Charles University in Prague
Charles University in Prague

- founded in 1348 by the King Charles IV. – first university to the north from the Alps and to the east from Paris
  - faculty of liberal arts, medicine, law and theology
- 50 000 students, 9 000 international students

Now: 17 faculties:
- Catholic Theological Faculty
- Protestant Theological Faculty
- Hussite Theological Faculty
- Faculty of Law
- 1st Faculty of Medicine
- 2nd Faculty of Medicine
- 3rd Faculty of Medicine
- Faculty of Medicine in Pilsen
- Faculty of Medicine in Hradec Kralove
- Faculty of Pharmacy in Hradec Kralove

- Faculty of Arts and Philosophy
- Faculty of Science
- Faculty of Mathematics and Physics
- Faculty of Education
- Faculty of Social Sciences
- Faculty of Physical Education and Sport
- Faculty of Humanities

Historical building: „Carolinum“ originally a patrician palace
after reconstruction in 1383-1386
residence of the Charles University
Faculty of Science

- 1920 Faculty of Science established as the fifth faculty of the Charles University - separation of mathematics, nature sciences and pharmacy from the Faculty of Arts and Philosophy
- 1950th mathematics, physics and pharmacy separated from Faculty of Science - new faculties
- 1959 Faculty of Science reestablished = today’s structure

Dean and Advisory Board

Dean: Prof. RNDr. Jiří Zima, CSc.
Bursar: Ing. Karel Mozr, MBA
Advisory board:
Prof. Petr Horák - Vice-dean for Biology Departments and Biocev
Prof. Ivan Němec - Vice-dean for Chemistry Departments, Vice-dean for Research
Assoc. Prof. Martin Ouředníček - Vice-dean for Geography Departments
Prof. Jiří Žák – Vice-dean for Geology Institutes
Assoc. Prof. Pavel Chromý - Vice-dean for Student Affairs
Assoc. Prof. Milada Teplá - Vice-dean for Student Affairs
Prof. Jakub Langhammer - Vice-dean for Information technology and Public Relations
Assoc. Prof. Ing. Vladimír Krylov - Vice-dean for Science and Research
Dr. Aleš Soukup - Vice-dean for Development and Foreign Relations - e-mail: ales.soukup@natur.cuni.cz
RNDr. Radim Perlin - Head of the Academic Senate
Academic Senate – Chamber of members of the academic staff (14 members) and Chamber of Students (14 members)
Scientific Council - 30 members
Dean's Offices
- Secretariat of the Dean and the Head Secretary
- Legal Division
- Public Procurement Division
- Human Resources Division
- Economic Division
- Student Affairs Division
- Building Management Division
- Information Technology Division
- Public Relation Division

Development Division:
- Research Support Department – Foreign Affairs Department
  - International mobility programmes

head of the department: MSc. Pavla Pousková
email: pavla.pouskova@natur.cuni.cz
  - ERASMUS

ERASMUS OFFICE
Address: Na Slupi 16, Prague, 128 00, 2nd floor  https://mapy.cz/s/34eCi
Contact person: Kateřina Tesaříková
Email: katerina.tesarikova@natur.cuni.cz; Phone: +420 22195 1165

Office hours: Mo 12 – 15, Wed 10 - 12

Faculty Erasmus Coordinator: Dr. Dagmar Chalupová
Email: erasmus@natur.cuni.cz, Phone: +420 22195 1166

Homepage: http://www.natur.cuni.cz/faculty-en/study/incoming-students/erasmus/
ERASMUS - Charles University

Charles University European Office – Ovocný Trh 3, Prague 1, 116 36
• Connection – Tram 18 - station Národní Třída, or Tram 14 - station Václavské náměstí

Office hours: Mo+Thu 10:00–12:00+13:30–15:00, Tue+We 10:00–12:00, Fri closed

• Contacts and office hours: https://cuni.cz/UKEN-199.html
• Email: erasmus.incoming@ruk.cuni.cz

Elizaveta Getta - Email: lizaveta.getta@ruk.cuni.cz  Phone: +420 224 491 675
Nikola Horáková - Email: jenikola.horakova@ruk.cuni.cz  Phone: +420 224 491 395

• book accommodation in CU dormitories
• issue Letters of Acceptance
• help arrange visa or residence permit (non-EU, non-EFTA citizens) details: https://cuni.cz/UKEN-366.html#13
(citizens of countries other than the EU member states, Norway, Iceland, Lichtenstein, and Switzerland)
Faculty of Science

4 SECTIONS:
Biology – Viničná 7
Chemistry – Hlavova 8
Geology – Albertov 6
Geography – Albertov 6

Faculty-wide departments
• Institute for Environmental Studies
• Institute of Applied Mathematics and Information Technologies
• Department of Physical Education
• Natural Preschool Rybička
• Botanical Garden (1898) - 3,5 ha
  - 1800 m² greenhouse

Buildings:
1 - Albertov 6: Deanery, Geography, Geology
2 - Hlavova 8: Chemistry
3 - Viničná 7: Biology
4 - Viničná 5: Biology
5 - Benátská 2: Biology, Inst. for Environmental Studies
6 - Na Slupi 16:
Student Affairs Division + ERASMUS Office
7 - Menza (Canteen)

AND - Legerova 5: Geography,
Bruslařská 10: Physical Education (Hostivař – Prague 10) – connection: Bus 183, 125, 154 – stop “Gercenova”
https://mapy.cz/s/rahedujeza
Find a connection (tram, train, bus): https://jizdnirady.idnes.cz/praha/spojeni/
Faculty of Science

BIOLOGY SECTION & departmental ERASMUS Coordinators  https://www.natur.cuni.cz/eng/study/erasmus/coordinators/

• Department of Anthropology and Human Genetics – MSc. Šárka Bejdová, email: bejdova@natur.cuni.cz
• Department of Botany - MSc. Michal Štefánek, email: michal.stefanek@natur.cuni.cz
• Department of Experimental Plant Biology - Dr. Edita Tylová, email: edita.tylova@natur.cuni.cz
• Department of Genetics and Microbiology - Dr. Michaela Schierová, email: michaela.schierova@natur.cuni.cz
• Department of Cell Biology - Dr. Nataša Šebková, email: natasa.sebkova@natur.cuni.cz
• Department of Physiology - Dr. Petr Telenský, email: petr.telensky@natur.cuni.cz
• Department of Parasitology - Dr. Libor Mikeš, email: libor.mikes@natur.cuni.cz
• Department of Ecology - Dr. Kateřina Kopalová, email: kopalov1@natur.cuni.cz
• Department of Zoology - Dr. Věra Opatová, email: vera.opatova@natur.cuni.cz
• Department of Philosophy and History of Science - Dr. Lenka Ovčáčková, email: lenka.ovcackova@natur.cuni.cz
• Department of Teaching and Didactics of Biology – Dr. Petr Novotný, email: petr.novotny@natur.cuni.cz

Service Facilities

Laboratories:
Laboratory of Electron Microscopy
Laboratory of Confocal and Fluorescence Microscopy
Laboratory of Cytometry Techniques
...and others

Library of the Biological Sciences
Herbarium Collections
Hrdlička Museum of Anthropology (1930)
- 4000 exhibits, sceletons, Indian and Pygmy face masks

Pasqueflower – Pulsatilla Grandis
Faculty of Science

CHEMISTRY SECTION & departmental ERASMUS Coordinators  
https://www.natur.cuni.cz/eng/study/erasmus/coordinators/

- Department of Analytical Chemistry - Dr. Jakub Hraníček, email: jakub.hranicek@natur.cuni.cz
- Department of Inorganic Chemistry - Assoc. Prof. David Havlíček, email: david.havlicek@natur.cuni.cz
- Department of Biochemistry – MSc. Ondřej Skořepa, email: ondrej.skorepa@natur.cuni.cz
- Department of Physical and Macromolecular Chemistry - Dr. Ivana Šloufová, email: ivana.sloufova@natur.cuni.cz
- Department of Organic Chemistry – Assoc. Prof. Radim Hrdina, email: hrdina@natur.cuni.cz
- Department of Teaching and Didactics of Chemistry - Dr. Eva Stratilová Urválková, email: urvalkov@natur.cuni.cz

Service Facilities

- Library of Chemistry, departmental libraries
- Laboratories:
  - Laboratory of NMR Spectroscopy
  ...and many others

Jaroslav Heyrovský - 1959 Nobel Prize in chemistry
  - professor of physical chemistry (polarography)
Bohuslav Brauner - distinguished inorganic chemist and friend of D.I. Mendeleev
Antonín Holý - synthesis of new virostatics (against AIDS) and cancerostatics

INSTITUTE FOR ENVIRONMENTAL STUDIES
- Erasmus coordinator - Prof. Pavel Kindlmann, email: kindlmap@natur.cuni.cz

Service Facilities

Library of Institute for Environmental Studies
The Laboratory of Environmental Chemistry and Soil Analysis
The Laboratory for Air Quality Research
The Water Quality Laboratory
...and others

Chemistry – Hlavova 8
Faculty of Science

GEOGRAPHY SECTION & departmental ERASMUS Coordinators  
https://www.natur.cuni.cz/eng/study/erasmus/coordinators/

• Department of Physical Geography and Geoeconomy - Dr. Dagmar Chalupová, email: dada@natur.cuni.cz
• Department of Social Geography and Regional Development - Dr. Jiří Vágner, email: jiri.vagner@natur.cuni.cz
• Department of Applied Geoinformatics and Cartography - Dr. Markéta Potůčková, email: mpot@natur.cuni.cz
• Department of Demography and Geodemography - Dr. Tomáš Kučera, email: kucera@natur.cuni.cz

Service Facilities

Geographical Library
Map Collection (1920) - 2,000 atlases, 60 globes, 100,000 maps
Laboratories:
Laboratory of Physical Geography,
Laboratory of Dendrochronology
Economic Geography Lab
Urban and Regional Laboratory
...ond others
Faculty of Science

GEOLOGY SECTION & departmental ERASMUS Coordinators https://www.natur.cuni.cz/eng/study/erasmus/coordinators/

- Institute of Geology and Paleontology - Dr. Karel Martínek, email: karel.martinek@natur.cuni.cz
- Institute of Geochemistry, Mineralogy and Mineral Resources – Dr. Maria Vaňková, email: maria.vankova@natur.cuni.cz
- Institute of Petrology and Structural Geology – Dr. Václav Špillar, email: vaclav.spillar@natur.cuni.cz
- Institute of Hydrogeology, Engineering Geology and Applied Geophysics – Assoc. Prof. Günther Kletetschka, email: gunther.kletetschka@natur.cuni.cz

Service Facilities

Chlupáč Museum of the History of the Earth – palaeontological items
Mineralogical Museum – 22,000 items
Geological Library
Laboratories of the Geological Institutes
# Faculty of Science

## Academic calendar

<table>
<thead>
<tr>
<th>The beginning of the academic year</th>
<th>1. 10. 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>The end of the academic year</td>
<td>30. 9. 2024</td>
</tr>
<tr>
<td>Winter semester</td>
<td>Summer semester</td>
</tr>
<tr>
<td>Scheduled classes</td>
<td>2. 10. 2023 – 7. 1. 2024</td>
</tr>
<tr>
<td>Course credit week</td>
<td>2. 1. 2024 – 7. 1. 2024</td>
</tr>
<tr>
<td>Courses out of the faculty</td>
<td>–</td>
</tr>
<tr>
<td>Exam period</td>
<td>8. 1. 2024 – 18. 2. 2024</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Christmas holidays</td>
<td>23. 12. 2023 – 1. 1. 2024</td>
</tr>
<tr>
<td>Summer holidays</td>
<td>1. 7. 2024 – 31. 8. 2024</td>
</tr>
<tr>
<td>Dean’s Day of Sport (classes are cancelled)</td>
<td>25. 4. 2024</td>
</tr>
<tr>
<td>Rector’s Day of Sport (classes are cancelled)</td>
<td>14. 5. 2024</td>
</tr>
</tbody>
</table>

## National holidays – bank holidays

- **28 September** – Czech Statehood Day
- **28 October** – Establishment of the Czechoslovak Republic
- **17 November** – Struggle for Freedom and Democracy Day
- **24 – 26 December** – Christmas Holiday

The Easter holiday (Good Friday and Easter Monday) are not fixed dates. Please do not forget to check the specific dates of Easter each year.

**IN 2024: 29 March and 1 April**

- **1 January** – New Year’s Day
- **1 May** – Labour Day
- **8 May** – Liberation from Fascism
- **5 July** – St Cyril and Methodius Day
- **6 July** – Jan Hus Day

[https://www.natur.cuni.cz/eng/study/academic-calendar](https://www.natur.cuni.cz/eng/study/academic-calendar)
Courses - ERASMUS

• Enrollment into courses
• you are enrolled into all courses that were confirmed in your Learning Agreements

Changes of Your Learning Agreement
- your Learning Agreement can be changed until 6.3.2024
- any changes must be confirmed by the Faculty Erasmus office!
- confirmation is possible only after delivering the signed document “Changes of your Learning Agreements” into the Faculty Erasmus office
- without the Erasmus office confirmation, you cannot attend the course (the course will not be included into your Transcript of Records issued at the end of your studies)
- to study non-guaranteed or other-faculty courses (less than 50%), or to do Research projects, you need the signed “Confirmatory form” – the same deadline
- More info and forms available here: https://www.natur.cuni.cz/eng/study/foreign-affairs/erasmus/incoming/courses
- no credit limit for incoming students
Courses - ERASMUS

• Courses guaranteed for ERASMUS students in English
  https://www.natur.cuni.cz/eng/study/foreign-affairs/erasmus/incoming/courses

Student Information System
https://is.cuni.cz/studium/eng/index.php

Without a registration (no password):
- details of the courses - annotations
- requirements for passing the course,
- recommended literature,
- syllabus
- contacts on teachers
- credits, hours per week

With a registration (login & password):
• Exam details – date, room, time
  usually announced by the teacher at the course
• Exam results - credits + pass/completed, marks – numerical/aphabetical

Marks given only after passing a course finished with an exam “Ex”!!!

• schedule (map of lecture rooms in Basic Information brochure)
Courses - ERASMUS

• Grading system

Courses with “Ex“ - oral or written exam (multiple-choice, essay etc.) – after passing the course, you receive a mark and credits

Courses with “C“ - presentation of an article, attendance or homework etc. – you receive only credits!!!

Courses with “C + Ex“ – combination of both – you receive a mark and credits

- 3 attempts, no percentage evaluation

<table>
<thead>
<tr>
<th>Czech Grade</th>
<th>ECTS Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Excellent (excellent performance)</td>
<td>A/B</td>
</tr>
<tr>
<td>2 - Very Good (above the average standard but with some errors)</td>
<td>C/D</td>
</tr>
<tr>
<td>3 - Good (generally sound work with a number of notable errors)</td>
<td>E</td>
</tr>
<tr>
<td>4 - Fail (unsatisfactory performance)</td>
<td>FX/F</td>
</tr>
</tbody>
</table>

Pass (student achievements in some subjects are graded only as "pass", where student has obtained a satisfactory level)

ECTS grading scale

<table>
<thead>
<tr>
<th>ECTS Grade</th>
<th>% of successful students normally achieving the grade</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>10</td>
<td>outstanding performance with only minor errors</td>
</tr>
<tr>
<td>B</td>
<td>25</td>
<td>above the average standard but with some errors</td>
</tr>
<tr>
<td>C</td>
<td>30</td>
<td>generally sound work with a number of notable errors</td>
</tr>
<tr>
<td>D</td>
<td>25</td>
<td>fair but with significant shortcomings</td>
</tr>
<tr>
<td>E</td>
<td>10</td>
<td>performance meets the minimum criteria</td>
</tr>
<tr>
<td>FX</td>
<td>-</td>
<td>FAIL - some more work required before the credit can be awarded</td>
</tr>
<tr>
<td>F</td>
<td>-</td>
<td>FAIL - considerable further work is required</td>
</tr>
</tbody>
</table>

ECTS credits: 1 full academic year – 60 credits, 1 semester – 30 credits

Types of examinations (the "C" type is not marked)

<table>
<thead>
<tr>
<th>Examination</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>C+Ex</td>
<td>course credit + examination</td>
</tr>
<tr>
<td>Ex</td>
<td>examination</td>
</tr>
<tr>
<td>MC</td>
<td>marked course credit</td>
</tr>
</tbody>
</table>
Courses - ERASMUS

- **Research projects**
  - possible only after you find a supervisor!
  = after delivering the **Confirmatory form** in the ERASMUS office, you can be enrolled in the course
  - 5, 10, 20 ECTS

- **Czech language course**
  https://www.natur.cuni.cz/eng/study/erasmus/courses/czech/
  - provided by the Third Faculty of Medicine
  - Department of Foreign Languages, Ruská 87, Prague 10
  https://mapy.cz/s/pekunupege
  Contact: prof. Jana Přívratská  Email: jana.privratska@lf3.cuni.cz
  - 5 ECTS, C+Ex, once or twice a week
  - course fee – in cash! (includes textbooks)
  - **START: 22nd of February, 16:00!!! (4 p.m.)**
  - no Confirmatory form is needed

- **Physical education**
  https://www.natur.cuni.cz/eng/study/erasmus/courses/tv/
  - provided by the Faculty of Science,
  - Department of Physical Education, Bruslařská 10, Prague 10
  https://mapy.cz/s/rahedujeza
  Connection: Bus 183, 125, 154 – stop “Gercenova”
  - 1 ECTS – code of the courses (all sports): MS730C
  - free of charge
  - **contact the teacher** or the head of the department
  Contact:  Mgr. Kateřina Feitová, Ph.D.  Email: feitovak@natur.cuni.cz
  - no Confirmatory form is needed
Prolongation of your stay

- **not later than one and a half months** before the original end of your stay!
- announce your intention in the Faculty Erasmus Office - we will check if it is possible
- study mobility can be only extended from winter semester to the entire academic year
  - discuss the courses and get the signature of your home university
  - pay attention to the accommodation section (prolongation of your place in the CU dormitories)
- Deliver the signed form in the Faculty Erasmus Office
- Letter of Admission (issued by the European University Office)

End of your stay

[https://www.natur.cuni.cz/eng/study/foreign-affairs/erasmus/incoming/end-of-stay](https://www.natur.cuni.cz/eng/study/foreign-affairs/erasmus/incoming/end-of-stay)

- check, if all your results are in SIS
- for Research projects, we need an email confirmation from the supervisor about completion of your work
- come to the Erasmus office
- you receive your Transcript of Records + we confirm your study period duration
Student Cards

• **ISIC card** - extra charge (320 CZK), discounts
  
  https://cuni.cz/UKEN-166.html

- note! Card replacement is charges (Student card – 200 CZK, ISIC card 520 CZK!)

- both can be used as student pass for public transport in Prague

- 26 years, digital time coupons can be bought in metro stations (sales points)
  
  https://cuni.cz/UKEN-165.html


**Issue Centres of Student Cards/ISIC Cards**


• **Faculty of Mathematics and Physics**

  Address: Ke Karlovu 3, 121 16 Praha 2, room M266 – 2nd basement floor
  Tel: +420 221 911 468

  **UPDATES! Office hours: Mo-Thu 9:00–12:00+12:30–16:00 Fri – only till 15:00!**
  14.2. booked for you till 18:00

  • **Charles University (CU) card service at the CU Point**

  Address: Celetná 13, Prague 1
  Phone: +420 224 491 610

  **UPDATES! Office hours: Mo-Thu 9:00–12:00+12:30–18:00 Fri – only till 16:00!**
  - it is possible to arrange an appointment via reservation systém

  • **Faculty of Law**

  Address: Náměstí Curieových 7, Prague 1 – 2nd basement floor
  Phone: +420 221 005 487

  **UPDATES! Office hours: Mo-Thu 9:00–12:30+13:00–16:30 Fri 9:00-13:00!**

  - together with your Student Card, you receive your internet access password into university applications (SIS, Libraries, etc...)  

**REGISTRATION**

Public transport

- if you are older than 26 years, you need “Lítačka card”
  https://pidlitacka.cz/en
- Customer services:
  Jungmannova 35/29
  Na Bojišti 5
Police registration

Different rules for:

- **EU and EFTA citizens** (citizens of the EU member states, Norway, Iceland, Lichtenstein, and Switzerland)
  - in the place of the residence on the territory of the EU within 30 days of the arrival in the country if the intended stay will be longer than 30 days

- **3rd countries citizens** (non-EU and non-EFTA)
  - register with the appropriate Foreign Police Department within 3 working days of the arrival

**Foreign Police Department**

Address: Olšanská 2176/2, Prague 3
Office hours: Mon+Wed 8:00-17:00, Tue+Thu 8:00-15:00, Fri closed

- form called Registration Card, travel document (passport or ID card), evidence of health insurance, and 1 photograph
- not registered students can be asked to pay a fine of up to 3 000 CZK

- students staying at the **CU dormitories** are registered by the Accommodation Office
- privately accommodated students are obliged to visit the Foreign Police if they are not registered by their accommodation provider!
Medical care
https://www.natur.cuni.cz/eng/study/foreign-affairs/erasmus/arrival-orientation/health-insurance

- medical insurance valid in the Czech Republic
- standard treatment is free of charge (or reduced) in medical institutions (general practitioner, dentist, hospital) that have a contract with a health insurance company !!!
- **In private institution, you have to pay for a treatment! – CHECK BEFORE VISITING**

Different rules for:

- EU and EFTA citizens (citizens of the EU member states, Norway, Iceland, Lichtenstein, and Switzerland)
  - EHIC card (The European Health Insurance Card – not travel insurance!)
  - registration at a Czech insurance provider
  - VZP (General Health Insurance Company) strongly recommended [https://en.vzp.cz/](https://en.vzp.cz/)
    - Address: Na Perštýně 6, Praha 1
    - Office hours: Mo+We 8:00-17:00, Tue+Thur 8:00-15:00, Fri 8:00-14:00
    - ID card/passport
    + registration form for acknowledging the validity of EHIC card

- 3rd countries citizens (non-EU and non-EFTA)
  - are required to have private health insurance – only VZP is acceptable
    [https://www.vzpforforeigners.cz/](https://www.vzpforforeigners.cz/)

List of medical facilities with English speaking Staff (not an exhaustive list):
  - including Dental emergency services and Psychological support
  (Carolina Centre - [https://centrumcarolina.cuni.cz/CCENG-64.html](https://centrumcarolina.cuni.cz/CCENG-64.html))
REGISTRATION FORM

Surname: First name:
Date of birth: Place of birth:
Passport number: Citizenship:
Permanent address:
Address in Prague:

Insurance (insurance company, policy number):
E-mail: Cellphone number:

Student signature Stamp and signature of Erasmus Office

Health and Safety Conditions
• sent via email

signing means that you have understood the health and safety conditions, and you will comply with all the duties required (laboratory work, presence in faculty buildings)
Thank you for your attention!

Enjoy your stay in Prague!

NOW:

guided tour of the faculty with Faculty Erasmus Club members

Student/ISIC cards