

# Charles University

## Faculty of Science



Erasmus

Orientation Days 2024

# Charles University in Prague



# Charles University in Prague



Historical building: „Carolinum“  
originally a patrician palace

after reconstruction in 1383-1386  
residence of the Charles University

- 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*

# 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*



## Postal and Business Information

Faculty of Science  
Charles University  
Albertov 6, 128 00, Praha 2  
Czech Republic  
IČO: 00216208  
DIČ: CZ00216208

## 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](mailto: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

# Faculty of Science

## 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](mailto:pavla.pouskova@natur.cuni.cz)

- **ERASMUS**

## ERASMUS OFFICE

**Address:** Na Slupi 16, Prague , 128 00 , 2<sup>nd</sup> floor <https://mapy.cz/s/34eCi>

**Contact person:** **Kateřina Tesaříková**

**Email:** [katerina.tesarikova@natur.cuni.cz](mailto: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](mailto: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

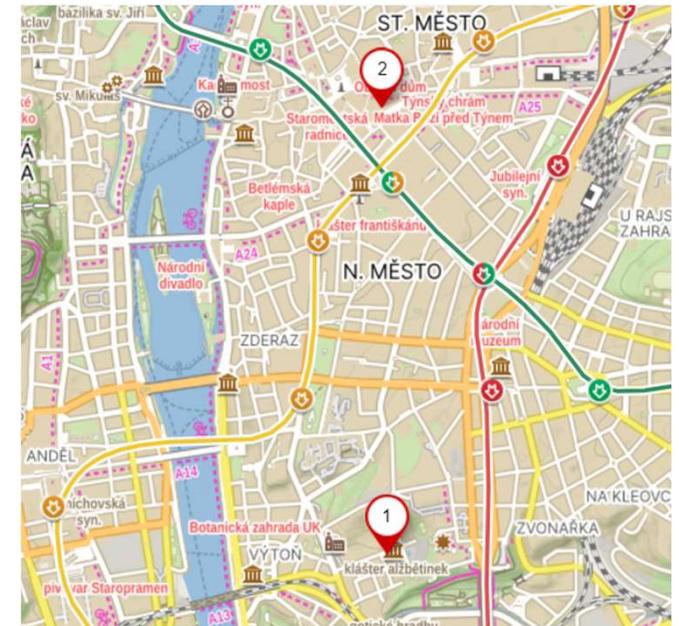
**Office hours: Mo+Thu 10:00–12:00+13:30–15:00, Tue+We 10:00–12:00, Fri closed**

- Contacts and office hours: <https://cuni.cz/UKEN-199.html>
- Email: [erasmus.incoming@ruk.cuni.cz](mailto:erasmus.incoming@ruk.cuni.cz)

Elizaveta Getta - **Email:** [lizaveta.getta@ruk.cuni.cz](mailto:lizaveta.getta@ruk.cuni.cz) **Phone:** +420 224 491 675

Nikola Horáková - **Email:** [jenikola.horakova@ruk.cuni.cz](mailto: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 m<sup>2</sup> 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**

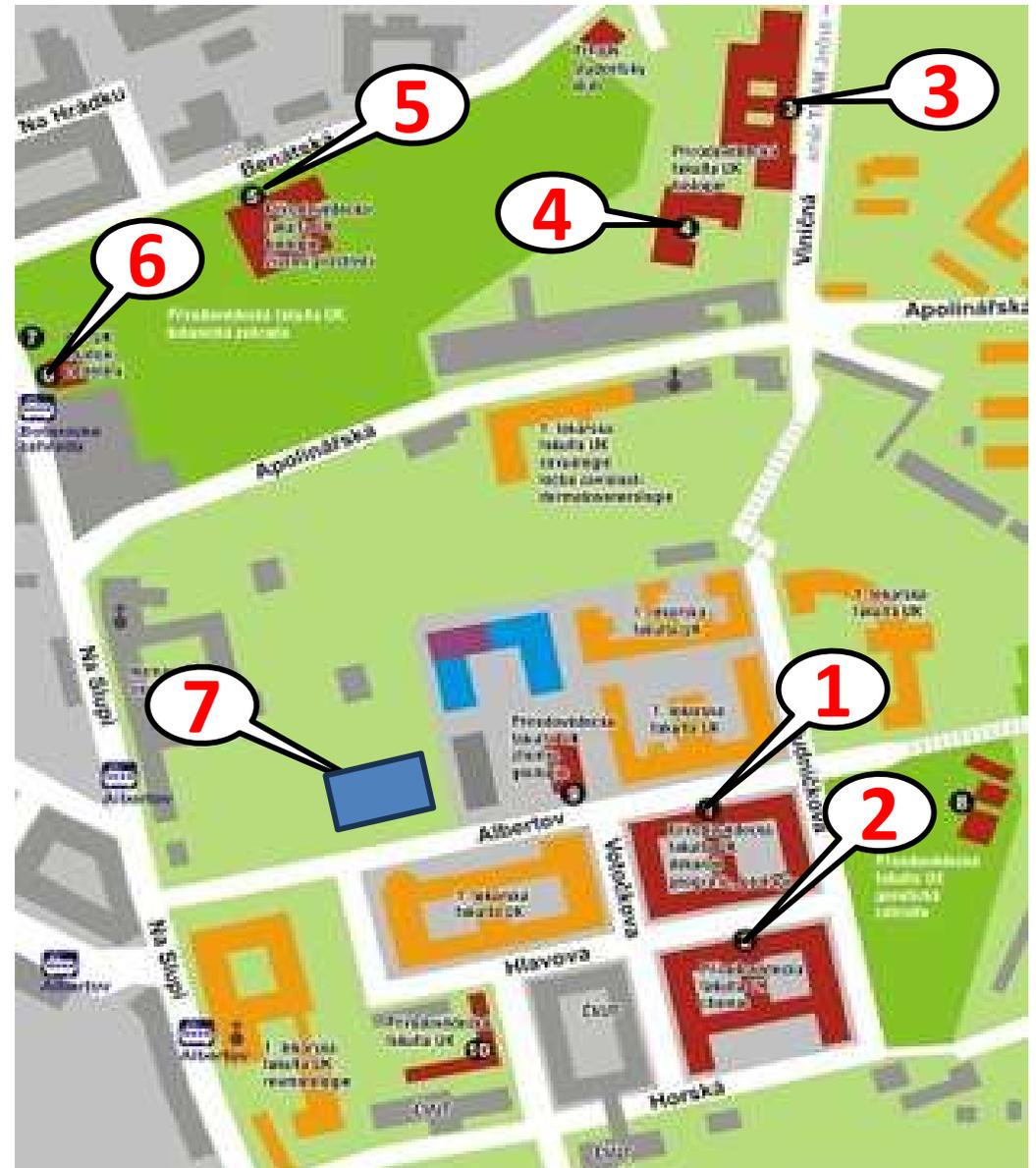
**7 - Menza (Canteen)**

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



*Pasqueflower –  
Pulsatilla Grandis*

## 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, skeletons, Indian and Pygmy face masks



# 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](mailto:jakub.hranicek@natur.cuni.cz)
- **Department of Inorganic Chemistry** - Assoc. Prof. David Havlíček, email: [david.havlicek@natur.cuni.cz](mailto:david.havlicek@natur.cuni.cz)
- **Department of Biochemistry** – MSc. Ondřej Skořepa, email: [ondrej.skorepa@natur.cuni.cz](mailto:ondrej.skorepa@natur.cuni.cz)
- **Department of Physical and Macromolecular Chemistry** - Dr. Ivana Šloufová, email: [ivana.sloufova@natur.cuni.cz](mailto:ivana.sloufova@natur.cuni.cz)
- **Department of Organic Chemistry** – Assoc. Prof. Radim Hrdina, email: [hrdina@natur.cuni.cz](mailto:hrdina@natur.cuni.cz)
- **Department of Teaching and Didactics of Chemistry** - Dr. Eva Stratilová Urválková, email: [urvalkov@natur.cuni.cz](mailto: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](mailto: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 Geoecology - Dr. Dagmar Chalupová, email: [dada@natur.cuni.cz](mailto:dada@natur.cuni.cz)
- Department of Social Geography and Regional Development - Dr. Jiří Vágner, email: [jiri.vagner@natur.cuni.cz](mailto:jiri.vagner@natur.cuni.cz)
- Department of Applied Geoinformatics and Cartography - Dr. Markéta Potůčková, email: [mpot@natur.cuni.cz](mailto:mpot@natur.cuni.cz)
- Department of Demography and Geodemography - Dr. Tomáš Kučera, email: [kucera@natur.cuni.cz](mailto:kucera@natur.cuni.cz)

## Service Facilities

### Geographical Library

**Map Collection (1920)** - 2,000 atlases, 60 globes, 100,000 maps

### Laboratories:

Laboratory of Physical Geography,

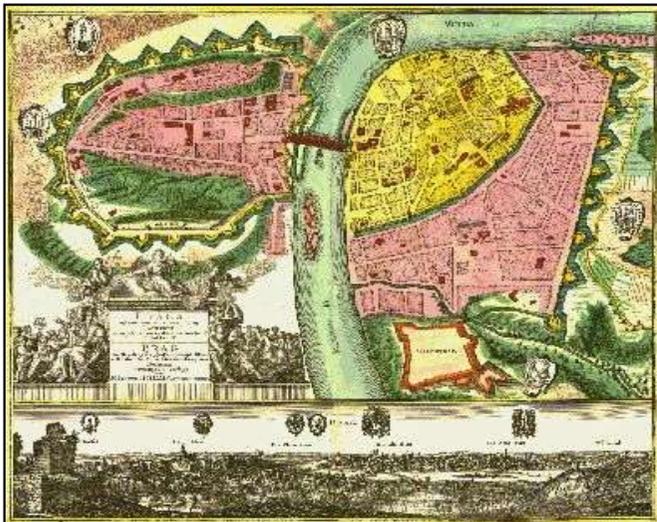
Laboratory of Dendrochronology

Economic Geography Lab

Urban and Regional Laboratory

...and others

*Georg Matthäus Seutter, Prag, y. 1740*



*Willem Janszoon Blaeu,  
Europa Recens Descripta, y.1641*



*Discharge measurements*



*Glacial lakes – Research - Kyrgyzstan*

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

The beginning of the academic year	1. 10. 2023
The end of the academic year	30. 9. 2024

	Winter semester	Summer semester
Semester	1. 10. 2023 – 7. 1. 2024	19. 2. 2024 – 26. 5. 2024
Scheduled classes	2. 10. 2023 – 7. 1. 2024	19. 2. 2024 – 26. 5. 2024
Course credit week	2. 1. 2024 – 7. 1. 2024	13. 5. 2024 – 19. 5. 2024
Courses out of the faculty	–	20. 5. 2024 – 26. 5. 2024
Exam period	8. 1. 2024 – 18. 2. 2024	27. 5. 2024 – 30. 6. 2024 2. 9. 2024 – 23. 9. 2024

Christmas holidays	23. 12. 2023 – 1. 1. 2024
Summer holidays	1. 7. 2024 – 31. 8. 2024
Dean's Day of Sport (classes are cancelled)	25. 4. 2024
Rector's Day of Sport (classes are cancelled)	14. 5. 2024

<https://www.natur.cuni.cz/eng/study/academic-calendar>

## 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

# 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





**FACULTY OF SCIENCE**  
Charles University

Faculty ERASMUS Office  
www.natur.cuni.cz/fakulta/studium/studium-v-zahranici/erasmus  
www.natur.cuni.cz/eng/study/erasmus

Name of Student: \_\_\_\_\_ Family Name of Student: \_\_\_\_\_

Sending Institution: \_\_\_\_\_

**Teacher's Approval for Studying and Enrolling a Subject in Student's Study Plan**

This is to confirm that the student is allowed to study following courses that are not on the list of guaranteed subjects for Erasmus student:  
<https://www.natur.cuni.cz/eng/study/erasmus/courses>  
After the course is agreed, please, return to the Faculty Erasmus Office – either via email (when forwarded directly from teacher's email address, teacher's signature is not needed), or personally by a student (teacher's signature obligatory).

Subject's Code	Subject's Name	Name of Subject's Teacher	Approval of Subject's Teacher <small>- when forwarded directly to the Erasmus Office from the email address of the teacher (signature not needed)</small>	Signature of Subject's Teacher <small>- when personally delivered by the student to the Erasmus Office</small>
			yes / no	
			yes / no	
			yes / no	
			yes / no	
			yes / no	

Faculty ERASMUS Office,  
Faculty of Science, Charles University  
Na Štúpi 16, Prague 2  
128 43, Czech Republic

Contact  
Head of Office: RNDr. Dagmar Chalupová, Ph.D.  
Email: erasmus@natur.cuni.cz  
Tel: +420 221 951 166/165

IČO: 00216208  
DiC: CZ00216208

# Courses - ERASMUS

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

Erasmus in Prague

STUDENT AFFAIRS DIVISION

Contact person for doctoral study:  
Mgr. Valerie Havrdová  
valerie.havrdova@natur.cuni.cz  
+420 221 951 154

Contact person for master's study:  
Mgr. Klára Kolinová  
klara.kolinova@natur.cuni.cz  
+420 221 951 157

Contact person for bachelor's study:  
Mgr. Martina Linhartová  
martina.linhartova@natur.cuni.cz  
+420 221 951 046

SIS Code	Course Name	Term	Dept.	Grade
MZ330E010	Selected Chapters from Physical Geography and Geoecology	ST *	PhG (3300)	B+M
MZ330P125	Quaternary Palaeoenvironments	ST	PhG (3300)	
MZ330P128	Ice Sheets and Glaciers in the Warming World	ST	PhG (3300)	
MZ330P122	Forest Geography	ST	PhG (3300)	
MZ330E011	Hot topics in physical geography	WT *	PhG (3300)	
MZ330P136	Remote Sensing in physical geography	WT *	PhG (3300)	
MZ330P134	Flood Risk Management	WT	PhG (3300)	
MZ330P131	High-impact Weather Phenomena	WT	PhG (3300)	
MZ330P132	R and Python in Geosciences	ST *	PhG (3300)	

## 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

**Subjects** (version: 934)  
Course, academic year 2022/2023

Search... Teachers Departments Classes Classification View by plans Setup

**Details**

**Hot topics in physical geography - MZ300E009**

Title: Hot topics in physical geography  
 Guaranteed by: Department of Physical Geography and Geoecology (31-330)  
 Faculty: Faculty of Science  
 Actual: from 2019 to 2022  
 Semester: winter  
 E-Credits: 8  
 Examination process: winter s.:  
 Hours per week, examination: winter s.:1/1, Ex [HT]

Capacity: unlimited  
 Min. number of students: unlimited  
 Virtual mobility / capacity: no  
 State of the course: taught  
 Language: English  
 Note: enabled for web enrollment

Annotation - [English ▼]  
 The course is focused on contemporary trends in physical geography and geoecology in the Czech Republic and in the world. Each lecture is focused on a special topic.

Literature - [English ▼]  
 Jones, A., Montanarella, L. and Jones, R., (2005): Soil atlas of Europe. European Soil Bureau Network. European Commission, Luxembourg, 1  
 Kozák, J. (2010): Soil atlas of the Czech Republic. Czech University of Life Sciences, Prague, 150 p.  
 Hladný, J., Němec, J. (eds.) (2006): Water in Czech Republic, Consult, Prague, 256 p. ISBN: 80-903482-2-X

**Marks given only after passing a course finished with an exam "Ex"!!!**

- **schedule** (map of lecture rooms in Basic Information brochure)

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/alphabetical

# 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*

Czech Grade	ECTS Grade
1 - Excellent (excellent performance)	A/B
2 - Very Good (above the average standard but with some errors)	C/D
3 - Good (generally sound work with a number of notable errors)	E
4 - Fail (unsatisfactory performance)	FX/F
Pass (student achievements in some subjects are graded only as "pass", where student has obtained a satisfactory level)	Pass

(5) ECTS grading scale

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

(6) ECTS credits: 1 full academic year = 60 credits, 1 semester = 30 credits

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

Examination	Definition
C+Ex	course credit + examination
Ex	examination
MC	marked course credit



# 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](mailto: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](mailto:feitovak@natur.cuni.cz)

- no Confirmatory form is needed



# ERASMUS

## 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**
- **fill in the Learning Agreement - <https://cuni.cz/UKEN-367.html>**
  - **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)**

Please deliver the document to your [host faculty coordinator](#)

LEARNING AGREEMENT – STUDY STAY PROLONGATION

ACADEMIC YEAR 20\_\_/20\_\_ STUDY STAY PROLONGED TILL:

Name, surname:		
Sending institution:	Country:	

RECEIVING INSTITUTION:	CHARLES UNIVERSITY IN PRAGUE	Country:	CZECH REPUBLIC
Host Faculty:			
Host Department:			
Host faculty Coordinator:			

Receiving institution:	CHARLES UNIVERSITY IN PRAGUE	Country:	CZECH REPUBLIC
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Course unit code	Course unit name	Number of ECTS credits
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Student's signature:	Date:	I require accommodation during my prolonged stay: <input type="checkbox"/> YES <input type="checkbox"/> NO
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SENDING INSTITUTION	CHARLES UNIVERSITY IN PRAGUE
We confirm that we agree with the prolongation of the student's study stay till the date stated above.	
Erasmus= <u>coordinator's name and signature</u>	
Date:	

RECEIVING INSTITUTION	CHARLES UNIVERSITY IN PRAGUE
We confirm that we agree with the prolongation of the student's study stay till the date stated above.	
Erasmus= <u>coordinator's name and signature</u>	
Date:	

## End of your 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**

# REGISTRATION

## 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>

**Prague Public Transport Co. (PID):** <https://pid.cz/en/>

## Issue Centres of Student Cards/ISIC Cards

<https://cuni.cz/UKEN-135.html>

- **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...) [https://www.natur.cuni.cz/eng/research-support-department/libraries?set\\_language=en](https://www.natur.cuni.cz/eng/research-support-department/libraries?set_language=en)

- **Student Card** - for free



### 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



# INFORMATION

## 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**

<https://www.policie.cz/clanek/reporting-of-the-place-of-aliens-residence.aspx>

- 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!

# INFORMATION

## 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/>

- 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.vzpforsforeigners.cz/>

**List of medical facilities with English speaking Staff (not an exhaustive list):**

<https://www.natur.cuni.cz/eng/study/foreign-affairs/erasmus/arrival-orientation/medical-care>

- including Dental emergency services and Psychological support  
(Carolina Centre - <https://centrumcarolina.cuni.cz/CCENG-64.html>)

# REGISTRATION

## Registration form

## GDPR form

Master level students, please specify!

<b>Charles University, Faculty of Science</b>	
<b>Degree: (Bc, Msc, Phd)</b>	Academic year:
<b>Field of study:</b>	<b>Erasmus</b>
<b>Specialization:</b>	
<b>REGISTRATION FORM</b>	
Surname:	First name:
Date of birth:	Place of birth:
Passport number:	Citizenship:
Permanent address:	
Address in Prague:	
<b>Insurance (insurance company, policy number):</b>	
E-mail:	Cellphone number:
Student signature	Stamp and signature of Erasmus Office

	PŘÍRODOVĚDECKÁ FAKULTA Univerzita Karlova
<b>Occupational health and safety (OHS) introductory training for applicants</b>	
Name, surname	
Study field, program	
<b>OHS</b>	
<ul style="list-style-type: none"> <li>The employer's obligation to ensure occupational health and safety applies not only to its employees but also to all persons present at its workplaces with his knowledge. This implies the need to acquaint students with the risks of workplaces of the Faculty of Science and to train them in health and safety regulations.</li> <li>Furthermore, it applies to university students that when conducting practical training, they are subject to general regulations on occupational health and safety and on working conditions for women.</li> <li>During their studies or practice in a study program, the university is liable to students for damage caused to them by a breach of legal obligations or an accident carried out by the university or in direct connection with such.</li> </ul>	
<p><b>1. General principles and obligations of health and safety</b></p> <ul style="list-style-type: none"> <li>When walking in buildings and workplaces, proceed with caution, use only designated paths, stairs, entrances and exits and do not stay in workplaces that are not related to your study activities. Hold on to railings when using stairs.</li> <li>Carry out only the activity that has been designated by the teachers or is related to the fulfilment of your study obligations.</li> <li>Maintain order in the laboratories and immediately report any deficiencies to the relevant teacher.</li> <li>Do not carry out interventions on technical installations (electrical, gas, pressure equipment, etc.).</li> <li>Electrical devices and equipment can only be used in accordance with Sec. 3 of the Decree No. 50/1978 Coll., based on acquaintance with electrical equipment and warnings of possible health hazards with these devices.</li> <li>Immediately report any extraordinary event (accident, fire, etc.) to the teacher.</li> </ul>	
<p><b>2. Basic duties of students in the field of health and safety</b></p> <ul style="list-style-type: none"> <li>Each student is obliged to take care of their own safety, their health as well as the safety and health of persons directly affected by their actions or omissions at work.</li> <li>Students are also particularly obliged:             <ul style="list-style-type: none"> <li>To get acquainted with all health and safety regulations, obligations, instructions and provisions valid at the faculty. It is obligatory for students to abide them and not to circumvent them.</li> <li>Not to use alcoholic beverages or abuse other addictive substances on school premises and not to enter school premises under their influence.</li> <li>To immediately notify teachers of injuries or injuries, if the health condition allows it, to participate in the investigation of the cause and circumstances of the school accident.</li> <li>To report to the pedagogical or other responsible employee of the faculty the identified deficiencies in the area of occupational health and safety or any defect endangering occupational safety.</li> <li>To follow the instructions and provisions when working with chemical substances in the building (flammable and non-flammable), to use the designated packaging, designated areas and designated furniture. In particular, students are required to make sure that the chemical is not confused with food, either by using the wrong packaging or by placing it incorrectly. Students are also obliged to store them so that they cannot be (even due to ignorance) the cause of damage to health.</li> <li>To submit to prescribed medical examinations and examinations in designated study fields.</li> </ul> </li> <li>Smoking is strictly prohibited in all faculty buildings.</li> </ul>	
<p><b>3. The principles of the laboratory work</b></p> <ul style="list-style-type: none"> <li>When working in the laboratory, the student must be acquainted with the potential dangers presented by the chemicals and equipment used. In this context, the student is reminded of the need to use protective equipment that is prescribed for the specific laboratory. Without these aids, the student shall not be allowed into the laboratory.</li> <li>Students are allowed to take to the laboratory only the things that are necessary for their work. Students are required to come to the laboratory on time and properly prepared for the lecture.</li> <li>Student's clothing and appearance must correspond to the nature of the work in the laboratory (i.e. adjusting the length of the hair so that it is free of contact with the chemicals).</li> <li>Eating, drinking, smoking and using mobile phones is prohibited in laboratories. It is also forbidden to use laboratory utensils to eat, drink or store food.</li> <li>When handling chemicals in open containers, keep the openings of the containers away from each other and from a third party.</li> <li>Do not use pipettes for harmful and volatile substances with ordinary pipettes using mouth.</li> <li>Do not use damaged laboratory glassware. In damage occurs, dispose of it immediately, using the appropriate containers.</li> <li>Waste chemicals and products must not be discharged into the drains with regard to corrosives, toxic substances, etc.</li> <li>Work with pressure equipment, including technical gas cylinders, can only be performed after proper briefing and in the presence of a teacher.</li> <li>When leaving the laboratory, it is necessary to put the workplace in order, close all energy and water supplies and make sure that the laboratory is in a safe and fire-safe condition.</li> </ul>	

## 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)

<small>GDPR, ERASMUS+/SEMP INCOMING STUDENTS, academic year 2020/2021</small>
Full name of the student:
<p>By signing this document I grant my consent for Charles University, registered office at Ovocný trh 560/5, 116 36 Prague 1, ID no.: 00216208 ("CU"), which is the administrator of the personal data of all faculties and subdivisions of CU, to process my personal data to the extent stated in my Erasmus+/SEMP application (first name, surname, date and place of birth, passport or ID card number and validity, permanent address, address for correspondence, telephone, e-mail, personal data of the emergency contact person and student exchange coordinator at my home university to the extent stated in the application, as well as my personal data in other documents required for the purposes of student mobility within the framework of the Erasmus+/SEMP programme at all stages of the process (preparatory phase, selection procedure, stay at CU and subsequent outputs), in accordance with Act No. 103/2000 Coll., on the protection of personal data and amending certain acts, as amended, and in accordance with all directly applicable European Union legislation. I consent to the storage of the aforementioned personal data in electronic and printed form for the needs of Charles University for a period of 10 years. I grant this consent based on my own and free will, I acknowledge that I can anytime revoke this consent.</p> <p>I can withdraw the consent via e-mail sent to the following e-mail address: <a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> or in person in the seat of the data controller.</p> <p>I also have the following rights:</p> <ul style="list-style-type: none"> <li>* To require information on what personal data is processed about me,</li> <li>* To require correction of false or outdated personal data,</li> <li>* To require my personal data not to be processed till the legitimacy of the two above mentioned points has been settled,</li> <li>* To require that my personal data will be transferred to another data controller,</li> <li>* To file a complaint to the supervisory authority.</li> </ul> <p>If I make any inquiry or if I exercise my rights I can contact the Data Protection Officer (DPO) on the following e-mail address: <a href="mailto:gdpr@cuni.cz">gdpr@cuni.cz</a>.</p> <p>In Prague, date .....</p> <p style="text-align: right;">..... Signature</p>

***Thank you for your attention!***

***Enjoy your stay in Prague!***

***NOW:***

***guided tour of the faculty with Faculty Erasmus Club  
members***

***Student/ISIC cards***