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!

Pokud se vyskytnou problémy – zejména kvůli jazykové bariéře, kontaktujte prosím pohotovostní číslo níže.

+ 420 724 292 312

Should any problems arise especially in communicating with Czech Police, contact the Faculty Emergency Phone number above.
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.

IMPORTANT PHONE NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency NONSTOP service</td>
<td>+ 420 724 292 312</td>
</tr>
<tr>
<td>of the Vice-Dean for Undergraduate Education</td>
<td></td>
</tr>
<tr>
<td>Emergency Medical Service</td>
<td>155</td>
</tr>
<tr>
<td>Police Emergencies</td>
<td>158</td>
</tr>
<tr>
<td>Fire Brigade</td>
<td>150</td>
</tr>
<tr>
<td>Foreign Police</td>
<td>+ 420 974 820 680</td>
</tr>
</tbody>
</table>
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, 10. 8. 2018

prof. MUDr. Petr Widimsky, DrSc.,
Dean of the Third Faculty of Medicine of Charles University
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.
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.
For general information on Václav Havel airport Prague, see the Czech Airport Authority website: [http://www.prg.aero/en](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**


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

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

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.

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.

<table>
<thead>
<tr>
<th>Rent</th>
<th>CZK 3 000 – 7 000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food</td>
<td>CZK 3 800 – 4 200</td>
</tr>
<tr>
<td>Transport</td>
<td>CZK 250 – 300</td>
</tr>
<tr>
<td>Leisure time</td>
<td>CZK 700 – 1 000</td>
</tr>
<tr>
<td>Total</td>
<td>CZK 7 750 – 12 500</td>
</tr>
</tbody>
</table>

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.
INFORMATION ABOUT STUDIES AT 3FM CU

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

- 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 AMT 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.


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 doubleoccupancy 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/

If you decide not to use the University accommodation we need you to inform us as soon as you have fixed your private accommodation. 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

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
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 for 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 Dept. of Ophthalmology (building E), gynaecologic emergencies at teh 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**

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 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](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.

**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 no. 267163289). If you are afraid, they can use ENTINOX (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 267163268. 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

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**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.

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**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.

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**SOME USEFUL WEBSITES**

**ABOUT CZECH REPUBLIC**
- My Czech Republic – more than a destination guide: [http://www.myczechrepublic.com](http://www.myczechrepublic.com)
- Czech Tourism: [http://www.czechtourism.com/Homepage.aspx](http://www.czechtourism.com/Homepage.aspx)

**ABOUT PRAGUE**

**TRANSPORT**
INFORMATION ABOUT STUDIES AT 3FM CU

STUDY IN THE CZECH REPUBLIC
- Centre for Higher Education Studies: [http://www.csvs.cz](http://www.csvs.cz)

CZECH AUTHORITIES

OTHERS

THIRD FACULTY OF MEDICINE:

- **Facebook:** [http://www.facebook.com/3lfuk](http://www.facebook.com/3lfuk)

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](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:
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 11:00 – 18:00
   Friday closed

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### CALENDAR FOR THE ACADEMIC YEAR 2018/2019

<table>
<thead>
<tr>
<th>Czech national holidays in academic year 2018/2019 – schools are closed, no business performed, some holidays all large shops are closed too</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>St. Wenceslas Day - Day of Czech Statehood</strong></td>
</tr>
<tr>
<td><strong>Foundation of the Czechoslovak State</strong></td>
</tr>
<tr>
<td><strong>Victory of Freedom and Democracy (fall of Communism)</strong></td>
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<tr>
<td><strong>Good Friday</strong></td>
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<tr>
<td><strong>Easter Monday</strong></td>
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<tr>
<td><strong>Labour Day</strong></td>
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<tr>
<td><strong>Victory Day</strong></td>
</tr>
<tr>
<td><strong>Day of Saints Cyril and Methodius</strong></td>
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<tr>
<td><strong>Jan Hus Day</strong></td>
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</tbody>
</table>

### ACADEMIC YEAR 2018/2019

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start of the winter semester</td>
<td>1. 10. 2018</td>
</tr>
<tr>
<td>Start of the summer semester</td>
<td>25. 2. 2019</td>
</tr>
<tr>
<td>End of the academic year</td>
<td>30. 9. 2019</td>
</tr>
<tr>
<td>Autumn trip</td>
<td>12.10.2018</td>
</tr>
<tr>
<td>Faculty ball</td>
<td>8. 3. 2019</td>
</tr>
<tr>
<td>Dean’s day – free day</td>
<td>17. 10. 2018</td>
</tr>
</tbody>
</table>
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, students' 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 No. 19, in the National Institute of Public Health campus (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

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doc. MUDr. Daniela Janovská, CSc.</td>
<td>e-mail: <a href="mailto:daniela.janovska@lf3.cuni.cz">daniela.janovska@lf3.cuni.cz</a>  tel.: +420 267 102 337</td>
</tr>
<tr>
<td>Doc. MUDr. Jan Novák, Ph.D.</td>
<td>e-mail: <a href="mailto:novakjan@centrum.cz">novakjan@centrum.cz</a></td>
</tr>
<tr>
<td>PhDr. Hana Svobodová, Ph.D.</td>
<td>e-mail: <a href="mailto:hana.svobodova@lf3.cuni.cz">hana.svobodova@lf3.cuni.cz</a>  tel.: +420 267 102 942</td>
</tr>
<tr>
<td>Doc. MUDr. Jan Trnka, Ph.D.</td>
<td>e-mail: <a href="mailto:jan.trnka@lf3.cuni.cz">jan.trnka@lf3.cuni.cz</a>  tel.: +420 267 102 625</td>
</tr>
<tr>
<td>MUDr. Josef Fontana</td>
<td>e-mail: <a href="mailto:fontanaj@seznam.cz">fontanaj@seznam.cz</a>  tel.: +420 267 102 410</td>
</tr>
</tbody>
</table>

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 No. 19, building No. 19, 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
INFORMATION ABOUT STUDIES AT 3FM CU

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 No. 19, 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 No. 19, 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

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>7:30 a.m. – 12:00</td>
</tr>
<tr>
<td>Tuesday</td>
<td>1:00 p.m. – 3:30 p.m.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>7:30 a.m. – 6:00 p.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>7:30 a.m. – 12:00</td>
</tr>
<tr>
<td>Friday</td>
<td>7:30 a.m. – 12:00</td>
</tr>
</tbody>
</table>

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 department, 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 in to 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 course 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.
**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).

### GENERAL MEDICINE:

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

<table>
<thead>
<tr>
<th>Minimum number of credit points</th>
<th><strong>OF THIS:</strong> Number of credit points for optional subjects included as part of the minimum number of credit points for registration</th>
<th><strong>OF THIS:</strong> Minimum number of credit points for compulsory subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>45</td>
<td>9 **</td>
<td>36 *</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td></td>
<td></td>
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<tr>
<td>45</td>
<td>8</td>
<td>37</td>
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<td>45</td>
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<td>45</td>
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<td>42</td>
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<tr>
<td>45</td>
<td>2</td>
<td>43</td>
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<tr>
<td>45</td>
<td>1</td>
<td>44</td>
</tr>
<tr>
<td>45</td>
<td>0</td>
<td>45</td>
</tr>
</tbody>
</table>

* **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.
INFORMATION ABOUT STUDIES AT 3FM CU

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 online 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
7. Student has to signed Financial documents- Financial Agreement
8. Transferring grand 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 through the Erasmus programme requires an administrative procedure which has been simplified by CU’s on-line system. Through this system every participant in the Erasmus+ programme can follow the individual administrative steps and the current position, download 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).

<table>
<thead>
<tr>
<th>Name of refectory</th>
<th>Prague district</th>
<th>Street</th>
</tr>
</thead>
<tbody>
<tr>
<td>TROJA</td>
<td>Prague 8</td>
<td>Pátkova 3</td>
</tr>
<tr>
<td>is closed to September 30th 2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ALBERTOV</td>
<td>Prague 2</td>
<td>Albertov 7</td>
</tr>
<tr>
<td>ARNOŠTA Z PARDUBIC – under reconstruction</td>
<td>Prague 1</td>
<td>Voršilská 1</td>
</tr>
<tr>
<td>BUDEČ</td>
<td>Prague 2</td>
<td>Wenzigova 20</td>
</tr>
<tr>
<td>HOSTIVAŘ</td>
<td>Prague 10</td>
<td>Weilova 2</td>
</tr>
<tr>
<td>JEDNOTA</td>
<td>Prague 1</td>
<td>Opletalova 38</td>
</tr>
<tr>
<td>DIETARY REFECTORY FOR STUDENTS AND THE GENERAL PUBLIC</td>
<td>Prague 1</td>
<td>Spálená 12</td>
</tr>
<tr>
<td>KAJETÁNKA</td>
<td>Prague 6</td>
<td>Radimova 6</td>
</tr>
<tr>
<td>PRÁVNICKÁ</td>
<td>Prague 1</td>
<td>Curieových 7</td>
</tr>
<tr>
<td>SPORT</td>
<td>Prague 6</td>
<td>J.Martího 31</td>
</tr>
</tbody>
</table>
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. Foreing students pay the full price of the meals. You do not need this card to obtain meal in the canteen.

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 2018/2019

| 17. 8. – 7. 9. 2018 | Holiday – open every Wednesday from 9:00 -12:00 registration of all years |

Library opening hours from September 10th 2018:

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

The opening hours can be changed during October 2018

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

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

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.

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 co-ordinate 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

Secretary: Ing. Ludmila Sádecká
email: akademicky.senat@lf3.cuni.cz
Orientation Day - Beanie

Dobronice

Ball of the 3MF CU

Cookies with the Dean
3FM SURVIVAL GUIDE FROM YOUR FELLOW STUDENTS

Studying in another country, foreign language and away from family and friends back home, is quite a challenge for most of us. With these short notes, we are hoping to smoothen out this transitional phase and help you get adjusted and settled here in Prague.

VISA AND TRAVEL DOCUMENTS

For students from countries which are members of the European Union, European Economic Area (Iceland, Lichtenstein and Norway) and Switzerland, there are no visas required. All you need are documents to show where you are from and who you are. As an EU citizen your national photo ID is sufficient.

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.

YOUR ARRIVAL IN PRAGUE

Flying in… you will arrive at the only international airport in Prague – (Václav Havel Airport) to the north-west of the city center. No metro (subway) or train stop is there and your only public transport options are the bus number 100 going to Zlicin or number 119 going to Nádraží Veleslavín, both of which are metro stops. From there you can get all the way to the city center. The metro runs every day between 5 am and midnight.

In case you come in late or early, a cab may be the most comfortable choice for you. Be careful and never just get into any that you did not call for yourself, as these are usually more expensive. Taxi companies like AAA (dial 14014) have English speaking operators and they are reliable when it comes to pricing. Your first impression should not be getting ripped off or robbed by a taxi driver. For more information go to: http://www.prg.aero/en/

International trains… arrive at Praha – Hlavní nádraží (Main Station) and Praha – Holešovice (Holesovice Railway Station) both have metro stations with the same name near by and are along the red line (C). For more information go to: http://www.vlak-bus.cz

Arrival by bus … is mostly at the main bus station in Florenc (yellow (B) or red (C) line. For more information go to: http://www.vlak-bus.cz
Public Transport in Prague – Trams, Busses and the Metro… as expected you must buy tickets. As soon as you get your student ID card you will qualify for a 50 % discount on most passes. To get this discount and buy tickets valid for longer time periods, you have to go to special offices along certain stops of the metro. Those shops are around the entrance/exit areas of the ticket zone going to or leaving the metro.

Such stops are:

**Line A (green):** Dejvická, Hradčanská, Můstek, Náměstí Míru, Skalka, Strašnická, Želivského

**Line B (yellow):** Anděl, Černý Most, Hloubětín, Hůrka, Karlovo náměstí, Palmovka, Rajská zahrada, Smíchovské nádraží, Vysočanská, Zličín

**Line C (red):** Háje, Roztyly, Kačerov, Vyšehrad, I. P. Pavlova, Hlavní nádraží, Nádraží Holešovice,

You should also keep in mind that now you have the opportunity of obtaining the electronic card "Lítačka" for public transport, which you can recharge every month via your bank. You can find more information at this website: https://www.litacka.cz/en/

There are three metro (subway) lines: green line – A, yellow line – B, red line – C. Going on a daily basis, between 5 am and midnight. They intersect each other in Muzeum (A – C), Můstek (A – B), and Florenc (B – C)

Trams go 24 hours a day but during the night they are less frequent and take different routes. All night trams are labeled with numbers in the 50s, making it easy to distinguish them from the day trams.

Busses follow the same principle as the trams. They run on a regular basis and during the night there are fewer of them and they take different routes.

**Taxi transport**

… be aware that taking a cab might be very expensive, especially for foreigners. To avoid being taken advantage of make sure that the pricing meter is visible to you at all times as there are no standardized prices. Also bear in mind, that taking a taxi can be quite dangerous. To minimize your risk, pay attention as all taxi drivers have their personal information on the dashboard. If you do not see this, do not take that taxi.

Reliable cab companies are for example:

AAA Taxi (+420 222 333 222), Profi Taxi (+420 261 314 151) and Radio Taxi (+420 729 331 133)

The most recommended form of public car transportation by our students is Uber. This is a safe form of transport and the prices are fair and beforehand given so you can avoid any conflict.
ACCOMMODATION IN PRAGUE

When first coming to Prague, we 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 7 000 Kč (CZK) per month. Usually they also have cafeterias serving cooked food. After a couple of months most of us moved out of the dorms into apartments together with friends and a bit closer the city center. For a two bedroom 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 15 000 to 25 000 Kč per month. Surprisingly, in the Czech Republic the tenant pays the commission (usually one month of rent) to the real estate agent.

THE PRICE YOU HAVE TO PAY!

To estimate your living expenses here is hard. People are very different. Food and drink are quite cheap, while rent can be pricy depending on where you live. Rent including utilities in the areas mentioned above is about 10 000 Kč, food 4 000 Kč, transportation about 300 Kč, spare time activities 3 500 Kč. All of this adds up to app. 17 800 Kč/month. 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.

MONEY AND BANKING

The currency in the Czech Republic is Czech crowns (abbreviated Kč or CZK). Generally you cannot expect to be able to pay with a credit/debit card everywhere you go. Many restaurants only accept cash, but in most supermarkets such as Tesco, Albert, Billa, etc. they accept cards without hesitation.

It is advisable to set up a local bank account. This way you won't struggle with being charged exorbitant fees every time you use an ATM.

The most common Czech banks are:
Česká spořitelna – http://www.csas.cz; Citibank – http://www.citibank.com,

Almost all of them offer student accounts offers, English speaking employees, currency exchange you home currency into crowns and a 24h ATM service. A lot of times the banks offer an English version of their online banking programs for easy access worldwide. Having a Czech account here makes it easier to transfer the tuition fees. Usually due to exchange rate fluctuations, either more or less money reaches the school if you wire directly from abroad. It will save you time and effort.
CURRENCY EXCHANGE

I have found the following currency exchange firms provide the best rates:

Sometimes you receive the V.I.P rate automatically above a certain transaction value, otherwise you can print the voucher on the respective website to receive the V.I.P rate.

When exchanging money always insist on receiving a receipt from the vendor and NEVER exchange from somebody on the street.

FOOD & ESSENTIALS FOR LIFE

Big grocery stores such as Tesco have a great collection of items and are oftentimes open 24 hours a day. The estimated 4 000 Kc for essential food can vary in case you have the tendency to buy in the smaller shops. So called „Potraviny“ (cornershops) are a nice late night solution, when you have to run and get toilet paper, milk or something to eat. But of course things are a bit more pricy there.

THE POST OFFICE

One day you may find a strange slip of paper in your mail box with your name on it and an address. This usually means you received a package or an invoice at the post office. It will have two dates on it. One of which was when they tried to get hold of you, while the other tells you, the deadline after which the package will be returned to the sender. The stamp gives you the address of your local branch. When going there take your ID, because it is common practice to sign for it.

In case of paying bills you usually go to the post office for that as well. Take your money and the little slip, that is usually the detachable bottom half of the bill for e.g. your internet company, telling you their main bank details. The post office employee will do the rest for you and you will receive a stamped receipt.

TELEPHONES

The Czech country code is +420 and a 9 digit number follows. One of the first things you should do is buy a prepaid phone card. Most of the international students use Vodafone. You can go to one of their branches and ask them for one. They should give you a selection of numbers to choose from and you pick whichever you like best. Recharging the card, you can do that via online banking or your Czech bank account, buy a refill coupon at a small tobacco store or just go to the closest ATM. One minute or one text message costs you about 3 Kc.
HEALTH INSURANCE AND MEDICAL TREATMENT

Urgent medical care is free for everybody in the Czech Republic. Regular checkups such as gynecologist and dentist are not covered for foreign nationals. That is why it is strongly recommend to buy additional international coverage upgrade for your health insurance in your home country. Otherwise you are obliged by law to purchase a General Health Insurance for Foreigners in the Czech Republic. In the case you do not want to use our hospital facilities there are a number of private clinics with English speaking personal, but be aware that they often charge a high fee.

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 Křižíka 22, Praha 7; Praha Bulovka Hospital – Budínova 2, Praha 8; Plaňanská 573/1, Praha 10

OUR SCHOOL

The curriculum of our faculty is quite different to that of the rest of the Czech medical schools. Its main focus is problem based learning. In Cycle I, which is the first two years of school, you will learn the preclinical basics of medicine. The individual courses are organised into modules. You will complete 6 basic courses in first year that all prepare you for one big written exam called „Molecular basics of Medicine“ in summer. This will evaluate your knowledge from the whole year and if you pass the year by obtaining a minimum amount of eurocredits, you will get to proceed to second year.

Subjects of the first year mainly include cell biology, genetics, inmunology, biochemistry and histology. Learning how to study for this exam will help you understand basics for second year and how to be able to cope with the massive amount of information you have to keep in mind for your second year final of the preclinical subjects.

Also in the first year you will have smaller subjects and have exams in medical ethics, nursing, Czech language, public health, biophysics and informatics, Latin, …. It will be intense but also interesting. You are building a foundation for understanding how the human body works so that you transition smoothly and with ease to the major subjects of anatomy and physiology which are the core of the second year.

LEARNING CZECH

Two weeks before starting classes, the faculty holds an intensive language course for all foreign medical students. During this course you will have 4 hours of Czech every day. You will be tested on this knowledge on the first day of the semester. This course is very important since you go through approximately seven chapters of the recommended textbook and attending it will make life in your first year much easier for you. It is also very important you attend this course since your first „doctor“ – patient conversation is going to be in November when you will go to the Military hospital with the Nursing professors. It will be very beneficial if you know some Czech by then.
DOBRONICE

Right before starting this intensive 2 weeks of Czech, the school recommends a 3-day camping trip together with the Czech students in Dobronice. You will be staying in wooden cabins. During the trip there will be bonfires, games and fun physical activities, where you get to know your classmates in your study groups of the English program. It will also give you a chance to get to know some natives that may later be able to help you out with tips and tricks when it comes to study materials and language barriers you will encounter. There are going to be older students from English and Czech parallel, who volunteer and teach you basics in first aid, learning strategies and are able to answer most questions that may be on your mind. Generally, about 100 future first year Czech students attend and it is an old tradition. For the past few years English students participated in the hope of a better integration and to make it easier for us to become familiar with the Czech way of life.

ANSA

The Association of Norwegian Students Abroad is an international organization set up to encourage Norwegian students to share culture with the people of the country they stay in. ANSA organizes ski trips, christmas dinners, 17th May celebrations and many more projects together with TRIMED, the student organization of the Third Faculty of Medicine. Everybody is invited to join, not only Norwegians! A lot of times international students come from all over the Czech Republic or even Poland to experience some of these moments. You are asking why? Well, most of you will get to know what it means to have a Norwegian party!

TRIMED

Trimed is the student organization at 3FM. We organize social and cultural events, for example the Pork roast weekend and Smoke Free Party in October, the Christmas fundraiser party for the children’s home in December, Representative Ball in the spring, fancy dress party on a boat on the river and so on. It may all sound very sophisticated but is a lot of fun, drinking and craziness. Beware, it may become addictive.


SPORTS

To balance out sitting on our behinds and studying all day, many of us work out. If it is running in the park, going to physical education classes in Hostivar or to the BBC gym just 5 minutes from the main building of our school, it is very important to stay in shape. Our study schedule is tight, especially in the first year, but it is a proven fact that regular exercise will help you think and study better. In 2010 one of our classmates founded a charity called „Running with those that can’t“. We collected money for 2 special wheelchairs so that two boys from a nearby home for physically and mentally handicapped in Psary could complete (with our help) in the Prague International Half Marathon. The event has become a great success, increasing participants every year, and has been copied in several cities even in the United States. By pushing those children through the race, we encourage awareness, integration and inspired many to stand up for the needs of those physically or mentally challenged.
WELCOME AND CULTURE SHOCK

According to Mosby’s Medical Dictionary culture shock is defined as “…the psychological effect of a drastic change in the cultural environment of an individual. The person may exhibit feelings of helplessness, discomfort, and disorientation in attempting to adapt to a different cultural group with dissimilar practices, values, and beliefs.” You are probably going to experience some of this as the life of a medical student is rather demanding, both physically and mentally, and you will be going through all this in a foreign country. You may feel isolated and misunderstood, but remember that you are not alone. Your classmates may experience it a bit differently but they will know what you mean. One of the strangest feelings will be walking through a crowd of people when you get to go home for the first time since school started and all of the sudden understanding the language which is being spoken around you.

To prevent feeling really down and exhausted go out and make friends, go to the gym, keep your family up to date on things happening to you and meet Czech people. That way you have someone you can ask why Czech guys are allowed to smack the girls on Easter with the nice colorful whips (Czech custom wishing girls fertility…. funny it ends in bruises usually). No place will be like home, but it is not as dark and miserable as it may seem when suffering from homesickness. If you give it a chance you will start loving it.
BY STUDENTS FOR STUDENTS – STUDENT VIEWS

EVACUATION GUIDELINES

1. Assess your location.
2. Signal for help from a window – use a towel, clothing, etc. or call 911 and advise of your location.
3. Remain low, crawl if necessary.
4. Remove calm, do not panic. Work quickly.
5. Do not return.

Personal belongings:

- Jewelry
- Cash
- Mud
- Small electronics
- Important documents
- Pets

Fire Alarm Directive

PO-01-04/2007

Rules

Safety First
## CZECH VOCABULARY

A little bit of Czech language

<table>
<thead>
<tr>
<th>Czech</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dobrý den, ráno, večer</td>
<td>Good day, morning, evening</td>
</tr>
<tr>
<td>Na shledanou</td>
<td>Goodbye</td>
</tr>
<tr>
<td>Ahoj, čau</td>
<td>Hello</td>
</tr>
<tr>
<td>Děkuji</td>
<td>Thank you</td>
</tr>
<tr>
<td>Prosím</td>
<td>Please</td>
</tr>
<tr>
<td>Ano x Ne</td>
<td>Yes x No</td>
</tr>
</tbody>
</table>

| Jak se máš? Já se mám dobře.  | How are you? I am fine.     |
| Jak jmenuješ?                 | What’s your name?            |
| Jmenuji se Rachel.            | My name is Rachel.           |
| Můžete mi pomoci?             | Can you help me?             |
| Nemluvím česky.               | I don’t speak Czech.         |
| Mluvíte anglicky?             | Do you speak English?        |
| Nevíte, kde je Strmá ulice?   | Do you know where Strma street is? |
| Nevíte, kde jsou nejbližší toalety (WC)? | Do you know where are the nearest toilets (WC)? |
| Potřebuji se dostat do Strmé ulice. | I need to get to Strma street. |
| Kolik je hodin?               | What time is it?             |
| Kde je nejbližší policejní stanice? | Where is the nearest police station? |
| Kdy máte otevřeno?            | When are you open?           |

| Studuji medicínu.             | I study medicine.            |
| 3. lékařská fakulta           | Third Faculty of Medicine    |
| Univerzita Karlova            | Charles University          |

| Odjezd / příjezd              | Departure / Arrival          |
| Východ / vchod                | Exit / Entry                 |
| Zastávka                      | Public transport station / Stop |
| Autobus, tramvaj, metro, taxi | Bus, Tram, Subway / Underground, Taxi |
| Centrum města                 | City center                  |

| Policie / První pomoc / Hasiči | Police / First Aid / Fire Brigade |
| Lékárna                       | Pharmacy                      |
| Pekárna                       | Bakery                        |
| Potraviny – pečivo (housky, rohlíky) | Food – Pastry (Rolls, Buns) |
| Chleba, sendvič               | Bread, Sandwich               |
| Ovoce, zelenina               | Fruit, Vegetables             |
| Mléko, máslo, sýr, maso       | Milk, Butter, Cheese, Meat   |