built around basic medical sciences and focusses on understanding the inner workings of the human body and mind. The second cycle deals with pre-clinical subjects and the third cycle is clinical work.

The first cycle includes two large modules and several courses. Module „Cellular basis of medicine” will teach you about cells and tissues, their components, metabolic pathways and the various ways these are related to health and disease. This module is examined at the end of the first year and this is the first major exam you will encounter. Several other courses in the first year will introduce you to communication skills, basic nursing skills and medical ethics and you will meet your first patients face to face. Biophysics will give you the necessary background in medical Physics, introduce you to the physical basis of radiology and nuclear medicine and other diagnostic and therapeutic methods plus a primer in information technologies. Medical Terminology will teach you how to talk like a doctor with some Latin and Greek. Module „Structure and Function of the Human Body”, in the second year, builds on the basis created by the „cellular” module. It deals with tissues and organs, their shapes, spatial relationships and functions. This module is examined at the end of the second year. All the details for all years can be found in the Study Guide (<http://www.lf3.cuni.cz/3LFEN-101.html>).

In order to complete a course or module you will have to attend classes, hand in required written work, sit for tests and at the end, successfully pass an exam. The specific requirements for individual courses differ but all can be found in the Student Information System (SIS, see below). It is highly advisable to check the requirements of all your courses at the start of the academic year to plan efficiently your time and avoid any unpleasant surprises.



CREDIT POINT SYSTEM

Each course is assigned a certain number of credit points detailed in the study plan of the relevant degree programme expressing the ratio between the amount of work that a student must do to complete a given course to the total amount of work that must be undertaken to complete all the courses set by the study plan for the given semester. Study plans prescribe which courses are compulsory or compulsory elective for the given degree programme; other courses taught at the University are deemed to be optional for the given study programme. Subjects taught at other institutions are also deemed optional.

One of the conditions for registration into the next stage of a specific degree programme (year) entails acquiring a certain number of credit points.

At the annual registration every student records into his/her student report book (“Index”) all the compulsory and compulsory elective courses which are prescribed for a given stage of the degree programme. Once a student completes all these subjects he/she receives a number of credit points.

INFORMATION ABOUT STUDIES AT 3FM CU

Note: It is recommended that at least 3 credit points should be obtained during every year of study for optional courses, because for example, the conditions for receiving a merit award include having collected at least 60 credit points for the given stage of the degree programme (year).

MINIMUM NUMBER OF CREDIT POINTS FOR REGISTRATION INTO THE SECOND YEAR OF THE DEGREE PROGRAMME

GENERAL MEDICINE:

The minimum number of credit points required for registration into the second year of the „General Medicine“ programme is 45.

Minimum number of credit points	OF THIS: Number of credit points for optional subjects included as part of the minimum number of credit points for registration	OF THIS: Minimum number of credit points for compulsory subjects
45	9 **	36 *
OR		
45	8	37
45	7	38
45	6	39
45	5	40
45	4	41
45	3	42
45	2	43
45	1	44
45	0	45

* **Minimum number of credit points** for compulsory subjects when receiving the maximum possible number of credit points for optional subjects

** **Maximum number of credit points** for optional subjects included in the minimum number of credit points for registration

Example: A student received 42 credit points for compulsory subjects. In order to advance to the second stage of the studies, the student must have a minimum of 45 credit points, i.e. he/she must obtain at least another 3 points for optional subjects.

Note: The share of optional subjects that may be included as part of the minimum number of credit points for registration to a higher stage (year) is at most 15 % of the normal number of credits, i.e. a maximum of 9 credits.

Example: If a student collects 15 credit points for optional subjects, he/she can only use 9 points for the purposes of advancing to the higher stage of studies, and is therefore required to receive the remaining points, i.e. 36, for compulsory subjects.

STUDENT EVALUATION OF TEACHING QUALITY

All staff of the faculty naturally strive to give the best possible instruction but in order to further improve it further we need feedback from students - that is you. Student evaluation is a very important part of the faculty life and we would very much appreciate if you took part in it as actively as possible.

A very important tool in the endeavour to improve the quality of teaching at the faculty is the feedback received from students – this information is extremely valuable for your teachers as well as for the faculty's leadership.



Charles University prescribes to all faculties to conduct evaluations of teaching quality at least once a year.

Evaluations are conducted across the board at the Third Faculty of Medicine – every course is rounded off with the completion of an anonymous evaluation questionnaire. The results of this evaluation shall be collated every semester and published on the faculty's website.

Student evaluation is a direct way in which you can influence the quality of training you and your colleagues receive. Tell us about where we succeed in giving you the best education possible, where we fail to do so and how we could improve. We expect you to participate actively in the evaluation process as only large numbers of returned questionnaires ensure that we have a representative picture of our faculty's successes and shortcomings.

AWARDS FOR STUDENTS

Two types of awards, as specified in Sections 9 and 17 of Act No. 111/1998 Coll., on institutions of higher learning, and in the Award Regulations of Charles University are applicable to undergraduate students:

1. Special-purpose awards

- awards granted to a student for extraordinary results in research, sports, art, or other significant creative results; the Dean decides on granting this scholarship and its amount;
- financial aid in case of a dire social situation; the conditions governing the granting of this aid (always for a certain time period) are announced by the Dean, after the Academic Senate of Charles University gives its opinion – these conditions are uniform for all of the university's students;
- awards to support studies abroad or internships in the Czech Republic or abroad; the Dean sets the conditions for granting this scholarship and its amount;
- in cases worthy of special consideration, such as participation in teaching, in the development of information technologies or international co-operation, charitable work or other significant extracurricular activities contributing to the society; the Dean sets the conditions for granting this scholarship and its amount in accordance with the faculty's Scholarship Regulations.

Applications for special-purpose awards are submitted to the Dean of the faculty via the Study division. Each application is assessed individually, based on an opinion of the Dean's Board, whose meeting is attended by a member of the student's chamber of the faculty's Academic Senate.

2. Award for exceptional study results (Merit Award)

- This award may be granted subject to the Rules for the Granting of Awards at the Third Faculty of Medicine of Charles University, which is based on the University's Award Regulations. Students enrolled in the first year are not eligible to this type of award. This award is granted to the top 10 % of the students in the master's as well as bachelor's programs studying their second or higher year if they received at least 60 credit points in their preceding year of study.
- The specific amount of the Merit Award in a given academic year is set by the Dean, based on a recommendation from the faculty's Academic Senate. Unlike special-purpose awards, the award for exceptional study results requires no application – the candidates' results (grade averages and credit points) are submitted by the Study division to the Dean and the Academic Senate.

No student has a legal entitlement to the payment of any award. The awards fund providing finances for the Merit Award is filled by the fees charged for duration of study in excess of the standard period of study – i.e. for a master's degree over seven years and for a bachelor's degree over four years.

ERASMUS+ EXCHANGE PROGRAMME

The Erasmus+ programme the new EU programme for education, youth and sport due to begin in January 2014.

Through Erasmus+ programme several tents of students each year travel from Third Faculty of Medicine for study period abroad in another European education institution.

Who - Students who are enrolled in study programme at CU.

Where - Students must carry out their mobility activity in Programme Country different from Czech Republic and country of residence.

When - After they are properly enrolled at least in the second year of studies.

For how long - From 3 to 12 months for Study Period, from 2-6 for Traineeship (Practical Placement). One month is considered to be 30 days.

How often - The same student may receive grants for mobility periods totalling up to 12 months maximum per each university level, independently from the number and type of mobility activities (Study Period and /or Traineeship)

Before

1. Students apply to take part in selection procedures according to the condition stipulated by the selection commission.
2. Nomination- students who have been successful in a selection procedure can be nominated. Students are nominated by the faculty coordinator through the online system.
3. Student can apply through the on-line system at <https://is.cuni.cz/webapps/>
4. Study plan- The study plan abroad must correspond to the study programme followed by a student at Third Faculty of Medicine.
5. Partner institutions inform students that they have been accepted for a study period abroad by sending a letter of acceptance.
6. Students receive a grant on the basis of a Dean's decision

INFORMATION ABOUT STUDIES AT 3FM CU

7. Student has to signed Financial documents- Financial Agreement
8. Transferring grands to a Komerční banka

During

1. Changes to the study plan- all changes should be formally notified within 1 month of the start of the studies.
2. Extending the study period- can be extended if this is in accordance with Qualifying Conditions of the Erasmus programme.

After

1. Student must submit the following documents:
 - a) Transcript
 - b) Confirmation of Erasmus+ study period
 - c) Final report

Organising study periods abroad throught the Erasmus programme requires an administrative procedure which has been simplified by CU's on-line system. Throught this system every participant in the Erasmus+ programme can follow the individual administrative steps and the current position, dowload the necessary documents in pdf format, check the date, etc. The Erasmus programme on-line system uses data from the Student Information system (SIS) and information about bilateral agreement on the basis of which a student is nominated for a study period abroad.

Administrative coordinator: Mgr. Marika Bendová

E-mail: marika.bendova@lf3.cuni.cz

CATERING

Students can take their meals in University canteens (Menza).

Student Canteens of Charles University

Name of refectory	Prague district	Street
TROJA reconstruction/autumn 2019	Prague 8	Pátkova 3
ALBERTOV	Prague 2	Albertov 7
ARNOŠTA Z PARDUBIC reconstruction/spring 2020	Prague 1	Voršilská 1
BUDEČ	Prague 2	Wenzigova 20
HOSTIVAŘ	Prague 10	Weilova 2
JEDNOTA	Prague 1	Opletalova 38
SPORT	Prague 6	J.Martího 31
KAJETÁNKA	Prague 6	Radimova 6
PRÁVNICKÁ	Prague 1	Curieových 7

Catering at University Hospital Královské Vinohrady

Students may also take their meals at the canteen of the University Hospital Královské Vinohrady (FNKV). The canteen operates on a self-service basis.

Students interested in buying meals there can purchase a chip card from the **Study division**. **The price of this card is CZK 200,- and this amount shall be refunded to the student upon its return (upon completion of his/her studies)**. Students then charge this card with cash in the canteen. **English Curriculum students pay the full price of the meals. You do not need this card to obtain meal in the canteen in main building of the Faculty.**



RESEARCH ACTIVITIES

It is impossible to imagine modern medicine without the latest scientific findings, which is the reason why research activities are a priority for Charles University. As students of the Third Faculty of Medicine at Charles University you can participate in research at any time during the course of your studies; in the third and fourth years, „student research activity” is included as a compulsory elective course. Participation in any of the many research projects conducted at the faculty will enable you not only to discover the often exciting background of the dry scientific facts described in textbooks and lectured about by teachers and to learn many practical skills, but also to expand your horizons and to break through into new, more profound ways of thinking about the world around us.

The annual Student Scientific Conference gives you the opportunity to present your results to researchers from other fields as well as to other students and, among other things, to practice your communication skills, which are so important for every doctor. In addition, research activities are a big advantage should you intend to enroll in postgraduate studies at Czech or, in particular, foreign universities, and the contacts you make during your research activities can also help you when looking for employment.

The simplest way of becoming involved in medical research is to directly contact the person researching the topic that interests you, to request more detailed information and to offer your services as a member of the team. Of course, it will not always be possible to satisfy your interests in research on account of capacity, technical or other reasons, but the Third Faculty of Medicine greatly supports scientific activities of its students, and the leaders and members of research teams will be glad to welcome you among them.

LIBRARY – CENTRE OF SCIENTIFIC INFORMATION



Information about the Centre of Scientific Information of the Third Faculty of Medicine (CSI), the operation of the library and lending office, the library's web catalogue, and services and other activities can be found on the faculty's website by clicking through to Workplace – Centre of Scientific Information (<http://www.lf3.cuni.cz/en/departments/svi>). Up-to-date information and offers are published in the VNS magazine and on the website.

INFORMATION ABOUT STUDIES AT 3FM CU

The library and the study room with unrestricted selection are located on the ground floor of the Dean's Office in the left wing at the end of the hallway (close to the buffet room). By passing through the entrance door you enter the borrowing protocol, where documents are borrowed and returned via the computer system. By going through the electronic turnstile, which is operated by a Charles University student ID card, you will pass to the freely accessible storage area and into the study room with unrestricted selection, where you can borrow books for home study or to read in the study room. The use of the library and the study room is conditional on your registration at the library. To register, all you need is to present your record of examination results or confirmation of study, fill in an application form and familiarise yourself with the rules (Lending Rules of the CSI of the Third Faculty of Medicine). This registration is valid for one academic year only. It must be renewed annually. A Charles University student ID card (with bar code) serves as the library card.

You can use the library to borrow monographies, textbooks, magazines, video cassettes, diploma papers, dissertation and degree theses on request, and special documents, such as CD-ROM and videos. The CSI provides access to purchased electronic resources – 1000 subject-specific e-books plus 30,000 e-journal titles. Electronic resources and databases can be accessed from every computer at the faculty, with the e-resources being made available to students and employees remotely in 2006, which means that they can now also access them from home. The study room is also equipped with a computer with a self-service scanner, which you can use to convert your printed material into digital form, and you can also use this computer to access all electronic resources, including e-books or the internet. The computer is also connected to the network printer located between Syllaba and Burian hall.

Things, backpacks, food, beverages and cell phones in the “on” mode may not be taken into the library and the study room. You may deposit these things in the lockable lockers located in the hallway or the entrance hall.

Contact: **Library: Ivana Konfrštová, Petra Konfrštová**
tel. +420 267 102 103, e-mail: knihovna@lf3.cuni.cz

Head of the CSI: PhDr. Martina Hábová
tel. +420 267 102 547, e-mail: svi@lf3.cuni.cz

Information on library services at the commencement of the acad. year 2019/2020

Holiday – open every Wednesday from 9:00 -12:00
registration of all years

Library opening hours from September 16th 2019:

Monday – Thursday	8:00 – 12:00	13:00 – 15:00
Friday	8:00 – 13:00	

The opening hours can be changed during October 2019

Bring confirmation of your study and green student ID card or ISIC for the first registration with you, please.

INFORMATION ABOUT STUDIES AT 3FM CU

At the beginning of the academic year, the CSI holds a **sales exhibition of textbooks and specialist medical literature (both Czech and foreign language books)** for students as well as teachers, where you can purchase study literature at significant discounts. These exhibitions are announced on the CSI's website and notice board.

The CSI publishes a faculty magazine – **the Vita Nostra Servis weekly**, which has up-to-date information from the faculty for students and staff (a printed version of which is available in the faculty's entrance hall, and its electronic version is posted on the faculty's website – see <http://www.lf3.cuni.cz/en/vns>).

The self-service equipment located between Syllaba and Burian hall allows students to copy and print documents. All you need to print and copy documents is your student ID card and sufficient credit. A price list and instructions on how to operate the printing system are posted on the CSI's website. Printed information is available at the library.

INFORMATION TECHNOLOGY SERVICES

COMPUTER SERVICES CENTRE

Head: MUDr. Tomáš Kostrhun

tel. +420 267 102 196, e-mail: tomas.kostrhun@lf3.cuni.cz

Computer services centre (aka IT department) operates IT systems and services and provides support for all employees and students of the faculty.

CENTRAL AUTHENTICATION SERVICE – CAS

The CAS – Central Authentication Service is employed to provide secure and unified access to most of the university as well as faculty information systems. More detailed information and an overview of the systems employed by the CAS can be found at <https://ldap.cuni.cz/>

The following are required for the successful completion of the first set-up and activation of the CAS

- **Charles University student ID card.** The Issuing Centre shall, together with the personal handover of a Charles University student ID card, also give you a **printed, automatically generated password for access to the CAS, which is only valid for 5 days.**
- **Set up your password** – at <https://casp.cuni.cz/> you must change the automatically generated password to a password of your choice within 5 days of the card's issue. If you fail to change the password by this deadline, the automatically generated password shall be set up at the Issuing Centre or by the CAS administrator at the Third Faculty of Medicine (**room No. 535**). Such a password is referred to as a VERIFIED password and can be used for any system (except EDUROAM access).

Attention – *If you click on the link Obtain a new password, as I do not have a password or have lost/forgotten the original password on the website <https://ldap.cuni.cz/en/info.php> you will generate a so-called WEAK (UNVERIFIED) password, which does not work in all the systems.*

You can log in to systems employing the CAS by entering the *number below the photograph and the password that you set up.*

STUDY INFORMATION SYSTEM (SIS) – <http://is.cuni.cz/eng/studium>

The role of the Study Information System (SIS) is to record your study obligations, your study history, personal information, to record subjects enrolled in, teachers, etc. Information is entered into the SIS by the study department (your study plans, study history, personal details, etc.), with the successful completion of examinations or entry of credits or examination dates and times being recorded into the SIS by the relevant teaching staff. Students can make use of the interactive functions offered by the SIS (e.g. registering for an examination or their diploma topic) or may correct their personal details. The SIS is used by the study department as a communication channel. It is also possible for the SIS to be used as a means of mutual communication by and between the teaching staff or students.

The SIS is made up of public or non-public applications, which are classified by themes, but together form a solid unit within which data is mutually intertwined and supported. It is necessary to be logged in via the CAS in order to fully utilise and have access to all the operational applications of the SIS.

At this time, only part of the whole SIS is being used at the faculty (but we expect that this system will be further added to in the future). The following applications may be of interest to you:



Personal details

This application allows you to peruse your personal details, to make change to them and, if need to be, to set up which details may or may be made public.

We recommend that you set up notification emails, for example, about the term of the exam. This is set in the "Personal data" module. Here in "User option", see Figure 1.2

The screenshot shows the SIS interface. At the top, there are navigation links: a question mark for 'Login searching', a notice-board icon for 'Notice-board', and a red arrow pointing to a person icon for 'Personal data'. Below this is a yellow box with text: 'Students can change the settings and their personal data and make some data available. Teachers can set some properties of the system.'

The main content area is titled 'Personal data (version: 634)' and 'User options'. Below the title is a navigation bar with links: '59:30', 'Information', 'To be displayed', 'User options' (highlighted), 'Print confirmation', 'Profile', 'Personal file', and 'Information on'. The 'User options' section contains the following settings:

- Student Information System:
 - extended logon time
 - use semicolon instead of comma in CSV export
 - autosave profile (filter data, etc.)
 - for export to Excel use newer format XLSX (Excel 2007)
- Who is Who:
 - allow all users, including unlogged and unknown, to find this study.
 - allow other students to find my study
- Summary of exam results:
 - send notice if examinations results changed
- Exam dates: send notices about new term excerpction
- Notice-board: send e-mail from application
- Study group roster: notify me about item edited by teacher (only for those items for which the subject guarantor

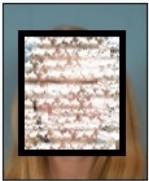
At the bottom of the settings area is a 'Save' button.

In this module, you can also fill in the current e-mail address or bank account details (Fig. 3)

INFORMATION ABOUT STUDIES AT 3FM CU

Personal data (version: 634)
Information

59:41 Information To be displayed User options Print confirmation Profile Personal file Information on studies and fellowships Pisemnosti
Data change



Maiden name: _____
Personal identif. number: _____
Permanent residence: _____
Other address: _____
Postal address: _____
Phone : _____
Phone 2: _____
Mobile phone: _____
E-mail address: _____
Index number: _____
Login: _____
Faculty: Third Faculty of Medicine
Study programme: General Medicine (M5103)



Examination dates and times – registration

Now, most of the workplaces announce examination dates and times in the SIS. You can register for these dates and times via this application.



Viewing examination results

This application facilitates better orientation in the student obligations that have and have not been met. Most workplaces shall record the result into this application immediately after holding an examination or entry of credit.



Subjects

This application allows you to search for subjects being taught (according to various criteria) and to display information about this subject – teacher's name, guaranteeing workplace, number of hours in the summer and winter semesters, examinations, the conditions for completing the subject, annotation, the curriculum, recommended literature, etc.

DATABASE VYUKA (vyuka.lf3.cuni.cz)

The primary source of information about lectures, seminars practicals is the database Vyuka („Teaching“), which resides at <http://vyuka.lf3.cuni.cz>. You will be able to find detailed descriptions of every teaching unit including recommended literature, electronic presentations or video and audio recordings. You can also use it to ask your teachers questions about topics discussed at a lecture or seminar and you can rate the quality of the lesson including detailed comments about areas for improvement. Your feedback is very important for us.

In order to access the database you will need your CAS login credentials – the number of your university ID and your password. The database is then structured in the same way as your studies. The main signposts are your study year and subject (module, course). First make sure you've selected the correct language version (there's a flag – Czech or British – at the upper left hand corner) and then filter the records based on your search criteria. By clicking the „Save“ button you submit your filter and selected record will appear below it. The left hand column shows the subjects and the right hand column contains all the relevant teaching units in the selected subject. Details of a record will expand if you click on the light bulb icon before its title.

FACULTY'S WEBSITE – <http://www.lf3.cuni.cz>

The faculty's official website is at <http://www.lf3.cuni.cz>. It contains main important and necessary information divided according to subject areas – see the upper menu bar of the navigation. Up-to-date information about studies, timetables, study materials, events and many more can be found in the Menu For Students at <http://www.lf3.cuni.cz/3LFEN-16.html>.

Some information and materials may only be available to users who have logged in using the same name and password as you use to log in to the CAS.

PRINTING SERVICES – PRINTING AND COPYING

An OCE multifunctional device is available for the students' needs between Syllaba and Burian hall and is linked to the SafeQ printing system. This device allows for printing and copying.

In order to make copies, you need the following:

- Charles University student ID
- sufficient credit (room No. 547 – PhDr. M. Hábová, deputy: Mrs. Ježková, room No. 532)

In order to make print copies from computers, you need the following:

- Charles University student ID
- a password set up in the CAS
- sufficient credit (room No. 547 – PhDr. M. Hábová, deputy: Mrs. Ježková, room No. 532)

After logging in at <http://safeq.lf3.cuni.cz>, the SafeQ printing system enables you to check how much credit you have on your Charles University student ID, control print jobs even prior to the actual printing operation (cancel a print job, order a re-print, delete a print job(s) entered in error, ...)

Students are permitted to print from computers located in:

- computer and study room of the Department of Pharmacology (room No. 523)
- computers for students located in the library

More detailed information and unabridged instructions to this service are posted in electronic form on the website of the Centre of Scientific Information (CSI) (<http://www.lf3.cuni.cz/en/departments/svi/reprography/>) and in printed form by the OCE multifunctional device, and may also be picked up in the wire trays located in front of the library or in room No. 547.

There are also public libraries in which studying and book borrowing is possible.

Popular libraries/study areas of our students include:

- Czech National Library of Technology (NTK) in Dejvice.
- Cafe du - Muzeum
- Academy of Sciences Library (Akademie Věd) opposite Narodni Divadlo.

INFORMATION ABOUT STUDIES AT 3FM CU

INTERNET ACCESS

EDUROAM wireless (WIFI) network. The network's signal covers the entire building in which the Dean's Office is housed.

You need valid student card or ISIC and the following:

- A wireless device (notebook, PDA, ...) supporting WIFI 802.11 a/b/g/n, WPA (TKIP) and WPA2(AES)
- A password set up for Eduroam at <http://ldap.cuni.cz> – but beware: you must have a verified (strong) password into the CAS in order for your password for the Eduroam network to function.
- Properly set-up wireless device – more information is available at <http://www.lf3.cuni.cz/3LFEN-200.html>

For help with connectivity issues please contact:

Bc. Jaroslav Valdauf, tel. +420 267 102 253, room 535. If necessary, you can contact other staff of Computer Services Centre.

STUDENT E-MAIL ACCOUNTS

Each student is given an official faculty email account automatically assigned. After obtaining your student card and password to CAS (Central Authentication Service) you will be able to login to <http://docent.lf3.cuni.cz/maillogin/?lang=en> for further information on how to setup individual mail client programs.

ENTRY INTO THE BUILDING

The entrance door into the faculty building is equipped with an electronic lock. This door tends to be locked whilst the guards are not present at their station when on night-time and weekend inspection patrols. You can open this lock by placing a valid Charles University student ID card on the card reader device. This card reader is located on the pillar to the left of the door (a small white box with a blue diode). To leave the building, place your student ID card on the card reader located on the wall to the right of the guardhouse. **If everything is in order, a green diode will flash shortly after you place your student ID card on the card reader, the reader will emit a short beep and the door will then open.**

If the reader flashes red and emits a long whistle sound, your card is not registered in the electronic system controlling the lock. Should this occur, **contact an officer of the Computer Centre. If the reader does not respond to your card** – i.e. the blue diode remains on, the chip inside your card is probably damaged and you need to contact the Card Issuing Centre (for information go to <http://www.cuni.cz/UK-2763.html> to arrange for a card replacement.

ACADEMIC SENATE

The highest legislative body of a university or a faculty in the Czech Republic is the Academic Senate. **The Academic Senate of Charles University (AS CU)** consists of representatives of both the academic staff and the students of all the university's faculties.

The Academic Senate of the Third Faculty of Medicine (the „AS of the Third Faculty of Medicine of CU“) has a total of 32 members. The representation of academic staff and students is at parity (16 representatives each). The Senate's student chamber consists of representatives of all programmes taught at the faculty, including at least two students in the English language programme. Senators are elected by members of the faculty's academic community for a three-year term. A presidium is elected to coordinate the AS, comprising the Senate Chair, the Vice-Chairman elected from the ranks of the academic staff, and the Vice- Chair elected from among students. Please, do take part in these elections, vote for candidates or stand for election. Every one of us is responsible for the state of our academic community and this is a prime way to influence its further development

Among other things the Academic Senate:

- decides on the establishment of new departments,
- approves the faculty's internal regulations, the conditions for admission to the faculty as well as the faculty's long-term educational, scientific and research plans,
- passes resolutions on the appointment of the Dean of the faculty,
- provides an opinion on the proposed study programmes

The Senate meets once a month and its meetings are open to the public. The minutes of senate meetings are posted on the faculty's website (<http://www.lf3.cuni.cz/3LFEN-119.html>).

Academic Senate – Members



CHAIR AS 3FM

Mgr. Marek Vácha, Ph.D.

Head of Department of Ethics and Humanity Studies

e-mail: marek.vacha@lf3.cuni.cz



VICE-CHAIR - Members of Teaching Staff

doc. MUDr. Felix Votava, Ph.D.

Department of Children and Adolescents

e-mail: votava@fnkv.cz



VICE-CHAIR - Members of Students

David Lauer

student of General Medicine Study Programme

e-mail: dejvlauer@gmail.com

SECRETARY OF THE AS 3. FM

Ing. Ludmila Sádecká

tel: 267 102 170

e-mail: akademicky.senat@lf3.cuni.cz, ludmila.sadecka@lf3.cuni.cz

VADEMECUM

STUDENTS TALK BY STUDENTS, FOR STUDENTS



WELCOME TO THE FAMILY

Hi, Dobrý den!

Welcome to the next chapter of your life. A new city, a new university, and a brand-new life are ahead of you for the next 6 years.

Very soon you will notice that at the Third Faculty of Medicine, we are a close-knit family. Within a short period of time, you're going to walk the faculty halls feeling like a god because everyone will say hello as you pass by. Upper years will welcome you with open arms and treat you like a younger sibling. If you can't find your way through the confusing hospital buildings, we've got your back ;)

Statistically, we may not be very abundant, but we definitely host a handful of the wildest and coolest parties. From Dobronice, to Freshers Week, to Deans Day, and the list goes on; you will meet some of your closest friends and the wildest people.

Don't worry, you will never feel to lonely or too bored.

Dobronice marks the beginning of your journey; you'll be crazy if you miss it. There you will be assigned a "Coach" - an upper year student who will devote their time to introduce you to the faculty and its programs. Your coach will be your knight and shining armour now and all year round, take good care of them.

After that comes Freshers Week, a series of events you cannot dare and miss either. We promise that you will have the time of your life by partying like no tomorrow. You can read more about Freshers Week later in this book.

Medicine is not a piece of cake, but that doesn't mean you can't live your life either. Don't let the huge work load stop you from taking a breather here and there. After all we are all human, so a little fun will definitely not stop you from achieving your goals.

If you have made it this far you are a true queen (or king).

Stay strong our little Freshers, and good luck (you'll need it).

Yours truly,

Your colleagues from LF3.

LET'S GO BY STEPS

The following section was all written by students; In the next pages we'll introduce you to the faculty and try to tell you everything you need to know about this new journey that has just began.

So, let's start from the beginning and where everything starts...



DOBRONICE – WELCOMING CAMP

Dobronice is a village in the South Bohemian Region of the Czech Republic that gives the name to our welcoming camp.

Long story short, it's 4 days of camping, we mean fancy camping – no tents or sleeping bags, everybody gets a hut and a bed – where you'll get to meet your classmates, students from the upper years and some professors.

The programme is full of activities and we assure you that there will be no time to kill!

If we were to divide the schedule, we could put it in this way:

- **Day Programme:** during the day you'll have some seminars about the faculty and how everything works; You'll also hear about all the associations and on-going projects that you can join;
- **Night Programme:** When the sun goes down and the moon arises in the sky, the music goes up and you'll begin to fly! Cheesy rhymes aside, the night programme is memorable.

This is the student's favourite part of the day and when you get to chill with everyone and just enjoy the evening and the fun surprises, we have prepared.

There is so much we could tell you about Dobronice, yet none of it would be enough to describe it. This is one of the moments of your life that you'll remember for a long time. Dobronice is known for creating friendships and memories.

INFORMATION ABOUT STUDIES AT 3FM CU

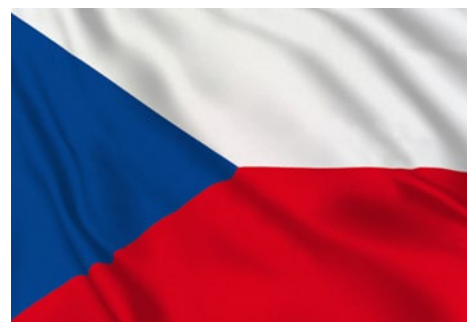
Make sure you do not miss it! Even if your leg is broken! If it has a cast, then there's no excuse to stay at home (and if you need it, we can even change it for you there 😊 think about it)!

After Dobronice your first weeks in Prague should not be left in blank. The faculty offers you the possibility of taking the following courses.

Usually they each last between 2 to 4 hours, every day for two weeks.

CZECH LANGUAGE INTENSIVE COURSE

The faculty offers an intensive course of Czech that you should consider attending - Why that? Because in the beginning of the year that will be the only moment in the next six years, when you'll actually have the time to focus on Czech – and this is a great thing, because if you get a good start, Czech language will not be a problem for you during first year and you should be able to pass it easily.



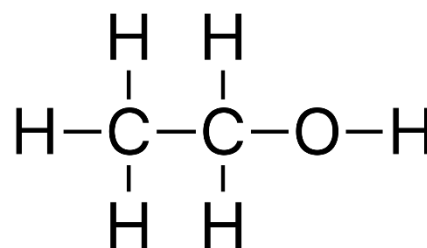
Learning Czech is not the easiest thing, so you should definitely take advantage of this course. Also, while studying and living here, speaking Czech is something that you won't be able to avoid for long – you'll need it in your everyday life, either when going to the supermarket, or at the hospital interviewing patients.

And if so far, this was not enough to convince you, then know that the course is counted as an optional subject and will give you 3 Credits for your diploma.

BIOCHEMISTRY INTENSIVE COURSE

Yes, we know that you're probably thinking that this is starting to be a little too much of intensive courses, but trust us on this one: you will not want to skip this either!

Just like Czech, but 10 times worse, biochemistry is something that will hunt you down for the rest of your life as a doctor, and especially in med school.



Coming from many different places, our students sometimes show different knowledge. This course is exactly to put an end on that and put everybody on the same level and get them ready to start the year. We highly recommend that you take this course, because it will give you all the basis that you need to face biochemistry in first year (believe us, it's not that easy) and also counts as an optional subject so, 3 more credits!



Freshers Week – Unleash your inner party animal!

Moving into a new country far away from home is not the easiest decision. But if you thought that you are going to be alone for the first couple of weeks, then you thought wrong.

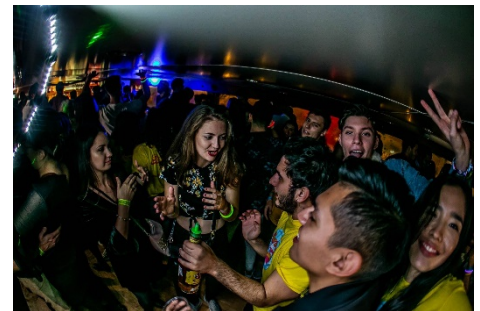
Our mission in this university is to make sure you are always surrounded by people who make your time worth-while. Freshers Week is the time and event for it.

The week before university starts, you will be bombarded by a series of events and parties guaranteed to fill your agenda. For a full 7 days you have the chance to be occupied by the biggest social events Prague has ever seen.

The question is will you take that chance?

Below is the schedule of your wildest first nights in Prague:

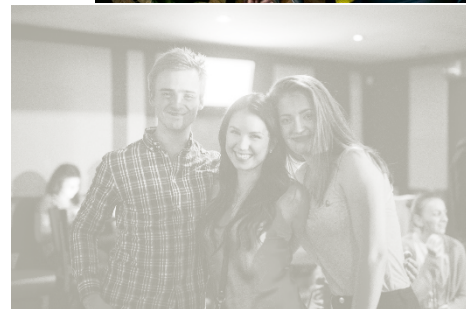
- 23/09/19 – Day 1 Pub Crawl
- 24/09/19 – Day 2 – City Tours&Cinema Night
- 25/09/19 – Day 3 – Boat Party
- 26/09/19 – Day 4 – Sunset Chillout
- 27/09/19 – Day 5 – Interfaculty Party
- 28/09/19 – Day 6 – Food &Drinks Party
- 29/09/19 – Day 7 – Orientation Party & Beanie Night



You can find more details of the event and buy tickets on our website www.fw2019.com

Grab your fanciest hat because it's Party Time!!!!

We, at Fresher's Week, aim to make your final week worthwhile. You'd be crazy to miss out on an ongoing tradition. So, keep our legacy alive and party like there is no tomorrow.



They say medical students party the hardest, let us live up to that expectation!

ORIENTATION DAY + BEANIES

Do not miss the perfect opportunity to get to know our faculty better! You will learn everything about the subjects you'll have and how to take part in extracurricular activities - all that during the Orientation day!

Information directly from the teachers, guarantors of the subjects, older students will show you around the faculty and hospital, so you don't get lost on the first day of school, and we will tell you how to become a member of our student organizations and last but not least - you will have an opportunity to buy a faculty coat, T shirt or a hoodie.



But don't get mistaken! Even if the orientation day might come to an end, the programme doesn't! It's true that we like to talk about serious things, but we enjoy even more the relaxing period after that.

After the official programme, there will be a fun ride from the faculty to PM Club. Get ready for a lot of challenges and a whole lot of fun.



Once there, we'll celebrate to the beginning of the year, the end of Freshers Week and the beginning of a new journey.



INFORMATION ABOUT STUDIES AT 3FM CU

FIRST THING FIRST

Moving abroad is not only about the Instagram pictures and the typical “Currently: 📍 Prague 🇨🇪” on your profile - you’ll need to handle some grown-up businesses, so let’s first address those:

VISAS AND RESIDENCE PERMITS:

If you’re from a country member of the European Union, European Economic Area (Iceland, Lichtenstein and Norway) and Switzerland, you won’t need a Visa to live the Czech Republic. All you need are documents to show where you’re from and who you are (national photo ID is sufficient).

But if you are from any other foreign country, you will need a visa and should check your requirements at the web site of the Ministry of Foreign Affairs of the Czech Republic: <http://www.mzv.cz>.

There you can find a list with the contact information of your foreign embassies and details on goods which you can bring into the country. Note that you cannot apply for student visa from within the Czech Republic.

All non-EU citizens planning on staying here for longer than three months, e.g. like us for the purpose of studying, must register at the local Foreign Police (Konevova 188/32; Prague 3).

But be careful! Just because it is the foreign police, this does not mean that the officials speak a foreign language! You can usually get by with English and German but it seems not to be a job requirement for the employees there. The easiest way is to bring a friend with you who speaks Czech or get an agency to put all the paperwork together. There are law firms which can help, especially if you for example are holding two citizenships or your family does not reside in their country of origin.

EU citizens, staying here for longer than three months, may also apply for a temporary residence permit within the time frame of 3 months. You receive a so called “Rodne cislo” (Birth Number). This registration will help you when renting or buying apartments or even applying for minor things such as internet connection.

ACCOMMODATION IN PRAGUE

When first coming to Prague, some people usually started out in the dormitories provided by the University. It is easy to make friends and you have support there, since they try to match people by their schools onto the same floors or rooms.

All dorms provide sheets, pillows and blankets for you. They are exchanged on a regular basis and there are facilities for washing your laundry.

The prices can vary between 2 500 and 7 000Kč (CZK) per month. Usually they also have cafeterias serving cooked food.

The other option, and what eventually most people that start at the dorms, ends up doing, is to move into apartments together with friends and to a closer place to the city center. For a two-bedroom

INFORMATION ABOUT STUDIES AT 3FM CU

apartment in the area Strasnice, Vrsovice, Vinohrady and Zizkov, which surround our school and are usually no longer than a 20-minute tram ride away, a nice flat should be in between 20 000 to 26 000 Kc per month.

Surprisingly, in the Czech Republic the tenant pays the commission (usually one month of rent) to the real estate agent.

Finding apartments nowadays is not an easy task, as Prague is more and more loaded, but if you're on the search for something, try <https://www.sreality.cz> or <https://mometoprague.com/>.

In addition to these websites, you might want to check out some Facebook groups, usually people moving out of apartments, post some offers there – like this one: <https://www.facebook.com/groups/132234910740385/>

LIFE COST AND “NORMAL EXPENSES”

To estimate your living expenses here is hard. People are very different. Food and drinks are quite cheap, while renting an apartment can be pricy depending on where you live.

However, here are some values you can use to guide you in the first month:

Food: 4 500 Kc, transportation about 300 Kc, spare time activities 3 500 Kc.

Be aware this is just an estimate. It all will depend on your own habits, the times you eat out, go drinking or where you live.

HEALTH INSURANCE AND 24H PHARMACIES

If you're an European citizen, make sure to have your European Health Card, you can read more about it here: <https://www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-ehic-european-health-insurance-card/> if not, you will need to get an insurance. For that, there are several companies in Prague, just google some and go with the one that offers the best conditions for you.

24h Pharmacies you can find at: Palackého 5, Praha 1; Belgická 37, Praha 2; Vídeňská 800, Praha 4; Motol Hospital – V Úvalu 84, Praha 5; Vítězné náměstí 997/13, Praha 6; Františka Křížíka 22, Praha 7; Praha Bulovka Hospital – Budínova 2, Praha 8; Plaňanská 573/1, Praha 10

YOUR SCHEDULE – AND HOW TO DOWNLOAD IT

One characteristic of LF3 is that your schedule changes every day. This is good because it helps when studying for exams, because on one week you might need a free Wednesday and on the other, a free Tuesday, and also it never gets boring.

So, one of the first things you might want to do is to download your schedule on your phone. This will make things a lot easier.

INFORMATION ABOUT STUDIES AT 3FM CU

You can download a Microsoft Word version of your schedule using this link:

<https://www.lf3.cuni.cz/3LFEN-430.html>

Or you can have the schedule downloaded on your Calendar App on your iOS or Android device using this link: <http://trimed.lf3.cuni.cz/1-year/>

BASIC CONCEPTS

Before we go further, let's first clear up some things and get you acquainted with some basic terms...

Types of Classes:

Lecture – A lesson taught to all the study groups at once. You can find the material of lectures on Vyuka, along with their statements. Lectures are not mandatory.

Seminar – A class made up of your study group only. Depending on the subject, a seminar can either be mandatory or not – usually they're not and mandatory seminars will be shown as seminars with Controlled Attendance in Vyuka

⊕ [2210] **Course_2 Clinical detective story 3 - Mitochondrion** (Seminar with controlled attendance)

Seminars aim to deepen the material taught in the lecture, this is an excellent opportunity for students to ask questions, discuss and go through things that weren't clear.

Practice – Depending on the subject, a practice can be a lab (Histology, Biochemistry, or Molecular Biology) or a lesson (Medical Terminology, Czech, Medical Czech, Biophysics, or ICM). Most of the time, practices are mandatory.

Individual Study – A time to meet with your group members in order to tackle and solve a Clinical Detective Story task.

Consultation – A private lesson between you and your chosen professor to ask whatever your heart desires. You can book a consultation by emailing your professor of choice. The lesson is free of charge.

Clinical Detective Story – A task that includes questions about a mysterious medical case. You solve this task with your group members and then present your findings in a mandatory seminar a week later.

Evaluation Methods:

Course Test – An exam that tests you on all the lectures, seminars, and practices you have studied.

Combined Test – In case you have not collected enough points to pass the semester, the combined test is your second chance for doing so. It combines two courses and is comprised of statements only. You need 70% in order to pass.

Slide Test – A histology exam the consists of two parts: a written and oral part. The written part consists of slide recognition by writing them on a piece of paper. If you pass the written part, you will be

forwarded on the oral part where you answer questions regarding a specific slide. Since the exam is oral, your examiner decides if you pass or fail.

INFORMATION ABOUT STUDIES AT 3FM CU

Module B – The final exam that tests you on all the courses you studied from the beginning of the year onwards.

The Informatic System of the Faculty:

Vyuka – “Education” in Czech – <https://inis17.lf3.cuni.cz/vyuka/>

This is the faculty’s platform where you’ll find all lectures, seminars, practical exercises and study materials for them.

The website allows you to ask questions to teachers and evaluate subjects and teachers as well.

This is where you’ll find one of the most important practice exercises in first year: statements – Yes or No questions based mostly on the material taught in the lecture, available in Vyuka for you to test your knowledge.

SIS – Study Information System –

<https://is.cuni.cz/studium>

here you apply for optional courses, check exam dates and sign up for them, and monitor your results.

The screenshot displays the SIS interface for the course "1002 Course_1 History of Life on Earth (Lecture)". The interface is organized into several sections:

- Class label:** 1002
- Class type:** Lecture
- Permanent link:** inis17.lf3.cuni.cz/vyuka/DMZC/
- Semester:** Winter
- Study week:** 1
- Prerequisites:** going through and knowledge of "Cell Structure, Organelles, Cell Types" and "Genetic code, Genes, Genome" lectures
- Contents - Structure:**
 1. Origin of life on the Earth:
 - prebiotic period
 - origin of cell
 2. Origin of cell
 3. Prokaryotic and eukaryotic cells: endosymbiotic theory
 4. Metabolism of prokaryotes and eukaryotes
 5. Basic evolutionary lines of organisms:
 - bacteria
 - archaea: comparison of bacteria and archaea
 - eucarya
 6. Origin of multicellular organisms:
 - unicellular and multicellular eukaryotic organisms
 - plants
- Keywords:** archaea, archea, bacteria, bakterie, endosymbiotic theory, endosymbiotická teorie, eukaryotní buňka, eukaryotic cell, mnohobuněčné organismy, molecular biology, molekulární biologie, prokaryotní buňka, prokaryotic cell, structure, struktura
- Study materials:**
 - 110 - History of life on Earth - short answers example
 - 102 History of life on Earth.pdf
- Related classes:**
- Statement:**
 - Go to statements quiz for this class (highlighted in red)
 - Questions and answers
 - There was no discussion yet for this class.
- Teacher:** prof. RNDr. Jan Kovář, DrSc.

Wifi/Eduroam – here you can change and set your password for the wifi. Remember that Eduroam is an international network, so you can have access to it with your account anywhere.

<https://ldap1.cuni.cz>

THE THIRD FACULTY AND ITS DIFFERENT WAY OF TEACHING

As you know, LF3 is one of the few faculties in Europe teaching medicine with a different programme.

The majority of faculties starts by teaching anatomy and the structures of the body all at once – being anatomy a single subject. Later on, in second year, students usually learn more about biochemistry and the metabolism of the body, etc.

Here, at LF3, things work a little different.

INFORMATION ABOUT STUDIES AT 3FM CU

1st Year: The Cell – Module B

“How everything should work - Microscopically”

Take a look in the mirror – you see a body, right? That body works due to several organs working together, and in turn, those organs are a mesh of tissues, all organized and structured. But if you look closer, you’ll see that those tissues are made of cells – and that’s your starting point – the cell.

In first year, you’ll get to learn what makes up a cell; what types of cells do we have in the body and how do they work together; How do they obtain energy and spend it and how they communicate;

Final Exam: Module B – a written exam.

Main Subjects: Biochemistry; Histology; Molecular Biology; Genetics; Immunology; Embryology;

2nd Year: The Structure and Function of The Human Body – Module A

“How everything should work - Macroscopically”

In second year you learn about all the organs and structures in the body: how they work, what their functions are, how they developed, etc.

Final Exam: Module A – an oral exam.

Main subjects: Anatomy; Physiology; Histology; Embryology; Biochemistry;

3rd Year: Pathology and Pathophysiology

“How everything can go wrong and what happens when it does “

FIRST YEAR – WHAT TO EXPECT

As explained before, LF3 has a unique way of teaching medicine. However, the order of the topics is not the only difference in our faculty.

The teaching here follows an integrated system. All subjects mentioned above for first year are, in reality, grouped together in one single subject called “**Cellular Basis of Medicine**” or, as we like to call it,

The Cell – this is the most important and challenging subject you’ll face in first year.

It’s composed of several smaller subjects like Biochemistry; Histology; Molecular Biology; Genetics; Immunology and Embryology.

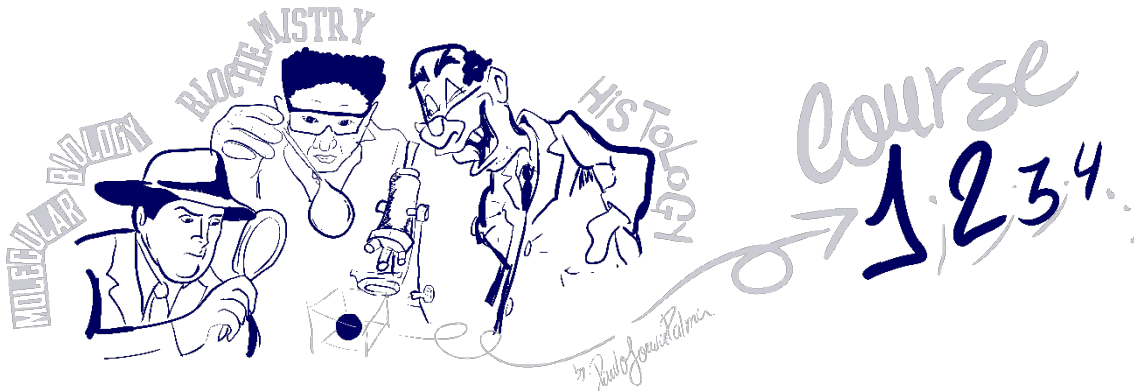
The Cell is divided in 4 courses/modules – these are basically 4 big topics that you’ll study within this subject, and these are:

- Cell structure and Heredity (WS)
- Cell metabolism and Specialization (WS)
- Cell signalling and Immunity (SS)
- Cell cycle and Development (SS)

But how does it work?

INFORMATION ABOUT STUDIES AT 3FM CU

The principle behind this strategy is that the topic is in the middle and it's the object of study, and the subjects are like lenses that you'll use to look at the topic from different perspectives.



So, in the first course, “Cell structure and Heredity”, you'll learn all the basics about cells and genetics from the point of view of several subjects/sciences.

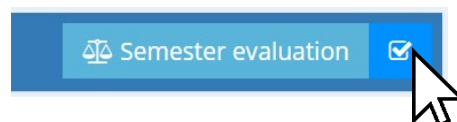
In Histology you'll learn how cells come together to form tissues, and what type of tissues they can form; In Molecular biology, you'll learn about all the organelles that make up a cell; In Biochemistry, you'll see what molecules build up all those structures and so on.

In the end of each course, you'll be tested on the topic with a written test combining some of the subjects you studied (for example, there could be one part of biochemistry, one of histology and two of molecular biology).

If you don't get enough points to pass the semester, you can always take a combined test. Further information about the points system will be given to you during the first week of classes.

Keep in mind that some of the smaller subjects within the cell, might have their own smaller tests as well, or practices where you need to write reports, or other type of evaluation.

To find out exactly what requirements you have to fulfil in order to complete the semesters, head to **vyuka**, press on **Cellular Basis of Medicine** and then press the box with the following symbol



If you pass both semesters, you get to sit the **Module B Exam** – which is a written exam with 4 parts, one for each course.

Passing the subject “**The Cell**” is mandatory in order to proceed to second year.

OTHER SUBJECTS:

Apart from the Cell, you'll have other subjects that you shouldn't underestimate. Some of them will only last a semester, and some will last for both.

Czech Language - Speaking Czech is something that some try to avoid, but you really shouldn't underestimate this subject. Besides the fact that you'll be living in the Czech Republic for the next 6 years, you'll definitely need it when visiting the hospital.

INFORMATION ABOUT STUDIES AT 3FM CU

Medical Terminology – This subject will give you the basis in the two main languages used in medicine, either to name anatomical structures or diseases – and these are Latin and Greek – the relevance of it is to facilitate understanding the nomenclature of diseases and learning anatomy.

Introduction to Clinical Medicine I – This will be your most clinical subject this year. In ICM I, you'll learn how to communicate with patients; the basis of hospital life and clinical procedures, such as bandaging; injections; etc.

The subject holds seminars, practices (mandatory) and an internship of 80 hours (also mandatory).

Biophysics – Consists of several lectures, accompanied by practices and ends with a written exam.

Here you will learn about several techniques and treatments used in hospitals like X-Rays, CT scans and radiotherapy – and all the physics behind them.

Ethics – You'll discuss several ethical conflicts that doctors and medicine face nowadays and study how different philosophies would approach and try to answer these problems.

HEPM - Hygiene, epidemiology and preventive medicine, the name says it all 😊

Public health - You will learn how healthcare systems work, focusing on the Czech one and understanding the patient's rights based

First aid - This is the star-subject of our faculty, and one of student's favourites. First aid is taught in a unique way at LF3 – based on practice and real situations;

Throughout the year you'll have several lectures and practices to learn some techniques and the basics of first aid. Once you're done with all the first steps, LF3 will take you into field and make you learn like little birds learn how to fly: pushing you off the nest into reality!

That's right, around May everyone will pay a second visit to Dobronice. There you'll have an intensive course of First Aid, where you'll learn based on real simulations.

The course consists of 3 days, 2 nights, more than 8 Different simulations and 20 realistic cases;

Students will be divided into groups and go through all simulations. Sometimes you'll play a victim, sometimes you'll be a rescuer, but whatever happens, you won't stop! With you there will be a big team of professors, upper year students, several doctors and medical staff to teach you and debrief each simulation.

Once back in Prague, your knowledge will be tested with a practical exam where you go inside a room and have a simulation prepared that you have to solve.

The course is amazing and the amount of information you actually learn from doing things is incredible. This is one of the things that you should definitely not miss.



The Spaces of the Faculty:

LF3 is nowhere near “Château de Versailles”, it’s more of a tiny little cocoon that you will walk blindfolded very soon. Here is a list of the most prominently used spaces that you should take advantage of:

Cafeteria – If we’re being honest, the cafeteria is definitely going to be your ride-or-die. There you can find snacks, drinks and sandwiches. We also offer a lunch menu everyday between 11 AM and 2 PM (including vegetarian options).

Lecture Halls – We have three Lecture halls: Jonáš Hall, Burian Hall, and Syllaba Hall. Just keep walking forward from the entrance till you get to the green double doors – you can’t miss them.

Printing and Computer Space – A small space that lies between Syllaba Hall and Burian Hall. Recharge your ISIC cards in **room 547** and feel free to print whatever your heart desires using the computers. Note that the printers print in **black-and-white only**.

The Silent Room (aka room 222) – You can probably hear a pin fall to the ground in this room. You can access it using your ISIC cards. Put your phones on silent, your voices on mute, and hit the books. Notice that during exam period it might get full fast, so make sure you arrive early.

The 6 th Floor – It is a large space on the last floor dedicated for chilling and studying (but mostly studying). You can host study groups, heat your lunch in the microwave, and even take a little nap there.

Security – You can find the security room right as you enter the faculty on your left. There you can ask for a locker or a key for a room – yes, after 15h and all day on the weekends, you can ask for a classroom and use it to study.

It also doubles as a Lost-and-Found. A little tip, the guard only speaks Czech so get ready to pull out your knowledge from that intensive course.

Malý Eden – A café that lies in the street facing the faculty. You can go there for a quick cup of coffee or a beer. We also host events there; don’t miss out!

Library – The faculty opens its door for 7-days a week. You are welcome to study there even on the weekends. Most of the time, the guard will ask you to leave around midnight. Make use of this opportunity if you like studying with people around.

PROFESSORS – WRITING AN EMAIL:

Most people you'll come across with in LF3 own one or more academic titles and in general, you should use them. When addressing your teachers here are some letters you might want to consider putting in front of their names before reaching out to them:

Titles can be scientific, pedagogical or academic. Pedagogical and Academic titles usually come before the name.

Pedagogical Titles (from lowest to highest):

as. (assistant); doc. (associate professor); prof. (professor)

Academic Titles:

MUDr. (doctor of medicine); Ing. (engineer); Mgr. (Master – has a master's degree)

After the name you usually find...

Scientific Degrees:

Ph.D. (doctor, not of medicine tho); CSc. (Candidate of Sciences); DrSc. (Doctor of Sciences)

As said before, when communicating with teachers you should try to use these titles, especially with written communication;

When at the faculty, and if you're not sure what title the person holds, you can go with "Doctor" – that usually doesn't arise any problems.

When to email a teacher?

To arrange a consultation; To clarify something or ask for information – There are several situations when you can email them, one when you SHOULD: if you're going to miss a practice. Doesn't matter if you're sick or if you're simply out of the country, if you have a practice, you should let your teacher know.

Now here's a list of their emails:

Department of Biochemistry, Cell and Molecular Biology

RNDr. Jana Faulknerová Matějčková, Ph.D. - ana.fauknerova@lf3.cuni.cz

MUDr. Josef Fontana - fontanaj@lf3.cuni.cz

prof. RNDr. Jan Kovář, DrSc. - jan.kovar@lf3.cuni.cz

Mgr. Vladimíra Kvasnicová - vladimira.kvasnicova@lf3.cuni.cz

Ing. Hana Logerová - hana.logerova@lf3.cuni.cz

Mgr. Nela Pavlíková, Ph.D. - nela.pavlikova@lf3.cuni.cz

prof. RNDr. Eva Samcová, CSc. - eva.samcova@lf3.cuni.cz

doc. MUDr. Jan Trnka, Ph.D. - jan.trnka@lf3.cuni.cz

prof. RNDr. Ing. Petr Tůma, Ph.D. - petr.tuma@lf3.cuni.cz

INFORMATION ABOUT STUDIES AT 3FM CU

Department of General Biology and Genetics

prof. MUDr. Marie Černá, DrSc. - marie.cerna@lf3.cuni.cz

RNDr. Zdeňka Polívková - zdenka.polivkova@lf3.cuni.cz

doc. RNDr. Pavel Rödl, CSc. - prodl@szu.cz

RNDr. Hana Zoubková, Ph.D. - hana.demova@lf3.cuni.cz

Department of Histology and Embryology

MUDr. Alžběta Blanková - alzbeta.blankova@nemlib.cz

MUDr. Lucie Hubičková Heringová, Ph.D. - lucie.hubickova@lf3.cuni.cz

MUDr. Eva Maňáková, Ph.D. - eva.manak@post.cz

Department of Immunology

doc. MUDr. Petr Kučera, Ph.D. - petr.kucera@lf3.cuni.cz

doc. Marie Lipoldová, CSc. - lipoldova@img.cas.cz

doc. MUDr. Jan Novák, Ph.D. - jan.novak@lf3.cuni.cz

Mgr. Daniela Plánská - daniela.planska@lf3.cuni.cz

Mgr. Kamila Riegerová - kamila.riegerova@lf3.cuni.cz

Mgr. Adéla Říhová - adela.rihova@lf3.cuni.cz

Division of Public Health

MUDr. David Marx, Ph.D. - david.marx@lf3.cuni.cz

Mgr. Michaela Povolná - michaela.povolna@yahoo.com

JUDr. Petr Šustek, Ph.D. - sustek@prf.cuni.cz

MUDr. František Vlček, Ph.D. - frantisekvlcek@yahoo.com

Department of Foreign Language

PhDr. Petr Honč, Ph.D. - petr.honc@lf3.cuni.cz

MUDr. Eva Lahodová - eva.lahodova@lf3.cuni.cz

doc. PhDr. Jana Přívratská, CSc. - jana.privratska@lf3.cuni.cz

Mgr. Eva Šilhánová - eva.silhanova@lf3.cuni.cz

Department of Foreign Language

prof. MUDr. Jozef Rosina, Ph.D., MBA - jozef.rosina@lf3.cuni.cz

doc. Ing. Jana Vránová, CSc. - jana.vranova@lf3.cuni.cz

INFORMATION ABOUT STUDIES AT 3FM CU

Now that you've heard about the faculty and we've pretty much covered all the main serious topics; it is finally time for you to meet the amazing community around you.

Our faculty is known for a great environment and friendly people. Most of us participate in the majority of events and take part in the organization of some – and you can as well!

Everything in life is a matter of balance – studying is important but having breaks is as well. Most of our work and the events we do are the result of a tremendous union of efforts and motivation and there's plenty of things happening at the faculty, in fact, most of us have a hard time keeping up with all the activities.

Take Home Message: Whatever you like to do or whatever you feel like doing – there's a place for you to join!

Find out everything about our students and what they're doing in the next pages.

INFORMATION ABOUT STUDIES AT 3FM CU



TRIMED

Trimed is the student association of the Third Faculty of Medicine in Prague. Founded in 1997, Trimed hasn't changed its values since then. Our role at the faculty is simple: to bring the community together and provide students with opportunities to expand their horizons in several ways.

Our work is split into three big fronts:

Cultural Department

– Is in charge of organizing some of the chilliest hangouts to the fanciest events of this faculty.

Annual Spring Ball – One of the most awaited events of the whole year, the traditional Spring Ball sells out year after year the National House of Namesti Miru. Allow yourself to unwind in a royal atmosphere and experience one of the fanciest parties ever – for sure one not to be missed.



Charity Music Festival – Have you heard that song about Histology? Then you should definitely come! On the stage we'll have all bands at LF3 performing their greatest hits and some covers. All revenue goes to a different Charity Institution every year.

Christmas Celebration – A small event at the sixth floor, where we invite all the faculty to grab a cup of hot wine and sing along some of the old Christmas classics.



INFORMATION ABOUT STUDIES AT 3FM CU

Study Department

– This is the department opening doors and expanding horizons. They're responsible for some of the best science fairs and conferences you'll ever see.



Students Conference – This is one of the biggest science fairs at LF3 where all students interested in doing some research project get to participate and present their work. So, even if lab work and research isn't your thing, you should definitely stop by to see the work of your colleagues.

Trimed Job – Trimed Job is the answer to all your questions about the future. This fair brings old graduates from our faculty to talk with students about their lives and careers. Recently Trimed Job has also started to bring companies interested in hiring doctors to come closer and get to know our students.

There's no better place to rethink your future!



Orientation Day – As a fresher, this is an event you should definitely not miss. This is an event where you'll get to know the faculty and the campus around, and have several lectures on how to pass the year.

But don't get mistaken! The Orientation day might end but the program for our freshers doesn't. Together with all teachers and the faculty staff, we will have a fun journey to PM club to join Beanie a.k.a. traditional Medical Christening where we'll celebrate the beginning of a new semester!

Old doctors from our faculty say that the tradition used to be to go from the club, directly to classes, but we don't really do that anymore, or do we...? 😊

Social Department

– Takes care of events that bring the whole community together. They're in charge of keeping things in a cool level and organizing the best parties!

Parník/Steam Boat Party – As soon as the sun shines, we turn on the boat and dive in one of the craziest parties ever. Parník is a boat, themed party where everyone dresses up and gets on a cruise with a drink in their hand a lot of good music.



INFORMATION ABOUT STUDIES AT 3FM CU



Saint Nikolas Party – Before you pack your things and go home for the winter break, we will not let you leave without first saying good bye!

Vinohradská Trojka – This is one of the biggest and coolest events of Summer Semester. V3 is a race, around the faculty and hospital of Vinohrady. This is a charity event happening every year to support a hospital managed by our faculty in Kenya. But if running isn't your thing, you can always just join us for the huge barbecue outside and grab a drink with us.



For more information visit <http://vinohradskatrojka.cz/en/introduction>

But if you think that this was it, you couldn't be more mistaken. Above are only mentioned some of the events happening throughout the year. Our calendar is way fuller than this and there will be plenty of other activities happening that you do not want to miss. To make sure you're on top of everything, follow us on facebook and Instagram!

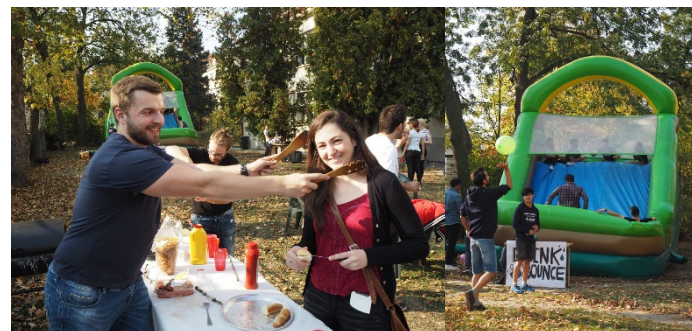
Besides these three big departments, Trimed is operating through other several branches working more independently and discovering some other areas.

EC TRIMED

Is a branch of Trimed operating for the English Curriculum. Our tasks vary according to the season but mostly we're here to handle everything that goes by in English. We work closely with all the other branches and departments of Trimed, and are involved in the organization of several events – some of them created by us and implemented at the faculty as a result of the collision of several cultures.



Dean's Day – Hard to believe, but Dean's Day is basically a holiday at LF3, when the Dean gives all students the day off, for them to get together and socialize. What do we do? Depends on the mood. Sometimes we play football against teachers, sometimes we do other stuff. Last year we got a huge bouncy castle and set up a barbecue in front of the study division.



INFORMATION ABOUT STUDIES AT 3FM CU

International Food Day – This is an old tradition from the international curriculum and an event you will not want to miss.

IFD comes from the best thing in EC – differences. It's the celebration of several cultures through food, music and performances. All in all, it's a great evening where you get to eat crazy things from all over the world, and all cooked by students.



TRIEDR

Triedr is the faculty's magazine. Offering literature about LF3 and giving the news on what's going on in our community every month.



Only recently the magazine has started to offer literature in English, but since we've started, we haven't stopped.

You can write about anything you want. It doesn't matter if it's about an event that happened or you simply want to share your vision on some topics – if you like to write, this is the place for you. Check out the edition of December in the link below:

<http://online.fliphtml5.com/pvqj/yvgr/#p=31>

TRIMED VISUALS

Do you see all the pictures in this book illustrating events and organizations? Most likely, someone from Trimed Visuals took them!

This is the branch of Trimed in charge of covering everything with a camera. Any event, any occasion, they're going to be there.

Also, one of their most important projects is lectures recording. These guys are responsible for the videos you find online of that lecture you missed when you were "sick" – because of them, you can learn biochemistry on your pyjamas while enjoying a bowl of cereals.



ACTER

Acter is a group of people devoted to emergency medicine and simulation medicine. They're the ones doing most of the organization of the First Aid Camp, and taking care of anything involving fake blood – either at the open doors' day or any other event.



SPORTS DEPARTMENT

– Look at you, starting medicine and thinking about quitting the healthy life – well, we have good news: none of that is needed.

At the moment, Trimed has its own teams in 4 different sports. All of them led by students and having regular practices during the year. Some of them even compete in some leagues or against other faculties.

Do you want to get to know them? Here they are!

TRIMED VIPERS - BASKETBALL

Trimed Vipers was established in May of 2019; Although it has been recently created, the team has shown the quality of its players already starting off their journey with a victory for the house.

Consisting of an international mix of players with different levels of experience; some in higher leagues around the globe, and some that never played competitive before; We aim to bring together everyone that loves to play basketball, is ambitious to improve their skills and wants to meet new people at the same time!

Our long-term goal is to become part of a regular league and attend the European University Championship.

To keep track of the team's activities you can follow us on Facebook (facebook.com/trimedvipers) and Instagram (instagram.com/trimed_vipers).



Practice takes place **once a week** during the regular semester weeks 1 to 15 **in a facility close to the faculty** and is prepared by a dedicated coach each time.

Everyone is welcomed to join the team for a trail workout after talking to one of the organizers! We are looking forward to see you on the court playing or supporting us off the court!

Contact info:

For International students: Konstantin Weiß Konstantin.weiss@lf3.cuni.cz

For Czech students: Richard Český risa.cesky.jr@gmail.com

(or through private message on facebook)

HC TRIMED – HOCKEY

HC Trimed Prague is the faculty's Hockey team consisting mainly of students from the 3rd Faculty of Medicine, both Czech and English curriculum. Apart from students the team gets its power from the strength of wise teachers and doctors from the University Hospital Královské Vinohrady.



INFORMATION ABOUT STUDIES AT 3FM CU



Playing good and professionally, HC Trimed has brought several victories home. These soldiers slide on ice, like butter slides on a toast.

Their trainings happen during the semester with flexible schedules. They're playing the amateur **Prague Ice Hockey League** once a week.



To keep up with them and know where the skates will slide next, follow them on Facebook (facebook.com/HCTrimedPraha) and Instagram.

To join the team, please contact David Marvan or Filip Čížek on Facebook or send an email to hctrimedpraha@gmail.com

LF3.F.C. - FOOTBALL

LF3 F.C. is the official football team of our faculty. It is composed of players from both English and Czech curriculum. We play matches 11v11 both against other faculties of our university and against other universities and even friendly games against proper football clubs. We haven't lost a single match last two years - mostly thanks to training sessions, which are held 1-2x a week (on a small pitch 5v5) near Riegrovy Sady. If you are motivated, are missing competitive football and consider to join us please contact Severin Burlefinger or Tim Sommer!

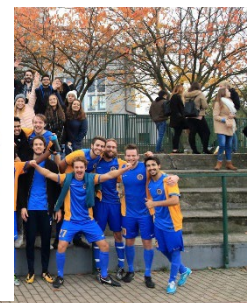


Responsible: Severin Burlefinger
Email: LF3football@gmx.net



TRIMED VOLLEY BROSQUIS - VOLLEYBALL

If you are interested in playing and



knowing more about volleyball, then look no further because this is the club for you! We provide some training and playing opportunities for all the volleyball enthusiasts!

Don't be shy because this team is all about sharing the passion for the sport, giving, taking, and fun, fun, fun!

We also aim to develop long-lasting relationships between the members whilst honing and practicing the team's volleyball skills. We play every Wednesday at 18:30 near Hostivar (it's closer than you think).

Any changes will be posted on our Facebook page so be sure to join it! See you there!

Contact Info: E-mail: lf3volleybroskis@gmail.com

Kassandra Mayo; Carla Fröhmüller; Pavlina Lieskovsky on Facebook

CLAVICULA AND A PATELLA – CHOIRS

“Clavicula” and “A Patella” are the faculty’s choirs, two acapella groups.

Many years ago, Morten Hagir and Simen Aleksander founded a Norwegian men’s choir (now: A Patella) which developed into a long tradition of singing without background music or instruments. New choir members started joining from different countries and soon a female acapella group with the name “Clavicula” was founded as well, which makes us now a mixed choir from multiple nations.



As the former conductors Stefan Lindal Theofilakis and Yngve Leirfall graduated in 2019, the choirs recently acquired a new leader, Helene. Stefan and Yngve built an amazing tradition over the past years – singing at the annual spring ball and at the Norwegian Christmas party as well as the Norwegian Constitutional Day. Every year, in the beginning of May, they have a choir trip to a Czech village called Lechovice over a whole weekend, ending with a little concert in church.

Recently they’ve also started volunteering for an organisation called the Tyler Robinson Foundation (TRF) that financially supports families that have a child fighting cancer. Through street music and a benefit concert they already collected money to help TRF and are looking forward to keep doing that within the next years.

Here at the choir, we sing songs in different genres whether that be an English Pop song or a Norwegian – the most important thing is to always have fun and together every week to share our passion for music!

If you are interested in joining our choir, you are to come to our rehearsals every Thursday at 7pm on of our faculty.



and languages,
Christmas song
to come

very welcome
the 6th floor

Don’t be shy to join, you don’t need to audition for us; if you have fun singing, think you pitch well and you are free to come to rehearsals once to twice every week, you already have what it needs to be a new member.

We are looking forward to welcoming you!

Contact via email:

helene.schulz.dd@t-online.de or via facebook Helene Schulz

CESTA VEN – “The Way Out” in english

Cesta Ven is a small and relatively young students’ organization with big dreams! One that we’ve recently accomplished is Malý Eden, **our own cafe** that we opened right in front of the faculty.



Literally translated, Malý Eden stands for Little Heaven. The café is a place for you to get away and just have a cold beer with friends after an exam or savour a cup of coffee while planning your strategy for Module B – honestly, it’s ideal for any situation or mood.

Besides drinks, we also sell cakes, sandwiches, and soon, hopefully, hot meals.

We are open every day from 9 to 9, except on Fridays, we close at 3 p.m.

Malý Eden is a place managed by students and for students so, if you wish to join the team and fulfil your life-long desire of becoming a barista at a student’s café, you can get a job here.

Our cafe is also a community center, we do pub quizzes, international cultural nights, lectures and discussions on popular topics, both medical and non-medical ones.

We also help organize charity events and work together with our friends from Trimed, IFMSA and the faculty. Apart from that, we like to welcome new initiatives, so feel free to contact us if you’d like to organize any event with us.

Last but not least, there’s **Dudlík Fest**.

This is our annual charity music festival and this will be our 5th year running. All of our festival's proceeds go to help children's charities.

This year we want to help kids with disorders within the spectrum of autism – for that, we need your help. Last year we gave over 80 000czk to help children in need of palliative care so, help us make this year’s festival event greater, and don't miss out on our festival on October 17!

For more details, follow us on Facebook or Instagram, or you can send Ali an email at aliojeil@yahoo.com.



IFMSA – International Federation of Medical Students Associations



“THINK GLOBALLY, ACT LOCALLY”

IFMSA is one of the world’s oldest and largest student-run non-governmental organizations. It currently maintains 135 National Member Organizations from more than 123 countries and areas with over one million students represented worldwide.

IFMSA
International Federation of
Medical Students' Associations

It was founded in May 1951 after the end of the Second World War as a result of international students coming together to create a student community.

IFMSA is recognized as a non-governmental organization within the United Nations and the World Health Organization, and also works with the World Medical Association.

IFMSA works on local and national levels mainly via its six standing committees, each of them focuses on major health topics and medical student-related interests:

SCOPH – Standing Committee for Public Health

SCORA – Standing Committee for Sexual and Reproductive Health and Rights including HIV and AIDS

SCOME – Standing Committee for Medical Education

SCORP – Standing Committee for Human Rights & Peace

SCOPE – Standing Committee for Professional Exchanges

SCORE – Standing Committee for Research Exchanges

These standing committees are represented by coordinators at local, national and international level. The committees coordinate various programs and preventive or humanitarian projects. IFMSA also organizes monthly internships with over 13,000 medical students from around the world. More information about IFMSA and its activities can be found at: www.ifmsa.org.

IFMSA CZ

IFMSA in the Czech Republic is represented by the member organization IFMSA CZ, founded in 1993.

Any student of medical faculties in the Czech Republic who applies

for the membership can become an IFMSA member. Membership is voluntary and free of charge, allowing you to participate in clinical and research internships abroad and help with the organization of different projects.

IFMSA CZ aims to unite and connect all medical students in the Czech Republic in an effort to help others, improve public health and at the same time to achieve the highest quality education.



INFORMATION ABOUT STUDIES AT 3FM CU

IFMSA CZ operates at all 8 faculties in the Czech Republic and currently unites approximately 2500 students. Through our projects we try to positively influence our environment and disseminate knowledge about health issues to the general public. Through lectures, courses, workshops and internships abroad, we aspire to create opportunities of personal development, for our members.

More than 600 students from IFMSA CZ take part in exchange internships every year. More information at www.ifmsa.cz.

ANSA PRAGUE

ANSA (Association of Norwegian Students Abroad) is as the name tells, a Norwegian organization for students abroad. ANSA works organizationally and politically for international students. The main focus is to maintain social, cultural, economical and professional interests of their students. Taking care off students rights and make their opinions heard. ANSA has students all around the world, both on national and local level. There is a national board and two local boards in the Czech Republic. The local boards are located in Prague and in Brno.



In addition, ANSA arranges plenty of events throughout the year. Even though it is organized by Norwegian students, the events are for other students as well, regardless of their nationality. Some of the events arranged throughout the year are fresher's week (in cooperation with TriMed), sport tournaments, the famous Christmas Table, skiing trips, pub quiz and Norway's Constitution Day on May 17. This is the main event of the year. The day is celebrated with parade across Charles bridge, barbeque, cakes and games in the park. The school choir usually sings for us. In the evening the event continues with cakes and snacks, band and DJs. May 17 has a special place in our hearts and we want to share the day with all students from all nationalities.

Norwegians are really proud of their culture and as you can see, we LOVE to share it with other students. We are very happy when all of our international friends join our events.

Happy fresher's week and we are looking forward meet you!

IFMSA CZ AT THE THIRD FACULTY OF MEDICINE

IFMSA LF3 is the local branch of IFMSA CZ at our faculty.

Besides participating in all national projects, IFMSA LF3 has its own projects developed and coordinated at the faculty by students.

The most important projects currently taking place at all faculties in the Czech Republic include; awareness-raising events for the general public related to the World Diabetes, Health or AIDS Days. Many other projects, which we will mention below, also take place at different IFMSA CZ branches.

We, as students from the 3rd Faculty of Medicine, are involved in all national projects and at the same time we organize a large number of events locally at our faculty whilst also cooperating with other student associations.



INFORMATION ABOUT STUDIES AT 3FM CU

We organize projects aimed for the general public, even for the youngest children, through the Teddy Bear Hospital project, where we playfully try to relieve mainly, preschool children of the fear of white coats, but also older children.

Another, very useful project we run is the Interactive first aid course providing both practical and theoretical knowledge and training for children and working individuals. The real challenge is Advanced Sex Education. In a fun way we talk to children about relationships, sex and the prevention of transmission of venereal diseases. An introductory meeting and trainings for new lecturers are held starting from October!

Among the social events we should mention Láskopárty (the Love Party), traditionally held at the turn of November and December as part of the World AIDS Day. Before Christmas you can look forward for Vánoční cukrování (Christmas Candies). A group of musically gifted students is preparing a music performance and charity collection with a fair and a tasting of candies with a Christmas well-spiced punch on the premises of the Faculty.

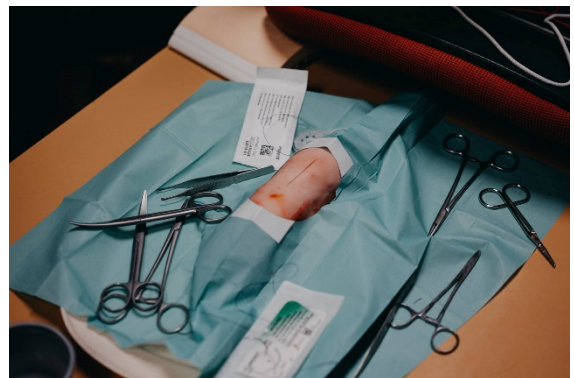
When it comes to personal development, there is a series of lectures called Know Your Specialists about the professional life of a doctor in a particular field, followed by a discussion where you can find out what interests you most. This can help you choose your dream specialization. In the Surgical Sewing and Biological Material Collection workshops, you will learn basic suturing techniques on a pig's foot or the basics of blood collection techniques at the Blood Collection Centre.



As a part of the science-popularizing cycle Medicafé, you have the opportunity to meet experts of particular subjects in the pleasant environment of Prague cafes. During the Talk with Hands workshops you will learn how to communicate with deaf patients and break down the communication barrier.

The Bridge project, which mainly organizes the National Cultural Days, is aimed to build connections between two curricula (Czech and English). Representatives of different nationalities represented at our faculty organize dinners full of traditional dishes, pastries, drinks, music and dance, which are worth experiencing.

You can learn about many other projects and opportunities at the informational meeting or at face-to-face meetings with IFMSA CZ any time of the year.



INFORMATION ABOUT STUDIES AT 3FM CU

Internships

In cooperation with other IFMSA member organizations we organize two types of professional internships abroad around the world.

- Research internships: you will participate in the selected research project. You can take part in such kind of an exchange starting from the 2nd year.
- Clinical internships: the clerkship takes place in a selected hospital department and you can take part in it starting from the 3rd year. The list of the internships offered, and the detailed information can be found on our website (see below).

National and International Events

Every year, twice a year, IFMSA CZ General Meetings organized by the Czech IFMSA branches, as well as International IFMSA General Meetings organized worldwide, promise an unforgettable experience, enjoyment and countless new friendships. Another opportunity to meet friends from other Czech faculties is Open Weekend, an intensive teambuilding weekend with soft-skills development workshops traditionally organized on the third weekend in October. You can also meet friends from abroad at other international events, such as the IFMSA Euregme European Meeting.

HOW TO BECOME A MEMBER?

If you want to learn more about IFMSA CZ activities, to become a member, to start a project of your own, to participate in already running projects or just want to meet a lot of new people or go abroad for some internship, do not hesitate to join us on IFMSA Informational Meeting called IFMSA Wants You during the first couple of weeks of the semester.

Follow us on social media and visit our website or meet us in class #226 (Trimed and IFMSA CZ office) or contact us at lp.3lf@ifmsa.cz.

Contact Information

Anything that has happened, is happening or will happen within our branch, you can find on our facebook page: <https://www.facebook.com/IFMSACZPraha3.LF/> or Instagram page: <https://www.instagram.com/ifmsaczpraha3lf/>

If you are interested in the events of IFMSA CZ at the national or international level do not forget to follow facebook page: <https://www.facebook.com/IFMSACZ/> or Instagram page: https://www.instagram.com/ifmsa_cz/

A lot of information can be also found on: <http://www.ifmsa.cz>.



MOST FREQUENTLY ASKED QUESTIONS

1. What is the difference between a seminar and a lecture?

A lecture combines all students from all the study groups to explain one of the topics essential for the exam. While studying, you will notice that most lectures include a set of statements. Your attendance is not mandatory for any lecture. On the other hand, a seminar combines the students from your study group only. A lot of the times, your seminars further explain lectures and give you more insight on the topic being tackled. Most seminars are not mandatory, but some can be.

3. How do I borrow books from the library?

Simple, simple: head to the library, ask to register in the system and that's it. Feel free to take any book home (except the ones you can't :p).

4. Where do I find PDFs of books instead of buying them?

Most upper year students have the PDF version of books, so don't be too shy to ask.

5. Where can I buy a white lab coat?

During orientation day, the university will be selling white lab coats essential for your practices.

6. How do I use the printers?

You can add money on your ISIC cards in room 547. After that, log into a computer on the first floor using your Student ID number and set password. Now you can open any document you would like to print. (Note that the printers only print in black and white)

7. How can I borrow a room to study?

On weekdays (Mon-Friday), you can ask the security for a key to a room you would like to study in after 5:00 PM.

On weekends (Sat-Sun), you can borrow a room any time of day.

The security guard will keep your ISIC card until you return the keys.

8. How do I sign up for Histology "individual study" or "slide test"?

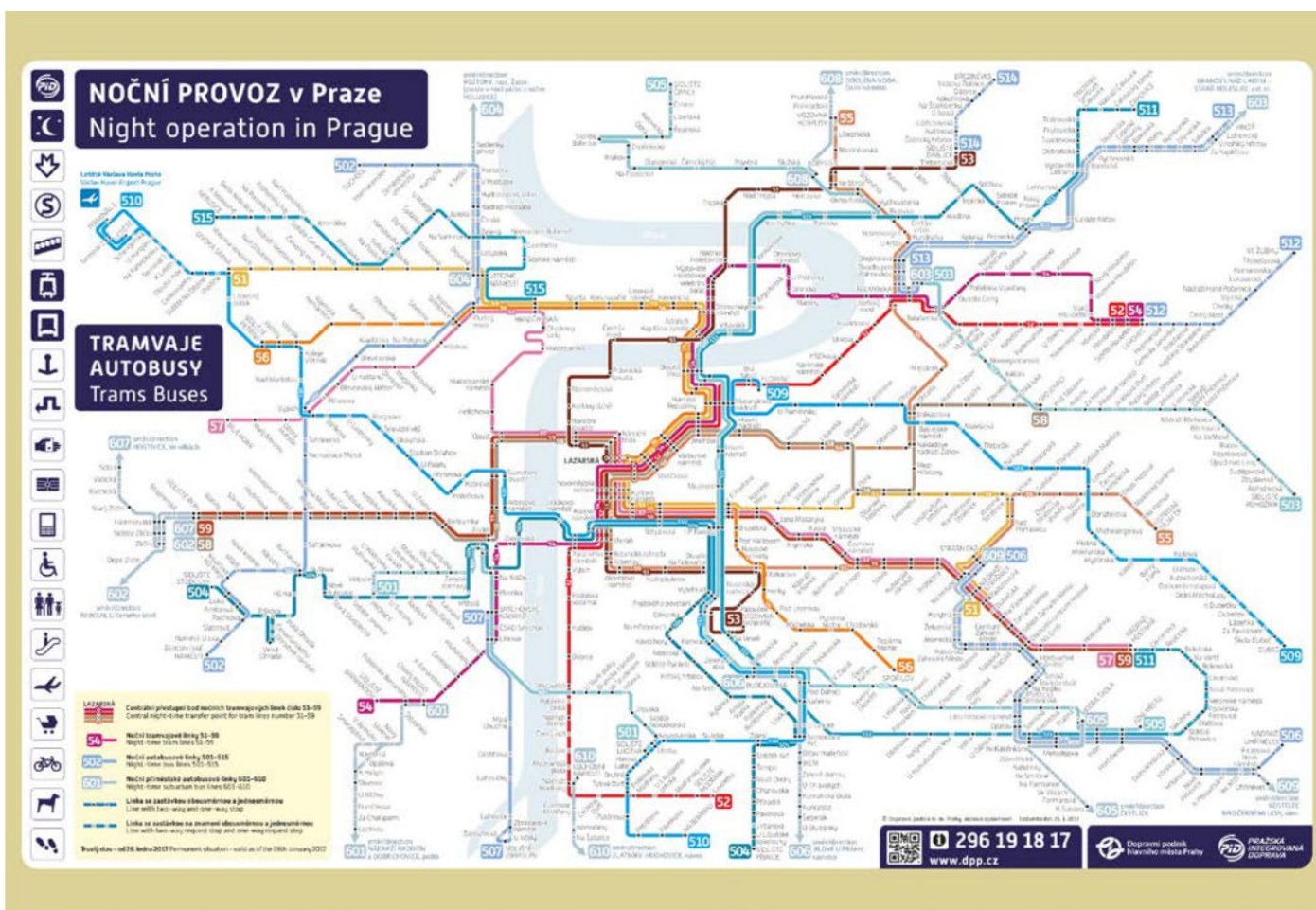
You can sign up for an individual study or slide test date using the following link:

<https://inis17.lf3.cuni.cz/prihlasovani/>

9. What is the individual study room 106?

You will find room 106 on your schedule as the room for individual studying. You cannot access this room. During your "individual study" time, meet up with your group mates at a set location and distribute the roles for your task.

TRANSPORTS AT NIGHT



PRAVIDLA
Požární poplachová směrnice

PO-01-04/2007

POŽÁRNÍ POPLACHOVÁ SMĚRNICE			
V případě vzniku požáru:			
P	Provedte záchranu osob z ohrožených prostor. Proveďte průzkum místa požáru. Je-li to možné, hasičními přístroji nebo vodou z požárního hydrantu proveďte první zásah. NERISKUJTE.		
O	Ohlaste požár na ohlašovnu požáru a ihned informujte o požáru vedení 3. LF, případně další uživatele objektu. Vyhlasejte poplach voláním „HOŘÍ!“. Zahajte evakuaci.		
M	Máte-li požárem znemožněn únik z objektu, uzavřete dveře ve směru k požáru a vyčkejte příchodu hasičů. Pokud se máváním přes okno nebo jiným způsobem na sebe upozornit.		
O	Osobní pomoc je Vaší zákonnou povinností! Po evakuaci a příjezdu záchranných jednotek oznamte hasičům všechny informace o místě a druhu požáru, umístění uzávěrů médií případně další důležité informace o zasaženém prostoru.		
C	HASIČI 150 ZÁCHRANKA 155 POLICIE 158 OHLAŠOVNA POŽÁRU	Plyn 1239 Elektro 224 915 151 Voda 840 111 112 Vnitřní linka 142	

POKYNY PRO EVAKUACI	
V případě evakuace:	
<ul style="list-style-type: none"> • Při opuštění evakuovaného prostoru zavřete (ale nezamykejte!) dveře a okna. • Opusťte evakuovaný objekt nejkratší únikovou cestou. • Při evakuaci zachovejte klid, neběhejte, nepanikařte, prostor opusťte rychle chůzí. • Poskytněte pomoc dětem, postiženým nebo zraněným osobám. • Před otevřením dveří při úniku dotykem rukou zkontrolujte jejich teplotu. Pokud jsou dveře na dotyk horké, raději vyhledejte jinou únikovou cestu a upozorněte ostatní. • Po opuštění evakuovaného objektu se dostavte na shromaždiště pro kontrolu počtu evakuovaných osob. • Poskytněte veškeré informace o průběhu evakuace a dalších skutečnostech, které mohou pomoci, záchranným jednotkám. • V případě, že není možné opustit objekt únikovými cestami : <ul style="list-style-type: none"> ▪ zachovejte klid ▪ v případě zakouření prostoru se přikrčte k zemi ▪ upozorněte na sebe z okna – použijte ručník, část oděvu apod. nebo volejte 150 a oznamte svoji polohu 	

PRAHA'S TRANSPORTS MAP

For information on the schedules use the app **Pubtran!**






















PRAHA PRAGUE

Orientační plán metra

Metro map



Letiště Václava Havla Praha
Václav Havel Airport Prague



<p>A B C Linky a stanice metra Metro lines and stations</p> <p>Konečná stanice metra Metro terminus station</p> <p>Stanice přestupní Transfer station</p>	<p>Bezbariérový přístup Barrier-free access</p> <p>Tramvajová trať Tram line</p> <p>Lanová dráha Funicular</p>	<p>BUS Bus MHD na Letiště Václava Havla Praha Public transport buses to Václav Havel Airport Prague</p> <p>S Přestup na linky S a další vlakové spoje Transfer to lines S and other railway lines</p>	<p>P+R Parkoviště P+R Park and ride</p> <p>Infocentrum DP Public transport information</p>
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www.dpp.cz



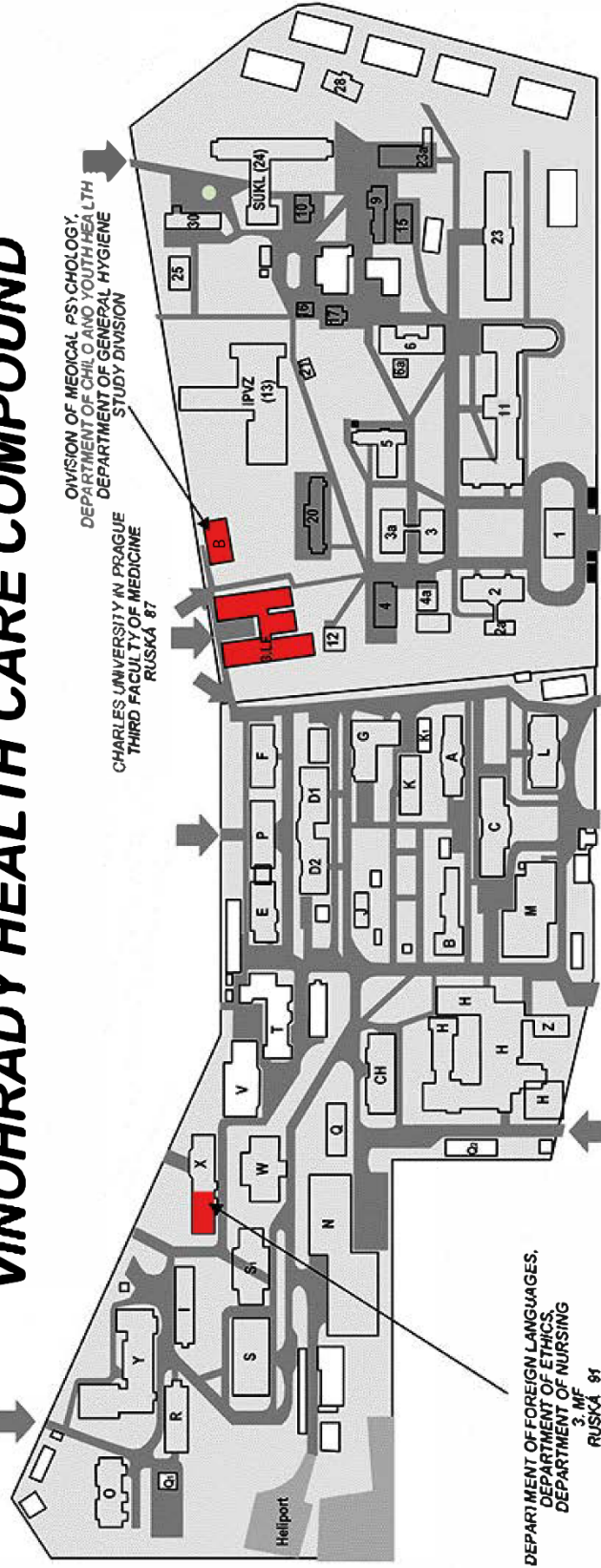
Dopravní podnik
Národního města Prahy



PRAŽSKÁ
INTEGROVANÁ
ODPRAVA

MAP OF THE HOSPITAL AREA

VINOHRADY HEALTH CARE COMPOUND



DIVISION OF MEDICAL PSYCHOLOGY,
DEPARTMENT OF CHILD AND YOUTH HEALTH
DEPARTMENT OF GENERAL HYGIENE
STUDY DIVISION

CHARLES UNIVERSITY IN PRAGUE
THIRD FACULTY OF MEDICINE
RUSKÁ 87

DEPARTMENT OF FOREIGN LANGUAGES,
DEPARTMENT OF ETHICS,
DEPARTMENT OF NURSING
3. MF
(ENTRY FROM HOSPITAL)
RUSKÁ 91

STATE HEALTH INSTITUTE
ŠROBÁROVA 48

FACULTY HOSPITAL
KRÁLOVSKÉ VINOHRADY
ŠROBÁROVA 50

FACULTY HOSPITAL KRÁLOVSKÉ VINOHRADY

- 1st Department of Internal Medicine
- 2nd Department of Internal Medicine + out-patients
- 3rd Department of Internal Medicine - Cardiology
- Angiology Ward
- Archive, service administration
- Blood Transfusion Station
- Clinical Hematology Ward
- Department of Anaesthesiology and Resuscitation
- Department of Anatomy - dissection rooms
- Department of Biochemistry and Peptidbiochemistry
- Department of Burns Medicine
- Department of Cardiac Surgery
- Department of Children and Adolescents
- Department of Dermatovenereology + out-patients
- Department of Forensic Medicine
- Department of General Surgery
- Department of Gynaecology and Obstetrics
- Department of Medical Microbiology, auditorium
- Department of Neurosurgery
- Department of Nuclear Medicine
- Department of Occupational and Travel Health
- Department of Ophthalmology

- Department of Orthopaedics and Traumatology
- Department of Otorhinolaryngology
- Department of Pathology
- Department of Plastic Surgery
- Department of Radio diagnostics
- Department of Radiotherapy and Oncology
- Department of Rehabilitation Medicine
- Department of Stomatology
- Department of Urology
- Division of Social Care, Dieticians
- FNKV Headquarters
- Hospital for Chronically ill Patients
- Pediatric Surgery Ward
- Pharmacy, Technical Management
- Restaurant pavilion
- Ward of Clinical Allergy and Immunology

NURSING COLLEGE (NC)

- X

INSTITUTE FOR FURTHER EDUCATION IN HEALTH CARE

- 13

THIRD FACULTY OF MEDICINE, CHARLES UNIVERSITY IN PRAGUE

- Dean's Office
- Theoretical Institutes
- NC - Department of Foreign Languages
- NC - Department of Ethics
- NC - Department of Nursing
- SHI - Study Division
- SHI - Division of Medical Psychology
- SHI - Department of Child and Youth Health
- SHI - Department of General Hygiene

STATE INSTITUTE FOR DRUG CONTROL

- State Health Institute (SHI)
- Centre of Epidemiology and Microbiology
- Centre of Epidemiology and Microbiology (AIDS)
- Centre of Work Hygiene and Occupational Diseases
- Centre of Environmental Hygiene
- Centre of Health and Living Conditions
- Economic and Technical Management
- Division of Statistics and Programming
- Division of Veterinary Services
- Headquarters
- State Institute of Radiation Protection

INFORMATION ABOUT STUDIES AT 3FM CU

CZECH VOCABULARY

A little bit of Czech language

Czech	English
<i>Dobrý den, ráno, večer</i>	Good day, morning, evening
<i>Na shledanou</i>	Goodbye
<i>Ahoj, čau</i>	Hello
<i>Děkuji</i>	Thank you
<i>Prosím</i>	Please
<i>Ano x Ne</i>	Yes x No
<i>Jak se máš? Já se mám dobře.</i>	How are you? I am fine.
<i>Jak se jmenuješ?</i>	What's your name?
<i>Jmenuji se Rachel.</i>	My name is Rachel.
<i>Můžete mi pomoci?</i>	Can you help me?
<i>Nemluvím česky.</i>	I don't speak Czech.
<i>Mluvíte anglicky?</i>	Do you speak English?
<i>Nevíte, kde je Strmá ulice?</i>	Do you know where Strma street is?
<i>Nevíte, kde jsou nejbližší toalety (WC)?</i>	Do you know where are the nearest toilets (WC)?
<i>Potřebuje se dostat do Strmé ulice.</i>	I need to get to Strma street.
<i>Kolik je hodin?</i>	What time is it?
<i>Kde je nejbližší policejní stanice?</i>	Where is the nearest police station?
<i>Kdy máte otevřeno?</i>	When are you open?
<i>Studuji medicínu.</i>	I study medicine.
<i>3. lékařská fakulta</i>	Third Faculty of Medicine
<i>Univerzita Karlova</i>	Charles University
<i>Odjezd / příjezd</i>	Departure / Arrival
<i>Východ / vchod</i>	Exit / Entry
<i>Zastávka</i>	Public transport station / Stop
<i>Autobus, tramvaj, metro, taxi</i>	Bus, Tram, Subway / Underground, Taxi
<i>Centrum města</i>	City center
<i>Policie / První pomoc / Hasiči</i>	Police / First Aid / Fire Brigade
<i>Lékárna</i>	Pharmacy
<i>Pekárna</i>	Bakery
<i>Potraviny – pečivo (housky, rohlíky)</i>	Food – Pastry (Rolls, Buns)
<i>Chleba, sendvič</i>	Bread, Sandwich
<i>Ovoce, zelenina</i>	Fruit, Vegetables
<i>Mléko, máslo, sýr, maso</i>	Milk, Butter, Cheese, Meat