

CTU Guide for International Students

ACADEMIC YEAR 2014/2015

www.studyatctu.com



Welcome to THE CZECH TECHNICAL UNIVERSITY IN PRAGUE

Situated in the beautiful historical city of Prague, the Czech Technical University offers a high quality education with good career prospects for graduates, combined with a great location, comfortable and affordable living conditions. CTU ranks in 155th place in the world for Engineering and IT.

CTU researchers and students cooperate closely with business, industrial and commercial companies. The demand for CTU graduates in the job market in the Czech Republic is high, with the unemployment rate as low as 6,2 % (survey from 2012).

More than 22 500 students are currently studying at CTU, with one student in twelve coming from abroad. CTU is proud to welcome students who are looking for international experience, are determined to invest in their future, and are curious to learn about Europe.

Living independently in a country far away from home is not easy, especially at the beginning. We would therefore like to offer you a helping hand for important issues such as: the study system, accommodation, medical care, transportation and cost of living.

We will also introduce you briefly to the local culture and history, and to things you can learn and experience while living in the Czech Republic.

We look forward to welcoming you at CTU and are ready to give you our support during your studies in the beautiful city of Prague.

Study at CTU team

Content of the CTU Guide FOR INTERNATIONAL STUDENTS

1. CZECH TECHNICAL UNIVERSITY IN PRAGUE

WELCOME TO CTU IN PRAGUE	2
CONTENTS	3
FACULTIES	4
STUDY PROGRAMMES	5
TUITION FEES	6
SCHOLARSHIPS	7
STUDY SYSTEM	8
HOW TO APPLY (REQUIREMENTS, ADMISSION PROCESS)	9
CAREER CENTRE	10
COOPERATION WITH INDUSTRY	11
INTERNATIONAL STUDENT CLUB, BUDDY PROGRAMME	12
ACCOMMODATION	14

2. CHECK OUT THE CZECH REPUBLIC

ABOUT THE CZECH REPUBLIC	15
ABOUT PRAGUE	26
BUDGET FOR THE FIRST ACADEMIC YEAR	29

3. INFORMATION FOR NEWCOMERS

CHECKLIST	31
AFTER YOUR ARRIVAL (FIRST STEPS)	32
CONTACTS (FACULTIES)	34
STUDY ADVISOR	39
COMMUNICATION	40
CZECH LANGUAGE BASICS	41

Faculties

CTU IN PRAGUE

FACULTIES

CTU has 8 independent faculties. Each faculty manages its own study programmes, has its own requirements and application deadlines.

1 Faculty of
CIVIL ENGINEERING

2 Faculty of
MECHANICAL ENGINEERING

3 Faculty of
ELECTRICAL ENGINEERING

4 Faculty of
NUCLEAR SCIENCES & PHYSICAL ENGINEERING

5 Faculty of
ARCHITECTURE

6 Faculty of
TRANSPORTATION SCIENCES

7 Faculty of
BIOMEDICAL ENGINEERING

8 Faculty of
INFORMATION TECHNOLOGY

Study programmes

CTU IN PRAGUE

STUDY PROGRAMMES

in alphabetical order

BACHELOR DEGREE

Biomedical and Clinical Technology
Civil Engineering
Communications, Multimedia and Electronics
Cybernetics and Robotics
Electrical Engineering, Power Engineering and Management
Informatics
Mechanical Engineering
Open Informatics
Production and Economics in Engineering
Theoretical Fundamentals of Mechanical Engineering

MASTER DEGREE

Architecture and Urbanism
Biomedical and Clinical Technology
Biomedical Engineering and Informatics
Civil Engineering
Communications, Multimedia and Electronics
Common European Master Course in Biomedical Engineering
Cybernetics and Robotics
Electrical Engineering, Power Engineering and Management
Informatics
Intelligent Buildings
Intelligent Transport Systems (ITS)
Mechanical Engineering
Master in Automotive Engineering
Nuclear Power Energy Equipment
Nuclear Sciences and Physical Engineering
Open Informatics
Structural Analysis of Monuments and Historical Constructions
Sustainable Constructions under Natural Hazards and Catastrophic Events
Transportation and Logistic Systems (TR)

DOCTORAL DEGREE

Architecture and Urbanism
Biomedical and Clinical Technology
Civil Engineering
Electrical Engineering and Information Technology
Geodesy and Cartography
Informatics
Mechanical Engineering
Nuclear Sciences and Physical Engineering

Tuition fees

CTU IN PRAGUE

The tuition fees at the Czech Technical University in Prague depend on:

- the level of your studies (Bachelor, Master's or Ph.D. degree),
- the faculty of your choice.

To ensure accuracy of the fees, always contact your faculty.

FACULTY	BACHELOR DEGREE	MASTER'S DEGREE	DOCTORAL DEGREE
Faculty of Architecture	–	EUR 5 000	EUR 4 000
Faculty of Biomedical Engineering	EUR 4 000	EUR 4 000	EUR 4 000 + EUR 8 000 (non-EU)
Faculty of Civil Engineering	Fee is waived	EUR 3 000	EUR 3 000
Faculty of Electrical Engineering	CZK 110 000	CZK 110 000	CZK 190 000
Faculty of Information Technology	CZK 128 000	CZK 128 000	CZK 128 000
Faculty of Mechanical Engineering	EUR 3 500	EUR 4 000 EMAEE EUR 10 000/per 2 years	EUR 3 700
Faculty of Nuclear Sciences and Physical Engineering	–	CZK 130 000	CZK 130 000
Faculty of Transportation Sciences	–	No tuition fee / for joint degree in Intelligent Transport Systems EUR 1 000	–

Scholarships CTU IN PRAGUE

Students of CTU can apply for a scholarship after completing the first semester of their study programme. Scholarships are awarded occasionally, and on the basis of study records from previous semesters. Successful applicants receive a monthly grant, and the amount may range up to CZK10 000 per month. Applicants apply to the Vice-Dean for International Relations of the faculty at which they are studying. The scholarship doesn't apply for Erasmus and Exchange students at CTU.

You can also find all possible scholarships and grants regarding your citizenship and field of study at the scholarship portal.

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www.scholarshipportal.eu



Study system

CTU IN PRAGUE

Degree System

The university education system at CTU and generally in the Czech Republic is divided into 3 stages:

- Bachelor degree (3 or 4 years/undergraduate)
- Master's degree (1,5 or 2 years/post-bachelor)
- Doctoral degree (up to 5 years/graduate)

CREDIT SYSTEM

Like most universities in Europe, CTU uses the ECTS credit system. This system allows credit transfer among universities, and enables students to study and gather credits at various universities across Europe.

Bachelor degree: 180 credits

Master's degree: 120 credits

Doctoral degree

You can be awarded up to 10 credits per completed course.

Lectures vs. labs

There are two types of classes at CTU: lectures and labs. What is the difference?

Lecture: more students, more theory, attendance is not compulsory

Labs: fewer students (a group of 25–30 students), less theory, obligatory attendance

Timing

The semester lasts 14 weeks and the examination period lasts an additional 6 weeks. Classes are 90 minutes long. The first class in the mornig can start at 7:30 am or at 8 am (depending on the faculty). There are 15-minute breaks between classes.

Study Record Book

Each student at a Czech university has a study record book, called an "index". At the beginning of the term, you fill in all the courses that you are attending in that semester, and at the end of the semester the professors will enter your grade when you pass the exam. So take it whenever you go to an exam!

KOS System

The KOS system is used for course registration (except in the 1st semester at most faculties), for registering for your exams, and to show how you follow your study plan at the CTU. The system is available in Czech and in English. Go to www.kos.cvut.cz and sign up using the contact information provided at the office in Bechyňova 3 when applying for your student ID/ISIC Card.

Internet

Eduroam is a Wi-Fi connection available at all faculties and other university facilities. Outside the CTU campus, most cafés and restaurants have their own free wireless connection. A high-speed internet connection is also available at the CTU dormitories for about CZK 800 (EUR 30, USD 40) per semester.

How to Apply CTU IN PRAGUE

GENERAL ADMISSION REQUIREMENTS

- 1 Application form
- 2 Admission fee
- 3 A list of all completed qualifications (diplomas or certificates) awarded throughout your education (and any program that you are currently studying), including a list of courses that you have passed.
- 4 Specific requirements, e.g. a CV, a motivation letter, a portfolio, etc.

ADMISSION PROCESS

- 1 Choose a study program and check the specific requirements.
- 2 Pay the admission fee and send all required documents together with the printed and signed application form to the faculty by post.
- 3 Get accommodation in Prague (in a CTU dorm or private).
- 4 CTU will issue a letter of acceptance, a financial agreement and a contract of the accommodation in a CTU dormitory, if you have applied for it.
- 5 Apply for a visa at the Czech Embassy in your country.
- 6 Get your degree "Apostilled" (officially stamped) and validate your previous education.

Career centre CTU IN PRAGUE

CAREER CENTRE

International companies come to the university looking to recruit students and graduates. Visit the iKariera job fair, which takes place on the university campus in spring, and watch out for recruitment events and job ads at the CTU Career centre.

The CTU Career Centre offers free-of-charge services to all CTU students and recent graduates up until three years after graduation. The Career Centre provides employment services, supports students in career planning and provides help with looking for employment opportunities.

The staff at the Career Centre offer you help with the following:

- Career education
- HP specialist consultations
- Looking for employment opportunities
- Tests of aptitude, skills and abilities



Career centre

CTU IN PRAGUE

COOPERATION WITH INDUSTRY

Developing work-based skills is crucial for all CTU students. The university therefore cooperates closely with many companies and supports close links with industry. There are several types of cooperation with industry that students can benefit from:

Mentoring program

CTU cooperates with approximately 100 mentors from various companies, ranging from SMEs to large international corporations. Students can gain hands-on experience while working on real projects and learning by observing the management methods and the day-by-day work of his/her mentor.

Student competitions with prizes

Throughout the academic year, students have an opportunity to take part in several competitions organised by various companies. By taking part in the competitions, students can win a prize

or an award for an excellent thesis, get financial support for an outstanding business plan, or even find a job with a particular company. It is recommended to watch the university webpages and notice boards for posters announcing events.

Inovacentrum CTU

Inovacentrum is the technology transfer office of the Czech Technical University in Prague. It helps academics, graduates and students to convert scientific results into practical applications. Inovacentrum runs joint research projects linking industry and the university, and also provides support for protecting intellectual property rights. It also manages the CTU Incubator, which serves students and academic staff who want to set up their own innovative company. It provides not only office space right on the university campus but also legal and administrative support as well as education in entrepreneurial skills.

International Student Club

CTU IN PRAGUE

Members of the International Student Club are students who actively create an international community at the Czech Technical University in Prague. Their mission is to integrate exchange students into life in the Czech Republic and into events at our university. The history of ISC goes back to 1999, when a group of passionate students formed around the international community and started to thrive.

Orientation week

One week before the semester starts, the club organizes "Orientation week", where international students are introduced to the CTU educational system and are given information for their stay in the Czech Republic. They are helped to register for their courses, they meet Czech and international students, make some trips, and generally settle in before the semester begins.



www.isc.cvut.cz

International Student Club CTU IN PRAGUE

BUDDY PROGRAMME

The International Student Club organises a Buddy Programme to help you at the beginning of your stay at CTU.

A buddy is a Czech student who will assist you with your arrival, accommodation, basic orientation in the city and in school.

Buddies are volunteers who want to improve their language skills, spend some time and have fun with international students.

Your buddy will:

- contact you by e-mail a couple of weeks before the semester starts,
- pick you up at the airport, train or bus station and help you with your accommodation in the dormitory,
- show you the university campus and the CTU International Office, and
- help you get your CTU student card and public transportation pass.

Ask for your buddy at the ICS webpages www.isc.cvut.cz
Membership of ISC costs CZK 500.



www.isc.cvut.cz

Accommodation

CTU IN PRAGUE

Where will you live while studying at the University? Prague offers both university dormitories and private apartments that will suit your choice and budget.

Dormitories

You can apply for accommodation in one of the 8 CTU dormitories. The overall capacity of the dorms is 8 000 students. Local and international students are accommodated together. Single rooms are rare, so you will probably share the room with a room-mate. The rooms are furnished; two rooms usually share one bathroom. There are also dorms with common bathrooms and one kitchen for each floor. The dorms are located within the CTU main campus in Dejvice, or elsewhere in the city. They are all easily reachable by public transport. Living in a dorm is a great way to get to know other people and share your experience, as you will meet a lot of students from various backgrounds.

Details about the accommodation, location, facilities and reservations are available on www.suz.cvut.cz/en/dormitories.

The main advantage is the price, which depends on the type of accommodation:



The minimum price per day
CZK 37 / EUR 1.3 / USD 1.8



The maximum price per day
CZK 137 / USD 6.8 / EUR 5

Rented flat or house

You can also live independently in a privately rented flat or shared house. This is a good option to take after you have settled in and know your way around. Independent living has the advantage of choosing your own flat mates and choosing the area you would like to live in. It is, however, more expensive than living in a university dorm. The average rent is about CZK 15.000 / EUR 547 / USD 747 per month for a 2–3 bedroom flat.

Hostels: if you arrive before the beginning of the semester.

Some of the CTU dorms operate as student hostels during the university vacations. You can book accommodation in one of these dorms if you arrive before the semester begins, or you can find a hostel near the main CTU campus in Dejvice, Prague 6.



www.prague-hostels.cz
www.hostelworld.com/prague
www.hostels.com/prague
www.studenthostel.cz
www.booking.com
www.expats.cz

Check Out THE CZECH REPUBLIC

PART OF CZECHOSLOVAKIA UNTIL THE “VELVET DIVORCE” IN JANUARY 1993, THE CZECH REPUBLIC IS A COUNTRY WITH A DEMOCRATIC TRADITION, A DEVELOPED ECONOMY AND A RICH CULTURAL HERITAGE.

FACTS

Full name: Czech Republic

Major language: Czech

Major religion: Christianity

Life expectancy: 75 years (men),
81 years (women) (UN statistics)

Main exports: Manufactured goods, machinery,
cars and transport equipment, beer

Prague
Capital City

POPULATION

10.5

million

AREA

78.900

sq km

GNI PER
CAPITA (US \$)

18,230

World Bank
2013

LITERACY

99 %

MONETARY
UNIT

CZK

Czech Crown

INTERNET
DOMAIN

.CZ

INTERNATIONAL
DIALING CODE

+420

Check Out THE CZECH REPUBLIC



- ▶ **9th century** – Kingdom of Bohemia part of the Holy Roman Empire
- ▶ 14th century – Czech King Charles IV., Golden Age
- ▶ 15th century – Hussite wars with the Catholic Church
- ▶ 1848 – Part of the Austro – Hungarian Empire
- ▶ 1914 – 1918 1st World War
- ▶ 1918 – Independent republic of Czechoslovakia was created
- ▶ 1938 – Protectorate of Bohemia and Moravia
- ▶ 1939 – 1945 2nd World War
- ▶ 1948 – Communist rule replaces the prewar democratic system
- ▶ 1968 – Prague spring – liberal democratic reforms crushed by Warsaw Pact armed invasion
- ▶ 1989 – “The Velvet Revolution”. Václav Havel becomes the first president of post-communist Czechoslovakia
- ▶ 1993 – “The Velvet Divorce”. The country peacefully splits into the Czech Republic and the Slovak Republic
- ▶ 1999 – NATO membership
- ▶ 2004 – EU membership

Check Out THE CZECH REPUBLIC

WEATHER AND CLOTHING

Many students coming from a warmer climate underestimate the local weather conditions. An overcoat is necessary not just in winter but also in early spring and late autumn. In summer, temperatures may fluctuate and you should therefore carry a light jacket just in case. For winter, a wool cap, gloves, scarf, a down jacket and waterproof non-slip shoes are essential.

The sun sets early in winter, and the clocks are changed twice a year. The good news is that, even in the winter months, there are on an average 15 sunny days! Many Czechs look forward to winter, and if you are appropriately dressed you too will find Prague under snow very attractive.

AV. MAX.
TEMPERATURE

26°C

July

AV. MIN.
TEMPERATURE

-5°C

January

WINTER CHECK LIST

Climate: seasonal – warm summer, chilly autumns, cold winters.

**DOWN JACKET, HAT, GLOVES
SCARF, WINTER SHOES**



Check Out THE CZECH REPUBLIC



EXCITING CULTURAL LIFE

Summer offers plenty of live music festivals of various genres and sizes to choose from. For classical music the major festival is the Prague Spring. Are you a passionate cinemagoer? Excellent! Prague's FebioFest takes place in March. Prague also offers other film festivals focused on the cinematography of particular countries and even, for example, human rights documentaries.

In early summer, the spa town of Karlovy Vary hosts the Karlovy Vary International Film Festival, which has gained great popularity and recognition worldwide. It is in the same category as for example the festivals in Cannes and Berlin, but unlike those famous festivals, Karlovy Vary is still open to students and film fans, not just film stars and professionals. The atmosphere is superb and not to be missed.

Check Out THE CZECH REPUBLIC

FOOD

A traditional Czech main meal consists of soup and a main dish – mostly meat with potatoes or with a cream sauce and dumplings. It is also easy to find all kinds of international cuisine in Prague. Vegetarian restaurants are not rare any more; many of them offer Indian or Nepalese food.

There are more than 10 university canteens that serve breakfast, lunch and dinner for very reasonable prices (CZK 50 for lunch for students). The food is usually traditional Czech, but there is always a vegetarian option on the daily menu. Czech food is tasty, but you may not find it spicy enough!



Check Out THE CZECH REPUBLIC



MEDICAL CARE

There is a CZK 30 fee for a visit to a doctor (CZK 90 for emergency treatment) but other standard treatment is usually free, including lab tests. Prescriptions are also charged at CZK 30. In general, you may approach any GP and register at his/her office. Your general practitioner will issue a request for specialists and arrange appointments on your behalf. If you need medical services, you may be asked to pay for them and then you must reclaim the money from your insurance company.

Motol Hospital provides excellent medical services for foreign citizens, including emergency treatment. Motol is situated 15 minutes by bus 180 from the CTU campus.

Contact: +420 224 431 111

W

www.fnmotol.cz

Check Out THE CZECH REPUBLIC

PEOPLE'S NATURE

Although you might find Czechs formal and cold when you first meet them, when they get to know you, you will discover they are really nice and friendly people with a special sense of humor.

Greetings: Greet someone you've just met with a handshake. On subsequent meetings, women will often kiss each other on both cheeks to say hello. Usually people say "Dobrý den/Good morning" when entering a shop of any kind, a doctor's office, a train compartment, or even an elevator.

Public transport: On escalators, always stand on the right side to let people pass on the left. Let people out of the tram or metro before you enter.

English language: Do not expect the older generation (over 35) to speak English. On the other hand, younger people quite often speak English well, and sometimes also another foreign language (French, Spanish, German).



Travel IN THE CZECH REPUBLIC



8 TOP DESTINATIONS FROM PRAGUE

- ① London (United Kingdom)
- ② Frankfurt (Germany)
- ③ Moscow (Russia)
- ④ Paris (France)
- ⑤ Amsterdam (Netherlands)
- ⑥ Madrid (Spain)
- ⑦ Rome (Italy)
- ⑧ Brussels (Belgium)

Travel

IN THE CZECH REPUBLIC

BY TRAIN

Prague is located on the main European railway network. Most long-distance trains depart from Hlavní Nádraží (Main Station) which is reachable by Metro Line C. When buying your ticket, look for a desk with an English-speaking sign and do not forget to show your student ID for a discount.

BY BUS

Prague is served mostly by Eurolines and Student Agency. Both companies serve numerous international destinations. The city's main bus terminal is easily accessible by Metro lines B and C (Florenc). For timetables and connections, go to www.jizdnirady.cz. To make sure you get a seat, buy your ticket in advance. On most buses operating inside the country you can purchase a ticket from the driver, provided that there are free seats.

To find your connection, use the following link:



www.jizdnirady.cz

BY TAXI

Taxi services operate from regulated taxi stands, or as independent drivers who pick passengers up on the street. Official airport taxis are the yellow AAA taxis. We recommend using the official company, as other taxis may not give you a fair ride. It is advisable not to catch a taxi on the street but to call a reputable telephone taxi company, which will usually pick you up within 10 minutes.

BY AIR

VÁCLAV HAVEL AIRPORT in Prague is the busiest airport in Central and Eastern Europe. It is situated 20 km or a 30-minute ride from the city center. To get to the city, you may choose either a taxi or bus number 119. The 119 city bus terminates directly opposite the CTU main campus in Dejvice and is highly recommended, if you are not carrying too many bags.

The airlines operating at Prague Ruzyně airport include:



www.csa.cz, www.easyjet.com,
www.lufthansa.com, www.klm.cz,
www.smartwings.com, www.wizzair.com,
www.emirates.com, www.airfrance.com

More about THE CZECH REPUBLIC

ATTRACTIVE LOCATION

The Czech Republic is a land-locked country in Central Europe, and is a great starting point for visiting other European destinations. From its capital, Prague, you can get to Berlin, Germany, in 4 hours by train. It takes two hours to fly to London, UK, one hour to Paris, France, and about four hours to reach Vienna, Austria, by bus or by car.



W

www.tipsfortrips.cz

More about THE CZECH REPUBLIC



ADRENALINE SPORTS

It is true that there is no ocean and no sea. However, there are many mountain ranges, lakes, rivers, reservoirs, forests, rocks and caves. All of these make the Czech Republic a paradise for downhill skiers, cross-country skiers, rock climbers, water lovers, hikers and cyclists.

CULTURAL HERITAGE

The Czech Republic has twelve sites on the UNESCO World Heritage List, as well as others aspiring to join the list. Besides Prague Castle – the largest castle complex in the world – other sights, especially in Kutná Hora and Český Krumlov, should not be missed. Apart from historical towns and buildings, there are two significant cultural traditions and one geopark listed with UNESCO.

About PRAGUE



PRAGUE MOST VISITED

Prague Castle with the Loretta monastery, Charles Bridge, Old Town Square with the famous Astronomical Clock, Prague's Municipal House, the Infant Jesus of Prague Church, the House of the Black Madonna and the Dancing House are just a few of the finest Renaissance, Baroque, Art Nouveau, Cubist and Modern jewels of European architecture that attract millions of tourists to visit Prague every year.

PRAGUE MULTICULTURAL

Living away from home in a foreign country can be stressful. It is natural to seek help, and it is also natural to offer help to newcomers. The expat community in Prague is huge and welcoming, and will help you to adapt quickly.

PRAGUE AFFORDABLE

Compared to other Western European cities, the cost of living in Prague is still considered to be very decent, especially for students, who can take advantage of many student reductions.



Find out more in our Financial Guide
www.studyatctu.com/financialguide

About PRAGUE

PRAGUE SAFE

Despite being a favourite tourist destination, Prague is also a good place to live. Prague ranks 69th in the Mercer Survey, which is the highest ranking among the eastern European cities in Quality of Living Worldwide (e.g. Rome ranks 52nd, Madrid 49th). As for personal safety, Prague ranks 47th in the 2011 Safety Index Worldwide.

PRAGUE BY PUBLIC TRANSPORT

Public transport is inexpensive, comfortable and quick. The Prague public transport infrastructure consists of three metro lines, trams, buses, suburban trains, the funicular to Petřín Hill and six ferries crossing the Vltava River.

There is an integrated ticket system for all services. An Opencard travel pass is a lot cheaper than buying individual tickets if you travel even once a day by public transport. You can buy a transport pass for one month, three months or the whole year. To get a student discount for the pass, you will need a student ID.

To find connections check:



www.dpp.cz/en

Pubtran is a handy mobile app for Android devices.



About PRAGUE



PRAGUE ENTERTAINMENT & ARTS

If you fancy rock or alternative music, jazz or classical music, Prague is the right place. Prague's live music scene picks up big names. Club Strahov 007, a student favorite in the middle of a university dorm block, Meet Factory, Palace Akropolis, Roxy, Lucerna, SaSaZu are just a few among many music clubs. Among many museums and galleries, let us just mention the fabulous newly-opened DOX Centre of Contemporary Art.

PRAGUE LEISURE & SPORTS

For swimming, check out the Podolí complex, where there is a 50-meter indoor pool and 2 outdoor pools. One of these is a heated 25-meter pool where you can swim even when it is snowing. Tennis in the beautiful surroundings of Vyšehrad Park is excellent. Stromovka is the largest park in the city, and is recommended for jogging or cycling. Letná is a flat open space suitable for jogging, Frisbee or roller-skating. Prague hosts a number of annual street races for top athletes and for recreational participants.

PRAGUE EATING OUT

Prague is a dining destination. Czech traditional cuisine is becoming more and more popular. Prague is famous for its opulent 19th century coffee houses, such as Café Louvre, Slávia, Café Imperial and Café Savoy. In the past, these were the favorite meeting points for Prague-based artists. Nowadays they are irresistible tourist attractions. Food courts can be found in shopping centers like Palladium, Andel or Myslbek. In the suburbs and away from the tourist routes, eating out is inexpensive compared to most Western European cities.

Budget FOR THE FIRST ACADEMIC YEAR

USD

TUITION FEES (PER YEAR)

MIN

USD 4 836

MAX

USD 9 673

FEES FOR FORMALITIES



USD 4 836–9 673
Tuition fee per year



USD 100
Recognition
of previous
education



USD 300
Health insurance
per year



USD 160
Visa, admin fee,
ID card



Budget FOR THE FIRST ACADEMIC YEAR

EUR

TUITION FEES (PER YEAR)

MIN

EUR 3 500

MAX

EUR 7 000

FEES FOR FORMALITIES



EUR 2 942–7 432
Tuition fee per year



EUR 90
Recognition
of previous
education



EUR 226
Health insurance
per year



EUR 120
Visa, admin fee,
ID card



Information for newcomers

CTU IN PRAGUE

CHECKLIST

MAKE SURE THAT YOU HAVE THE FOLLOWING
WHEN YOU FIRST ARRIVE

- 1 Cash (about CZK 12000/ USD 620/ EUR 480)
- 2 Passport (valid in all Schengen countries for at least 3 months after the intended departure date)
- 3 Four passport size photos
- 4 Secondary school leaving certificate or your degree certificate ("Apostilled"/ i.e. stamped with an official seal)
- 5 Winter clothes (or CZK 5 000/ USD 250/ EUR 200 to buy some here)
- 6 Your visa
- 7 Letter of acceptance
- 8 Confirmation of your accommodation

After your Arrival

CTU IN PRAGUE

FIRST STEPS

1 CHANGE YOUR MONEY. The Czech Republic does not belong to the Eurozone, and we do not use the euro. We use Czech crowns (koruna). You are recommended to withdraw money from a cash machine or change it at a bank. Avoid changing your money at an exchange office in the centre of Prague or at the airport, or in a hotel, as the exchange rate is likely to be unfavourable and some unanticipated “transaction fee” may be charged.

American Express Cards are not widely used in the Czech Republic, and you may encounter problems using one. VISA and Master Card are widely accepted.

2 VISIT THE INTERNATIONAL STUDENT CLUB (ISC) and register for CZK 500 (EUR 20/ USD 25). ISC provides all kinds of help and support in issues concerning your stay in Prague and at CTU. ISC will help you with most of the formalities and procedures you have to go through. ISC organizes an Orientation Week and a “buddy programme” in which every international student can get a “buddy”. If you make contact before your arrival, and provide reliable information about your time of arrival, ISC will normally be able to find a buddy who will pick you up at the airport, take you to your dorm, help you to settle in and make you feel welcome.

3 REGISTER AT THE FACULTY'S STUDY DEPARTMENT: contacts available at

W

www.studyatctu.com/contacts-for-privatestudents

4 GET YOUR UNIVERSITY ID/ISIC card at the Identity Card Publishing House, Dejvice Campus, Bechyňova 3. Opening hours: Monday to Thursday 8.00–15.30, Friday 8.00–15.00.

5 GET YOUR PUBLIC TRANSPORT PASS. You can get a 3-month ticket for CZK 720 (USD 36/EUR 29) and at the same time collect your school ID/ISIC card. You can get both at the Student House, Bechyňova 3.

After your Arrival

CTU IN PRAGUE

6 **WHEN YOU ARRIVE IN THE CZECH REPUBLIC**, you must be registered with the Alien police within three working days, presenting your passport and evidence of travel medical insurance. This is done by the accommodator (Dormitory, Hotel, or Inn). It can also be done by the Landlord of the flat, who FILLS IN the TENANT BOOK ("Domovní kniha" in Czech). Please ask your landlord if he has done this. In case the landlord of your flat does not have the Tenant book, you are obliged to register individually at the Alien Police branch (for Prague: Olšanská 2 / B, Praha-Žižkov). If arriving to receive a long-term or permanent residence permit, it is still necessary to appear within 3 days from arrival at the relevant MOI office to provide biometric data. We highly recommend you to make an appointment by phone +420 974 820 680. See www.immigrationportal.cz for detailed information.

W

www.immigrationportal.cz

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GET A CZECH SIM CARD. If you register at ISC, you get a complimentary Vodafone SIM card. If you want to look up more information on Czech telecommunications providers, see:

W

www.t-mobile.cz
www.vodafone.cz
www.o2.cz

8

GET A CZECH BANK ACCOUNT. As an international student in the Czech Republic you should be able to open a bank account with little difficulty. However, to open a student account, you will have to provide:

- Your passport and other ID
- Proof of being a student in the Czech Republic
- The minimum initial deposit

Contacts

CTU IN PRAGUE

**FACULTY COORDINATORS
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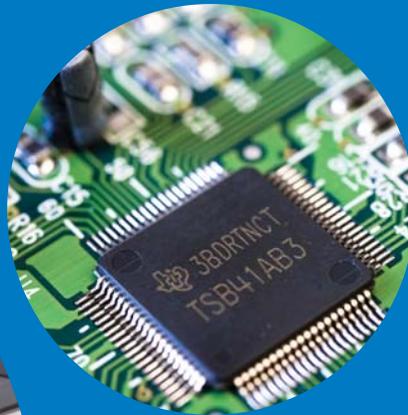
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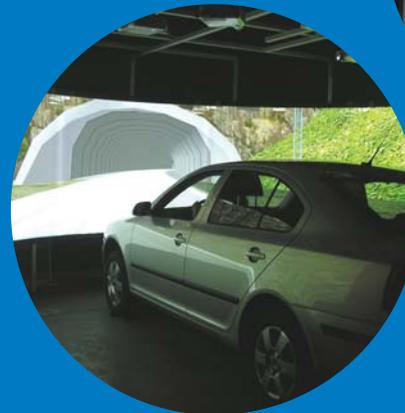
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Study advisor CTU IN PRAGUE

**OUR STUDY ADVISOR IS AVAILABLE
TO ANSWER YOUR QUESTIONS.**

Skype Veronika every Friday 10–12 am (GTM +1) or reach her on Facebook at the same time.

 facebook.com/studyatctu

 advisor@studyatctu.com

 [studyatctu](https://skype.com/studyatctu)



COMMUNICATION

Until 1989, people in the Czech Republic used to learn Russian at school, and normally not English. Many people above the age of about 35 do not speak English. Bus drivers and shop assistants may not understand English. Receptionists at CTU dormitories may not speak much English, but we think they will do their best to communicate with you.

For this reason we have prepared CTU ACCOMMODATION CARDS. Cards are available in each dormitory and they will help you to communicate about basic dormitory services.

You will find the following cards here: iron, vacuum cleaner, washing machine, dryer, study room, changing your bedlinen, breakages & damage, faults & breakdowns, theft, changing your room, reserving sports facilities, visitors, night-time peace and quiet.

CTU SOS LINE

If you still do not get the message across, or if you have some other communication problem, there is a student available by phone who can help you immediately. You will want to activate your cell phone right away after your arrival. We will help you to get a Czech SIM-card for your mobile phone as soon as possible after your arrival.

OPEN CZECH LANGUAGE COURSES

CTU offers an open Czech language course for degree-seeking students. Each class is focused on a specific topic, such as the Foreign Police, Czech Traditions, or a Job Interview, concentrating on practical expressions and the vocabulary that you need for the topic that is being dealt with.

The classes are offered for all degree-seeking students at CTU in Prague, and are free of charge.



CZECH LANGUAGE BASICS

Helpful vocabulary

Yes – Ano
No – Ne
Good Morning – Dobré ráno
Good Day (formal hello) – Dobrý den
Hello (informal) – Ahoj
Good evening – Dobrý večer
Goodbye (formal) – Na shledanou
Goodbye (informal) – Čau
Good Night – Dobrou noc
Nice to meet you – Těší mě
How are you? (formal) – Jak se máte?
How are you? (informal) – Jak se máš?
I'm well. – Mám se dobře.
What is your name? – Jak se jmenujete?
My name is... – Jmenuji se...
Do you speak English? – Mluvíte anglicky?
I don't speak Czech. – Nemluvím česky.
I don't understand. – Nerozumím.

Excuse me. /Forgive me. – Promiňte.
Thank you. – Děkuji.
You're welcome. – Prosím.
How much is it? – Kolik to stojí?
Bill, please. – Účet, prosím.
Bon appetite! – Dobrou chuť!
To your health! (Cheers) – Na zdraví!
Do you have...? – Máte...?
Where is the...? – Kde je...?
Restroom – Toaleta
Restaurant – Restaurace
Shop – Obchod
Street – Ulice
Police – Policie
Hospital – Nemocnice
Train Station – Nádraží
Airport – Letiště
I want to speak Czech. – Chci mluvit česky.

Emergency words & phrases

Help! – Pomoc!
Fire! – Hoří!
Thief! – Zloděj!
Call an ambulance/a doctor! – Zavolejte sanitku/ doktora!
Call the police! – Zavolejte policii!
I'm not feeling well. – Není mi dobře.
Where is the police station? – Kde je policejní stanice?
My bag has been stolen. – Ukradli mi tašku.
I have been robbed. – Byl jsem okraden.
I've lost my passport/bag. – Ztratil jsem pas/tašku.
I want to call my embassy. – Chci si zavolat na ambasádu.
I need a doctor. – Potřebuji lékaře.
Take me to the hospital, please. – Chci do nemocnice, prosím.

NA SHLEDANOU **V PRAZE!**

SEE YOU **IN PRAGUE!**



CTU Guide
for International Students
ACADEMIC YEAR 2014/2015

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