

## Příloha 1

International Office  
Czech Technical University in Prague  
Zikova 4  
166 36 Prague 6  
<http://www.cvut.cz/incomers/>



## INTERNATIONAL EXCHANGE INFORMATION 2013-2014

### Administration

<b>Name:</b>	Mrs Dana Mrkvičková	Mrs Helena Holmerová	Mrs. Lucie Bílová	Mrs Jana Dudková	Alexandra Spurná
<b>Position:</b>	Head of European Office LLP-Coordinator, Outgoing students	Erasmus - Outgoing students	Incoming students Accommodation Transcripts	Leonardo do Vinci Coordinator	Exchange students (non-EU countries) Outgoing students EILC courses
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<b>Website:</b>	<a href="http://www.cvut.cz/incomers/">http://www.cvut.cz/incomers/</a>				

### Academic Information

<b>Semester dates:</b>	Winter Semester:	Orientation week: September 16 <sup>th</sup> , 2013 – September 22 <sup>nd</sup> , 2013 Classes: September 23 <sup>rd</sup> , 2013 – December 20 <sup>st</sup> , 2013
	Summer Semester:	Orientation week: February 10 <sup>th</sup> , 2014 – February 16 <sup>th</sup> , 2014 Classes: February 17 <sup>th</sup> 2014 – May 16 <sup>th</sup> , 2014
<b>Examination period:</b>	Winter Semester:	January 2 <sup>nd</sup> 2014 - February 8 <sup>th</sup> , 2014
	Summer Semester:	May 19 <sup>st</sup> , 2014 – June 27 <sup>th</sup> , 2014
<b>Availability of accommodation</b>	<b>Accommodation in student dormitories is available FROM September 12<sup>th</sup>, 2013 UNTIL June 27<sup>th</sup> 2014. During the summer period this accommodation is used for tourists, and is not normally available to students at student prices. Students leaving after the winter semester must vacate their room not later than February 5<sup>st</sup>, 2014.</b>	
<b>Credit system:</b>	On average 30 ECTS-cp. for 1 semester (about 22 semester hours per week)	
<b>Language:</b>	Normally classes are held in Czech. A few entire programmes and many individual courses are taught in English. For project work, English speaking supervisors can usually be found.	

## Grading System

ECTS grade	points	mark	Czech-in words	English-in words
A	100-90	1.0	VÝBORNĚ	EXCELLENT
B	89-80	1.5	VELMI DOBŘE	VERY GOOD
C	79-70	2.0	DOBŘE	GOOD
D	69-60	2.5	USPOKOJIVĚ	SATISFACTORY
E	59-50	3	DOSTATEČNĚ	SUFFICIENT
F	49-0	4	NEDOSTATEČNĚ	FAILED

## Courses of study available in exchange programs

The Prospectus can be found under

<http://www.cvut.cz/incomers/erasmus-exchange/prospectus>

Note that all courses are offered in only one semesters (W – winter semester, S – summer semester)

The International Office organizes accredited Czech Language courses and an accredited course in Czech Life and Culture in each semester, and an intensive Czech language course in September.

<b>Contact, information for incoming exchange students Registration</b>	<a href="http://www.cvut.cz/incomers/erasmus-exchange/">http://www.cvut.cz/incomers/erasmus-exchange/</a>  <a href="http://www.erasmus.cvut.cz/registration/">http://www.erasmus.cvut.cz/registration/</a>
<b>Student Survival Guide</b>	The Student Survival Guide attempts to provide comprehensive information for students in Prague <a href="http://www.cvut.cz/incomers/guide">http://www.cvut.cz/incomers/guide</a>
<b>Application dates:</b>	<b>March 31<sup>th</sup> for admission to the winter semester and the whole academic year for students from Non-European countries</b> <b>May 15<sup>th</sup> for admission to the winter semester and the whole academic year for the students from EU</b> <b>October 31<sup>st</sup> for admission to the summer semester for students from Non-European countries</b> <b>November 30<sup>th</sup> for admission to the summer semester for the students from EU</b> <b>The application forms delivered after the deadline can't be accepted!</b>
<b>Suggested date of arrival:</b>	<b>Winter semester: September 12<sup>th</sup> 2013</b> <b>Summer semester: February 6<sup>st</sup> 2014</b>
<b>Orientation Week</b>	The International Student Club, in collaboration with the International Office, organises an Orientation Week to help international students to settle in (accommodation, registration procedures, transport pass, etc.) before the beginning of classes. Excursions are arranged to introduce the country and to bring students together.

## Visa

<b>Visa for students from non-EU countries</b>	<b>Students from non-EU countries need a visa!</b> <a href="http://www.cvut.cz/incomers/erasmus-exchange/visa">http://www.cvut.cz/incomers/erasmus-exchange/visa</a>
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## Accommodation

<b>On-Campus residence</b>	The International Office offers support in finding accommodation. An organisation called SUZ administers the University's dormitories (about 8000 beds) and canteens. SUZ allocates beds in shared rooms to the International Office, but not enough beds for all Erasmus students. The International Office allocates offers of beds in dormitories in the following order: 1. To students from partner universities which have a formal agreement to provide accommodation for each other's exchange students, 2. On a first to apply, first served basis to other LLP/Erasmus students. Please contact: Mrs. Lucie Bilova E-Mail: <a href="mailto:bilova@vc.cvut.cz">bilova@vc.cvut.cz</a> phone: +420 224 353 467 fax: +420 224 353 491
<b>Cost:</b>	The overall rent for a shared room in a student dormitory is between about Euro 100 and Euro 155 per month including electricity, heating and water for a room shared with one other student.
<b>Cost of Meal:</b>	In the student canteens (menzas) a basic meal costs Euro 1,5 - 2. In modest restaurants outside the centre, a meal costs Euro 2 – 4. In the tourist and downtown areas, you can pay as much as you like.
<b>Alternative accommodation:</b>	A flat that 4 students can share costs about Euro 500 – 700 on the open market.

## International Student Club

<b>The International Student Club</b>	The prize-winning International Student Club at CTU in Prague offers a wide range of assistance to ensure that international students have the richest possible study and social experience in Prague. ISC 'buddies' contact incoming international students before their arrival, and offer to meet them at the airport/railway station, and then help them to settle in. Problem solving, excursions, parties and sports activities are only a part of the ISC programme during the semester. <a href="http://www.isc.cvut.cz">http://www.isc.cvut.cz</a>
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## Health insurance

<b>Health insurance regulations:</b>	All students are required to have health insurance. Students not resident in EU/EFTA countries are required to have health insurance before they can pick up their visa. Students from EU countries need to have a "health insurance document for abroad (E128)" issued by a health insurance company in their home country.
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### Employment

<b>Employment opportunities for exchange students:</b>	EU students are entitled to work in the same way as Czech students. However, opportunities are limited, and rates of pay are low. Non-EU students with a student visa are allowed to do paid work only if it is closely linked to their study programme.
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### Language

<b>Language of instruction</b>	A wide range of courses is offered in English. Visiting students may also study in Czech language. It is normally possible to find an English-speaking supervisor for project work. Russian-speaking supervisors can sometimes be found, and also speakers of other languages.
<b>Czech language courses</b>	One-year Czech language courses are offered, for example by UJOP, Charles University <a href="http://ujop.cuni.cz/index_en.php">http://ujop.cuni.cz/index_en.php</a> One-month intensive Czech language courses are offered for LLP/Erasmus students during the summer vacation. <a href="http://ec.europa.eu/education/index_en.htm">http://ec.europa.eu/education/index_en.htm</a> LLP/Erasmus students are recommended to take the accredited Czech language courses offered at various levels by the International office of CTU in Prague.
<b>Czech Life and Culture</b>	The International Office at CTU in Prague offers an accredited course in Czech Life and Culture which is specially aimed at students spending their first semester as a visiting student at CTU in Prague.

### Overview of average costs per month

A Czech student living in a university dormitory and eating in university canteens is able to live nicely on Euros 250 per month. This does not, however, include eating and drinking in the downtown tourist area.

### Further helpful links

CTU website in English: <http://www.cvut.cz/en>

Info for incoming students: <http://www.cvut.cz/incomers/erasmus-exchange/>

Survival guide for visiting students: <http://www.cvut.cz/incomers/guide>

Prague Information Service: <http://www.praguewelcomes.cz/>

Beautiful Prague: <http://www.czechsite.com/>

Map of the campus: <http://www.cvut.cz/incomers/erasmus-exchange/arrival>

Map of Prague metro/info on public transport: <http://www.dpp.cz/en/>