



FACULTY OF SCIENCE
Charles University



Basic information



FACULTY OF SCIENCE
Charles University

International Students
at the Faculty of Science – Basic Orientation

Dear students, welcome to Charles University, Faculty of Science!

This guidebook was created to help you to organize your stay in the Czech Republic. Besides maps and plans of the faculty buildings, you can find here many useful web links to detailed important information. We hope this brochure makes your start in Prague smooth and you will enjoy your stay from the very beginning!

Before your arrival

If you wish to study at Charles University, Faculty of Science, you should visit the web pages of our International University Office first: www.cuni.cz/UKEN-142.html. There are details about exchange programmes at Charles University as well as Erasmus. You should also visit the instructions of the Faculty of Science: www.natur.cuni.cz/eng/study.

Academic year

The academic year at CU is divided into two semesters. Each semester starts with a lecture period (4.5 months) and ends with an exam period (one month). July and August are holidays (www.cuni.cz/UKEN-26.html).

Study plan

Courses are given in the form of lectures, exercises, seminars etc. There are also field courses or excursions mostly at the end of semester. They are primarily taught in Czech, but there is a wide range of courses guaranteed for foreign students in English. The list of these courses is here: www.natur.cuni.cz/eng/study/erasmus/courses/

It is also possible to study courses outside the list in English, but only with the teacher's approval ([for more details see the link above](#)). The complete list of all courses taught at the Faculty of Science can be found here: Student Information System (SIS) is.cuni.cz/studium/eng.

Note that marks are given only for courses finishing with an exam - Examination Ex or C+Ex in the detail of the course! Other subjects can only be evaluated with credit points!



Faculty of Science web (English site)
www.natur.cuni.cz/eng

Faculty Erasmus Club site
www.erasmusclub.natur.cuni.cz

6 If you are going to join the Traineeship programme, please follow the instructions here: www.natur.cuni.cz/eng/study/erasmus/traineeships/

It is possible only after you find a supervisor at the Faculty!

How to apply

The Erasmus applications are submitted via online system here: www.cuni.cz/UKEN-362.html. It includes the request for dormitory accommodation too. A majority of Erasmus and other international students stay at Hostivař dormitory or at Hvězda dormitory (kam.cuni.cz/KAMEN-56.html). After a successful submission, you will be emailed with Letter of Acceptance, confirmed Learning Agreement, information brochure as well as other details concerning your stay in Prague.

Erasmus students also receive an email from the Faculty of Science Erasmus Office (www.natur.cuni.cz/eng/study/erasmus) concerning Orientation Days and Buddy Programme, which is very important for a smooth start at the faculty.

Information for Non-Erasmus students is available here: www.cuni.cz/UKEN-142.html Practical information for Non-Erasmus students and researchers coming to the Faculty of Science can be found here: www.natur.cuni.cz/eng/research-support-department/foreigners-in-czechia/information-for-incoming-researchers If you need more information or wish to stay in the dormitory, you can contact the faculty Research Support department of the Faculty of Science: www.natur.cuni.cz/eng/research-support-department

Basic information about Charles University dormitories can be found here: www.cuni.cz/UK-2073.html. If you are an Erasmus student but do not plan to use the university accommodation, please, don't forget to inform Charles University European Office (www.cuni.cz/UKEN-199.html) about it as soon as possible.

Erasmus Office of the Faculty of Science
www.natur.cuni.cz/eng/study/erasmus/
European Office of Charles University
www.cuni.cz/UK-1008.html

i International Erasmus Student Network
Charles University Prague (ESN CU Prague)
www.esncuprague.cz
www.facebook.com/ESNCUPrague



After your arrival in Prague

First you need to check in at your dormitory. The next step is to visit Erasmus Office of the Faculty of Science (www.natur.cuni.cz/eng/study/erasmus). The address is: Na Slupi 16. The office is located in a building on the right behind the entrance to Botanical Garden (nr. 6 on the map on page 12), on the 2nd floor. Check the office hours here: www.natur.cuni.cz/eng/study/erasmus/contacts.

Non-Erasmus student are invited to enrol in the Erasmus Office too.

Erasmus students should attend the Orientation Days when the registration will be completed. Students will be given student coupons which are necessary for the validation of the Student Card. With the assistance of the office staff, admission for courses through the Student Information System – SIS (is.cuni.cz/studium/eng) will be arranged. Students do not enrol to courses by themselves!

Other than Erasmus international students can attend the Orientation Days too, but they should be aware of the fact that it will be very crowded.

The faculty coupon is necessary for getting the student ID card in one of the three university issue centres (www.cuni.cz/UK-2919.html). ID card may be issued with or without ISIC licence. Together with the ID card, students also obtain login and password for faculty online applications (SIS-Student Information System, libraries, canteens etc.) and internet access.

There is WiFi EDUROAM internet connection available in most of Charles University buildings as well as dormitories and several other institutions in Prague (www.natur.cuni.cz/eng/centre-of-information-technologies/wifi).

The ID card also permits holders to get discounted public transport pass.



Ministry of Interior office for international students

Hládkov 682/9, tel. 974 820 680

During your studies

If you need to change your study plan, please come to the Erasmus Office, do not enrol to courses by yourself.

Courses taught at CU can finish with an oral exam or a test and students receive credits and a mark (**Examination Ex or C+Ex in the detail of the course!**). Some courses finish only with a presentation, a written essay etc. After passing, students receive only credits (**Examination C in the detail of the course!**)

Students register for examination via SIS, where teachers announce exam date including time, place and other details. After completion of a course, teachers enter results in SIS.

If you need, the Erasmus Office provides e.g. confirmation of your arrival or other study documents even for Non-Erasmus international students.

Useful links

Libraries of the Faculty of Science:
www.natur.cuni.cz/eng/research-support-department/libraries

Electronic Resources
www.natur.cuni.cz/eng/research-support-department/electronic-resources

Emergency assistance
www.natur.cuni.cz/eng/research-support-department/foreigners-in-czechia/emergency-assistance

Advisory & Counseling
Centre of Charles University
sites.google.com/site/ipscuk/

Maps and plans



Places and classrooms at the faculty

Buildings containing the Natural Science

Faculty's classrooms:

- A3 – Albertov 3 (part of the chemistry and geology section – blue assembled building on the way to the dining hall),
- A6 – Albertov 6 (dean's office, geography and geology section),
- B2 – Benátská 2 (Botany Department and Environmental Institute),
- H8 – Hlavova 8 (Chemistry Section),
- V5 – Viničná 5 (Department of Experimental Plant Biology; Microbiology and Genetics),
- V7 – Viničná 7 (other biology departments).

Photographs on the faculty's website (natur.cuni.cz/fakulta/o-fakulte/budovy-a-umisten-fakulty) can help you orientate yourself within the faculty complex in addition to the maps printed here. As well as the below table of classrooms included in the timetable, you can also find a description in SIS (after clicking on the abbreviation of the classroom, its description – capacity, etc. will appear above the timetable - is.cuni.cz/studium/rozvrhng/roz_ucebna_macro.php?fak=11310).

Information such as right/left/back in the Building – location column is accurate when you are standing on the correct floor after exiting the stairs; if there are multiple stairs in the building, then this means the main stairs after entering the building through the main entrance.



List of classrooms

www.natur.cuni.cz/eng/about-the-faculty/campus-maps/list-of-classrooms

Biology section and environmental institute

Code	Czech name / English equivalent	Capacity	Building – Localization	Room Nr.
B10	Fyziologické praktikum	15	V5 – 2nd floor opposite the stairs	205
B109	Fyziologické praktikum	20	V7 – 1st floor to the right	109
B11	Botanické praktikum	15	B2 – ground floor to the left	1.B11
B111	Zoologické praktikum	15	V7 – 1st floor to the right	111
B12	Posluchárna OŽP / Classroom OŽP	33	B2 – 1st mezzanine	1.B12
B121	Posluchárna entomologie	16	V7 – 1st floor to the back	121
B13	Praktikum OŽP	15	B2 – 1st mezzanine	2.B13
B14	Krajinoва posluchárna (Krajinovka)	132	B2 – 2nd mezzanine	3. 082
B2	Antropologická posluchárna	60	V7 – ground floor to the back	P09
B204	Mikroskopovací učebna	17	V7 – 2nd floor to the right	204
B233	Půda I	12	V7 – 2nd floor to the left	233
B234	Půda II	24	V7 – 2nd floor to the left	234
B2P	Nová půda	25	V7 – 2nd floor to the right	251
B3	Fotochemie	111	V7 – ground floor to the left	P34
B311	Modrá posluchárna	30	V7 – 3rd floor	311
B312	Oranžová posluchárna	30	V7 – 3rd floor	312
B315	Denní studovna	20	V7 – 3rd floor	315
B4	Didaktika	20	V7 – 1st floor to the right	107
B5	Počítačová učebna	18	V7 – 1st floor to the right	110
B7	Zoologická posluchárna	120	V7 – 2nd floor opposite the stairs	201
B8	Posluchárna B8	72	V5 – ground floor to the right	009
B9	Mikrobiologické praktikum	20	V5 – 1st floor to the right	102
BB	Seminárium katedry botaniky	25	B2 – 2nd floor at the end of the corridor	3.096
BCHP	Biochemické praktikum	24	V7 – 1st basement	S36A-C
BLU	Posluchárna kat. exp. biologie rostlin			
	Classroom BLU	16	V5 – ground floor to the right (No. 10)	010
EXPL	Praktikum rostlinných explantátů	10	V5 – 1st floor to the left (č. 105)	105
GAL	Galerie	15	V5 – 2nd floor above the stairs	217b
KFR	Seminárium kat. exp. biol. rostlin (Prátovna)	50	V5 – 2nd floor to the right	213
KGMP	Prakt. kat. genetiky a mikrobiologie	10	V5 – basement (S15, side entrance)	S12
KOL	Kolokvium	15	B2 – in front of reception to the left	1.030
LGIS	Laboratoř GIS	6	B2 – 1st mezzanine to the left	2.059b
PARA	Parazitologická posluchárna			
	/ Classroom parazitologie	22	V7 – 1st basement	S01

Code	Czech name / English equivalent	Capacity	Building – Localization	Room Nr.
	Pokročilé praktikum z analytické chemie		H8 – 1st floor (entrance)	110
218	Skleník (biochemie)	10	H8 – 2nd floor	218
	Knihovna katedry biochemie / Library of Biochemistry	20	H8 – 2nd floor	222
	Praktikum z preparačních metod anorganické chemie		H8 – 2nd floor	246
BPP	Pokročilé praktikum / Advanced Practicum	25	H8 – 2nd floor	201
BPZ	Základní praktikum / Basic Practicum	25	H8 – 2nd floor	203
FMCH	Knihovna kat. fyz. a makrom. chemie / Library of Physical and Macrom. Chem.	10	H8 – 3rd floor	304
CH1	Posluchárna CH1 (Braunerova) / Classroom CH1	150	H8 – 1st mezzanine	100
CH2	Posluchárna CH2 (Koštířova) / Classroom CH2	95	H8 – 2nd floor	213
CH3	Posluchárna CH3 (Heyrovského) / Classroom CH3	65	H8 – 2nd floor	236
CH4	Posluchárna CH4 (Brdičkova) / Classroom CH4	30	H8 – 2nd floor	223
CH5	Posluchárna CH5 / Classroom CH5	28	H8 – basement	047
CH7	Posluchárna CH7 / Classroom CH7	18	H8 – basement	037
CH8	Posluchárna CH8 / Classroom CH8	25	H8 – 3rd floor	348
CH9	Posluchárna CH9 / Classroom CH9	22	H8 – 3rd floor	349
KA	Knihovna katedry analytické chemie / Library of Analytical Chem.	20	H8 – 1st floor (entrance)	177
LT	Praktikum z laboratorní techniky (Laboratorní technika)	30	H8 – 2nd floor	250
PA	Praktikum analytické chemie	30	H8 – 1st floor (entrance)	116
PB	Praktikum biochemie	20	H8 – 2nd floor	203
PF	Praktikum fyzikální chemie	20	H8 – 2nd floor	232
PO	Praktikum organické chemie	25	H8 – 1st floor (entrance)	145
SMCH	Seminární místnost chemické sekce	15	H8 – 3rd floor	400
UHLAB	Laboratoř pro učitelství chemie	25	H8 – basement	06

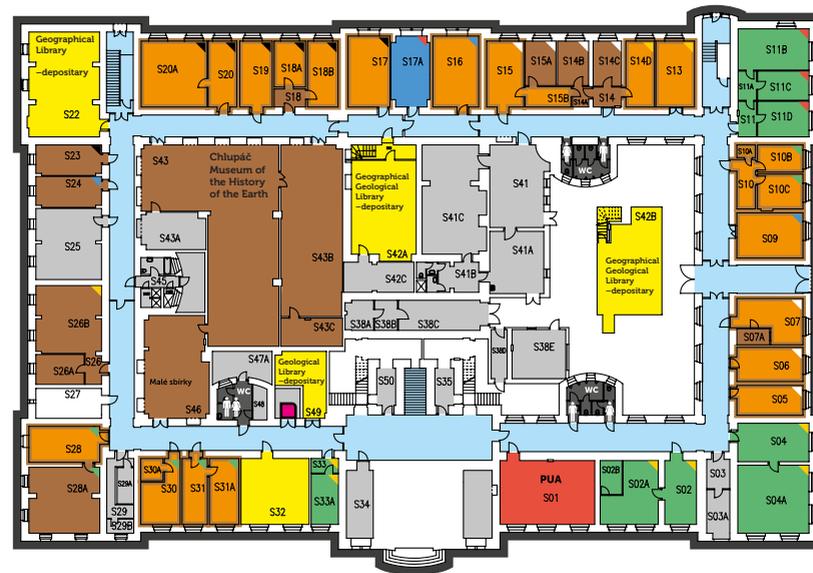
Code	Czech name / English equivalent	Capacity	Building – Localization	Room Nr.
D	Dmucharva	50	A6 – 1st floor	108
G1	Posluchárna G1 (Malá geologická)	36	A6 – ground floor	P03
G2	Posluchárna G2	25	A6 – ground floor	P02
G3	Posluchárna G3	16	A6 – ground floor	P24
CH	Chlupáčova pracovna – privátní uč.	12	A6 – ground floor	P19A
K1	Počítačová učebna kartografie I	19	A6 – 3rd floor	392
K2	Počítačová učebna kartografie II	14	A6 – 3rd floor	393
LR	Levá rýsovna (Korčákova posl.)	67	A6 – 3rd floor	371
LS	Ložiskové sbírky – privátní učebna	20	A6 – 1st floor	120
M	Mineralogická posluchárna / Mineralogy	70	A6 – 1st floor	129
MP	Malá paleontologická posluchárna	28	A6 – ground floor	P07
MS	Malé sbírky – privátní učebna	30	A6 – basement	S46
PM	Pracovna mikroskopie – privátní uč.	16	A6 – 2nd floor	201
PP	Petrologické praktikum	26	A6 – 2nd floor	203
PR	Pravá rýsovna	50	A6 – 3rd floor	373
PUA	Počítačová učebna	22	A6 – basement	S01
ST1	Počítačová studovna – veř. studovna	45	A6 – 4th floor	405
VEZ	Posluchárna ve věži	56	A6 – 3rd floor	362
VG	Velká geologická posluchárna	198	A6 – 1st mezzanine	100
VP	Velká paleontologická posluchárna	56	A6 – ground floor	P06
Z1	Posluchárna Z1	27	A6 – 2nd floor	225
Z3	Počítačová učebna Z3	25	A6 – 4th floor	410
Z4	Zasedací místnost Geografické sekce – privátní učebna	14	A6 – 3rd floor	370G
Z5	„kuchyňka/čajovna“ – mezi PR a LR – privátní učebna	10	A6 – 3rd floor	372

Map of campus of Faculty of Science at Albertov

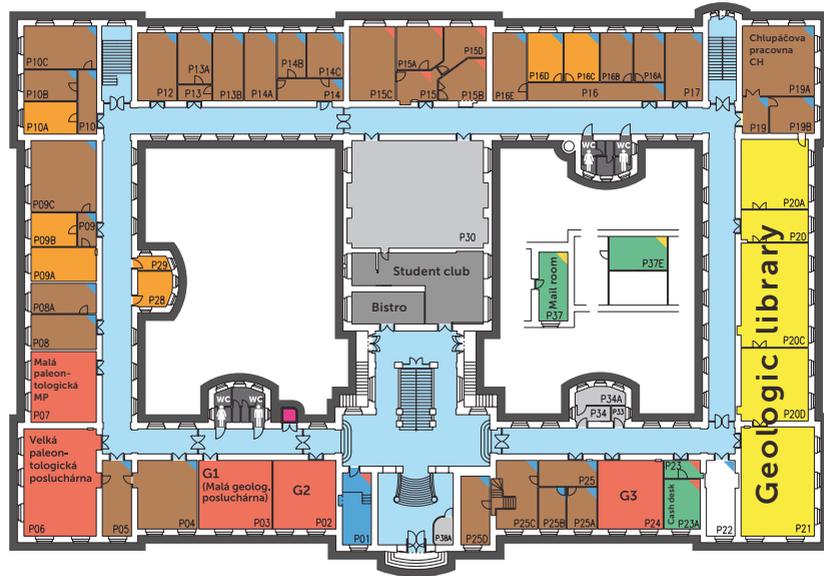


**Charles University
Faculty of Science**

- 1 Albertov 6: Dean's office departments, Geography, Geology
- 2 Hlavova 8: Chemistry
- 3 Viničná 7: Biology
- 4 Viničná 5: Biology
- 5 Benátská 5: Biology, Environmental studies
- 6 Na Slupi 16: Student's affairs department
- 7 Na Slupi 16: Botanical garden
- 8 Studničkova N12: Genetic garden
- 9 Albertov 3: Chemistry, Geology
- 10 Horská 3: Geography



- Classroom
 - Laboratory
 - Library
 - Toilet
 - Corridor
 - Technical room
 - Elevator
- GEOGRAPHY DEPARTMENTS**
- Physical Geography and Geoecology (3300)
- GEOLOGY DEPARTMENTS**
- Laboratories of the Geological Institutes (4030)
 - Geology and Paleontology (4200)
 - Geochemistry, Mineralogy and Mineral Resources (4300)
- Petrology and Structural Geology (4400)
 - Hydrogeology, Engineering Geology and Applied Geophysics (4500)
- DEAN'S OFFICE DEPARTMENTS**
- Building Administration and Investments
 - Information Technology Centre



- Classroom
- Laboratory
- Library
- Toilet
- Corridor
- Technical room
- Elevator

GEOGRAPHY DEPARTMENTS

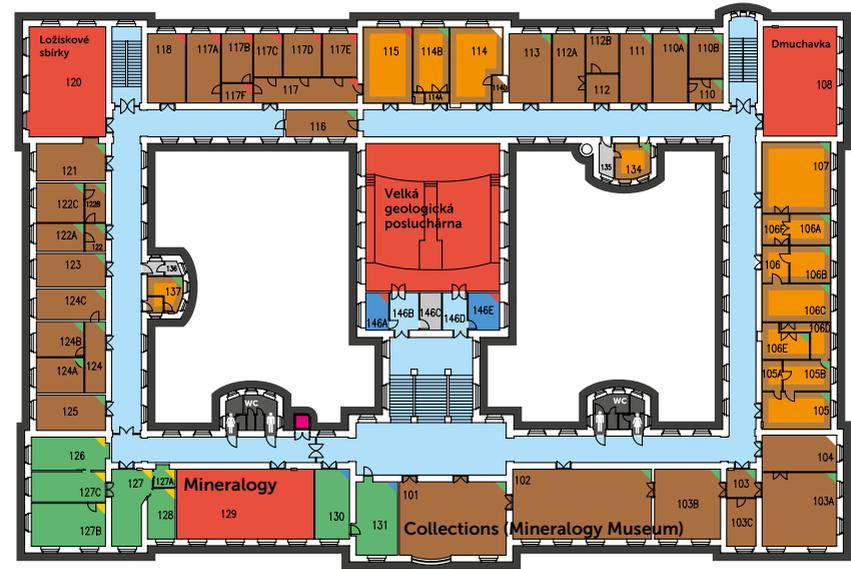
- Demography and Geodemography (3600)

GEOLOGY DEPARTMENTS

- Geology and Paleontology (4200)
- Hydrogeology, Engineering Geology and Applied Geophysics (4500)

DEAN'S OFFICE DEPARTMENTS

- Secretariat of the Dean
- Economic Department



- Classroom
- Laboratory
- Toilet
- Corridor
- Technical room
- Elevator

GEOGRAPHY DEPARTMENTS

- Social Geography and Regional Development (3400)

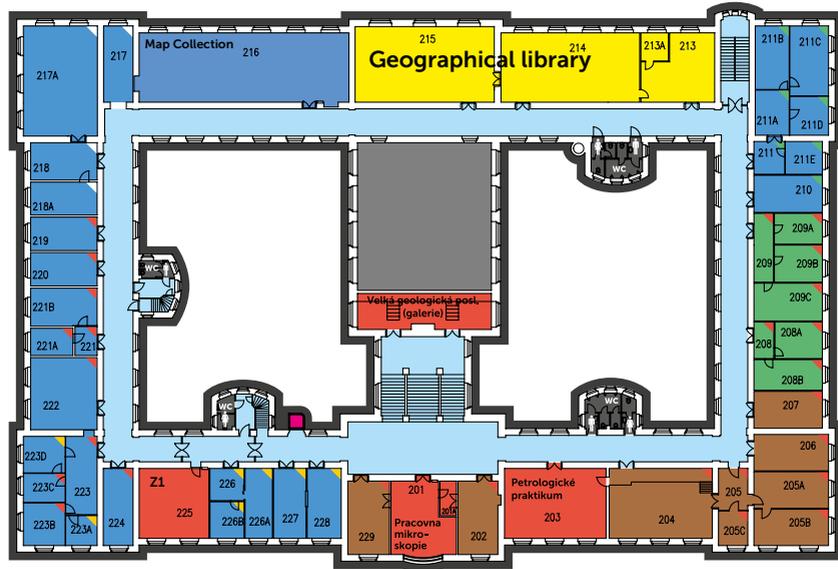
GEOLOGY DEPARTMENTS

- Laboratories of the Geological Institutes (4030)
- Geochemistry, Mineralogy and Mineral Resources (4300)

- Hydrogeology, Engineering Geology and Applied Geophysics (4500)

DEAN'S OFFICE DEPARTMENTS

- Secretariat of the Dean
- Public Relations Department



- Classroom
- Library
- Toilet
- Corridor
- Elevator

GEOGRAPHY DEPARTMENTS

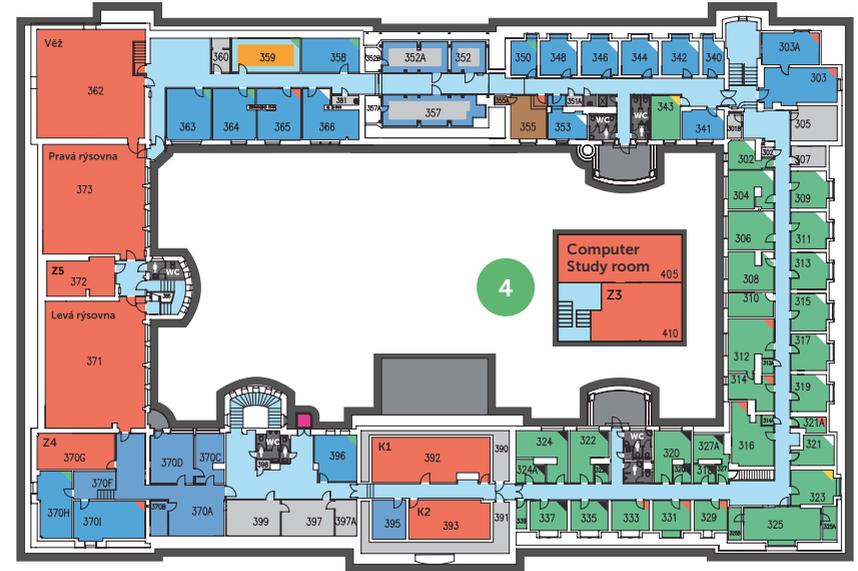
- Department of Applied Geoinformatics and Cartography (3700)
- Demography and Geodemography (3600)
- Physical Geography and Geocology (3300)
- Social Geography and Regional Development (3400)

GEOLOGY DEPARTMENTS

- Petrology and Structural Geology (4400)

FACULTY-WIDE INSTITUTIONS

- Institute of Applied Mathematics and Information Technologies (7100)



- Classroom
- Laboratory
- Toilet
- Corridor
- Technical room
- Elevator

GEOGRAPHY DEPARTMENTS

- Department of Applied Geoinformatics and Cartography (3700)
- Physical Geography and Geocology (3300)
- Social Geography and Regional Development (3400)

GEOLOGY DEPARTMENTS

- Petrology and Structural Geology (4400)
- Hydrogeology, Engineering Geology and Applied Geophysics (4500)

DEAN'S OFFICE DEPARTMENTS

- Human Resources Department
- Economic Department
- Research Support Department
- Secretariat of the Dean



- Corridor
- Technical room
- Toilet
- Herbaria
- Botanical Garden
- Institute for Environmental Studies
- Department of Botany



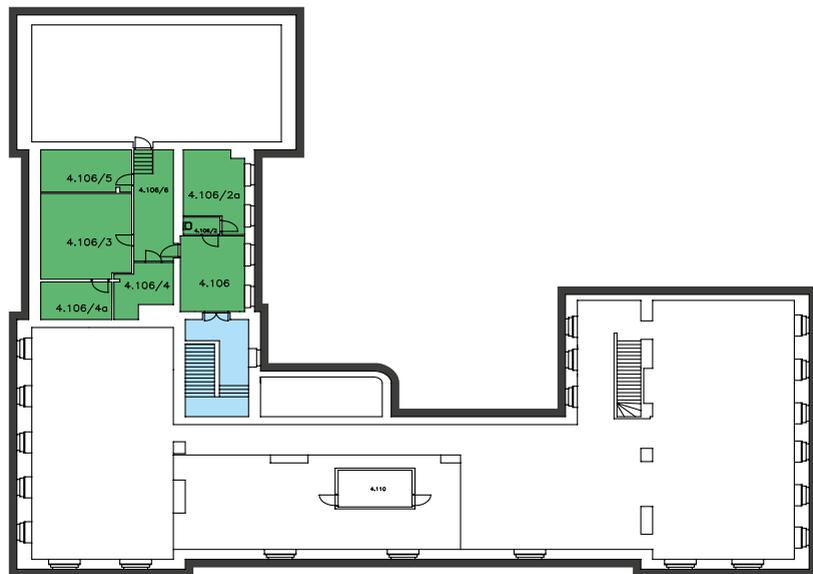
- Classroom
- Corridor
- Technical room
- Toilet
- Library
- Institute for Environmental Studies
- Department of Botany



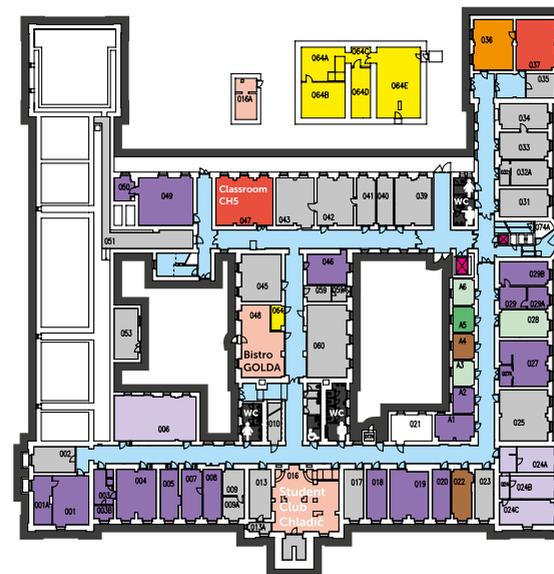
- Classroom
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- Technical room
- Toilet
- Herbaria
- Institute for Environmental Studies
- Department of Botany



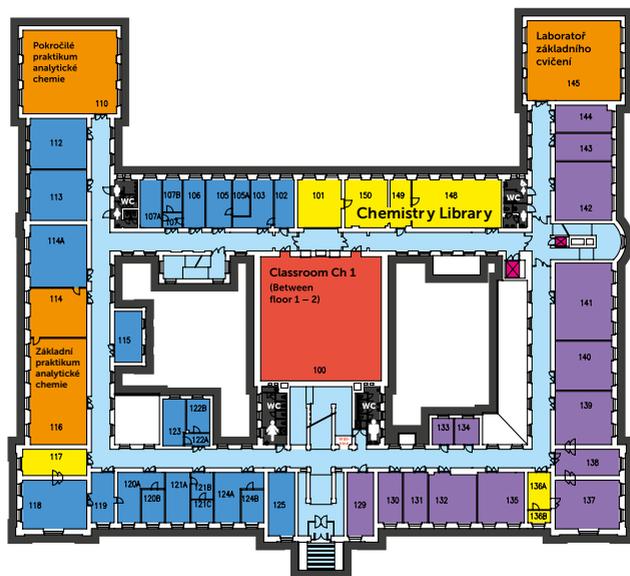
- Classroom
- Corridor
- Technical room
- Toilet
- Herbaria
- Department of Botany



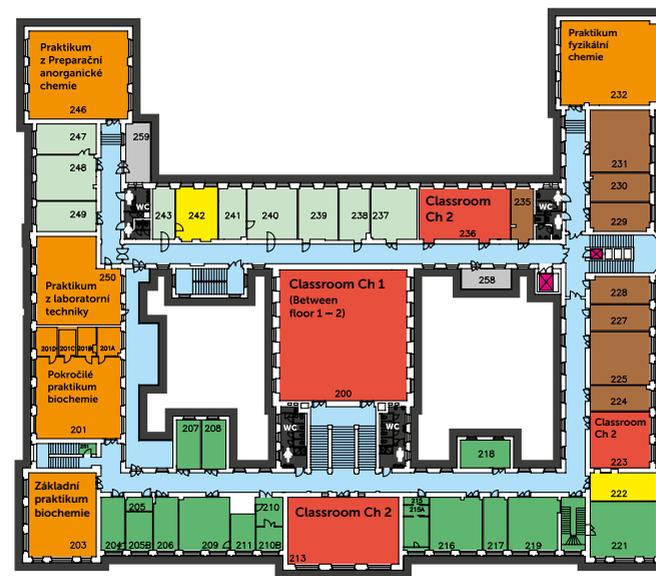
- Corridor
- Department of Botany



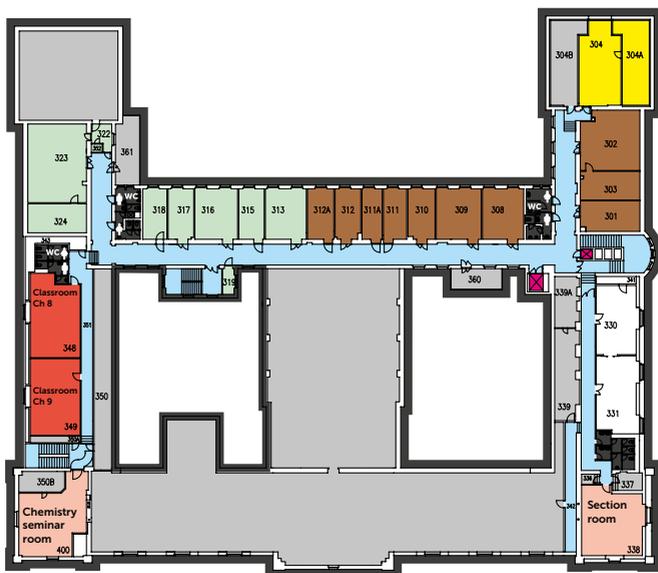
- Classroom
- Laboratory
- Food and leisure
- Elevator
- Corridor
- Technical room
- Inorganic Chemistry
- Biochemistry
- Physical and Macromolecular Chemistry
- Teaching and Didactic of Chemistry
- Organic Chemistry
- Library



- Classroom
- Laboratory
- Technical room
- Toilet
- Elevator
- Corridor
- Analytical Chemistry
- Organic Chemistry
- Library



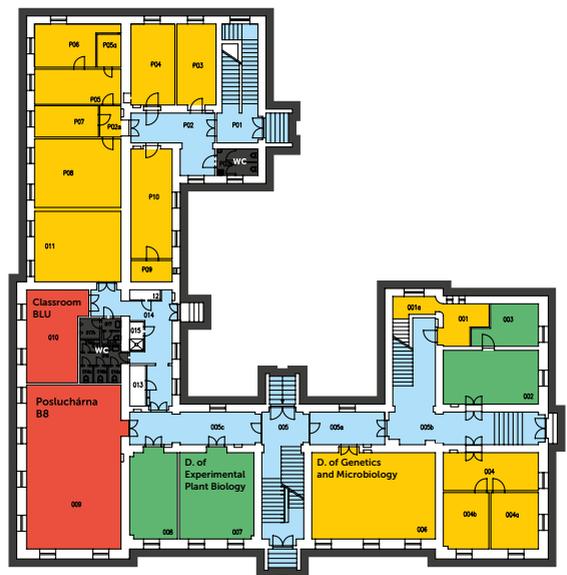
- Classroom
- Laboratory
- Technical room
- Toilet
- Elevator
- Corridor
- Library
- Inorganic Chemistry
- Biochemistry
- Physical and Macromolecular Chemistry



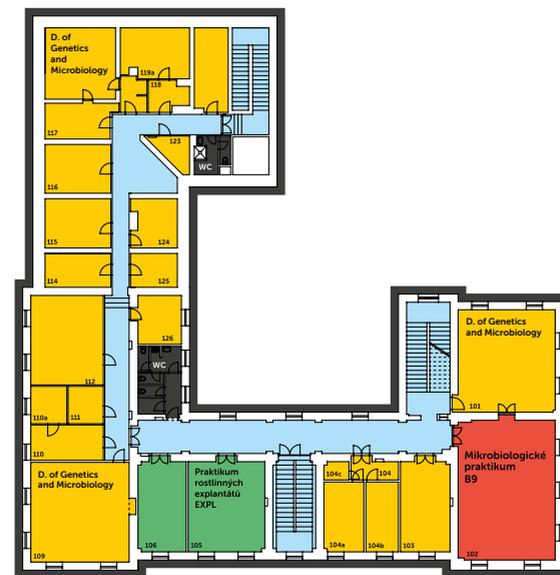
- Classroom
- Laboratory
- Technical room
- Toilet
- Elevator
- Corridor
- Library
- Inorganic Chemistry
- Physical and Macromolecular Chemistry
- Chemistry Section Rooms



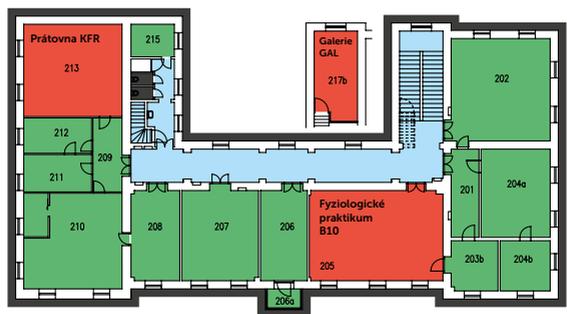
- Corridor
- Technical room
- Toilet
- Genetics and Microbiology
- Experimental Plant Biology
- Cell Biology



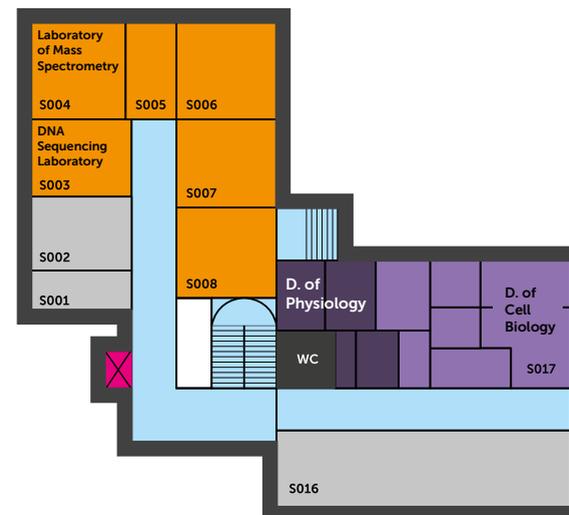
- Classroom
- Corridor
- Toilet
- Genetics and Microbiology
- Experimental Plant Biology



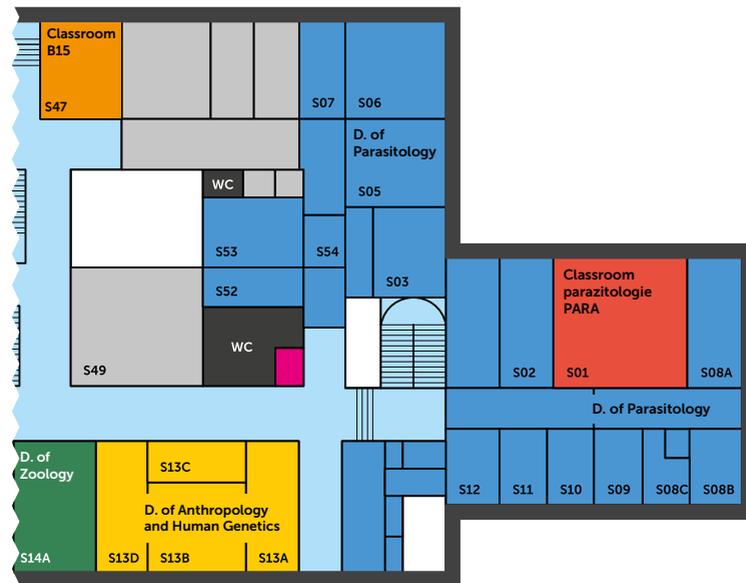
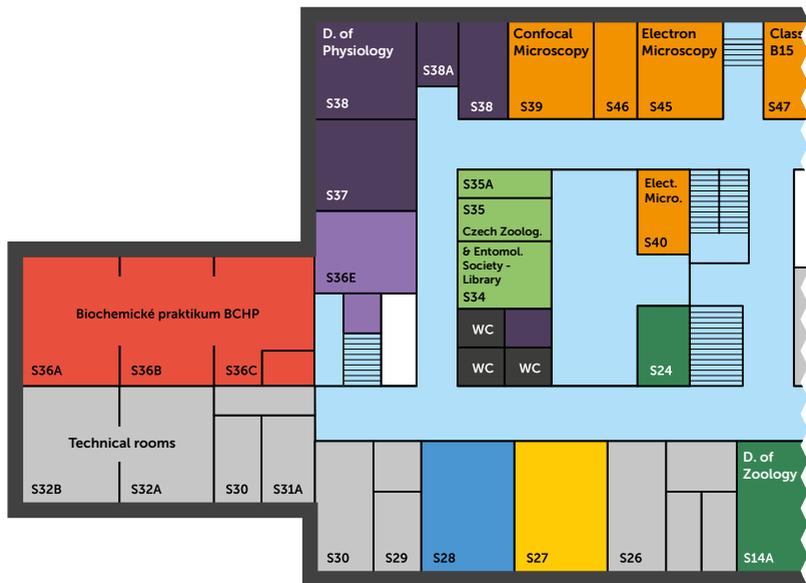
- Classroom
- Corridor
- Toilet
- Genetics and Microbiology
- Experimental Plant Biology

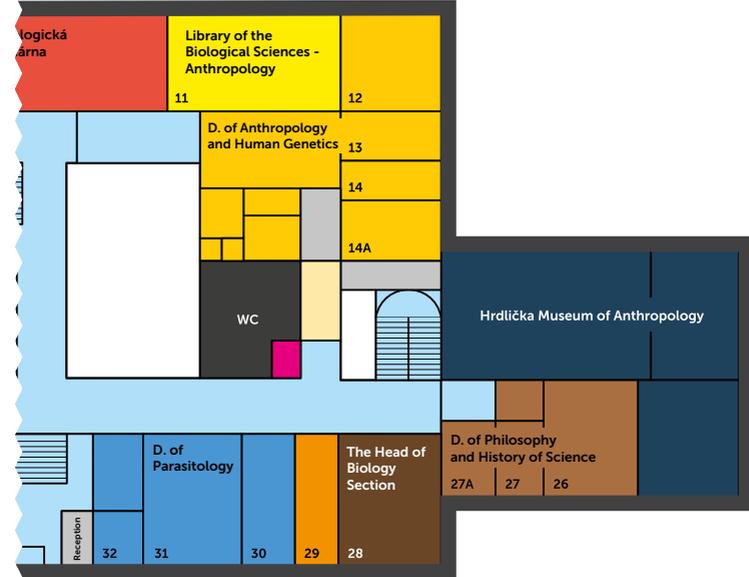
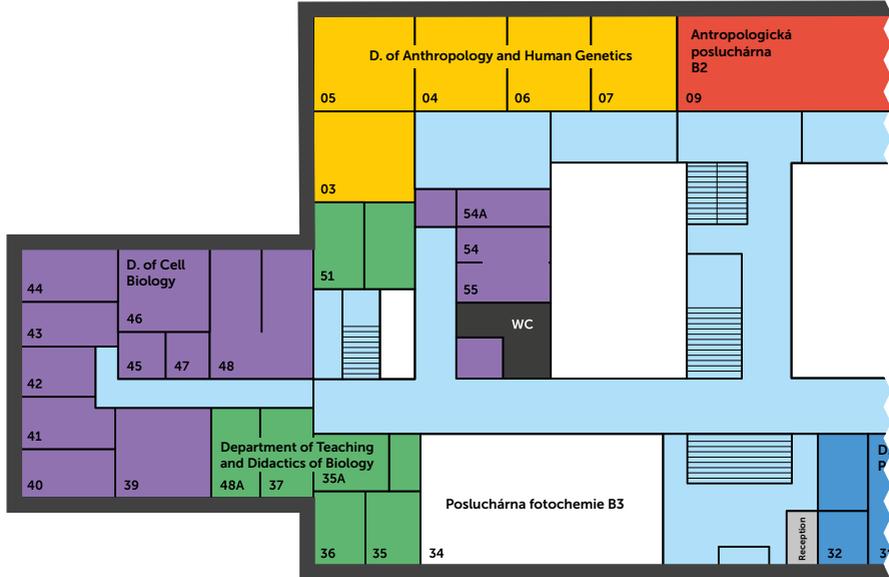


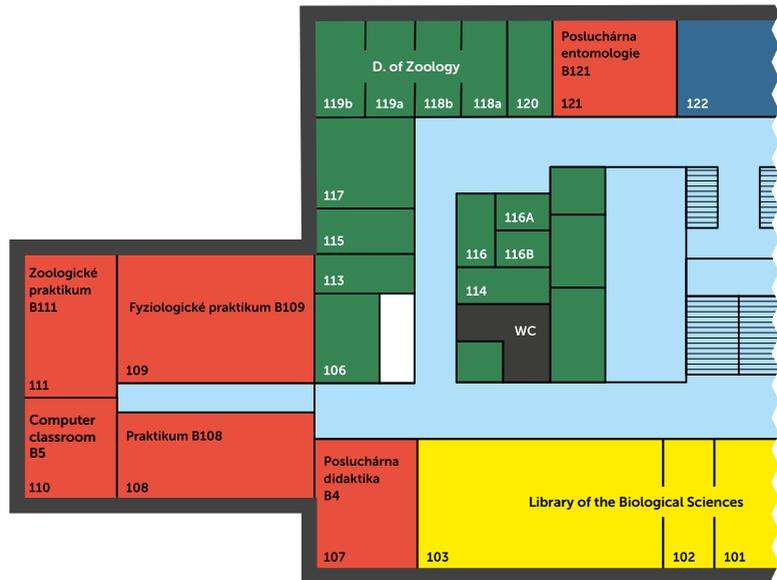
- Classroom
- Corridor
- Toilet
- Experimental Plant Biology

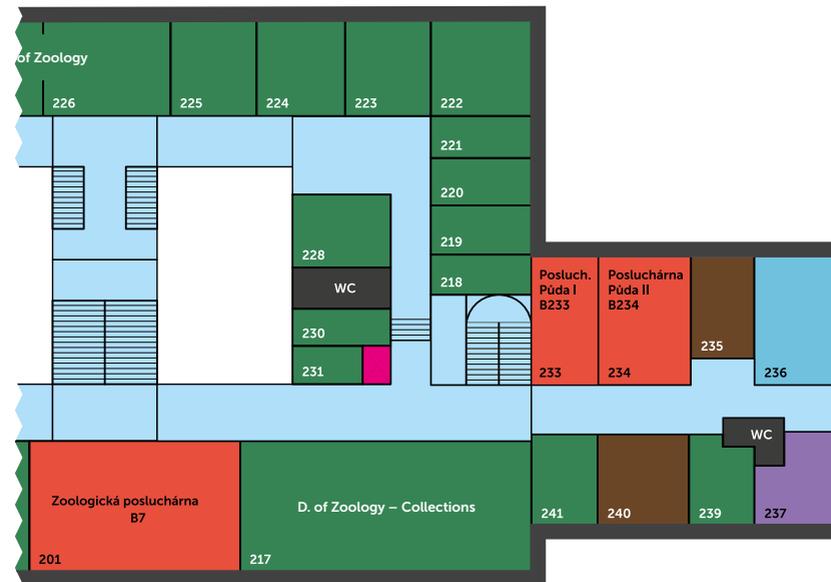
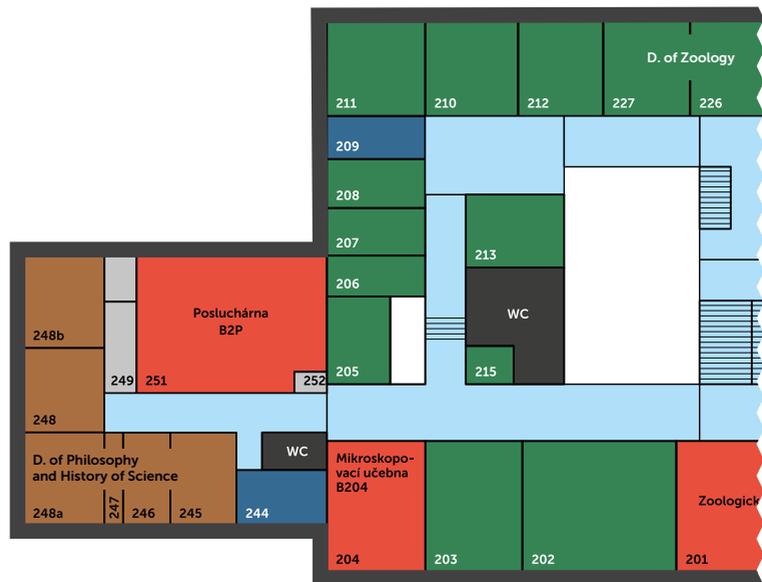


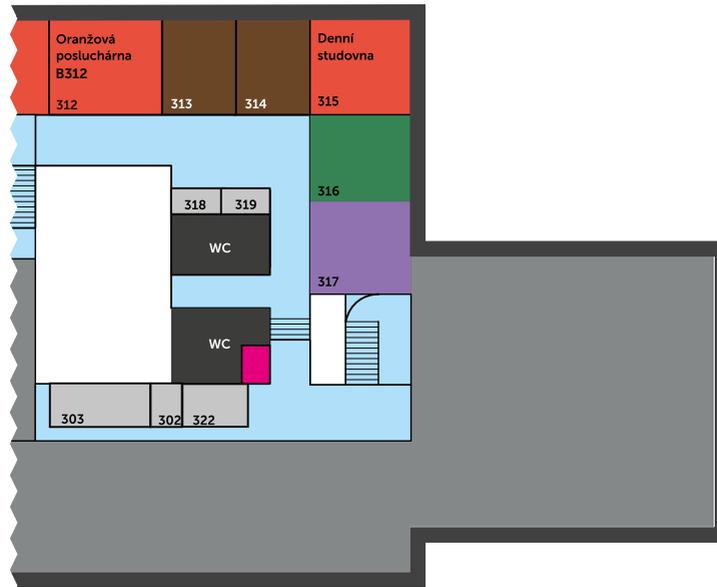
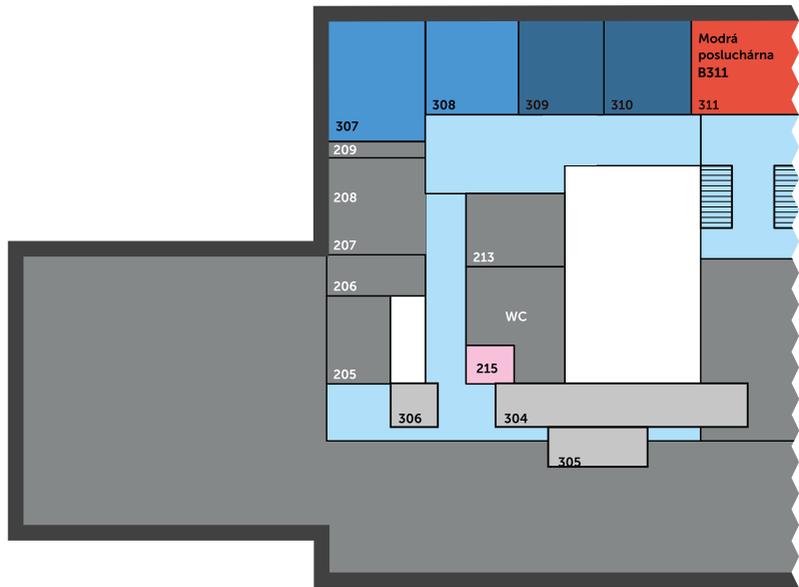
- Classroom
- Laboratory
- Library
- Toilet
- Corridor
- Technical room
- Elevator













**PŘÍRODOVĚDECKÁ
FAKULTA UK V PRAZE**

Before the end of your stay

After passing all your exams and completing your work at the faculty, you should attend the Erasmus Office again to get the Confirmation of your study period and the Transcript of Records. Before you visit the office, please check if all your marks are in SIS.

Traineeship students should provide a final report from a faculty supervisor.

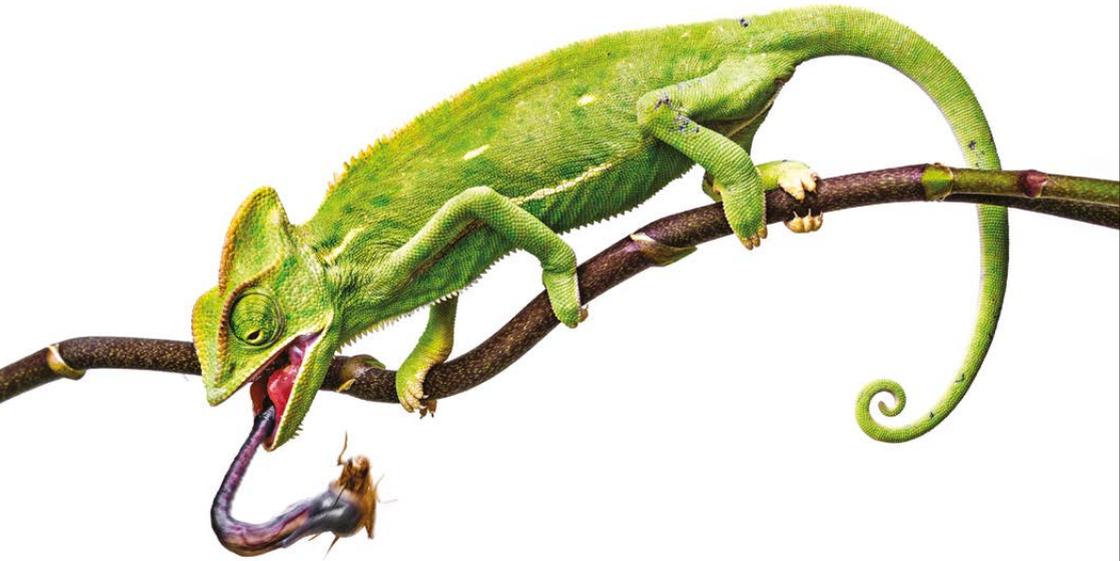


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**PŘÍRODOVĚDECKÁ
FAKULTA UK V PRAZE**

We hope you have enjoyed your stay at Charles University and we wish you a safe journey home!



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