

# **The OFFšem handbook**

**By upper-level students for the newcomers**

First days.....	7
Student cards.....	7
Confirmation of study .....	8
Long-term public transport tickets .....	9
Logins and passwords .....	10
Schedules and classes .....	11
How to stay up to date .....	12
Matriculation .....	13
FAUST lesson.....	14
General meeting of the Student Fund .....	14
Glossary of terminology (English/Czech) .....	14
Schedules .....	18
Studies .....	24
Literature, textbooks, resources .....	24
Overview of our “go-to” libraries .....	26
Copy and print .....	32
Examination period .....	33
Evaluation of studies.....	36
Information for Ph.D. studies.....	36
Special needs.....	41
Evidence of SSP.....	41
Individual study plan (ISP) .....	42
Mental health support .....	44
Other complications and health issues.....	46
4+1 tips on how to deal with academic issues.....	48
Faculty .....	50
Window to the university structure .....	50
Small university title book.....	58
Secret Chambers.....	59
Celetná 20 .....	60
Student life .....	63
Who are we? The Student Council.....	63
Other student organisations and societies .....	64
Other student activities .....	74
Housing and food.....	76
Finance .....	85

Jobs .....	85
Prizes and competitions .....	87
Scholarship recipients .....	87
Fees for extended study .....	88
I've turned 26 - now what? .....	88
Organization of studies .....	89
Studying Parents' Association .....	91
What else to consider? .....	91
Cultural life .....	93
Cinemas .....	93
Theatres .....	95
Galleries .....	98
Concert/Music Halls .....	98
Music clubs .....	99
Sporting Areas .....	99

# Introduction

## Dear students, dear colleagues

I welcome you in my name and in the name of all teachers at the Faculty of Arts of Charles University. Every year we await you, new students, with enthusiasm and expectation, surely feelings of the same kind as those that you are experiencing too. We are looking forward to your ideas, suggestions, questions and to discuss with you.

We believe that you chose an institution which offers high-quality education for your studies. Our educational values are on one hand understandably a product of centuries of knowledge cultivated at Charles University. On the other hand, good education is never self-referential, wrapped up in itself. On the contrary, it looks to the world around itself and ideally even a little bit into the future. Thanks to that, it seeks and absorbs new impulses and through them creates a process of thought and cognition and increases the amount of knowledge we have.

The faculty of Arts is a changing ecosystem. An ecosystem of buildings, departments, and fields. We are not a small faculty and through the prism of different institutions we even reach the size of some smaller universities. Needless to say, this is of great advantage, in that we, as a faculty, offer you a plentiful choice of subjects that you can apply to within the framework of your chosen field of study. You can choose what classes you will take, discover what you want to learn, find what opens new doors and horizons to you. Because of its size you might sometimes miss the feeling of a more accommodating environment, but that can be easily overcome, since you will encounter a more intimate and comfortable atmosphere in your fields of study. You will soon get to know your teachers and find out who to address with administrative issues and who can help you with your questions – don't hesitate and take advantage of the fact that your teachers chose your field of study as their career, they will be glad to share the intricacies of complex technical queries with you. In the ecosystem of the Faculty of Arts a key role is played by student organisations and student life in general, often associated around the individual fields of study. Apart from interesting activities in the student associations you have the opportunity to meet your older colleagues, students from higher years. They will surely help you with any issues. If there isn't a student association in your field yet, you can become the founder of a new one. At the Faculty of Arts, we support the creation of new associations and we are eager to help you out.

And in case you have an idea that will make life at our faculty better, don't hesitate to contact us: the Faculty of Arts is our common environment, which aspires to be friendly and inspirational to us all. You can write to us at [info@ff.cuni.cz](mailto:info@ff.cuni.cz), you can write your suggestions at the end of every semester in the evaluations, where we regularly ask for your feedback. If you would like to talk to someone concretely, you can turn to my colleagues, Vice-Dean for Study Affairs Andrea Hudáková, Vice-Dean for External Relations and Lifelong Learning Michaela Slussareff or our ombudswoman Pavla Špondrová.

Dear colleagues, I wish you to feel free and be yourselves on your way at our faculty, to have enough space to develop your thinking, knowledge, and skills. I'm convinced that FF UK equips our students and alumni with excellent qualities to face the challenges that await our world and I'm very glad that you will be there with us.

Greetings,

Eva Lehečková

## **Dear new students,**

In the name of the Faculty of Arts Student Council we welcome you on the grounds of FF UK – the biggest faculty at Charles University. During your studies you will not only broaden your previously acquired knowledge, but also take part in university life, together with same-minded people, who oftentimes don't even have to be your classmates. As a part of your studies, you will often have the opportunity to further develop your knowledge and skills, on your own as well as in the context of faculty and non-faculty organisations. It's only up to you how you approach your studies and where you direct your time and attention.

We know that the change from high school, gymnasium, or any other form of education to university is very challenging and brings many insecurities. It takes a while to familiarise yourself with our faculty and get used to the different learning system, the unusual places, and new people around you. But don't panic! That's the reason why this handbook got its way to you. With its help we want to give you an insight into the workings of our faculty. Maybe there won't be an answer to everything, but we hope that we can help you overcome the initial struggles and get familiar with your new environment. In this handbook you won't find only study tips, but also an overview of student associations and their activities at our faculty, something about housing at the university dorms, where to get the best snacks or enjoy positive cultural experiences.

Furthermore, you will learn how the faculty is structured and about the two pillars of student authority and self-determination, which are the Academic Senate and the Faculty of Arts Student Council. In case you encounter any sort of issues that this handbook wasn't able to help you with, don't hesitate to contact us, by mail at [sr@ff.cuni.cz](mailto:sr@ff.cuni.cz) or [stradaffuk@gmail.com](mailto:stradaffuk@gmail.com), on Facebook at [facebook.com/stradaffuk](https://facebook.com/stradaffuk) or Instagram: [instagram.com/stradaffuk](https://instagram.com/stradaffuk). We would also be glad to hear about what you were missing in this handbook and what you would like to find in it in the future.

We hope your academic journey at our faculty will start without any bigger inconveniences and we wish you a lot of success!

***The Faculty of Arts Student Council***

# Hello, fellow students!

We, the International Students' Association, welcome you at the Faculty of Arts. We're a new student association, in fact we've been founded less than a year ago. Our goal is to help new international students during their time in the Czech Republic, create a sense of community, support intercultural exchange, and make new friends for life!

Moving to a new country can be scary, especially if you don't speak the language well, therefore we decided to make this handbook available for the first time in English, too! Now you can access all important information about the faculty, your studies, life in Prague and much more without knowing perfect Czech. Maybe you're here on Erasmus, staying just for a few months, or maybe you are planning to spend the rest of your life in this country – in every case, we want to make you feel welcome and safe. If anything troubles you, you're confused and maybe miss your home, having someone you can count on can make a great difference. We want to show you that the life of a student doesn't just consist of lectures, books and exams, but it's a great opportunity to explore new places, learn more about Czech culture and meet interesting people!

We meet regularly and host different activities, such as cinema evenings, tabletop games, theatre workshops, debates and lectures, or just chill-out time all together – and there's more in planning! So why not join us and see what we're up to? Our events are mainly hosted in Czech but are English and Chinese-speaker friendly. Don't forget to follow us on Facebook, Instagram, Telegram and WeChat for information about upcoming events and short insights into Czech culture. If you want to try writing (or filming, drawing, singing...) something yourself, join our team and share your experiences and thoughts on our platforms!

You can find us at @spolek\_zahranicnich\_bohemistu or under the handle Studentský Spolek Zahraničních Bohemistů on social media. If you have any questions, we'll be glad to answer, feel free to contact us at [spolekzahranicnichbohemistu@gmail.com](mailto:spolekzahranicnichbohemistu@gmail.com).

We hope you have the time of your life at FF UK!

***Your International Students' Association***

# First days

## What you won't do, you won't have

Here are twelve things NOT to forget, ignore or leave for later! Student cards, important documents, schedules, online sign-ups, passwords...in the next few weeks you'll have more than enough of all that. But luckily you can rest from all that bureaucracy looking forward to our FAUST Lesson, where we show you the friendlier side of the Faculty of Arts and student life.

## What are you even studying?

All new students choose one (or more) STUDY PROGRAMME(S), they are sometimes referred to as 'fields of study' – in Czech 'obory'. You will also hear about combined and independent study programmes or specialisation programmes...don't worry, we got you!

## Student cards

First thing's first, you need to get your student card. You just can't go without it. You'll need it in the library, the refectories, the student offices, even on public transport (you can get cheaper tickets as a student, but you'll have to show your student card)!

Charles University offers three types of student cards: the basic one, the ISIC licence and the ALIVE licence. The latter is appointed for those who study in combined or distance programmes – they don't go to the faculty but study at home and only need to show up for exams. The basic student card is free, for the ISIC or ALIVE licences you'll have to pay 320Kč. For some services, like printing or refectories, you'll also have to charge your card with money – it works like a credit card, and you can get for example meals in the refectories cheaper as if you pay with a regular card. You will also need to extend your licence every year.

### Where can I get it?

At the UK Point (Celetná 13), the Faculty of Law (nám. Curieových 7) or the Faculty of Mathematics and Physics (Ke Karlovu 3). They will take your picture on the place so take that into account when you do your outfit and hair for the day! All information including opening hours is available on:



*Student card distribution centres*

## **Is paying for the ISIC/ALIVE licence worth it?**

For sure. Some banks even offer a contribution for the purchase of said licence (around 200Kč), others contribute for its annual renewal. With the ISIC or ALIVE licence, you will get discounts in some bookshops, cafés, cultural institutions, electronics stores, public transport (not only in Prague but also intercity trains), or even in some skiing resorts. Detailed information about the licences and the advantages they give you can be found on the ISIC web or mobile application.

## **What if I lose it?**

On request you can get a new student card at the UK Point, but for a fine of 520Kč (200Kč without the ISIC or ALIVE licence)

## **How do I charge my card?**

It depends on what you want to use the credit for. For printing, copying, and scanning, you can use the machine in the Jan Palach library (in the computer studying room). You can also recharge your credit online, here's how:



### *Credit recharge*

For lunch in the refectories and snacks at the dorms you have a different “account” on your card – that one you can recharge at the refectory counters, dorm receptions or online.

You cannot use your printing credit to buy food or the other way around.

## **Confirmation of study**

You will need this document to get discounts on taxes, when applying for a job, at the bank or other offices. There's more than one way to get it: you can generate yours in the SIS (Student Information System) with a digital signature or print and fill it in before bringing it to the Students Department for a stamp and signature. It's a good idea to get more copies of your confirmation of study – they will come in handy.

PhD students will need to go to a different office – the Department of PhD studies and academic qualifications. They will print your confirmation of study there, so you don't need to bring anything.



## Long-term public transport tickets

Without tickets, you won't be able to do anything in Prague – unless you're a pro cyclist or runner. It's worth it even if you use public transport as little as nine times per month. The easiest and cheapest thing you can do is getting a yearly, three-month, or monthly ticket that will be paired with your brand-new Student card.

We strongly recommend downloading the “Lítačka” app, so you won't need to carry around the physical ticket. You can upload your ISIC and buy tickets directly in the app. The app also allows for you to look up connections – it's similar to the IDOS app for public transport. We recommend using the Lítačka, IDOS and Můj vlak apps for travelling – if you're not familiar with them try them out and see if they work for you. Your “Lítačka” can be used as a licence for the City Library (Městská knihovna) too!

### How much does it cost?

The standard procedure at the DPP (public transport office) central at Na Bojišti 5 or at the info centres at Hradčanská or Můstek metro station costs 100Kč and can take up to 30 days. It's also possible to get your Lítačka online (for 50Kč) or use the express service – for that you'll have to go to Škodův palác in Prague (near Můstek metro station).

You will need your ID, a photograph of you (that can also be taken there) and pay by cash or card. You won't have to worry about anything else, at the office they'll take care of everything you need. A list of places you can get your Lítačka, and more information can be found online:

### Public transport – Lítačka

To get your Lítačka online you need to download the PID Lítačka app, sign in with your email and add payment details. The app will guide you while creating your profile, adding a photo (your face must be clearly identifiable before a white background) and buying your licence and tickets.

Additionally, the Lítačka app allows you to look up information about connections, delays, cancellations etc. You will also get a notification when your long-time ticket expires.

### How much do I pay for tickets?

A yearly ticket for Prague public transport costs 1280Kč, a three-month ticket 360Kč and a monthly ticket 130Kč. Since April 2022, all students up to the age of 26 also have a 50% discount on intercity tickets. To use this offer, you only need to show your student card when buying tickets.

# Logins and passwords

More and more things can (and nowadays even must) be done online. This will save you a lot of time – as long as you remember your password to the Central Authentication Service (CAS UK). You will need yet another password to connect to the Eduroam Wi-Fi, which you can set up in CAS. Keep reading to find out what the first steps are:

## How do I get access to the information system and CAS?

First, you need to have a student card. If you don't have yours yet, it's about time. At the office you get your student card you will also be given a username and password to register into CAS for the first time. The password allows you access to SIS (see below), libraries and many more. You then have five days to change your password (but not the username) at [ldap.cuni.cz](https://ldap.cuni.cz) under "My password". There you can also set up your password for the faculty computer network on the faculty domain and look up your login credentials to the faculty computers (sometimes your username will be looking like an email address – something like [novakj@ff.cuni.cz](mailto:novakj@ff.cuni.cz) – but it's not a real email address you will be using to receive messages, you'll only need it to sign up to faculty computers). You can do all this comfortably from home, no need to rush anywhere. Have a closer look on how CAS works and what you can use it for on this website:



*Central authentication service*

## What's the Student Information System?

Called SIS for shortness, it's a common tool for all Charles University faculties. You can find it at [sis.cuni.cz/studium](https://sis.cuni.cz/studium). It will accompany every moment of your studies: it's the place you choose your classes, build your schedule, sign up for exams, get your grades, turn in your thesis etc. You simply cannot go without SIS! To get familiar with the basics of how SIS works, have a look at [manualy.ff.cuni.cz](https://manualy.ff.cuni.cz). The website shows you what actions you'll have to complete in SIS (e.g. sign up for a class). If that's not enough, try asking some more experienced students around you – they had to figure it out too and will help you for sure. And if you still struggle, you can contact the Department for Information systems (Oddělení informačních systémů, OIS) at the [sis@ff.cuni.cz](mailto:sis@ff.cuni.cz) helpdesk.



*Manuály FF CUNI website*

## **How do I get internet access?**

You can connect to the Eduroam Wi-Fi network for free at almost all Charles University buildings. Here you can look up how to register to Eduroam:



*Eduroam*

Eduroam has another useful advantage: most Czech and international universities use it, as well as the Academy of Sciences (Akademie věd ČR) and you can connect to it even at Prague Main Railway Station. Alternatively, at most faculty buildings you can connect to the FFree network. It doesn't need a password but cannot always guarantee the security and stability of Eduroam.

## **Schedules and classes**

Your study plan tells you, what your studies entail, what courses you'll have to complete and what exams you'll need to take during the next years. It's up to you to decide what courses to attend each year and based on that create your schedule for each semester. Most departments have a recommended study plan on their websites to help you with creating your own. It's also good to know that your chosen field of study in no way limits you. You can attend any classes you want, not only at your faculty but across the whole university. Some departments will (luckily or unfortunately) give you a finished schedule, the way you know from high school. If you are among those who'll have to make up their own, you might get a little nervous (or excited). And when you think you finally got around to set up the perfect schedule, the classes you chose might have full capacity or you realise that they aren't right for you at all. Or the department made some changes and suddenly you have two classes taking place at the same time. But hang in there! If you think before carefully about what classes you want to attend and how to organise them into the schedule that suits you best, save the date registrations to classes open and make up a plan B in case something doesn't go as planned, you can make it! And the cleverest of you will even remember to leave some time for lunch – refectories are usually open only from 11:00 to 14:15 (some buffets stay open longer, but we recommend checking that online to be sure, since opening hours can change).



*Refectories' opening hours*

## **Informational meetings**

During the first week of the semester most departments will organise informational meetings for first year students. You might not immediately find out everything you need, but you'll realise that you're not alone with your questions and insecurities, you'll meet your teachers and get some answers to your most burning questions. Some departments, student associations or even just elder students on their own organise icebreaking activities in the form of weekend trips or similar things. To know more about what your department has to offer, visit the department website or its social media pages and check if any student association is planning something that could interest you. Student associations are easier to find on Facebook or Instagram, not all of them have their own websites. Most of these events take place in September, usually in the second half of the month. You will be able to get in contact with your future classmates, but also with your seniors while at the same time getting useful information and tips for the start of your studies!

## **How to stay up to date**

If you want to know more about current events at the faculty, [visit ff.cuni.cz](https://ff.cuni.cz), where you'll find news about upcoming events or subscribe to the faculty e-mail newsletter (available on that website). We also suggest to regularly visit your department's websites. And don't forget to follow the faculty profiles on social media (Facebook: @ff.cuni, Instagram: @ff\_cuni, Twitter/X @ff\_cuni), as well as those of any student association you like. Next to the official faculty profiles another source of information is the Student Council (Facebook, Instagram, and Twitter/X: @stradaffuk). And check your e-mail, as you will get updates on relevant things for you there!



*Upcoming events*

# Matriculation

The matriculation ceremony is the official and traditional introduction to the academic community of the Faculty of Arts – during this event, you'll take the students' oath. It takes place in the Karolinum (on Ovocný Trh, near the Estates Theatre). It will be the same day for all students of your faculty, but you'll be divided into groups based on the initial of your surname, as the hall has a limited capacity. This year's matriculation is scheduled for the 4th of October (scan the QR code for more information).



## *Matriculation*

It's not necessary to prepare for matriculation in any special way, everything you need to know will be explained right before the ceremony. But if you want matriculation to be more than a mere formality to you, you can meditate on what the words of the matriculation oath mean to you: ***“I promise to properly exercise the rights and fulfil the duties of a member of the academic community of Charles University. I promise to respect the glorious humanistic and democratic tradition of Charles University, to heed its good reputation, and to study so that my activity brings universal benefit.”***

### **Should I come in formal attire?**

Yes. You won't be among the most unusually dressed people in the hall anyways.

### **Can I invite my parents and grandparents?**

Unlike other universities, it's not customary to have guests at our matriculation ceremonies. For that, you'll have to wait for graduation.

### **Do I really have to go there?**

You don't, matriculation isn't mandatory. Despite that, it's a long-standing tradition and a symbolic first step into academic life which we certainly recommend. However, the decision is yours.

## FAUST lesson

The unofficial but much more entertaining introduction to the academic community and specifically to Filda (slang for Faculty of Arts) life is the FAUST lesson (the name stands for FAcultative Unofficial Students' Take-in). On this tour of the faculty buildings, you won't only meet interesting people and make new friends but also uncover the most hidden secrets the faculty calls its own. The knowledge you gain here will be helpful to navigate the intricacies of university life. FAUST is a ritual of passage for first-year students, led by the Student Council. The afterparty will then take place at a Prague venue that will be specified before the event takes place.

### When and where?

This year FAUST will take place on Wednesday 3. 10. 2024, starting in the main building on Jan Palach square. The dress code is "Filda casual". For more details check out the Student Council's social media (Studentská rada FF UK on Facebook and @stradaffuk on Instagram).

## General meeting of the Student Fund

The last important event to take place in the beginning of the new semester is the annual general meeting of the Faculty of Arts Student Fund, during which the elections for the Student Council will take place. This year the meeting is scheduled for October 16th, 2024, starting at 16:00 in room P131 (the big auditorium in the main building on Jan Palach square). For the time of the meeting, you won't have mandatory attendance to classes, so you can attend the meeting without any worries.

For more information about the Student Council, its role and the elections please consult the "Student life" section of this handbook. The Student Council doesn't only coordinate student associations and organise events, but together with the official communications and said associations it's there to guide you and provide you the information and help that you need, so don't hesitate to contact us if you have any problems you need to solve. We're there for you during our office hours (which you can find online and on the doors of the Student Council room (room P027 in the main building) or you can write us – either a specific Council member or all of us at [sr@ff.cuni.cz](mailto:sr@ff.cuni.cz) or [stradaffuk@gmail.com](mailto:stradaffuk@gmail.com). We are also active and ready to answer your questions on Facebook and Instagram.

## Glossary of terminology (English/Czech)

### Study plan/Studijní plán

List of all subjects and classes you need to take during your studies, based on the program you are attending. You can find yours at [plany.ff.cuni.cz](http://plany.ff.cuni.cz) and it will also tell you which subjects are mandatory and which ones are mandatory-optional for you (more about the distinction between mandatory, mandatory-optional and optional subjects later in this handbook). Of course, you won't find optional subjects in your study plan, nonetheless it will tell you how many

credits you need to get from optional subjects in order to reach the required count for admission to State exams.

## **Class/Kurz**

The actual form a subject takes during the given semester (sometimes there's more than one option and students can choose between them). Usually a class takes one of three forms: a lecture with non-mandatory attendance (přednáška), an interactive seminary with mandatory attendance (seminář) or a combination of both (in this case attendance can be mandatory but doesn't have to). To find out whether attendance is mandatory or not, read the syllabus carefully and pay attention to the information your teacher is going to give you the first time you attend class.

## **Syllabus/Sylabus**

Description of a course, containing the code under which said course can be found in the Student Information system (SIS), information about its schedule and teacher, an overview of its contents, a list of mandatory and recommended literature, the type of examination, course completion requirements and the number of credits you acquire by completing it. Sometimes there will be requirements that have to be fulfilled to enlist in a course – so-called prerequisites. The syllabus must be accessible to students at least by the time the subject's schedule is published, according to faculty rules. They are available in SIS, on your department's websites or in the secretary's office or your department's library. If you can't find them, try politely asking for them – it's your right and teachers should do their duties the same way you do.

## **Attestation/Atestace**

Formal completion of a course, evaluation of your knowledge or work completed as part of the course. There are several types of attestations: exams, tests, or so-called credits (not to be confused with E-credits!), and colloquia. You can look up in your SIS what kind of attestations you have already completed, and which are still to be done. More information about attestations and requirements can be found in the syllabus. Here's an overview of the different kinds of attestations:

### **Exam/Zkouška (Zk)**

It can be written, oral or both – that means you first write a test, if you pass it the next step is an oral exam with your teacher. The type and contents of every exam are usually in the syllabus, additionally your teacher will give you more information the first time you see them in class. You sign up for exams in SIS. Grades are 1 (excellent), 2 (very good), 3 (good) and 4 (insufficient). Usually, an exam gives you between 4 and 8 E-credits, but the number of credits can change based on the difficulty and according to your study plan. At every exam you have 3 attempts, which you can take from the day you enlist in the course until the end of the following academic year.

A specific time of exam is a written paper. Its advantage is that you can write it at home and usually choose its subject more or less yourself – sometimes it's completely up to you, in other cases you can pick a topic among those chosen by the teacher.

### **Test/Zápočet (Z)**

In some courses a requirement for attestation will be attendance, other times you'll have to do a presentation, actively participate in class, write a paper or pass a test (sometimes even more or all of these...). Some tests require you to sign up, as if it was an exam; at those tests you



will have three attempts, like for exams, but other tests grant you only one attempt – ask your teacher if the information in SIS is unclear. Luckily, most teachers will be prone to giving you a second chance if the first attempt didn't go as planned. There are no grades at tests, you either pass them or you don't. Usually, tests give you 2-4 credits, and you have to complete them in the academic year you signed up for the corresponding class, unless otherwise specified. If a course requires you to complete a test as well as an exam, you will get your credits only after completing them both.

### **Colloquium/Kolokvium (Kv)**

A colloquium most of the time consists in a brief discussion about the course's subject matter. Oftentimes in its place there will be a written test, a short paper or just active participation in class and attendance will be enough, or there will be a less difficult oral test. Dates and registration work the same way as for written tests. If you do well, the word "passed" will appear in your SIS next to the corresponding subject. A colloquium will usually be rewarded with 2-3 credits. Unless otherwise specified, colloquia have to be completed in the same academic year you attend the corresponding course.

### **Final exams/Klauzurní práce (KLP)**

This last type of exam is a sort of practical knowledge test on a specific subject, but most probably you won't ever encounter them at the Faculty of Arts. If your friends attended the Faculty of Law, though, you might hear of "klauzury" too.

### **Credits/Kredity**

Officially called E-credits, they are collected by completing courses. Every year you have a minimum of credits you must reach in order to be admitted to the next year. In the same way, there's a fixed number of credits you need to reach over the course of your whole studies to be admitted to State exams. Technically, the number of credits gained by completing a subject is proportional to its difficulty. Exams and papers should give you more credits than tests and colloquia, but in reality, this is not always true. The best thing is to always check this kind of information in SIS.

# Schedules

## Or how to organise your studies

Surely, you've heard that at university you can set up your schedule however you want; unfortunately, that's not entirely true.

Most courses at the Faculty of Arts are relatively small, so there will be just one class per week, so you won't have a choice but to adapt your schedule according to when your mandatory subjects take place. More frequented courses, like history, can offer you a bigger choice with more classes of the same subject taking place throughout the week.

In the following guide we prepared for you, especially the first three points are fundamental, after that it's only a question of your organization skills.

## 1. Get hold of your study plan

You will find your study plan on [plany.ff.cuni.cz](http://plany.ff.cuni.cz), as well as your department's website or notice boards (those can be found in faculty buildings next to the departments' offices). Your study plan contains all those subjects you must complete during the time of your studies. The best way to do that is by following the recommended distribution of subjects into study years you find in your study plan. You will need to know the differences between the following types of subjects:



*Study plans*

### **Required courses/Povinné předměty (PP)**

are mandatory for all students in your course. When signing up for them, don't forget to check whether they cover one semester or two. In many cases the course will be divided into two classes building up on each other, one taking place in the winter semester and the other one in the summer semester – to access the latter, you'll need to have completed the former in the winter semester.

### **Required courses with an alternative/Povinně volitelné předměty (PVP)**

are different in that they are more loosely tied to the main topic of your studies, and you can choose between a wider variety of classes on different topics. Usually, you can choose as many of them as you like, but there will be a bottom limit of credits you'll have to get from these subjects over the course of your studies – you'll find it in your study plan. Like for required

subjects, there can be specific requirements, such as having completed a beginner course before registering to a more advanced one.

**Optional courses/Volitelné předměty (VP)** allow you to explore your interests more freely, as its completely up to you, which ones you take. You can even choose courses from different faculties than the one you're studying at. But don't take too many of them – the credits gained from optional courses can account only for a given percentage of your total credits.

Another type of courses is **Required courses on common ground/Povinné předměty společného základu**. Among them there are two semesters of philosophy lectures (there's quite a broad choice so we're sure there will be something for everyone), a course called "Proseminar of Academic Work" designed to prepare you for writing your thesis and two language exams – one foreign language on B2 level and Academic Reading in a different foreign language. For those who are studying to become teachers there will be different courses in this section – a teaching module and pedagogical praxis, but they don't have to take philosophy courses and Academic Reading. In every case your study plan will show which ones of these courses are needed from you specifically. And if you still have questions, you can always ask your seniors or teachers.

### **What do the numbers 2/-, 2/1 or 2× 2/2 in the study plan mean?**

You will find these numbers in the list of classes contained in your study plan. The first number tells you how many lecture hours per week the course entails. The second one is basically the same, just for seminars. So, if you for example see a course described as ZS 2/-, LS 2/2, that means that in the winter semester there will be two hours of lectures every week and in the summer semester too, as well as two hours of practical seminars.

## **2. Look up the current schedule for your courses**

Most departments upload their schedules to [rozvrhy.ff.cuni.cz](http://rozvrhy.ff.cuni.cz) (see QR code), but some don't, so that you will have to go to the department's website or find them in printed form on your department's notice board (we recommend checking notice boards regularly as there will often be a lot of relevant information as well as invitations to interesting conferences or other events). Departments must publish their courses schedules not later than a day before the start of registration to courses in SIS. On [jc.ff.cuni.cz](http://jc.ff.cuni.cz) you can find schedules for language courses, [ufar.ff.cuni.cz](http://ufar.ff.cuni.cz) shows you philosophy courses and [ktv.ff.cuni.cz](http://ktv.ff.cuni.cz) is for sports and physical education – those aren't required unless you study sociology or psychology. Most schedules should be available to you in SIS.



*Schedules*

## What do the letters C, P, H, NP next to room numbers mean?

Being the biggest faculty at Charles University, the Faculty of Arts operates in more than one building. The most important are the main building on Jan Palach Square (P), the buildings at Celetná 13 and Celetná 20 (C), Špork Palace in Hybernská street (H) and some departments in Na Příkopě street (NP).

Sometimes you'll move between buildings even more than once a day, so when setting up your schedule don't forget to calculate enough time for that – by foot you can make it from the main building to Celetná in about seven minutes, to get to Hybernská or Na Příkopě you'll need about ten minutes. At the end of this handbook, you can find a map with all those and some other, lesser frequented buildings.

## 3. Get familiar with the credit system

If you don't reach the required number of credits each year, you'll be forced to end your studies prematurely. In the case of bachelor's studies this means 50 credits for the first year, for master's studies 40 credits. All courses you take, those on common ground too, are considered here, but keep in mind the maximum amount each type of courses can contribute to the final credit count, so-called **effective credits**. You can of course take as many optional courses as you want, but they can account for your credits only up to a certain number, given by your study plan. Therefore, it's important to complete your required courses and those required with an alternative. Those studying two programmes at the same time (so-called joint degrees) won't have to complete as many optional subjects as others, since they will already have enough work to do. Detailed information can be found under Study Organisation Rules online:



*Study Organisation*

### **So, I only have to sign up to just enough courses to get the minimum required number of credits?**

It's better to choose some extra courses on top of that, so you'll get enough credits even if you won't be able to complete some of your subjects in time – if you don't have enough credits at the end of the year, you're out. Generally, the first year is the most time-demanding, while you also must get used to everything new all at once, so better don't take too many optional courses right in the beginning. A little bit over the minimum is ideal.

### **How does it work for later years?**

Technically, each year of studies should give you 60 credits, but the minimum number you need to achieve to go on to the next year is set at 50. The second year is a little more relaxed,

at its end you must have at least 90 credits (counting both those from the first and second year), at the end of the third year 120. But if you stay within those limits, you'll probably have to take an extra year, as it's required to have at least 180 credits to take State exams (those are the final exams at the end of your studies).

## **4. Choose your courses**

### **Which subjects should I take?**

Usually, it doesn't matter which courses you take during which year of your studies, only sometimes there will be specific requirements such as previous or simultaneous completion of another course. These requirements are always displayed in your study plan and the course's syllabus. Each department should also provide a recommended distribution of courses to help you organise your studies. You can find those recommended study plans online, or your teachers will introduce them to you during introduction classes or the first week of the semester. Many departments encourage a great degree of individuality and freedom when it comes to the choice and distribution of courses by students. We recommend checking the syllabus of each course and doing what feels right for you. You can also just peek into courses in the first two weeks and then decide which ones you want to take for the semester – that's why SIS allows you to register (or cancel your registration) for a certain time after the beginning of the semester. Finally, we suggest planning clever – don't take too many difficult courses at the same time and start early with your language courses, so you will have more time to prepare for foreign languages exams.

### **How many courses are ideal?**

What matters most is that you reach the required number of credits. Credits are also important when it comes to scholarships – a student with an average grade of 1,0 and 60 credits probably won't get a scholarship if someone else has the same grades but let's say 75 credits. (For information on scholarships, see the "Finances" chapter of this handbook). You may think that you have few courses, especially in comparison with high school, so you may be tempted to add more of them than is good for you. University courses however require more attention and preparation, if you end up with too many classes one after another without any breaks, you won't get anything from them as you'll be burnt out soon. Furthermore, a typical lecture is 90 minutes long, more than most high school students are used to. Seminars are usually only half that long, but they require you to constantly work at home and prepare for next week's class, so don't overdo it and leave some breaks in your schedule especially before them. Even if your tactic is to "stuff" all your classes in three or four days, don't expect having nothing to do the rest of the week. You will spend maybe another day in libraries and doing your homework. Also, during your first year you still have to get familiar with many new things and that also requires energy and time!

### **What if two classes I like overlap?**

Hopefully, you will be able to solve the issue by taking one of them in the next semester. If you follow the recommended study plan, anything like that shouldn't happen anyway with your required subjects, but it might happen quite a lot if you combine two programmes (joint degrees). If it's not possible to take one of the courses later, you can try asking your teachers if they would mind you alternating both classes by taking each of them only once in two weeks.

You will maybe have to reach in extra work, such as a presentation or paper, to make up for the missed classes. Usually, teachers will understand your situation and be eager to accommodate you. If that's not the case and you're struggling to get all required attestations in time, contact your department's management or the Vice-Dean for Study Affairs.

### **I already know a foreign language well. Can I sit the exam without going to classes before?**

Yes! Just check the language centre's website (see QR code) for any eventualities. If you prove to already have a qualification (for example FCE), you won't even need to take the written part of the exam. In any case you'll have to take an oral exam, so we recommend contacting the language centre to ask for information on exam dates and requirements:



*Language centre*

### **Can I sign up for more language classes without having to sit an exam?**

Yes, you can. Beginner courses don't require you taking any exams. Some courses, like Academic Reading and Writing, can be taken even more than once. Usually, the language centre's courses are supposed to prepare students for language exams, but there are other options, like courses focusing on conversation in a foreign language – which can also be useful if you feel insecure expressing yourself in the language of your choice in an exam situation. Other courses are specifically designed for absolute beginners who don't know the language at all yet. The best advice we can give you is to always read the syllabus carefully!

## **5. Enrol to classes in SIS**

You need to sign up to all courses you are planning to complete in the given semester in your Student Information System (SIS, [is.cuni.cz/studium](https://is.cuni.cz/studium)). If you forget to sign up for a course, you can't get any credits from it, even if you complete all required exams (you would have to ask for additional enrolment and hope that they'll make an exception for you). For the winter semester 2024/2025, enrolment starts on the **20. 9. (07.00)** and is open until **11. 10. (23.59)**. To sign up for a course, it helps knowing its code in SIS – those can be found in your study plan. By typing the code into SIS, you will find the desired subject, then click on the “enrolment” and “schedule” icons to add it to your schedule. The required subjects from your study plan are easier to find, just click on the “enrolment (study plan)” icon and there they are!

It's good to first sign up to common ground courses (philosophy, languages, physical education) as the demand is usually higher than the courses' capacity and it's not uncommon for the system to be overloaded for a few hours right after enrolment begins. Check out your department's websites too, from the beginning of September onwards there should be information about enrolment. Next sign up for seminars and required courses with an alternative as they have limited capacities – check the SIS to see how many places there are left. You can also sign up to them later but be aware that they can be full very soon (read as:

it's a question of minutes or even seconds after enrolment opens). Lectures don't usually have a maximal number of attendants, so don't worry that there will be no place for you. After signing up for all classes you like don't forget to hit the "validation" button to get checked if everything is fine.



*Enrolment guide*

### **Can I go to classes even if I wasn't able to enrol in the course?**

Formally not, but you can try. There's always someone who cancels last minute or just doesn't go to class, so most teachers will tolerate unenrolled students at least during the first weeks, before enrolment closes. We suggest putting the course on your waiting list and constantly try enrolling again – sometimes teachers will be able to increase its capacity if the demand is high enough. In case someone signs out, the first person on the waiting list will be automatically enrolled in the course and so on. You can also directly contact your teacher to find a suitable solution.

### **What if I want to change my courses mid-semester?**

You should have enough time during the first weeks to see which courses you like and want to take for the semester. After enrolment closes, you cannot make any changes and should complete the courses you signed up for. In exceptional cases (such as long-term illness) you should contact your teachers or the Study Affairs Office. More information in the following faculty regulations:



*Rules and Regulations*

## **6. Check the schedules**

The situation gets better from year to year, but still some departments publish their courses' schedules too late or forget to do it altogether. If it gets too close to the start of the semester and you can't find the needed schedules anywhere, don't hesitate to politely ask for them in an email to the department's secretary – contact information is on the department's website

# Studies

## What to expect

You managed to complete all tasks from the earlier chapters and can't wait to enjoy your studies in peace?

You wish! That was just the beginning – and while the introductory battles with the faculty's bureaucracy is over once and for all now, years of Sisyphean labours are coming for you in the form of unreliable printers, irretrievable books, and obscure exam dates.

## Literature, textbooks, resources

At a humanities school, you simply cannot exist without books! It would be great to have them always at hand in your own Bookshelf, but that's not really doable. Not only because books unfortunately tend to be a little expensive, but also because sometimes finding them can get quite tricky. You won't always have time to browse through antiquary shops or wait for a new edition of that one hard to find book you desperately need. The National Library of the Czech Republic (Národní knihovna ČR) is working to digitalise the most important and at the same time inaccessible texts, so try your luck! (see QR code). It's better to wait until you're sure what you want to specialise in before buying expensive books you won't need.



### *Books you won't find on the market*

Especially important for you is Jan Palach library (Knihovna Jana Palacha, KJP), the biggest library of the Faculty of Arts, situated in the main building. You should also be familiar with other libraries at the faculty (such as the Historical Cabinet or the library at the Archaeology department) and the National Library in Klementinum. Sometimes you can't take a book home but only consult it in the library itself. On [kramerius.cuni.cz](http://kramerius.cuni.cz) you can find older and harder to come across texts, which you can access in digital form in the faculty libraries. It's one of many digital sources provided by Charles University or specifically the Faculty of Arts. It can also be a good idea to try out the City Library (Městská knihovna), which operates in several buildings spread out all over the city.

## What if I really want to buy some books?

The cheapest options are of course libraries. But it's true that you won't always get what you want – sometimes a book is already taken by someone else, or the library just doesn't have it. To avoid these inconveniences, you should learn to use the faculty provided search engine at



[ukaz.cuni.cz](http://ukaz.cuni.cz) (see QR code). It shows you in which university libraries you can find the book you're looking for, and it includes online catalogues too. You can even search for papers, theses, and other materials. And don't worry if the book you need is available only at a different faculty – as a student at Charles University, you can still borrow it!



*UKAŽ (online search engine for library contents)*

If you need a book for a seminary or as required literature, don't hesitate to ask your teachers. They for sure know where to find it and will be able to help you. They could even lend you their own private copy, but in that case be careful to not lose it or drop the contents of your coffee cup on its pages...

We live in a time where books no longer need to be printed to be accessible to you. Charles University owns access to extensive online databases, where you can download the most prestigious journals in your field as well as popular literature. This digital library also contains all e-books from the faculty publishing house (Vydavatelství FF UK) and open-access faculty journals. To help you get around in this area the faculty library offers schooling in the use of online resources. After that, you'll know how to navigate around the faculty libraries and its online extensions comfortably from home through the UKAŽ portal ([ukaz.cuni.cz](http://ukaz.cuni.cz)).



*Online resources*

## **Online resources**

Another way to access resources is directly from the database. There you can browse journals, e-books, articles and many more. Everything works on the university computer network. If you want to use its advantages from home, you can gain remote access (with the same login information that you use for other university apps). From the university portal you can access databases such as JSTOR (historical articles) or EBSCOhost (full text database of journals and books including faculty production).



## Database

You can learn about specialised resources and where to find them in the required subject on common ground Proseminar of Academic Work (SIS code: APROSAP01). The faculty library also offers workshops where you will have all your questions answered. You can find those on the library's website.



## Library workshops

### **I still want/need some books at home. Where should I go?**

Some textbooks specifically made for given courses (Czech: skripta) are available in the University bookshop Karolinum at Celetná 18 ([knihupectvikarolinum.cz](http://knihupectvikarolinum.cz)). The Faculty of Arts also has its own publishing house and online shop ([eshop.ff.cuni.cz](http://eshop.ff.cuni.cz)), where you can get all books and journals with a student discount of 15%. At [books.ff.cuni.cz](http://books.ff.cuni.cz) you can view the full catalogue of faculty publications. There are also specialised publishing houses (such as OIKOYMENH for philosophy) – it's worth checking if there's something that matches your interests. If you buy books directly at the publishing house have a chance to get your hands on rare ones, again for a nice discount. Even normal bookshops have similar offers – just show them your student card and enjoy! It's also nice to look around antiquarian and second-hand bookshops, they are everywhere in Prague (or online at [muj-antikvariat.cz](http://muj-antikvariat.cz)) and you can find real treasures there! Many people also offer used books for sale on the faculty notice boards or in Facebook groups. And have you ever noticed those books lazing around on windowsills and elsewhere around the faculty corridors? They are usually free to take – just be careful to not take home something that's part of an exposition! Your seniors will also be happy to get rid of their old textbooks. Textbooks are furthermore available at Haňta's Book Bazaar, which you will find next to the entrance to Jan Palach Library – there you can take what you want and leave what you don't need. Again, don't underestimate the power of technology and social media. In the faculty Facebook group (Filozofická fakulta FF UK) or smaller, subject-based groups many seniors and alumni offer their old books for little money or even for free.

### **Overview of our “go-to” libraries**

The Faculty of Arts owns 27 physical libraries, which are located within our “Filda” buildings. You can find the opening hours on our FF UK web (see QR code). All you need to do is register to the Library of FF UK and enjoy all the perks of not only the FF department libraries, but all the UK ones as well.

To register you need at least one ID card issued by UK (there is also one for the public). To acquire the ID, you need to fill out and send the electronic registration form for usage of UK Library services ([knihovna.cuni.cz/e-prihlaska](http://knihovna.cuni.cz/e-prihlaska)).



*List of all the department libraries*



*E-registration to the libraries*

## **Jan Palach Library – FF UK**

**Monday – Thursday 8 – 20, Friday 8 – 18 (for current opening hours follow web: [knihovna.ff.cuni.cz](http://knihovna.ff.cuni.cz))**

Currently the largest library (Usually shortened as “KJP”), part of the network consisting of 27 libraries. As a multipurpose workplace it serves mostly students studying for bachelor’s degrees as well as fills the role of central library and study centre of FF UK. You can find fundamental materials for most of the majors – especially ones, with their own department in the main building of FF UK on náměstí Jana Palacha. Many events also take place here: seminars regarding electronic sources, debates, or lectures. Details can always be found on their website (see QR code), for more up-to-date information check out their Facebook page (see QR code).



*KJP website*



*KJP on Facebook*

In KJP you can find a computer room and three traditional study rooms, as well as one with sixteen separate study accommodations, one intended for seminar presentations and so on. If a study room is free, it is possible to use it even without a reservation – only by the time someone with a reservation comes to use it. Details regarding the reservation process as well as the reservation timetable are displayed on the KJP website.

## **Other FF UK libraries**

Another important library is Celetná Library, which offers (like KJP) materials concerning themes within studied courses within Celetná building. It is located on the ground floor of the faculty building on Celetná street (Celetná 20 to be exact). Located in Hybernská street is the Spork Palace Library. Many faculty programs or courses have their own department library (see beginning of the “Overview of our “go-to” libraries”)

So called “Biblio-boxes” can be used to return books to the library, within the building of which the library is located. (do not use it for old books, they tend to get damaged). There is one biblio-box in front of the entrance to KJP, another on the ground floor in Celetná building and another one in Spork Palace next to the coffee machine. The consensus is that if the library is open, you should return everything in person, use biblio-boxes only when you come in past the opening hours.

## **Municipal Library of Prague, Central Library**

**Mariánské nám. 1**

**Monday 13.00 – 20.00, Tuesday – Friday 9.00 – 20.00,**

**Saturday 13.00 – 18.00**

This is a public library with an array of sections for children and for adults, specialised musical, theatre, and film sections as well as a “pragensis” section (everything regarding the city of Prague). There is accessible Wi-Fi, several areas for studying (they even offer earplugs for those who need some peace and quiet to concentrate). You can find materials that are not easily found elsewhere. The library fundus focuses on humanities such as history, literature, or psychology. You can access the academic database (about topics such as law, music, film...) and the library offers a number of special services (overview on any academic topic from the database, digitalization of materials etc.) Your Library pass can be used in any of the branch libraries (there is a list on the library website), and you can then return books in any of the listed libraries. There is a reservation service with delivery (delivery of any book from further libraries to a library closer to you) – although if you need the book ASAP, we suggest going to the library in person.

This Library is not only for those who need to study: its underground floor has a 3D cinema, there are many interesting lectures, meetings and workshops taking place, you can learn how to use a 3D printer and many more useful skills. Yearly registration fee is 60 Kč (you can use a membership card provided by the library for an additional 20 Kč, your Lítačka or ISIC card), book reservation fee is 25 Kč.



*Municipal Library of Prague*

## **National Library of the Czech Republic in Klementinum (NK)**

**Mariánské náměstí 190**

**Monday – Friday 9.00 – 22.00, Saturday 9.00 – 19.00**

**Service hall: Monday – Saturday 9.00 – 19.00**

This library is open to the public too, but it is designed specifically for university students and researchers. The National Library has the largest portfolio of publications and literature in the country. Since the library's main goal is the preservation of all publications issued in the Czech Republic and these efforts are protected by Czech Law, most books in Czech language can be accessed only in person (aka in the study hall) – in many cases you are working with the originals. If you need something from the national fundus or the National Library Archive, you can go to the library's central depository in Hostivař (Štěrboholská 55, Prague 15). The National Library also manages the online catalogue at [skc.nkp.cz](http://skc.nkp.cz), which searches Czech libraries and other institution for whatever materials you need.

Yearly registration fee is 100 Kč + 10 Kč for a membership card. More info is available on [nkp.cz](http://nkp.cz)



*File Catalogue ČR*



*National library*

## **Slavic Library**

**Located in Klementinum, same as NK**

**Monday – Friday 9.00 – 19.00, Saturday 9.00 – 14.00**

This Library will be helpful for those interested in Slavic studies. It is possible to rent magazines and newspapers in almost all Slavic languages, though only in person. Some books can be accessed freely, for others you need to fill out a form in the electronic catalogue. There is an online database, but sometimes older books can be found only in physical catalogues located in the library. It is possible to borrow most books published after the year 1945 (in the case of Czech and Slovak books after 1918). No need for library passes here if you are already registered in NK.

Yearly registration fee: 100 Kč (NK)



*Slavic Library*

## **Library of the Czech Academy of Sciences (AV ČR)**

**Národní 3**

**Monday – Friday 9.00–19.00**

A quiet library with a vast database of literature. Most books can be accessed freely, but for some you'll need an online reservation – don't worry the waiting time is max. 30 minutes. Many of the Czech Academy of Sciences' department libraries fall under this library, but you need to register separately to access those.

Yearly registration fee: 190 Kč (for 6 months: 100 Kč) + 50 Kč a library pass (Registration on your own card instead of the KNAV card is free of charge)



*Library Czech Academy of Sciences*

## **National Library of Technology (NTK)**

**Technická 6**

**Monday - Friday 8.00–22.00, Saturday - Sunday 10.00–22.00**

**assistance operations: Monday 9.00–20.00,**

**Tuesday - Friday 9.00–17.00**

**Night study hall: Monday - Friday 20:00 – 8:00,**

**Saturday - Sunday 20:00 – 10:00**

Even though this is not a library focusing on humanities, it can be useful during your studies. The library is located in the area of VŠCHT and ČVUT (technology and science-focused universities) and inside you can find a Municipal Library of Prague department and even a café. The biggest advantage of NTK is its study corridors, which cover most of the inside of the library and are open for all students and the public to use. If you decide to study at night, it is possible to register to the library for a yearly fee of 50 Kč and gain access to the night study hall. Take some warm clothes though, it gets quite chilly at night.

Ukrainian Citizens have the first-year registration for free, but all foreigners must show some form of valid living address. More information regarding the registration can be found online. Of course, during exam times keep in mind that the place will be very busy.

Yearly registration fee (for students): 50 Kč

Foreigners must show documentation of their place of stay, such as a valid housing or dormitory contract.



*Library of technologies*

## Copy and print

Those big machines, which serve as copiers and printers simultaneously, are hard to miss when you roam through the faculty hallways. They can be found in the main building on the 2. and 3. floor as well as in the Jan Palach Library. There are 3 printers in the building on Celetná 20, one of them in the library on the ground floor, 2 in Špork Palace (one inside their library) and 3 in the Na Příkopě building. To use them, you need a valid Student card (ISIC) or your login information to CAS (central authentication services).

### How does it work?

It's easy. Put your ISIC card onto the card reader in front of the printer (be sure you have enough money on it – you can charge your ISIC card through WebPay on [myq.ff.cuni.cz](http://myq.ff.cuni.cz) or in cash by using one of the charging machines in the computer study hall in KJP) Then just follow the instructions on the printers display (available in Czech and English) make sure you did not set anything you do not want (number of copies, minimalizing, maximising, etc.) and push the start button.

Print and scanning work similarly. If you need further clarification, try this website:



*Printing services in the faculty*

### I ran out of money during printing or scanning. What should I do?

In this case the machine pauses the scanning or printing process by itself. You need to charge your card and then continue where you stopped. When printing, the machine shows you beforehand how much money you still have on your ISIC and how much you'll need, so this shouldn't happen that often.

### The printer is acting up. Should I report it?

If it looks like the machine is malfunctioning, follow the guide on the display – often it's a piece of paper stuck in the machine. If not, alert the Laboratory of computing technology (LVT) – contacts can be found near the machine or on the website: [ff.cuni.cz/fakulta/oddeleni-dekanatu/laborator-vypocetni-techniky](http://ff.cuni.cz/fakulta/oddeleni-dekanatu/laborator-vypocetni-techniky) .

It can help others who will try to use the machine after you. If you do not report the malfunction, it could take quite some time for LVT to manage it on their own. If you are using the machine in the KJP, alert the staff – ideally someone in the computer room. They are either going to help you or at least let the LVT know about the problem, and you can just go on with your day.

## Computers and internet

At "Filda" there are many options for working with computers. In the main building on náměstí Jana Palacha, there are some free-to-use computers in the Jan Palach Library (KJP) on the underground floor – in front of the bistro "Mezi Řádky" turn left, go down the stairs, through the



door into the library you will find them right there, in the Red study hall. If you turn right at the end of said study hall, you can find the computer room with the printers.

Other (usually free) computers can be found in the study halls of each department library. All of them are logged into the faculty domain. Study rooms are open every day during the week, individual opening hours can vary.

In case of need there are many electronic devices available in the KJP too. You can borrow laptops or tablets from the boxes in the back of the red study room. Before you borrow a device for the first time, you need to sign a contract, so make sure to stop at the library reception. There you can also borrow chargers and laptop covers. Other devices such as e-book readers and tablets or earphones and phone chargers can also be found in the Jan Palach Library. You can borrow anyone you need, just come to the reception and ask. More information regarding the services provided by KJP can be found on their website. (see QR code)



*Library of FF UK*

## **Examination period**

At the end of each semester, the teachers create and share time slots for each exam in the system (SIS) for students to sign up. During the examination period, just come on time, prepared and to the right place. Beginning and end of each examination period can be found in the academic year timetable.



*Timetable*

## **Finals week**

During the last week of each semester some seminars do not have classic lectures but use the final hours for writing tests and other attestations. It is not a rule though – more often than not finals are written during the examination period.

## **How do I sign up for my attestations?**

You only need to sign up for exams. Regarding colloquium and accreditation, you will decide on a date with your teacher during the semester, and it is considered that the agreed upon date is binding for all the students of that course. If the date is inconvenient for you, it's possible

to take your test during the teacher's consultation hours – you need to contact them and decide individually. You sign up for the exams in the SIS.

### **What if I sign up but cannot attend?**

Don't waste your time and sign off from the exam in the SIS, otherwise it counts as a failed attempt. You can sign out no later than 3 days before the exam (the end dates for signing off are shown in the SIS). If you don't manage to sign your name off from the exam, and you have a valid reason for not attending, try writing an email explaining your situation to the teacher.

### **Exam dates, given by the teacher, are not working for me.**

Try to talk with the teacher and find a date that would work for the both of you. Remember that each teacher must give at least 3 different dates during which you could attend the exam (in the summer examination period one date is always scheduled for September), and the dates given must meet the needs of the students – if the teacher refuses to do so you can complain. As the Studies and Examination Order of Charles University states, the number of possible exam dates must be adequate to the number of students and cannot be less than 3 (see [cuni.cz/UK-8916.html](http://cuni.cz/UK-8916.html)).

### **I am missing a course in my electronic signup sheet. Can I still come in for the test?**

This is unfortunately not possible. Keep in mind to check your electronic signup sheet before it closes, so that something like this doesn't happen. It's your duty as a student. It should also be noted that when a course requires having a set of other activities/courses finished and you did not do so, the course will automatically be erased. So, if you pay attention when signing up for all the courses you want, and don't forget to do it all on time and check if everything is right, you're all set. In case your course is not in the electronic sheet, you can file a request (see QR code) to have the course additionally signed up manually into the sheet (the dean resolves these issues). But, if it cannot be rationally argued, you cannot expect for the request to be accepted, and you might even be pushed towards prolonging your studies due to your own negligence.



*Filing office*

### **My test results were not uploaded onto my SIS account.**

Sadly, this is a problem that occurs quite often despite the faculty's efforts to eliminate this issue. Based on the Code of Conduct ([ff.cuni.cz/fakulta/predpisy-a-dokumenty/vnitri-predpisy](http://ff.cuni.cz/fakulta/predpisy-a-dokumenty/vnitri-predpisy)) the teacher should upload your exam results in SIS no later than 9 days after the exam. If the problem persists after the deadline, notify your teacher via e-mail. Every department has a "local SIS administrator", who can also upload the results to your SIS profile. Just keep in mind that even the administrator won't be able to do anything without consulting the teacher themselves. Who is the local administrator of SIS in your department can be found

by opening the QR code. If not successful, turn to the head teacher of your department, who will resolve the situation. Entering the results into the system is an entirely departmental issue, so do not turn to the department of studies and their personnel – they won't be able to help. If you find yourself in a situation when the issue, despite your efforts, is not being resolved, contact the vice dean via e-mail, so she can intervene.



*SIS admin contacts*

## **What if I am not able to pass all my exams in the examination period? Can I be expelled for this?**

Based on the Code of conduct of the “Rules for organisation of studies on FF UK” you may pass your exams no later than by the end of the following school year or try to pass that year but in different time slot offered by the teacher (annotations of courses in SIS usually do permit attending the exam on 3 different dates, so just look through it and see if you're eligible). If you do not use the 3 dates offered, the course is considered failed. It is also important to have the passed examination logged in your SIS account by the end of the date on the annotation of the course.

## **I have no more tries left for passing my exam. Can I sign up for the course again?**

The dean can, based on recommendation of your department's head teacher, allow for you to retake the course (with 3 new tries to pass the exam). Although unless you have a good enough reason why you need to re-do the course, your request will most likely be denied, since such a situation is taken quite seriously by the faculty. Therefore, handle the opportunities you have with much consideration and try to pass so you can move on with your studies. Also remember that the 3 tries are only applicable for the exams – tests for accreditation usually don't have a fixed number of retries (although in some cases you can find this information in the annotation of the course; when you sign up for accreditation in SIS, same as for other examinations, you can choose from 3 dates as well).

Don't forget: If you use up all your retries for the courses you need to pass, to be allowed to take the state examination at the end of your studies, and you are not allowed to retake the course again, the faculty will automatically terminate your studies!

## Evaluation of studies

You were excited for the whole “uni experience” in the university of your dreams but oh no! you find yourself bored in class, the teacher is not catching your attention, you’re becoming passive during lectures and the studies are just not captivating anymore. Or you’re standing in front of the lecture hall and no teacher in sight? Obviously, it is better to let the teachers know and fill them in on what is causing you discomfort as a student. Not everybody has the confidence to do this face-to-face though, and not every teacher reacts accordingly to direct feedback. That is why, many years ago, FF established a system for students to evaluate their studies; keeping in mind it needs cooperation of both parties: the ones giving and those receiving the feedback.

Currently, the evaluation is given at the end of every semester, in online form. Even though you “log into” the evaluation questionnaire through your SIS information, the questionnaire is anonymous so feel free to be (respectfully) honest. The faculty sends several emails, through which you can get into the questionnaire instantly. The results of the evaluation can be found online on the faculty websites (see QR code).



### *Evaluations*

#### **Is it worth it to fill out the form?**

Definitely. Even if some questions might sound bizarre, it helps your future colleagues to choose their courses better, based on the feedback. It also helps the head teachers of each department to see which of the teachers are doing a wonderful job and who does not meet your expectations. Finally, you help the teachers who are doing a wonderful job to keep on advancing. Both students and teaching staff, even the faculty personnel and directory strive from this feedback: it reveals more than traditional ratings. Also, inactivity regarding this questionnaire marks a certain level of passivity from the students toward their studies.

Make sure you are being assertive, since the results are assessed by the faculty directory, who uses them as a supporting and relevant criterium for creating and adjusting accreditation of different majors and sometimes has a sway in legal and work relationships between the teaching staff. The evaluation results are publicly accessible, and there are two faculty commissions who analyse and evaluate them after each semester. Yes, evaluating evaluations.

## Information for Ph.D. studies

Ph.D. studies are done under the supervision of an advisor, sometimes with the help of a consultant. Ph.D. students are observed and evaluated by a council of people from their department. Unlike bachelor’s and master’s studies, Ph.D. studies are based on an accreditation system, not on advancement to an upper grade or class.

Ph.D. students create their own individual study plan (a.k.a. ISP). It's a key document, which contains information about the overall matter of study and its specifics for each Ph.D. student. Ph.D. students create their ISP with the help of their advisor, in order for it to be in accordance with the necessary parameters of the faculty's "Study and examination" code of conduct as well as the "Regulations for organisation of studies" at the faculty (see QR code).



### *Internal regulations*

After enrolment, Ph.D. students find the base lines of their ISP in SIS, then they need to complete them with the help of their advisor. The ISP must be in accordance with the study plans and rules of the student's chosen major. Specifics about necessary attestation are put together after a consultation between the Ph.D. student and their advisor. The draft version of the ISP is then reviewed by the advisor and submitted to the council for review and final approval (during October – November). Students are notified about the approval via email.

Progress in ISP is (by rule) reviewed on a yearly basis. There, Ph.D. students evaluate their work done during the academic year. This yearly evaluation takes place in accordance with the timetable of the academic year, found in SIS (sometime between 1.-30.9.). During this period students can comment on their evaluations (it is advised to specify each academic activity when filling out the comment section for "academic activities"). It is not mandatory for the student to evaluate their work, but it is an opportunity to show their progress in their studies. It is, however, mandatory for the advisors and the council to evaluate the student.

More information regarding Ph.D. studies can be found on the faculty website in the "Department of Ph.D. studies & academic qualification" section.



### *Ph.D. studies*

## **Language studies**

If you would like to become proficient in a second language, or you're going abroad and want to understand the people there, enjoy the range of languages classes offered by the language centre ([jc.ff.cuni.cz/kurzy](http://jc.ff.cuni.cz/kurzy)). You can choose many languages, among which English, German, French, Russian, Spanish, Italian, and even Latin. Many courses are taught by native speakers.

The language centre is also a place where you will be tested from a language you choose as part of the mandatory accreditation needed for all students of the faculty to graduate. One

accreditation consists of an exam on a B2 level and an exam from academic reading. For the second one you “just” need to understand a piece of text with the help of a dictionary. You do not need to speak in a foreign language during this exam. However, that will not be the case for the B2 proficiency level examination, since it consists of a conversation about an academic text in the language you choose to be examined for. The specific outline of the accreditation is given by your study plan. You can sign up for it at any time during your studies.

Since the accreditation is a bit different from other courses, you can sign up for the course not only during the registration period, but also at the beginning/end of the examination period. After if you register for the course of the language examination, you still need to sign up for a time slot to take the exam.

You can prepare for the examination through preparation courses or ones concentrated on specific skills. The academic reading exam can be also completed by attending the academic reading course, which is taught during the semester. It is designed in a manner that mirrors the actual exam and is passed by finishing a concluding homework. Taking courses in the language centre can be helpful but, unlike the exams, it is not mandatory. You can also prepare by yourself, whatever suits you more.

Details can be found by scanning the QR code.



Language centre - examinations

## **Studying abroad**

Each student of our faculty has the opportunity to study abroad at least once during their studies. The most frequent stays abroad are done using the Erasmus + programme. Thanks to this programme you can access many prestigious universities and be granted scholarships, which can help you cover the living costs abroad.

A list of offers for the current academic year can be found on the website of the Department of International Studies.



*Department of International Studies*

Each department has their own “Coordinator of International Studies” who can be of immense help when dealing with the formalities and has all necessary information regarding open positions in the programme. Find out who is your coordinator on the Department of International Studies’ website.



*List of coordinators*

The offers for studying abroad are announced periodically based on interfaculty and interuniversity deals, and one-time scholarship and commercial offers are managed by the Department of International Studies.

For Ph.D. students there is a special option to study under “double guidance” (from French *cotutelle de thèse*), which allows them to write their dissertation theses with the help of two advisors simultaneously (one from FF UK and the other one from a foreign university). The student is enrolled into Ph.D. studies and therefore fulfilling their obligations at both universities. The deal behind this type of studies must be approved by both universities. A candidate for this type of Ph.D. studies will have to contact a coordinator tasked with this specific agenda.

### **But it is only for the best students, right?**

Hardly. Even though everybody who has been studying abroad loves the programme, there are usually many slots open and empty. Of course, when it comes to prestigious and well-known universities, you need to fight for your place and have excellent grades as well as language proficiency and make sure you can show a strong motivation. Do not push aside lesser-known destinations! They are more accessible, less confusing when you get there, teachers pay more attention to you, and you might be prompted even more to learn the native language since English might not be enough. Wherever you decide to go, count on having a solid CV and a strong motivational letter. Entrance interviews are not a common practice, but you can still stumble upon one or two: in that case, just be prepared and keep your cool.

If you want to learn more, scan the QR code:



*Studying abroad*

## **How long before the trip do I need to start looking into the requirements for studying abroad?**

It is important to keep in mind that the larger the program the sooner you need to start preparing to apply, even a year or more beforehand. Application deadlines for interuniversity applications are by the end of February. Deadlines for Erasmus+ are by the end of March, depending on the department. Free slots for spring are usually divided into two turns, the second one being in October of the following academic year.

## **What is the best moment to travel abroad?**

Practically no program allows first year bachelor students to participate. Otherwise, it is up to you. Some students prefer to apply and go during the second year, because they do not want to be burdened by the bachelor thesis. Others prefer to write their thesis specifically when abroad. Either way it is important to track mandatory courses so that you may end your studies when you want and not have to prolong them just because you went abroad.

Also remember that you can go abroad multiple times. Not only during your bachelor but also during master's studies.

## **Can I expect some form of financial aid?**

When going abroad through Erasmus +, you can count on a scholarship – in more expensive countries they do not cover all the costs but can be helpful, especially in cheaper locations. In other cases, it depends on the type of program you are applying for. For many interuniversity deals, you will have to cover some of the costs yourself. You can ask for financial aid from the Mobility fond of UK and Mobility fond of FF UK twice a year (those however have sooner deadlines than the applications for travelling itself, so keep that in mind), for trips to summer schools from the Internationalisation support program on UK-POINT. There is also a possibility to submit an application to the Anglo-Czech Educational Fund when going to an English university (they are offered once a year).

To gain a better understanding regarding the financial aid that faculty and the university offers for students wanting to travel abroad, scan the QR code below.



*Scholarships and grants*

## **Other forms of study**

Beyond its own study programmes, the faculty also offers other study opportunities, which are, however, paid. The “University of the Third Age” (U3V) may not be of much interest to you at the moment, but you may already be interested in the offer of lifelong education (CŽV) courses.



There is a variety of interest-based courses available, but also specialised vocational courses to gain further qualifications, broadening competences and preparing for certain specific jobs. Qualification courses are usually offered for teaching, educational counselling, psychology, archival science, or translation.

You can find the specific course offers, contact information for the Further Education Centre and more about these courses by scanning the QR code below.



*Lifelong education*

## Special needs

**Or: where to seek help**

Do you suffer from a visual, hearing or motor disability, a specific learning disability, a chronic somatic illness or are you dealing with psychological problems? If so, this chapter can help you to complete your studies successfully, nonetheless.

There are services available at UK for students with special needs, and therefore at FF UK as well. These services are managed by the Carolina Centre and a detailed overview of the various forms of support along with all the information about the services they provide can be found by scanning the QR code.



*Support for students with special needs*

In general, however, you may be interested to know that all students with special needs are entitled to free printing or copying of study materials at UK Point (Celetná 13), and ZTP and ZTP/P card holders are also entitled to a free ISIC student card.

## Evidence of SSP

It is necessary to be registered as a student with special needs in order to profit from these services. There are only a few things that need to be done to be registered:

## **Undergo functional diagnostic procedures**

First, you need to contact a functional diagnostician who is qualified in the area of your special needs.

## **Contact the FF UK personnel**

When you have a functional diagnosis, you will notify a contact person at FF UK. It is possible that the functional diagnostician you choose will be the same person as your contact. In this case, you will discuss the next steps after the functional diagnosis.

A list of contact personnel and further information can be found by scanning the QR code below.



*Contact personnel*

## **Individual study plan (ISP)**

If necessary, you can also request an individual study plan. The application is submitted in person at the FF UK office (main building, room 30).

You need to download and fill in the "universal application form" for an individual study plan due to special needs, specifying that for which you are applying. You will then attach a functional diagnosis to the application (or anything else you consider appropriate; however, a functional diagnosis is essential and must be there if you are applying for an ISP because of a disability). Finally, send or take all the documents to the FF UK mailroom (you can also put them in the mailbox by the door in case you miss their office hours). You should consider that there is a 30-day deadline for processing. We therefore recommend that you deal with your ISP application in time. You can also find an overview of all related ISP information by scanning the QR code below.



*Application for an individual study plan because of a disability*

## **Peer program for students with psychological and other needs**

Need to share your feelings about studying with a disability? Or just want to hear some tips and tricks? If the answer is yes, the Carolina Centre's peer program is here for you.

The peer program is an initiative that facilitates a connection between a peer consultant and a recipient. The peer consultant is a student of UK who is familiar with the studying environment and is ready to offer their experience and empathy. The aim of the peer program is to facilitate the studies for those who are not managing the study environment well or seek peer support in a difficult life situation. The collaboration is based on sharing learning experiences, listening, providing motivational conversations and emotional support.

For more information, please scan the QR code.



*Carolina Centre peer program*

# Mental health support

The faculty also actively promotes mental health care for students, so you have several options where to seek psychological support if needed.

## Carolina Centre

The Carolina Centre offers free consultations with psychological and psychiatric counsellors. Consultations with psychological counsellors are free for all students of the university. You can use them to address academic, family, personal, and other issues. Further information about psychological help can be found by scanning the QR code.



*Psychological counselling at Carolina centre*

An overview of psychiatric help can be found here:



*Overview of possible psychiatric aid*

## Psychological counselling on FF UK

Counselling is intended for students and staff of FF UK, if there are free spaces available, then students of other faculties of UK can access it too. More information about the services offered can be found through the QR code below.

The services of the counselling centre are provided free of charge. Do not hesitate to contact them, no matter how (or how little) serious your problem might seem to you.



*Psychological counselling centre*

## **Centre for Care for the Soul**

It combines spiritual guidance, counselling, and therapy by organising interactive courses, discussion platforms, public lectures, seminars and other events in this field, dealing with topics like the inner life, resilience, value orientation and interpersonal relationships. For more information, please see the QR code.



*Centre for Care for the Soul*

## **Peerko – student psychological aid**

New at our faculty is psychological aid from the student association Peerko. They offer quick support sessions to share feelings about the tragic event that took place in December, provide basic psychological help and pass on useful resources and contacts. All Peerko volunteers are psychology students with accredited training in crisis intervention and are also supervised by more experienced colleagues. Any volunteer with a badge and a blue armband will be happy to take on the role of a listener – you just need to approach them first. It is possible to contact Peerko at [peerko.ff@gmail.com](mailto:peerko.ff@gmail.com) or via their social media - Facebook (Peerko) or Instagram ([peerko.ff](https://www.instagram.com/peerko.ff)). You can also find more information on the website of the Department of Psychology (viz QR code)



*Peerko*

### **How do I know if I need psychological help?**

Long story short - it is okay to seek support whenever you ask yourself this question. For example, if you are under long-term stress, if you've experienced an unpleasant event and you don't feel like your usual self, or if something is weighing you down. When the things that normally help you cope with stress do not work, and sometimes you feel like there's no way out of the situation, and so on.

### **Who else can I turn to for help?**

If you are interested in more tips and tricks on how to take care of your mental health, you can turn to websites such as [opatuj.se](http://opatuj.se) (they also offer services in Ukrainian) or [nevypustdusi.cz](http://nevypustdusi.cz) (only in Czech for now) in addition to the faculty and university. We also recommend the Napanikař (Don't panic) app, where you can find, among other things, several calming and relaxation exercises, tips for coping with various difficulties, and where else to turn to for help. There is also an interactive help map on the Napanikař website: [napanikar.eu](http://napanikar.eu) (in Czech).

## Other complications and health issues

Even with the help of our guide, your semester may not always go as smoothly as you would like. You get sick and instead of going to the doctor you know for a quick visit; you're driving around a strange city in a fever looking for someone at least a little bit willing to examine you.

If you fall ill in Prague, the law says that you must be provided with acute treatment from a general practitioner. However, you should see your own GP for any further appointments. In case you do not intend to go home from college every week, or you do not have a GP in the Czech Republic, yet we recommend that you re-register with a GP in Prague. However, that comes with a disadvantage of its own - if you visit your hometown or another town in the Czech Republic and fall ill, you are only entitled to acute treatment, otherwise you must go to your doctor in Prague. It is good to know that different rules apply for specialists, so for example, the whole treatment process for a sprained ankle can be easily completed in Prague. Registering to a doctor in Prague is quite easy, if you find one who has free capacities. But remember that in order to get free treatment, you need to have Czech health insurance (free of charge for under-26-year-olds), otherwise you'll have to pay for every visit.

### Student doctor

#### **Bechyňova 3, Praha 6, Dejvice**

A sympathetic and good doctor for students is MUDr. Milan Czolko, whose services you can use.

You can find him in the polyclinic in the Student House on the ČVUT campus. Speaking from a personal experience: he is a nice gentleman, based in a rather chaotic maze of corridors, but as they say: he who seeks shall find.



*Mudr. Czolko*

### Municipal Polyclinic of Prague

#### **Spálená 12, Praha 1 – New Town**

The former Student Health Institute was renamed Municipal Polyclinic in 2009. However, you as a student can still use its services. You can find specialists and a dentist here; they are nice and helpful people.



*Municipal polyclinic of Prague*

## UK Point

### **Celetná 13, Praha 1, Old Town, ground floor**

At the beginning of your studies, many of you picked up your student ID cards here.

In addition, UK Point staff provides information about your options across the university or about studying abroad. They organise their own seminars and workshops. There is also a whole network of counselling services: psychological, career, socio-legal services, both in Czech and English and there is a counselling service for international students as well as for students looking for employment.



*UK point*

## Student Ombudsman

The Ombudsman serves as an impartial faculty member to aid students and faculty members in times of difficulty. You can see her as a person who acts as a mediator in a conflict or in whom you can confide even serious problems such as harassment by a faculty member. Of course, it is good to know that talking to the ombudsman does not automatically mean legally reporting the problem to the faculty or the university. It is worth considering seeing the Ombudsman if you are experiencing any of the following problems: misunderstandings or conflicts with students or faculty members, confusion about faculty policies or procedures, problems related to an ethical dilemma, unfair treatment or bullying, for example. The Ombudsman's office is located in the main building of the FF (Náměstí Jana Palacha 2) in the basement room S160. Regular consultation hours are on Mondays from 15:00 to 17:00, but you can contact the ombudsman by e-mail at [ombudsmanka@ff.cuni.cz](mailto:ombudsmanka@ff.cuni.cz).



*Ombudsman*

# 4+1 tips on how to deal with academic issues

## Tip No.1

Issues related to your program (curriculum, seminar enrolment, syllabus, departmental issues, etc.) are handled directly by your department itself. It is best to contact the head of the department, the secretary, or others in charge. A list of departments and their websites can be found by scanning the QR code.



*List of departments & their websites*

## Tip No.2

If you are unable to resolve the issue with the program officials, please contact the Department of studies, where they can often help you with such issues (scan QR code). As a last resort, an appointment can be made with the Vice-Dean for Student Affairs.



*Department of studies*

## Tip No.3

If your problem goes beyond the department (academic regulations, scholarships, computers, tuition fees, etc.), contact your academic senators (see the “Faculty – Academic Senate” section below). If there is someone you know from your program or department, it is best to approach them directly. Similarly, you can contact the Student Council, which will be able to advise you on where to go or who to contact with your problem, or can even initiate certain actions itself.

## Tip No.4

If you have not been able to resolve problems by applying the first three principles, it may be that the right people are not sitting in the right places. If it is a senator, simply do not vote for them again.



### **& last but not least...**

What happens at the FF UK can be, at least partially, influenced by you. All you have to do is take an interest in academic events, vote (or even run for) the Academic Senate or get involved in student organisations and societies. The Student Council, as well as many other student associations, will be happy to welcome you into their ranks. You can find a list under the QR code. Or create a new student organisation! Members of StRada will be more than happy to help you with that as well.



*Student organisations*

# Faculty

**or: where did you find yourself**

"Dean, Vice-dean, bursar, rector, pe... Who? What kind of theatre is this? Wouldn't it be enough just to have a departmental, commercial and general director like anywhere else, and instead a he... cla... – well, just a cloakroom manager?" No, it would not, because you're on campus, and that's not just something. The days when campus was so untouchable that you couldn't even be arrested on it without the rector's consent are over, true, but it still retains some of the atmosphere of the old days, infused with the mutual respect of professors and students. But beware of when a professor addresses you as "colleague" in an e-mail. Don't let egalitarianism fool you. Before you reply, study our university's title page carefully. Well, even at university – at least in the Czech Republic – there is no shortage of firsts among equals.

## Window to the university structure

Charles University is made up of 17 faculties and several other departments, with the Faculty of Arts (FF) being the largest of all university units with its roughly 7,000 students and 700 members of academic staff. The University's head is the Rector, elected by the Academic Senate of Charles University and subsequently appointed by the President of the Republic for a four-year term. The individual areas of the university's operation are handled by Vice-rectors and Vice-chancellors, while the university's economy is managed by the bursar. The Academic Senate of the University (not to be confused with the Academic Senate of the Faculty of Arts of the University) consists of two student representatives and two academic staff members from each faculty, who are elected for three years. In addition to electing the Rector, the AS UK approves the internal regulations of the University & individual faculties and controls the University's management.

### Faculty

The faculty - in most matters a self-governing unit of the university - is a rather complex organism, so we will only briefly describe its structure here. The faculty is directed by a dean, who is its supreme representative and head of its operations. The candidate for Dean is elected by the Academic Senate of the faculty and appointed by the Rector for a four-year term, which they may serve no more than two consecutive terms. Individual areas are handled by Vice-Deans, which are elected by the Dean. In the case of the Faculty of Arts, these are: for studies and admissions, for science and research, for quality assessment and accreditation, for foreign affairs, for external relations and further education, for project management and grant activities, for information resources and for infrastructure.

The Dean, Vice-Dean's, and the secretary of the faculty (in charge of economic matters) form the faculty management. Representatives of these and other positions are regularly introduced to newly admitted students at the beginning of the academic year. Their names, along with information on when and where they can be reached, can be found through the QR code below.



*Faculty management*

### **Dean Eva Lehečková**

She graduated from the Faculty of Arts of Charles University in 2004 with a master's degree in Czech language and literature and French. Subsequently, she continued her Ph.D. studies in Czech language and received her Ph.D. in 2011. Simultaneously with her Ph.D. studies, she worked as an assistant professor at the Institute of Czech Language and Communication Theory at FF UK, which she subsequently headed as director from 2011 to 2016 after defending her dissertation. Her professional interest is cognitive linguistics. She has been the head of the faculty since February 1, 2022.

### **Dean's office**

The dean's office includes individual departments that are involved in the management of the faculty - e.g. the study department, the international department, the personnel department, the Ph.D. studies department and the academic qualifications department. Most of these departments can be found in the main faculty building, only part of the Dean's Office is located in Na Příkopě Street. Each department has regular office hours, always check these on the website before visiting the Dean's Office so that you don't go there unnecessarily. You can find an overview of all departments and their office hours by scanning the QR code below.



*Dean's office*

### **Department of studies**

That's who you will encounter the most. They work in rooms 124-126 (1st floor of the main building) and serve as your administrative and advisory centre. Each of you, as you probably already know, has a Study Referent, whom you should contact when you want to register for a course and encounter troubles or need any kind of confirmation. The Study Referent will tell you what you need to do if you want to pause your studies and what this means for you, how to resume your stopped studies, etc. They can also prepare or check a transcript of the examinations you have taken. If you are applying for recognition of an exam taken at another school, contact them again – they will advise you on how to fill out the form (or fill out the form

for recognition of courses yourself and submit it to the Referent's Office – in fact, any application, even after consultation with the Registrar, should be submitted to the Referent's Office on the ground floor of the main building, filled in a readable writing and completed with the student ID, date and signature).

However, you should keep in mind that all study problems should be addressed as soon as they arise. After six months it may be too late. The Department of studies is also not the same as the Information Office - it is your responsibility to familiarise yourself with the UK Study and Examination Regulations and related regulations (see below) and to keep an eye on the websites of the Faculty and your Department. Important information on current deadlines is always sent out by the Department of studies in advance by email, so it is a good idea to give an active email as contact information in your SIS and not to consider messages from the faculty as spam.

You should therefore only go to the Department of Studies to consult your problems if it's absolutely necessary. And remember: department staff are people! first and foremost. It is therefore appropriate to be polite to them and try to resolve any disputes without raising your voice unnecessarily. If, for example, your opinions on the interpretation of the UK Study and Examination Regulations and related regulations do not coincide with those of your teachers, check if your opinions are correct with your Study Referent, or directly with the head of the study department or the Vice-Dean for studies. If there is a dispute, the word of the Vice Dean of Studies should be binding on all. Currently, the Vice-Dean of Studies is Mgr. Andrea Hudáková, Ph.D. She can be reached via faculty email at [prodekan\\_studium@ff.cuni.cz](mailto:prodekan_studium@ff.cuni.cz). However, don't worry - our study officers are happy to help you in most cases, so personal assistance from the Vice-Dean is used rather rarely.



*Department of Studies*

### **Department of information systems**

This department is certainly to be remembered during your studies. Sometimes it may happen that no one in the department or in the Department of Studies will be able to solve your SIS problems. In this case, you can contact the Department of Information Systems (OIS) by email: [sis@ff.cuni.cz](mailto:sis@ff.cuni.cz).

### **Department of Ph.D. studies & academic qualification**

It is intended for Ph.D. students and is located on the ground floor in rooms 3 and 4. Ph.D. students are assigned to study referents not alphabetically, but by study programmes. The department will certainly try to help you as much as possible, or you can contact the head of department or the Vice-Dean for science & research.



*Department of science & research*

## **Departments**

Teaching at the faculty is provided by the departments. The head of the department is sometimes called director, each of them has a deputy, and each department has its own secretary or administrative officer. The titles may vary but do not affect their functions.



*List of departments and their websites*

## **University and faculty regulations**

As annoying as it sounds, it's good to know them. This way, you can avoid unpleasant mistakes, and you'll know when you're experiencing injustice that you have a right to protest. These regulations are hierarchically structured from the fundamental acts of the university to the rules and regulations of each faculty to those issued by the dean. University regulations, which outweigh faculty measures can be found here:

[ff.cuni.cz/fakulta/predpisy-a-dokumenty](http://ff.cuni.cz/fakulta/predpisy-a-dokumenty).



*Internal university regulations*



## **FF UK Statute**

The Statute is the fundamental document of faculty legislation. It prescribes how the faculty looks from a legal and organizational point of view, how it functions, it contains information about the powers of the dean, academic senate, scientific council, disciplinary committee, furthermore valuable information about the organization of departments, management of the faculty, etc. Its full text can be found by scanning the QR code (among the faculty regulations).



### *Internal regulations of UK*

## **Study-related fees**

If you have already studied unsuccessfully somewhere or will be extending your studies for more than one year (except for Ph.D. students), you will be subject to the fee obligations. This applies to almost half of the faculty's students, so it is advised to pay attention to this and also to study the conditions for fee waivers, as there are a number of reasons why fees may be at least reduced or even waived entirely.



### *Study-related fees*

## **Study and Examination Regulations of UK**

This is a fundamental study regulation. We recommend reading it carefully. You will find out what your obligations are (taking exams, state examinations and other certifications, credits, etc.) and your rights (pausing your studies, re-enrolling in a course, etc.), information about drawing up study plans and many other things. This regulation also sets out the maximum length of your studies (standard period + 3 years for Bachelor's and Continuing Master's studies, 8 years for Ph.D. studies). Particularly important is Article 8, where you will learn about the conditions for taking exams and credits, the rules for setting exam dates, etc. The duties of your lecturers are also clearly stated.



*Study and Examination Regulations*

### **Rules for the organisation of studies at FF UK**

Another especially important document, which we recommend reading right after the Study and Examination Regulations of UK. It is supplemented with specific measures for our faculty. Here you will find information on the minimum number of credits for each section of study, supplemented rules for course enrolment, information on individual study plans and other study mechanisms.



*Internal regulations of FF UK*

### **Dean's measures**

Individual faculty matters are often governed by specific actions issued by the Dean. It is good to know that such things exist and to follow them from time to time. Among the most important things that are determined by the dean's measures are the academic year schedule with all the binding deadlines, the amount of merit and Ph.D. scholarships, and the organizational rules of the dean's office. These are, generally speaking, implementing decrees and are binding, so be sure to pay attention to them.



*Dean's measures*

## **Disciplinary Regulations**

These regulate the functioning of the faculty's "judicial system", but only apply to students. You can find out what kind of misconduct can get you kicked out of school.



*Disciplinary regulations*

## **Ethical Code**

This is a set of binding standards of conduct on campus and academic work ethics that apply to all students and employees of UK.



*Ethical Code*

## **Scientific Council**

The Scientific Council is a self-governing body composed of professors and associate professors appointed by the Dean after approval by the Academic Senate. The dean is also the Chairman of the Scientific Council. The Council is responsible for discussing the long-term plans of the faculty in the field of educational and scientific research activities, investment policy, economics and other issues of a conceptual nature. In addition, it approves study programmes to be implemented at the faculty, exercises competence in the procedure for appointment as professor and in the habitation procedure, i.e. the procedure for appointment as associate professor.



*Scientific council*



## Academic Senate

The highest body of the faculty, where students can directly elect their representatives – every member of the academic community has the right to vote and run for the Academic Senate. The election period is normally two years. The Academic Senate of FF UK has thirty-one members, of which fifteen are students and sixteen are academic staff. It is headed by a Bureau consisting of a chairman, two Vice-Chairmen and two other members. It is the Senate that has a significant role in deciding on all substantive faculty matters. For example, it approves the faculty budget, comments on accreditation (and therefore your curriculum), approves bylaws, makes rules for drawing money from various funds, and, in simple terms, elects and dismisses the dean. All thirty-one senators should be able to advise you on any problem you bring to them.



*FF UK Senate*

## Commission of FF UK

The committees are joint advisory bodies of the Dean and the Academic Senate. The only exceptions are the Disciplinary Committee, which is established by law and deals with disciplinary offences of students, and the Ethical Committee, which deals with offences of employees. The other commissions are editorial, evaluation, economic, information resources, inventory, legislative, scholarship, study, external relations, science and external relations, and a working committee for the evaluation of educational activities by students and graduates ("student evaluation committee"). Their composition and scope can be found on the QR code below.



*Commission of FF UK*

# Small university title book

## Not everyone is a “professor”!

The scientific world is big on titling, saying that there is a difference between a doctor and a doctor, and although your first thought may be “that’s all Greek to me”, it’s just one of the quirks of Czech university life.

### **prof.**

Professor is one of the so-called scientific-pedagogical titles and is the highest title that can be achieved in the higher education sphere - it is usually awarded by the President of the Republic to researchers with many years of experience and great merit in the field. Say goodbye to the high school custom of addressing any teacher as "Mr. Professor" - this phrase is a remnant of the First Republic tradition and does not belong in a university.

### **doc.**

A docent or Associate Professor is one category lower than Professor. This title is awarded after the so-called habitation procedure, by which the candidate proves their teaching and scientific competence.

### **Ph.D.**

These three letters usually cause the most problems. They are written after the name, usually read in English, and signify the completion of a Ph.D. (which is usually a four-year degree culminating in a dissertation thesis). This is also called postgraduate study, as you must first graduate, i.e. successfully complete a master’s degree, before you can start. The Ph.D. is a scientific degree, and although it stands for philosophiae doctor, it is awarded in all faculties that provide doctoral programmes (only the faculties of theology used to award the degree "Th.D.", which carries the same weight). A person with a Ph.D. degree (unless they have earned the higher title of associate professor or professor) is addressed as "Mr. Doctor" or "Mrs. Doctor“.

### **CSc. and DrSc.**

Candidate of Science and Doctor of Science are now no longer awarded scientific degrees. CSc. was approximately equivalent to today’s Ph.D. DrSc. is a slightly higher degree. Like the Ph.D., these degrees are spelled after the name. These titles have no effect on how to address the person concerned, so no "Mr. Candidate of Science“...

### **DSc.**

The legally unofficial title "Doctor of Science", which has been awarded by the Academy of Sciences of the Czech Republic since 2003 and which is supposed to be similar to the no longer awarded title of DrSc. Like the CSc. and DrSc., this title does not affect how to address its holder.

### **Dr. h. c.**

"Doctor honoris causa" is an honorary doctorate awarded without prior study. It is usually awarded for outstanding merit in a field. It is written after the name. If it is written as "Dr. h. c. mult." it means that the person holds more than one such degree. This title also does not affect how to address its holder.

## **Ph.Dr.**

Doctor of Philosophy, spelled before the name. In today's academic world, the significance of this title is receding into the background. Unlike the Ph.D., it is not a wholly scientific title and is rather a relic of the old days. It is not awarded for any further study, but only on the basis of a rigorous examination, which is a kind of superstructural examination linked to the submission of a qualifying thesis that a graduate of a master's degree programme can (not must) take after successfully obtaining a Master's degree. In some fields, however, this title is still popular - perhaps because it assures its holders the (rather "cheap") address of "Mr. Doctor" or "Mrs. Doctor". It is sometimes referred to as the "little doctorate". It is on a par with the degrees of other disciplines - JUDr. (Doctor of Law), PharmDr. (Doctor of Pharmacy), RNDr. (Doctor of Science), ThDr. (Doctor of Theology) and ThLic. (Licentiate of Theology - a degree awarded in Catholic Theology) - and should be one level above the M.D. (Doctor of Medicine), MDDr. (Doctor of Dental Medicine) and MVDr. (Doctor of Veterinary Medicine), which are awarded for duly completed master's studies in general, dental or veterinary medicine.

## **Professional assistant**

In very simple terms, the designation of most academic staff who have not yet achieved the title of associate professor or professor. Mgr. and Bc. Bachelor's degree is awarded for the successful completion of at least three years (but no more than six years) of basic studies, which can then be followed by at least two years (but no more than five years) of Master's studies leading to a thesis. This structure is based on the so-called Bologna system, which divides higher education studies into three cycles: bachelor's, master's and doctoral, where studying one always implies completing the previous one. Thanks to this system, you will no longer encounter direct (long five-year) master's degrees at the FF UK. Anyway, we wish you the best of luck in these studies, and if everything goes as it should, in a few years one of these degrees will be yours.

## **kol.**

Do you find it regrettable that you are several years away from earning your first degree? Wrong. The moment you matriculate, you become a member of the academic community and, according to unwritten tradition, from that moment on you are addressed by others as "Mr. Colleague" or "Ms. Colleague", short form "kol."

# **Secret Chambers**

## **Or: orientation on the grounds of FF UK**

Being the largest faculty of the University, "Filda" (FF UK) is scattered in many buildings around Prague. For better orientation, the first step is to find the desired building (you can use a map, like the one provided at the end of this handbook). The more challenging part of this "orientteering", however, occurs inside buildings: you often have to use all available means except common sense to find a particular room. In addition to the list of unlocatable rooms, we add a basic description of the most important buildings. (Across the faculty, usually the first digit of the number indicates the floor you should be looking for the room on.)

## **Main building**

In addition to the departments, you can (surprisingly) find the faculty's management and its essential departments and bodies. There is an orientation map on each floor, which you can use to "easily" find the location of all the departments. We, therefore, chose to highlight only the most important and the trickiest.

### **Aula No. 131**

If you still haven't had the pleasure, you can locate it in the entresol between the ground floor and the first floor, on the right in the upward direction.

### **Laboratory of computing sciences (LVT) S148**

Behind this noble name hides the computer engineering room of the faculty. It is located in the faculty courtyard, which can be reached through the door on the right when you are about to enter the faculty bistro. The courtyard can also be accessed by a door on the left behind the main staircase.

### **1. Floor**

It is neither secret nor hidden, but it hosts many important offices. Here you can find the dean and the secretary as well as the Departments of study, Information systems, economy, the International Department, and the treasury.

### **Room No. 71 & similar numbers**

These are some of the best hidden places. You can find them when you enter the faculty courtyard, walk through to the passage at the back, and right in it you will find a door on your left that leads to the coveted space. You can also get there by taking the side staircase in the back right corner of the building or the right rear elevator leading to floor -1.

## **Celetná 20**

Celetná 20 is the most complex of all the buildings and it will probably take you some time to find your way around its maze of staircases and corners. The "signposts" on each floor are of little help. The first digit of the room label often indicates the floor on which to go from the main staircase. From here, you should be able to see arrows directing you to other corridors and side staircases. But don't be afraid to ask passing students. Being late for your first classes in Celetná is not a problem, but a rule. As a local saying says, "Those who haven't gotten lost in Celetná are not even real Filda students".

### **Teachers' room of the Language Centre C455**

You will find it on the third floor in Celetná. From the main stairs, take the corridor on your left, turn right in front of the glass door at the end of the corridor and go up the small dark wooden staircase. The Language Centre has also created a schematic plan for the purpose of finding some of the rooms in Celetná (scan the QR code below).



*Language Center classroom map*

### **Buffet**

It is located in the Karolinum building. From Celetná it can be reached via the courtyard, or through some corridors. If you get hopelessly lost, ask at the reception desk - they are used to such questions.

### **Rector's Office**

In the Karolinum building opposite to the cafeteria. Take the narrow corridor to the right of the elevator and turn left at the end – don't take the stairs, but stay on the ground floor and before the passage with the glass door, on the right side you will see the door of the Rector's office.

### **Celetná 13**

Celetná 13 – UK Point is located opposite the Celetná 20 building. This is where you go to get your student ID card, for example. There are many new rooms above UK Point, and you might need to go to some of them. Just go up the stairs (they are on the right and left, leading to the same place) in front of the glass entrance to the UK Point atrium, you will find some nice seats, doors to the nearest classrooms and corridors that flank the doors to other rooms. We won't lie to you; it takes a while to get the whole system and not get lost.

### **Špork Palace - Hybernská 3**

This pleasantly quiet building houses the Institute of Translation studies, the Centre for Ibero-American Studies, and several classrooms of the Comparative Studies program.

### **Na Příkopě 29**

The faculty has secured a long-term lease of the former Šrámota Palace, the ground floor of which is still used by Česká spořitelna (Czech bank) - you can use that as a reference for your search. Our Department of Social Work and the Institute of Information Studies and Librarianship have moved there, as well as the Institute of Czech and Deaf Studies (that means Czech for Foreigners is based here) moved here. It also houses the seminars of Mongolian Studies, Tibetan Studies from the Institute of Asian Studies and the Department of Portuguese Studies from the Institute of Romance Studies.

### **Voršilská 1**

In this building, you can have lunch at the popular Arnošt of Pardubice Canteen, as well as also find the Institute of Political Science.

## Tip at the end

If you are a fan of cycling and are not afraid to take to the streets of Prague by your own means of transport, you can commute to school by bike. You don't have to worry about your bike during classes, because you can lock it in the courtyard of the main FF building, where you'll be able to use bike racks. The back gate to the courtyard (car entrance) should be opened automatically by the door attendant thanks to the cameras. In Celetná you can lock your bike in the courtyard. If you don't have your own bike, you can look around for a bike-sharing service.

Remember, there is no shame in getting lost or asking for directions. We've all been in your shoes, so we all understand your despair.

You can also find most of the FF UK buildings by using the map at the back of this handbook. Information about all the buildings where some of the faculty departments are located can be found on the faculty's website (by scanning the QR code below).



*Faculty – contact*

# Student life

## Who are we? The Student Council

The Student Council has a thirty-five-year history. It was founded on the 27th of November 1989 by renaming the revolutionary strike committee, which managed events at the faculty up to January 1990, and then became the executive body of the Student Fund of the Faculty of Arts, which was established on 7 May 1990.

Any student of the Faculty of Arts can become a member. The Student Fund of the Faculty of Arts was registered as a civil association because it was necessary to create an organisation that would provide students with the possibility of legitimate intervention in the university and public affairs and the management of the money raised during the strike.

In 1993, StRada initiated the establishment of the first student foundation in the Czech Republic, Studna, which had to be shut down in 1998. The reason for this was the new law on foundations (in order for Studna to continue to operate, it would have to have a minimum of CZK 500 000). With the money left in Studna, a computer with a scanner was purchased and placed in the IT Services office in the courtyard. In the academic year 1998/99, a process of transformation took place, and the Student Council went from a mere advisory body to a centre that organised various cultural and social activities.

## Present

The main mission of the Student Council is to develop and support the cultural life of the Faculty, to defend the interests of students, to mediate contact in disputes with the Faculty, to provide students with information about interesting events at the Faculty and to promote their interest in events and life on its campus. As an independent student initiative, the Council is behind events of all kinds: from smaller events for students, to events of national significance - for example, the anniversary of the death of Jan Palach. We are also responsible for a certain booklet for first-year students...

Some of you may have met us at the doors open day, when we gave prospective students the information they needed. The Council also tries to be a kind of intermediary between the faculty and the students, to inform about the social events at the faculty and also to communicate student activities to the public.

The Student Council was very active after the tragic events of the 21st of December 2024, whether in organizing the "Month for the Faculty", helping to support students affected by the event, or in communicating with the public.

We consider it our duty to assist in other student or academic initiatives as well. For example, we regularly support the Universities for Climate strikes, as well as other protests or civic initiatives. This year, for example, we sponsored a nationwide appeal by student societies in support of the adoption of marriage for all, which we also delivered personally to the Prime Minister.

## Regular events

The Student Council organizes the annual representative ball of the Faculty of Arts (and Faculty of Education) of Charles University. It also financially supports the projects of students of the faculty. We are happy to help with advice on how to organise such student projects/events and where to find the funds for them. If you like going to the theatre, you can secure tickets to selected Prague theatre performances at up to a quarter of the price through the Council and its theatre club.

In addition, the Council regularly organises the BiograFF film club, the FFckn bUK book club and the DeskoFFky board game nights. You can always find information about events on our social media, so keep an eye on them and we'd love to see you at our events. From time to time, the Council also organises debates, lectures or talks on campus (we once hosted our former president Václav Havel, for example).

## The Student Council and the legacy of Jan Palach

Every year the Council organises commemorative events to mark the anniversary of the death of Jan Palach, a student of the Faculty of Arts of Charles University, who self-immolated on 16 January 1969 in protest against the growing passivity of Czechoslovak society, which was affected by the military intervention. In 2014, we also launched the Jan Palach Literary Competition for students of secondary schools and universities.

In addition to the commemoration, the Student Council also organises a series of events, debates, lectures and screenings as part of the so-called "Palach Week" every January in cooperation with other FF UK societies.

## Where can you find us?

In room 27 on the right side of the ground floor of the main building. Or on our website: [strada.ff.cuni.cz](http://strada.ff.cuni.cz), fb. com/stradaffuk, instagram.com/stradaffuk.

## Other student organisations and societies

### Alting

The Scandinavian Studies Student society was founded in autumn of 2021. Our main aim is to present Scandinavian culture and Scandinavian Studies and to bring together students across programmes (Norwegian, Swedish, Danish) as well as teachers and alumni. We also organise various events with a Scandinavian theme (film nights, Scandinavian holiday celebrations, quiz nights). At the same time, we are in contact with students from Scandinavian countries studying in Prague and we try to connect them with Czech students.

fb.com/alting.ff.cuni

instagram.com/alting\_ffuk

altingffuk@gmail.com

### ANTRE

The ANTRE Student Association, founded in November 2018, operates under the auspices of the Department of Ethnology of the Faculty of Arts of Charles University and under the



patronage of the Student Council of the Faculty of Arts of Charles University. Within its activities, it presents to the general public the goals and scientific discoveries in the field of anthropology and ethnology, thus popularizing these disciplines. Anyone who finds beauty and, more importantly, socially added value in the field of anthropology and ethnology and would like to contribute to their cultivation with their knowledge and skills, can become a member of the association. The main goal of the ANTRE student association is therefore to revive and expand the public activities of students and enthusiasts of anthropology and ethnology, especially through lectures, debates, discussions and friendly meetings.

[facebook.com/Antre.FFUK](https://facebook.com/Antre.FFUK)

## **Archeoffuk**

Our aim is to support the activities of students of the Department of Archaeology and the Department of Classical Archaeology of the Faculty of Arts, Charles University. We organize events that serve to bring students together and further their education, so that our members can meet, for example, at student conferences, screenings of thematic films or trips to archaeological sites. We are also dedicated to getting students more actively involved on the faculty. We participate in doors open days, regularly hold meetings with prospective students and participate in International Archaeology Day. We are happy to welcome students of archaeology and related fields to our ranks. For more information about our society, please visit our Facebook and Instagram pages. Do not hesitate to get in touch, we would be happy to meet you, for example, at the traditional post-seminar beer every Wednesday.

[fb.com/ArcheoFFUK](https://fb.com/ArcheoFFUK)

[instagram.com/archeo\\_ff\\_uk](https://instagram.com/archeo_ff_uk)

[archeoffuk@gmail.com](mailto:archeoffuk@gmail.com)

## **ESN Charles University Prague, z.s.**

ESN CU Prague is a student association that assists international students in their orientation and integration at CU. Thanks to our activities, local and international students get the opportunity to broaden their horizons, improve their foreign language skills and make new friends. We are part of the European Erasmus Student Network, based in Brussels. Our activities include Orientation Week, trips, cultural activities, sports, Social Inclusion activities, Buddy Program, Tandem and much more! We would love to welcome new volunteers, enthusiasts and colleagues to help us with the organisation of the activities and enjoy them with us!

[esn cuprague.cz](https://esn cuprague.cz)

[fb.com/ESNCUPrague](https://fb.com/ESNCUPrague)

[info@esn cuprague.com](mailto:info@esn cuprague.com)

## **FFabula - Association of History Students of the Faculty of Arts, Charles University**

The FF UK History Students' Association (FFabula) was founded in 2010 by history students not only for themselves, but also for all graduates and other history enthusiasts. History is one of the largest and most important fields of study at the Faculty of Arts. For the hundreds who study here, it is virtually impossible to know each other and get to know each other. That is why we make it our main goal to create a space for meetings, regardless of year, during social and educational events (and thanks to our membership in the International History Students Association, our members can also participate in international student meetings) or to help with common and unusual study problems. We organise a familiarisation course and drink in the beginning, end, and middle of the semester. We also strive to create a critical environment: we organise discussions and lectures in which questions about history and all related topics are raised and reflected upon (we address issues of university teaching, current societal issues...), and we publish the Obscura journal. During the last years we have been meeting with other associations from the Czech Republic and Slovakia and participating in student conferences. Last but not least, we try to make it easier for history students to get in touch with teachers and faculty.

[ffabula.cz](http://ffabula.cz)

[fb.com/Ffabula](https://fb.com/Ffabula)

[vybor@ffabula.cz](mailto:vybor@ffabula.cz)

## **Fachschaft Germanistik Prag**

Fachschaft Germanistik Prag (FGP) is a German studies student association at the Department of Germanic Studies of the Faculty of Arts of Charles University, which was officially founded in April 2018. It is a platform for students of Prague German Studies across all years to foster common encounters of a formal and less formal nature. It also develops mutual support during studies and effective communication between students and the management of the department. Fachschaft also actively supports the international student German studies conference PRAGESTT and the Diachronic Section of the Faculty of Arts. At the same time, it organizes events not only for the students of German Studies but also for its teaching staff. In September, there is the Infotag for 1st year B.Sc. students, at Christmas the Weihnachtsfeier and much more. We are a society that builds on cooperation and a friendly atmosphere, so our members help each other throughout their studies. And this year we will also be organizing a familiarization course.

Feel free to join us! Wir freuen uns auf dich!

[fb.com/groups/germanistikprag/](https://fb.com/groups/germanistikprag/)

[ig.com/fachschaft\\_germanistik\\_prag](https://ig.com/fachschaft_germanistik_prag)

[fachschaftgermanistikprag@gmail.com](mailto:fachschaftgermanistikprag@gmail.com)

## **FFénix**

FFénix is a student society founded in spring of 2018, which brings together students of the Department of Sinology and Far Eastern Studies at the Department of Asian Studies, Faculty of Arts, Charles University. The society organizes various professional and social events, such as lectures on Far Eastern topics and informal get-togethers. The events are open to students of the department and the department, prospective students or students of other disciplines interested in the Far East. You can follow the current events of the society on Facebook and Instagram:

[fb.com/FFenixUK](https://fb.com/FFenixUK)

[instagram.com/spolekffenix/](https://instagram.com/spolekffenix/)

## **Philosophical Society Praxis**

The Philosophical Society Praxis was founded in the autumn of 2015 in the environment of the Department of Philosophy and Religious Studies. The main focus of its functioning is the organization of various educational (panel debates, book presentations, lectures, workshops) and socializing (welcome party for first-year students, informal meetings once a semester) events. Among the primary goals are to deepen the awareness of philosophy among the wider public, to improve the connectivity of upper- and lower-year students, and to facilitate communication between the teaching and student sections of the Philosophical Society of the Faculty of Arts and Sciences. Membership in the Philosophical Society of Praxis is open not only to students of the Faculty of Arts and Sciences, but also to anyone interested in philosophy.

More information about the functioning of the society can be found on our Facebook page. Alternatively, you can contact us at the following e-mail address.

[praxis.ff.cuni.cz](mailto:praxis.ff.cuni.cz)

[fb.com/praxisffuk](https://fb.com/praxisffuk)

[ufar.praxis@gmail.com](mailto:ufar.praxis@gmail.com)

## **FňUK**

FňUK is an association of students, graduates and teachers of phonetics. Our activities are aimed at regularly bringing together all fans of phonetics and promoting the field among students and the general public. We regularly organise full moon meetings (the date is always in your calendar in advance!), which take the form of a friendly chat or debate on current topics related to phonetics. Each year you can also look forward to a June barbecue and a summer photo competition with interesting prizes. Students entering the first years of their bachelor's and master's degrees in phonetics then have the opportunity to meet each other before they start their studies at a get-to-know-you afternoon organised by FňUK every September.

[instagram.com/fnuk.uk](https://instagram.com/fnuk.uk)

## **Guillotine**

Guillotine is the French students' association of the Department of Romance Studies and has been diversifying the study of French philology since 2022. It organizes a familiarization course for first-year students, parties and other events, both cultural and educational. At the meetings, cursed poets, Parnassians, decadents, misers, in short, anyone with an interest in French and Francophonie, are welcome.

[facebook.com/profile.php?id=100087552920763](https://facebook.com/profile.php?id=100087552920763)

[instagram.com/gilotina\\_ffuk/](https://instagram.com/gilotina_ffuk/)

## **Charlie**

The Charlie society offers all students and employees of CUNI and other universities a platform for self-realisation, meetings, fun and solving common issues. It focuses primarily on gay, lesbian, bisexual, asexual, transgender and queer individuals and their right to not be discriminated against based on gender and sexual identity. Charlie's goal is making life in the academic community better through mutual respect and acceptance of diversity. It has over 100 members that work on activities that support this goal. Main projects focus on students, whose sense of belonging, security and confidence is the main interest of Charlie.

[spolekcharlie.cz](https://spolekcharlie.cz)

[fb.com/spolekcharlie](https://fb.com/spolekcharlie)

[instagram.com/spolekcharlie](https://instagram.com/spolekcharlie)

[info@spolekcharlie.cz](mailto:info@spolekcharlie.cz)

## **KAPR - association of students of the Department of Andragogy and Personnel Management**

KAPR is a student association that fosters community among students, alumni and those interested in andragogy and personnel management. We try to bring the world of andragogy in its diversity (political level, non-profit sector, etc.), management and leadership of people closer to us and to show the interconnectedness of these sciences and the benefits that studying them brings. The aim of the association is to create a space for discussion on andragogy, personnel management and related topics, to intensify and improve communication between students of our department, to create conditions for voluntary professional activities of students by establishing contacts with institutions and professional public.

[instagram.com/kaprspolek](https://instagram.com/kaprspolek)

[fb.com/kaprffuk](https://fb.com/kaprffuk)

## **KOS - Comparatist Society**

The Comparatist Society was founded in the autumn of 2019. It creates a space for interdisciplinary reflection on literature and is open to students, graduates and academics from different disciplines with an overlap with literature. It organizes professional events aimed at deepening literary debate and disseminating new texts, as well as informal gatherings and readings. It seeks to bring philological disciplines closer together and to bring them closer to other disciplines within a comparative approach. We invite all interested parties to join us and would also welcome suggestions for relevant events.

You can contact us via

email or Facebook.

[fb.com/kosffuk](https://fb.com/kosffuk)

[kosffuk@gmail.com](mailto:kosffuk@gmail.com)

## **Madžlis**

Madžlis works with the Department of Middle Eastern Studies. Our focus is informing people about events going on in the Middle East and organizing screenings and lectures about Arabic, Persian, Turkish and Jewish culture. We also try to support the student life in the department, we organize familiarization courses for the first-year students and try to be a helping hand to students that need help before and during their studies.

[fb.com/madzlis](https://fb.com/madzlis)

[instagram.com/madzlis.spolek](https://instagram.com/madzlis.spolek)

## **Orchestr a sbor Univerzity Karlovy – The CUNI choir and orchestra**

The CUNI choir and orchestra is a group of music-loving students and graduates of CUNI that represent their alma mater during events at home and in other countries under the conductors Haig Utidjan and Kateřina Maňásová.

[sboraoorchestruk.cz](https://sboraoorchestruk.cz)

## **Orientalist Express, z.s.**

We are an association of current and former students and other members of the academic community whose research interest focuses or has focused on one of the regions of the Orient in the broadest possible sense of the word. The central motive of the association is to connect students and academics specializing in the Oriental regions, across institutions in the Czech Republic - regardless of their academic rank.

## **Peerko**

Peerko is an initiative of students of psychology with crisis intervention training, formed around the events of 21.12.2023. If you're a student with crisis intervention training, we'll be more than happy if you join us.

We're here for all students, you can turn to us when in need of talking to someone. We have a codex of ethics, which also includes strict confidentiality.

[instagram.com/peerko.ff](https://www.instagram.com/peerko.ff)

[facebook.com/peerko.ff](https://www.facebook.com/peerko.ff)

## **Polis**

Polis organises lectures, discussions, conferences and seminars. They usually revolve around current events and can be useful and interesting even for those who don't study political science.

[fb.com/POLISpolek](https://www.facebook.com/POLISpolek)

[instagram.com/polispolek](https://www.instagram.com/polispolek)

## **Prague Student Section**

The Czech Archival Society PSS ČAS is an association that was founded on the initiative of students of archival and auxiliary historical sciences in 2014. It takes as its goal the care of current students, preparing for them leisure activities such as trips, excursions and visits to museums and exhibitions. In cooperation with archives, it also offers them the possibility of securing student internships and provides information about job offers in the field. It also takes care of the first introduction of new students to the department and the faculty in general.

It helps to promote the department and the field of archiving through participation in doors open days, manages the department's (unofficial) Facebook page and otherwise cooperates with the department. Last but not least, it cares for the legacy of Josef Matoušek, archivist and associate professor of history executed on November 17, 1939, by organizing commemorative events or researching his personality. Since the summer of 2017, he has also been involved in the care of the grave of Gustav Friedrich, a major figure in the field.

[cesarch.cz/studenti-praha](https://cesarch.cz/studenti-praha)

## **PŘETLaK - students' association at the Institute of Translation Studies**

PŘETLaK brings together and represents students of all disciplines of the Institute of Translation Studies at the Faculty of Arts, Charles University. We organize introductions for (not only) first-year students, useful lectures, welcome and Christmas parties and other group

events. We are committed to making sure that students at Sporck Palace have everything they need. If you'd like to participate in a meetup, let us know on Facebook or send us an email.

[fb.com/PRETLaK](https://fb.com/PRETLaK)

[instagram.com/spolek.pretlak](https://instagram.com/spolek.pretlak)

[spolek.pretlak@gmail.com](mailto:spolek.pretlak@gmail.com)

## **SaFra !**

Salon du français (SaFra !) is a society of students studying under the Institute of Translation Studies studying French. We regularly organize conversations, book clubs or lectures. SaFra ! also occasionally organizes a pub quiz, we go to festivals or picnics. Our main goal is creating a safe space for students that want to train their French and make new friends.

[fb.com/spol.safra](https://fb.com/spol.safra)

[instagram.com/spol.safra/](https://instagram.com/spol.safra/)

[spol.safra@gmail.com](mailto:spol.safra@gmail.com)

## **Schwa – English and American Studies society**

Schwa is a student society which aims to bring together all students of English and American Studies and support them in organising creative projects and events. Students of other studies at The Faculty of Arts with an inextinguishable passion for the English language are heartily welcome.

[fb.com/FFSchwa](https://fb.com/FFSchwa)

[instagram.com/ffschwa](https://instagram.com/ffschwa)

[schwanda@email.cz](mailto:schwanda@email.cz)

## **SOCKA**

SOCKA, the society of sociology students of the Faculty of Arts, is a platform for students, teachers and those interested not only in sociology as a university discipline, but also in society and social issues in its broad scope. The society functions as an institution to deepen interest in the field and as a tool for its transcendence beyond the usual academic concepts. The activities of the student society should contribute to the revival of the field of sociology at the Faculty of Arts and help to foster interdisciplinary encounters and cooperation in dealing with sociological issues and society in different contexts. Its traditional events include the Christmas party (the department's Christmas party), gatherings, SocioKino and many others. Feel free to contact the society with any questions, whether they be about your studies, student life or anything else.

[vybor.socka@gmail.com](mailto:vybor.socka@gmail.com)

[fb.com/spoleksocka](https://fb.com/spoleksocka)

[instagram.com/socka\\_spolek](https://instagram.com/socka_spolek)

## **Společnost mezi verši (SMV)**

SMV is a newly founded society devoted, as the name suggests, mainly to poetry, not only written but also spoken, freely presented and discussed in a circle of people interested in literature, culture, philosophy, and especially in pleasant company. It is a dynamic society, developing with every word and every contribution, looking for new ideas and surprising conclusions from joint sessions with a subtle touch of the atmosphere of the relaxed 60s.

## **SPOBL (Society of Friendship of General Linguistics)**

The Friendship Society of General Linguistics was formed in the fall of 2023 to build a student community on and off campus. We know ourselves that the best part of studying is the people who surround us, so SPOBL is a pair of open arms for students of general linguistics, related studies, and the more technical souls of our faculty. A safe platform for unfiltered nerdiness about all aspects of linguistics. A helping hand during study and personal life.

We create opportunities for informal gatherings of our friends and faculty and strive to make the field of General Linguistics more accessible to a wider audience by sharing our love of language and the Department of Linguistics on social media.

[linktr.ee/spobl](https://linktr.ee/spobl)



## **ÚTVAR - students' association of the Department of Art History**

ÚTVAR was founded in 2016 with the aim of supporting both student life at the Department of Art History and the field of art history as a whole. It is primarily involved in organizing informal events for students and faculty, tries to assist prospective and newly admitted students in basic orientation, and attempts to participate in a positive way in the running of the department itself. By organising open events (lectures, discussions, walks) it tries to spread awareness of the field outside the department. We try to help those who are preparing for the entrance exams, but also newly admitted students, for whom the beginning of their studies can be a challenge. We also try to help incoming first-year students integrate into the department by organizing a familiarization course in places with a strong presence of art historical monuments. At the same time, we also want to be a vibrant platform for upper class students. We organize regular events where both students and teachers can meet informally (parties, picnics, screenings), as well as events in which the general public can participate (walks, trips). The association's agenda also includes contributing to the organisation of other institutional events - we help to organise institutional excursions, lectures, conferences and other events. At the same time, it is particularly important for us to have a positive impact on strengthening interpersonal relations not only between students, but also between students and teachers, and to try to open up the Department of Art History to the rest of the Faculty of Arts.

[udu.ff.cuni.cz/cs/studium/utvar](http://udu.ff.cuni.cz/cs/studium/utvar)

[fb.com/utvar.udu](https://fb.com/utvar.udu)

[spolek.udu@gmail.com](mailto:spolek.udu@gmail.com)

## **Univerzitní křesťanské hnutí a křesťanská skupinka (FF) UK**

The University Christian Movement is a student group that helps people in higher education to reflect on, examine and live out their Christian faith. We organise regular interactive Bible sessions, lectures related to the subjects studied, as well as cultural and leisure events. We are students from different church communities who share the same desire - to help others think about spiritual issues.

[ukh.cz](http://ukh.cz)

[fb.com/Univerzitní-křesťanské-hnutí-239438686124712](https://fb.com/Univerzitní-křesťanské-hnutí-239438686124712)

[instagram.com/ukh\\_info](https://instagram.com/ukh_info)

## **University Art Ensemble of Charles University**

VUS UK is the leading Czech non-professional choir composed mainly of students and graduates of Charles University and other Prague universities. It was founded in 1948 and is the oldest Czech academic choir. The choir uses a wide range of choral literature and a rich repertoire in numerous concerts at home and abroad. It cooperates with major professional soloists and orchestras. He is a member of the UČPS and EFJC.

[vus-uk.cz](http://vus-uk.cz)

## **WeFFUK**

WeFFUK is an association of students of Czech language and literature. We mainly organise introductory courses, but we continue to bring our fellow students together afterwards through events that seek to introduce literature and language in a wider context.

[weffuk.cz](http://weffuk.cz)

[facebook.com/WeFFUK](https://facebook.com/WeFFUK)

## **How to found your own student society**

If you think that there is something missing in the range of student societies and their activities, you are of course free to create your own initiative, organise events, associate and network.

There are basically three ways to start a student society. The first and easiest way is of course by getting together with your friends and classmates and forming a kind of informal initiative. However, if your group will develop some economic activity, or if you want to be more "serious", you are left with two options.

The first option is to establish a society under the auspices of the Student Council, which, through the institute of the so-called Student Consultation Groups (SKSs), currently covers the majority of faculty societies, providing them with the formal and legal requirements while leaving them free to carry out their activities. The second option (a little more complicated, slower and more demanding) is to establish your own legal entity (i.e. a registered society), for which you also have to draw up the statutes under which the society will be organised, and which you then have to register with the Ministry of the interior of the Czech Republic. You will then report your economic activity to the relevant branch of the tax office.

Whatever you decide, or if you are still thinking about setting up an association, do not hesitate to contact us. We will be happy to advise you on the SKS, z.s. or other matters concerning associations.

## **Other student activities**

### **FF CUNI Ball**

The Faculty of Arts and the Faculty of Education Ball is a traditional representative opportunity to dance, have fun and meet people across the entire faculty academic community. In addition to an almost festival-rich musical programme, participants will be treated to a midnight surprise and a rich raffle with several hundred prizes. Information about the upcoming ball can be found on the Facebook account of the Student Council and the Faculty of Education of Charles University.

If you would like to get involved in the preparation of the ball, please contact us. We need people interested in production work, PR, marketing, but also skilled hands for more manual work, volunteers, people bursting with good ideas and positive energy - in short, there is something for everyone! Simply write us a message.

## **Student Majáles**

Majáles has been a traditional celebration of studenthood for many, many years. As early as 1878, Alois Jirásek described its course in his Philosophical History. On 1 May 2024, the 12th edition of the true and unadulterated Student Majáles - a multi-genre festival of student creativity - took place in Prague. It took place in the Hybernská Campus, which is a space providing facilities for various student activities. Visitors could see student societies not only from Prague universities, young and promising bands, theatre groups, but also debate clubs and non-profit organizations.

A traditional parade through Prague is also held every year. Hundreds of students visit the festival every year, and since the response has been positive this year, there will be another one on 1 May 2025, which you can get involved in organising!

As well as meeting lots of new people and making great friendships, you'll get to try your hand at coordinating a music, theatre or film programme. You can also interact with associations and non-profit organizations or try your hand at PR and publicity and much more.

There are no limits to new ideas, you can also implement them through the traditional allegorical parade and the election of the King or Queen of Majáles. However, Majáles is not only a celebration of studenthood, but also a platform for encounter, discussion and critical reflection on society. Students from Charles University as well as from other Prague universities are active in the association. If you want to meet new people at the faculty, university or in Prague, join us!

If you want to actively participate in the preparation of the Majáles, please send us an e-mail today! If you want to know about everything that will be happening, follow our website and/or tag "Like" on our Facebook page Student Majáles and you will be informed in time about all the events that will be happening!

[majalesstudentu.cz](http://majalesstudentu.cz)

[fb.com/wtudentskymajales](https://fb.com/wtudentskymajales)

[info@majalesstudentu.cz](mailto:info@majalesstudentu.cz)

## **Studentská Hybernská, z. ú.**

In April 2017, the Faculty of Arts of Charles University took over the management of a complex of long-term empty buildings in Hybernská 4. From January 2021, the Hybernská Campus was transferred from the management of the Faculty of Arts of Charles University to the Centre for Knowledge and Technology Transfer. The large complex is occupied by two entities - the strategic university project Hyb4City and the newly established registered institute Kampus Hybernská by the city and the university. Both entities are trying to synergistically develop the third role of the university, i.e. to support the university's activities towards the public, in cooperation with Charles University and the Prague City Council.

This marks a major milestone in the development of the Hybernská Campus, which has so far been based on expanding innovation in social-humanities disciplines and interdisciplinary cooperation of the entire academic community. The complex also includes student spaces -

Studentská Hybernská. Studentská Hybernská aims to bring students together and assist in the development of their skills. In the long term, it seeks to highlight the activities of students across Charles University and enable student projects to be presented to the public in the premises of the Hybernská Campus. There are two lecture halls in the Student House where you can hold lectures, workshops, screenings or just meet your colleagues. In addition, several student societies have also found a home here.

The aim of the project is to provide a space for students, academics and the public to debate the most pressing issues facing humanity, to record a podcast, attend a workshop, attend a cultural programme or just curl up on the couch and read today's newspaper. So, think about it, and if you would like to organize your event at the Hybernská Campus, write to us.

[kampushybernska.cz](http://kampushybernska.cz)

[fb.com/KampusHybernska](https://fb.com/KampusHybernska)

[studentska@kampushybernska.cz](mailto:studentska@kampushybernska.cz)

## Housing and food

Quality at a reasonable price

An equally important part of student life is accommodation and food. You can't live without food and beer... or water, and you can't live without a roof over your head. This brief summary will help you in the first days of your academic career with the basic issues of being and not being in Prague. Prague is a beautiful city, but considerably more expensive than the rest of the country. Unless you have an aunt who lives on the Vltava riverfront or an old uncle who doesn't know what to do with an apartment in Vinohrady, you're probably looking for a place to live. It's easier with food, there are plenty of options for cheap and quality food, but it's good to plan when and how you'll get to the food.

### Dorms

It's a good idea to look into accommodation for the next academic year in May, as the best is often snapped up early. First years have a partial preference, but you can't rely on that, as Prague is a truly university city (besides CUNI, it is home to ČVUT, ČZU, VŠCHT and many other schools). All the main dormitories of our university are in relatively good accessibility from the school, even on foot (Švehlovka, Budeč, Jednota). CUNI also has dorms outside of Prague, with Brandýs nad Labem within a solid commuting distance, those tend to be emptier.

You may be interested in the abbreviation KaM, which stands for Charles University Colleges and Canteens (yep, doesn't work well in English). Their website [kam.cuni.cz](http://kam.cuni.cz) is worth checking out as it is the main platform for sharing important announcements and information about the dorms and canteens. Information about vacancies at a particular dorm can also be found at: [rehos.cuni.cz](http://rehos.cuni.cz) (see QR code), however, it is very old, and you need to be patient with it. If even patience does not help you can write to [rezervace@kam.cuni.cz](mailto:rezervace@kam.cuni.cz) or in case of extreme need to [Anetta.Rysova@kam.cuni.cz](mailto:Anetta.Rysova@kam.cuni.cz).

Another key place is the accommodation office of the dormitory. Find out the opening hours, call or ask the accommodation office on site. It is also worth remembering that dorms are

subject to certain rules. If you break something or violate other dorm rules, you may be fined or even expelled from the dorm.

Below, we'll focus only on issues that might arise during the year. Basically, you can contact the dorm councils that have been set up at most Prague dorms with any question or problem. They try to make living in their dorms as pleasant as possible for students. They deal with suggestions from residents, solve various problems related to the running of the dormitory, rules, comfort, etc. In the dormitory where the dormitory council operates, you should find the contact details on the notice board (usually right by the entrance) or look it up on the [gremiumkr.cuni.cz](http://gremiumkr.cuni.cz) website.

### **I didn't get a dorm, what can I do?**

If you haven't found private accommodation yet, don't forget to check out the Rehos website for the latest availability. It is also possible to contact the accommodation offices of individual dormitories during the academic year. There's a chance that there is space in some of them - not everyone who has received a dormitory spot will always move in, and some will move out during the year, too.

### **I liked my friend's dorm better. Can I move?**

You can. You can either apply for another dorm officially or use the bulletin board (preferably at the target dorm) to post an offer to switch. After all, it's possible that someone else is in the same situation as you.

### **I found a private residence. Can I leave the dorm early?**

Yes, you will only have to pay a penalty for early withdrawal, usually in the range of a few hundred crowns. Be sure to sort out the termination or the hostel will continue to charge you.

### **Private housing**

Of course, you can also find private accommodation, i.e. subletting to someone else, but this is usually more expensive (it's worth living as a group of three, etc.). In addition to the rent, you usually have to pay utility bills (electricity, gas, water) and you are bound by a lease.

What to look out for when looking for a sublet and what to prepare for?

First, the price is not always quoted including energy and water deposits and other charges (such as Wi-Fi), which can add up quite a bit. When signing the lease, make sure you check that all the equipment described is actually in the apartment (including curtains etc., so you don't have to pay for them when you move out), even an unfurnished apartment may have carpets. Landlords normally require a security deposit (usually equal to one month's rent) in case you do not pay the rent on time. The deposit will be returned to you when you move out. Be sure to have proof of this transaction!

It is a good idea to read the contract to see how long you are signing for (usually one year) and under what conditions it can be cancelled. Some landlords don't ask you to sign a lease, but it's still a good idea to check what's in the apartment and write it down if necessary - you're protecting yourself. Don't forget to ask if you clean the common areas of the house (stairs, hallway, entrance hall) or if a cleaning service comes to the house.

## **Where can I find a sublet?**

As in many other matters, the internet and student Facebook groups are a major help. Every now and then, someone is looking for a replacement for a roommate who just moved out, so why shouldn't you be the one? The following websites are probably the most helpful: [annonce.cz](http://annonce.cz), [bezrealitky.cz](http://bezrealitky.cz), [espolubydleni.cz](http://espolubydleni.cz), [levnebydleni.cz](http://levnebydleni.cz), [ulovdomov.cz](http://ulovdomov.cz), [byty.cz](http://byty.cz)

## **Canteens**

The university canteen is by far the cheapest way of eating: for a price of about 75 crowns (legends say that you can get lentils for 70 at times) you can have a full meal and, if you wish, a soup, dessert or salad from the menu. In addition, in most canteens you have a choice of several types of food.

You must first register to use the canteens. The manual for the "new" system is here: <https://kam.cuni.cz/KAM-353.html>

## **Registration for the canteen**

Of course, nowadays there are also vegetarian and even a vegan meal. (After the UZK campaign, it is no longer only sweet dishes, but also, for example, roasted wheat noodles with vegetables). There is free water and tea to drink. The most compelling reason not to go to the canteen would probably be some important seminar that you are very likely to run into at least once a week during the very limited opening hours (usually between 11.00 - 14.15). You can find the latest information from the world of university catering at: [kam.cuni.cz/kam-4.html](http://kam.cuni.cz/kam-4.html)

## **Do the canteens also cook dinner?**

Dinner is no longer cooked in the canteens in the centre due to lack of interest from students. An alternative is subsidised baguettes, which you can get during the day at the reception desks of some halls of residence (Jednota, Větrník, Hvězda, Kajetánka).

## **Do I have to order lunches in advance?**

No. However, you must expect that your favourite meal will be sold out and the supply of remaining meals will be limited. Therefore, it is always best to order your meal on the website at least one day in advance if possible. Unclaimed food will of course be forfeited, but there is also the option of offering food electronically to the so-called food exchange. If you're lucky enough to get it from there in time, someone will pay for it instead of you.

## **Where can I find the nearest canteens in the city centre?**

### **Canteen at the Faculty of Law of Charles University - nám. Curieových 7,**

One tram stop on line 17 from the main building of the Faculty of Arts, the canteen is right in the basement of the building.

Arnošt z Pardubic Canteen - Voršilská 1

This canteen has been newly renovated and has a very good reputation; you can reach it by tram lines 17, 18 and 2 (stopping at Národní divadlo).

## **Buffets and canteens**

Buffets are not much better than canteens, but they are more expensive. Even so, you will spend many five-minute breaks between classes with lumps behind your ears.

### **Bistro Mezi Řádky**

Náměstí Jana Palacha 1/2

Right on the main building on the right side under the main staircase is a bistro where you can eat, drink or have something sweet or healthy for quite reasonable prices. From 11am you can buy lunch here; it will cost just over a hundred. There is a choice of soup and two meals, one of which is vegetarian or vegan. You can see the current menu on their Facebook page earlier this week. They also have beer on tap, a wide selection of sodas and wine. Lectures, meetings or meetings can also be held here by appointment, and you can even rent equipment (brewing equipment, pots) from them for one of their events.

[fb.com/bistromeziradky](https://fb.com/bistromeziradky)

### **Havelská Koruna**

Havelská 21

A self-service canteen with a vast selection of food. Great prices for downtown. Sometimes longer queues though, as this is quite a popular cheap eatery.

[havelaska-koruna.cz](https://havelaska-koruna.cz)

### **Karolinum Buffet**

Celetná 20 (Ovocný trh 3)

At first you might have a tough time finding the buffet - it's in the Karolina building, and from Celetná you can reach it through the courtyard in addition to some corridors. You mainly come here for the thick soup (every day of the week has its own kind) - unfortunately it is always eaten quickly.

### **Lidová jídelna Těšnov**

A self-service canteen with a wide selection of dishes (including vegetarian) every day, great lemonades, friendly service and really cheap prices. It also offers evening specials. Take bus 207 from Staroměstská Street and you can be there in fifteen minutes and eat like royalty. [lidovajidelna.cz](https://lidovajidelna.cz)

### **Buffet in Klementinum**

Mariánské nám. 190/5 (Karlova 190/1), National Library

Do you go to the study room in the National Library? A wide selection of mostly cold dishes, pleasant prices and ready-made meals through midday make it a very popular accompaniment to the study process of all academic classes from students to professors.

Kosina Butchery and Smokehouse



## **Kaprova 7**

On the way from the main building to Celetná or vice versa you will find a wide selection of cold cuts and salads, plus pastries, plus daily hot food like goulash or gnocchi, they will heat up some things for you, especially a huge selection of fried schnitzels, cauliflowers and similar delicacies. A great lunch under 80 crowns for standing or takeaway.

reznictvikosina.com

## **Restaurants & pubs**

If you know where to go, a restaurant isn't that much more expensive than a buffet - you can get enough to eat, often at an affordable price.

### **U Rudolfinum Restaurant**

Křižovnická 10

Pilsner beer, still at a fair price, you can eat in the restaurant, which, however, outside of lunch, gets really expensive. A frequent meeting place for students and academics. The cuisine is traditional Czech.

urudolfina.cz

### **Hany Bany**

Veleslavínova 5

Legendary pub. Students from many universities meet here. Offers Staropramen and a wide selection of dishes, the plate of toasts with garlic spread is huge. Very wide range of alcoholic and non-alcoholic drinks.

Of course, Hany is also widely sought after and visited by tourists, so you have to reckon that it may not be entirely easy to get a seat.

### **Restaurant U Parlamentu**

Valentinská 8

An inn reminiscent of the place where the Czechoslovak Parliament once resided. Pilsner beer is also on tap here, prices are higher, but a cheaper daily deal is commonplace. The food is excellent, the service friendly. uparlamentu.cz

### **La Casa Bleu**

Kozí 15

Spanish cuisine, Spanish drinks, Spanish community in Prague within striking distance of the faculty.

lacasablu.cz



## **Pizzeria DONNA**

Veleslavínova 10

Italian cuisine, pizza and lunch a stone's throw from the faculty.

[pizzadonna.cz](http://pizzadonna.cz)

## **Beas Vegetarian Dhaba**

Týnská 19

A nice vegan buffet (we love their soy noodles in sweet and sour sauce) that, with the right fisticuffs, can be packed with enough to keep your wallet AND your tummy happy for less.

## **Las Adelitas**

Malé náměstí 13, Prague 1

An authentic and great Mexican restaurant where lunch is a painful 179, but well worth it.

## **Zen Chef**

Kaprova 8

In case you want Chinese cuisine, this quiet restaurant with pretty reasonable prices is literally around the corner from Palach.

## **Cafes, bars & tea rooms**

Prague is full of quirky cafés, pubs, bars, tea rooms and other establishments where you can have serious or casual conversations with friends or complete strangers, or lose yourself in melancholic reverie reading, but always over a glass or cup of something good. Since the list would be long, we have chosen only the best and the closest to the faculty.

### **Týnská Literary Café**

Týnská 6

A café with a bookshop in a small alley on the east side of Týn Cathedral, which is directly infectious with its old Prague atmosphere. It is often difficult to find a place even during the day. In the inner atrium you can sit in the open air. [knihytynska.cz/kavarna.html](http://knihytynska.cz/kavarna.html)

### **Scout Institute**

Staroměstské nám. 1/4

Right on the Old Town Square in the arcade is one of the most beautiful cafés in the centre. In addition to the café, the Institute organises regular programmes, workshops, and of course scouting events and offers rooms for rent. The first Scout House can still be found in the former fishery on Kampa (U Sovových mlýnů 134/1).

[fb.com/skautsky.institut](https://fb.com/skautsky.institut)

## **Café in Hybernská**

Hybernská 4

This student café is located in an inner courtyard right on the premises of the Hybernská Campus, so it is perfectly accessible from all the buildings of the faculty, and closest to those students who study in Sporck Palace, Na Příkopě or Celetná. Good coffee, home-made pastries and a welcoming environment are a guarantee - you can sit outside or inside and find the

children's corner. Every day there is a selection of vegetarian and perhaps even vegan soups and wraps.

## **Crème de la Crème**

Husova 231/12

Get to know the beginnings of Prague's hit: the best ice cream parlour in Prague has been established just a short walk from the faculty - you can get a good coffee and a great (and expensive) ice cream daily from 12, and they offer vegan cream ice creams and sugar-free ice creams daily, so there's something for everyone. Unlike their branch on Národní, the queues here tend to be unrelenting. They have a cosy courtyard with two tables and the local French comfort will surely relax you. [cremedelacreme.cz/en/zmrzlinarny/husova](http://cremedelacreme.cz/en/zmrzlinarny/husova)

## **A little further away, but not too much...**

There are a vast number of other areas full of pubs, cafes and bars within 20 minutes of the school. Just down the road from the faculty to Národní třída, there are several legendary places swarming with students. In the density of pubs per square kilometre, Žižkov is undoubtedly the winner with its offer of original venues, for example, with beer specials (Pivo a párek) or authentic pubs (U Vystřeleného oka). Dejvice offers a similar mix in its wide streets. Surprisingly, your wallet won't be completely ruined if you head across the river to Malá Strana.

## **Zázemí**

Michalská 432/12

A naturalistic look, the king of cubbyholes opens deep into the night. Crowded on weekends and some evenings, but it's worth it. You'll also find a courtyard where you can sit in the fresh air. They don't take cards.

[fb.com/clubhouse ZÁZEMÍ](https://www.facebook.com/clubhouseZAZEMI)

## **Potrva**

Srbská 2

A favourite hangout of bohemian studies students, you'll find it in Dejvice. It hosts concerts, theatre performances, talks and many other events. There are great soups on the menu.

[potrva.cz](http://potrva.cz)

## **Standard Cafe**

Karolíny Světlé 23

One such place on the way to Národka is Standard, or Standáč, where students from various universities and faculties meet. Don't be surprised by the space, there's plenty of room when you go down the spiral staircase (but often the basement is by reservation only). The lower floor is recommended for larger events. Last minute bookings are usually no problem, we know this from personal experience.

[fb.com/standard.cafe](https://fb.com/standard.cafe)

## **Café Prostoru**

Technická 6

A café right in the heart of the Dejvice campus in the National Technical Library building, where you'll probably pop in for a few nights during exam time. Unfortunately, the cafe doesn't have 24-hour operation like the library, but it's still worth a visit, for example because of the large and interesting space. And the wine. When you're looking for a kick to study, have a coffee there. [cafe.prostor.cz](https://cafe.prostor.cz)

## **Dejvice railway station**

Václavkova 169/1

Legendary railway station pub with cheap beer and shots. Despite repeated pressures to close down, the Dejvická nádražní hospoda still holds on and delights generations of drinkers, from old punks to budding intellectuals, with its prices and beautiful surroundings near Hradčanská station.

## **Klubovna**

Generála Píky 430/26

Student cultural centre in Dejvice with music programmes every day. If you want to listen to young student bands, Klubovna is the ideal destination. And even late at night, so your end-of-the-night shindig can take place in a nice, padded garden.

[fb.com/clubhouse](https://fb.com/clubhouse)

## **Vending Machines**

In order to find the cheapest possible ways to alleviate our exhaustion and exhaustion, we used a field research method to map and evaluate coffee vending machines (hereafter referred to as kafemats or cafetomats) in faculty buildings.

At least five types of kafemats can be found scattered in every nook and cranny of the faculty. Most often you will encounter the Lavazza branded coffee machine, which offers four types of coffee. But the coffee products from them are the same; they are always regular coffee, coffee with milk, cappuccino or latte. The difference is in the volume and the price. For our part, we can say that even the cheapest ones are interesting in taste and can be recommended with a

calm heart. Lavazza kafemat can be found in the main corridors opposite the staircase of the building on Palach Square. The Faculty of Law also boasts a large concentration of these machines, where, in addition to other brands of machines, you will also find a kafemat preparing fresh-ground coffee in the cafeteria next to the canteen. It is more expensive, but the taste is worth it. The lady behind the counter will appreciate it if you buy something sweet to go with your coffee.

An important place of pilgrimage for tasting the vending machine coffees is the back part of the corridor in Celetná 20 by the staircase, where there are two coffeemakers next to each other. The one with the touch screen is by far the best faculty kafemat with a wide range of instant and bean coffee, or hot chocolates. The rest of the coffee machines are rather average. You can find them, for example, in the Jan Palach Library (this one has the added advantage that it is adjacent to a water fountain, from which you can draw both hot and warm and, most importantly, completely free of charge water) or alongside the aforementioned high-quality coffee machines. It is almost a given that you can pay by card in most of the coffee machines. This unfortunately does not apply to the refreshment ones. However, it happens very often that even the coffee ones, the attached payment terminal breaks, stops accepting money or goes out completely, and therefore cash has to be used. As a rule, it is also necessary to take into account that such malfunctions can take up to several days to repair.

It is also useful to know that the Germanic Studies Library (3rd floor) usually has a kettle for water and tea and coffee for a contribution. However, that's a tip for locals - if it's not your tribal library, lobby for expanded services in your own libraries rather than disrupting the local spirit.

# Finance

or how to study and not go bankrupt

Money is often the last thing that enthusiastic students of spiritual sciences want to think about. And it looks like it - many people don't apply for accommodation scholarships at all, even though all students, even those from Prague, are entitled to them, and others lack a bank account into which the university could send the money. We have included here some information of a labour law nature that does not hurt to know.

## How expensive is living in Prague?

Of course, that's up to you. To save you a bit of maths, here's a basic breakdown of essential expenses: if you live on campus, expect the average cost of a bed in a CUNI dorm to be around CZK 5,000 per month (but this can go up to CZK 9,000). For more information on the cost of living in each hall of residence, see here: [kam.cuni.cz/KAM-477.html](http://kam.cuni.cz/KAM-477.html).

### Dorm prices

The average cost per day, if you watch a lot, is around 150-250 CZK, i.e. about 6000 CZK per month. Don't forget one-off expenses like a public transport voucher (a year's worth of vouchers will set you back 1,280 CZK) and sudden things like buying textbooks. Add to this whether you smoke, how often you drive home or if you regularly go out for a beer or occasionally go to a café. If you like to go to the cinema, the theatre or a concert now and then. Whether you pay for language classes or certain sports, etc. (Don't forget that CUNI has many sports and language courses that it offers to students for free, although it may not always be easy to get in.)

### Discounts and discount cards

As a student, you can get discounts at theatres, cinemas, bookshops, driving schools, museums, travel agents, hardware and software retailers (it's worth looking online first) and mobile phone companies, so it's a good idea to carry your student card with you at all times. We've already written about the benefits of having an International Student Identity Card (ISIC). You can get an overview of the discounts that come with the ISIC card from the [isic.cz](http://isic.cz) website, the app, or find out more about CUNI cards at [cuni.cz/UK-1444.html](http://cuni.cz/UK-1444.html). If you register on [mujisic.cz](http://mujisic.cz) and want to, they will email you news about discounts on your ISIC. You can also find all the discount information and an electronic version of your card on the ALIVE app, which you can download on your phone.

## Jobs

Unless you happen to be one of those who spend most of their time managing their young, thriving company, or one of those whose parents have set up a golden account (there aren't many of either), you'll probably be looking for a part-time job that's not too time-consuming, at least in the beginning. For students, this is most often some kind of tutoring, language teaching, translation, proofreading, helping out in cafes or bars, office work, graphic design, etc.

Whoever you work for, don't do anything until your employer signs a contract with you, in two copies. One copy belongs to the employer, one to you - never give it away, without it you will

have a hard time proving that you worked somewhere, and they didn't pay you. For part-time jobs, always have an up-to-date certificate of study ready. Your employer should ask you for these for tax purposes.

If possible, try to get your employers to sign a contract of employment with you (under the current Labour Code, up to 300 hours worked per year for one employer and up to CZK 10,000 per month) - this is the most advantageous for you and, after all, also for your employer. If you are already working as a student, you are also entitled to a tax credit, this time for tax purposes, and from January 2024 you can only claim the basic tax credit per taxpayer (the student tax credit has been abolished, but you still want to write it down because the state then pays your health insurance for you). You can fill in and sign an income tax return and state there that you are claiming the tax credit. You can only have one person sign this declaration, so if you had more than one employer you would have to choose one. Learn how to write CVs in foreign languages in Western European style (don't worry, they're nothing to do with essays as you'd expect, besides there are loads of different guides on the internet on how to write them; EUROPASS is probably the most popular - europass.cz) and off you go.

### **What is the contract of employment? (DPP)**

Agreement to perform work. This is a non-employment relationship. You can have more than one such agreement, but you can only work 300 hours for one employer in a calendar year. The agreement must be in writing and must specify not only the work task but also the agreed compensation for performing it. As a rule, the time interval in which the work is to be carried out is also stated. The cooperation can also be terminated by the employer at any time and without giving any reason, unless the agreement states otherwise. The compensation for the performance of the work task is legally due upon completion and submission of the work. However, it is possible to agree that part of the compensation will be paid after a certain part of the work has been performed, for example, on a regular monthly basis. Unlike a traditional employment contract, social security and health insurance are not deducted here if the compensation with one employer is limited to CZK 10,000 gross per month. Health insurance is only payable by those who are not covered by the state, so students under 26 years of age can avoid paying insurance premiums in this case. Social security must be paid if the sum of income from all agreements exceeds CZK 10 000 per month. Health insurance is only payable if one income exceeds CZK 10 000, not the total income for all agreements. Income is taxed at 15% unless you sign a pink declaration with your employer. Otherwise, you do not have to tax anything up to 10 000 CZK.

### **What should I expect to be paid then?**

Earnings range from 50 CZK (for example, per standard page for proofreading) to 600 CZK per hour for language teaching. However, especially if you are starting out, you will often spend several hours preparing for each lesson. The minimum hourly wage for contract work is set at CZK 112.50.

### **Where can you find something to do?**

If you're looking for a job, it's a good idea to look around first. There are small papers on notice boards all over the faculty offering various part-time jobs and financial benefits - from teaching foreign languages, being a tour guide, working in the café, to proofreading texts. There are, of course, countless job sites where you can find a plethora of advertisements. There are also

various Facebook groups where all sorts of part-time jobs are on offer, word of mouth among friends works well, and occasionally something pops up on departmental websites.

## Prizes and competitions

One of the ways academia can make you richer is through a reward linked to a prize or competition. You can also apply for grants in your senior year. To help with obtaining grants and information about them, there is a special grants department at the Faculty of Arts, which also has a Facebook page.

### Pomvěds

A "Pomvěd" is a "Research Auxiliary" or officially a "Student Auxiliary", i.e. a student who has arranged a part-time job in their own department or institute. Most often this involves helping with conferences, photocopying, running errands, but if you're lucky you might also be involved in teaching or helping with the running of your department. Payment is made through a scholarship and is subject to agreement. You can get a little over a thousand for working a few hours a week, and more for a few days at a conference - it's not a staggering amount of money, but most people can't help but love the experience and opportunities in the field it has brought them. Check out the department's website to see if there happens to be such an offer hanging out there, or be diligent and reliable students, maybe a teacher will approach you.

## Scholarship recipients

Students can also earn extra money as "scholarship holders" - they can work for one of the libraries of the Faculty of Arts Library at the lending desk or do some auxiliary work in the computer laboratory (LVT). If you are interested, you should follow the Facebook profiles of the libraries ([fb.com/knihovnaaffuk](https://www.facebook.com/knihovnaaffuk)) and other parts of the faculty or ask directly in some of them. Unlike "pomvěds," the work is hourly compensated.

### Scholarships

There are several types of scholarships and together they are too complicated to explain in our guide. However, we will explain a few of the most common ones and recommend that you always refer to the faculty website (see QR code). The deadline for scholarship applications is usually in November, but again, it's best to keep an eye on the website.

#### Accommodation Scholarship

In general, any student residing outside of Prague who has not exceeded the regular period of study (minimum length of study plus one year) is eligible for an accommodation scholarship. For further exceptions, refer to the Faculty of Arts CU website. It is paid quarterly and needs to be applied for via a web application (see QR code) and does not need to be accompanied by any confirmation. Students who come from socially disadvantaged families are covered by the accommodation grant at an increased rate. Social situation needs to be documented by a current certificate from the authorities. This grant is paid monthly.

## **Social grant**

Applies to students who are in receipt of social benefits, are studying full-time, have not interrupted their studies and have not exceeded the standard period of study. Poor social situation must also be documented by written confirmation from the Czech Social Security Administration.

## **Achievement scholarship**

"Excellence Scholarships" are awarded for the previous year, so you as a first-year student will receive them the following year based on your performance this year. Achievement Scholarships are paid to at least the top ten percent of the "highest achieving" students in a given category of study (Philology, Historical Studies, Humanities...) from each year. The criteria are the number of credits earned (the more, the better) and the average number of exams taken (the less, the better) over the past academic year. The specific formula is quite complicated, but you can find it on the website. The advantage is that you don't have to request it, and you will automatically receive an email if you have met the requirements. The amount of the merit scholarship at the Faculty of Arts of Charles University is set annually by the dean (but traditionally it is around 10,000 CZK) and is usually paid around mid-December.

## **Other scholarships**

There are other scholarships, usually awarded for special achievements in your studies or for studying abroad. For a full list of these, see the faculty's website.

## **Fees for extended study**

A student who has completed more than one year of study beyond the standard period of study for the programme studied (i.e. BSc 3+1 and NMgr 2+1) is liable to pay a fee for longer study. Attention! Previous unsuccessful studies are also counted. When extending your studies at the Faculty of Arts of Charles University, you currently pay CZK 26,500 for philology programmes and CZK 21,000 for other study programmes for each six months of study. Further information about the fees at the Faculty of Arts can be obtained using this QR code.

And if you still don't know what to do... you go to the Student Council.

## **I've turned 26 - now what?**

Those of you who have just finished your four-month secondary school graduation holidays (or even a bit longer) can skip this paragraph, the following information probably won't apply to them for a few more years. For seniors, on their 26th birthday, they cease to have the classic status of a student and suddenly become more mature than they might wish themselves to be. The fundamental change is that from then on they have to pay for their own health insurance - if they work on part-time employment (with monthly earnings above CZK 3,500, or CZK 10,000 for a full-time employment contract), or on a classic employment contract (where health insurance is always payable, at least on the minimum wage, up to which it is calculated), the employer pays the health insurance for them. For others, we recommend that you go to the insurance company immediately and find out what and how.

The situation is slightly different for new PhD students, who are entitled to health insurance reimbursement by the state regardless of their age in the full-time form and for the standard



duration of their studies. For example, as far as the VZP (insurance company) is concerned, they must report the facts regarding their studies (commencement, interruption, or termination) themselves within eight days on the form "Application and registration sheet of the insured". At the start of their studies, they must also provide a confirmation of their studies and a completed 'Declaration of Honour' form confirming that it is their first doctoral studies, which can be downloaded from the VZP website. This is how other insurance companies should proceed. Thus, the student declares the facts himself without the need for a check by the university.

To clarify, you do not have to worry about social security - it is not paid for you, so there is no change. Unless you want to pay it yourself; employed or part-time students are taken care of, their employer pays this insurance for them too. (Yes, you guessed right, your university studies do not count towards the years you have to work to qualify for a pension.) There is also a change in the way taxes are paid: while you could claim the student tax credit until your 26th birthday, you can't after that magic date. Your parents are losing out on student tax relief too, so remind them. You also lose your entitlement to some welfare benefits. You'll also lose most other student discounts - it's a good idea to have a fund ready, especially for the 'adult' tram pass.

## Studies and parenthood

### Can that work out well?

Yes, it can! For new parents, FF UK offers different kinds of support, helping you to successfully combine your role as a student with that of a parent.

## Organization of studies

If you become a parent during the time of your studies, first of all you need to apply for so-called "evidence of parental leave time". This can be useful in the future, for example if you need to interrupt or extend your studies. To have your parental leave registered in SIS by your Study Referent, you need to fill out the form attached to the Dean's directive 36/2018 ([cuni.cz/UK-9314.html](http://cuni.cz/UK-9314.html)). The request can be made by both mothers and fathers. The time covers the parental leave granted by the State (for mothers it starts 6-8 weeks before birth and lasts until the child's third year of age, for fathers from birth to the completion of three years of age by the child). Mothers can apply before the child is born with a confirmation of pregnancy issued by a gynaecologist. After the child is born, the Study Department will request their birth certificate. When your request is accepted, your maximal time of studies will be automatically extended by the period covered by parental leave. This way you can avoid fees for extended studies. As a student-parent you can also ask for an individual study plan. You might be allowed different types of examinations, more accessible schedules or extended deadlines. In every case, it's a good idea to discuss this course of action with the head of your department, since individual study plans are still dependant on your study program, while you can find the basic advantages and regulations of ISPs here: [ff.cuni.cz/fakulta/predpisy-a-dokumenty/vnitri-predpisy](http://ff.cuni.cz/fakulta/predpisy-a-dokumenty/vnitri-predpisy).



*Dean's directive for parental leave*



*Internal faculty regulations – individual study plans*

All of this is of course also valid for those who have children in foster care or who enrolled in their studies already as parents (of children up to three years of age).

More information can be found through the QR codes. We also warmly recommend Karolína Sýkorová's website – Karolína is a student of Translation Sciences, who has first-hand experiences with parenthood in university: [rodicemnavysoke.wordpress.com](http://rodicemnavysoke.wordpress.com) (in Czech).

The Studies Department is always available and ready to help you, too.



*Parental leave - Centrum Carolina*



*Rodičem na vysoké - Parents in University*

# Studying Parents' Association

Being a parent during university studies is a challenge, but not a handicap! In Spring 2022 Aneta Ženíšková, a Ph.D. candidate in Demography Studies at the Natural Sciences Faculty, founded this university-wide association with the goal of helping and motivating studying parents to combine those two aspects of their lives and not to give up their studies because of their new role as a parent. The association fights for a more flexible approach to studies (like the possibility of participating in lectures through online platforms). They also host a Facebook group ([fb.com/groups/3214325072188806](https://fb.com/groups/3214325072188806)), where you can join the association. Or you can directly contact Aneta by e-mail: [aneta.zeniskova@natur.cuni.cz](mailto:aneta.zeniskova@natur.cuni.cz).



Studying Parents' Association Facebook group

## What else to consider?

It's good to know that:

- In the first year of bachelor's studies it can be complicated to interrupt your studies or get an individual study plan, here your individual academic and health situation comes into play.
- Always apply for everything in time. Never leave important things to the last minute.
- You are only eligible for financial parental support if you have been paying a specific insurance for at least 270 days a year during the two years before the start of possible maternal leave. The good news are that also previous, successful studies can be counted into this period. Also, both mothers and fathers are eligible. For advice on financial support contact your local Social Security office (OSSZ).
- A smaller amount of money is available even for those who are not insured. It's called "rodičovský příspěvek" (RP) and issued by the Workers' office (Úřad práce).
- There are even more options of state-funded financial aid. Charles University in turn offers social scholarships. But to be eligible for those it is important to not have interrupted your studies nor extended them over the standard duration.
- Charles University has so-called double dorms, where you and your partner can share a room. One of you must be a student, but you don't have to be married to live here.
- Teachers are usually glad to hear from you about your situation (and your plans concerning the subject in question) in advance. Pregnancy might already influence your studies, even if it doesn't cause you any further issues.
- Parents travelling with small children don't pay for public transport in Prague. Terms and conditions can be found on [pid.cz](http://pid.cz).

## What if I can't leave my child at home?

In the main building there's a children's space (use the side entrance from Kaprová street or from the courtyard) with a playing room, a kitchenette with a microwave and a bathroom. It partially works based on mutual aid, such as free child supervision, next to babysitters who will take care of your children when you can't be there. Please read the conditions of babysitting and don't forget to sign up in the registration form. Keep in mind that the children's space is not a nursery! It's only a space where someone will look after your child for the time of your absence. More information and reservation options can be found here: [ff.cuni.cz/studium/studentske-aktivity/zazemi-pro-deti-a-rodice-na-ff-uk](http://ff.cuni.cz/studium/studentske-aktivity/zazemi-pro-deti-a-rodice-na-ff-uk).

In the main building there are several baby changing tables – two in the children's space, one in the Jan Palach Library and one in the women's restroom on the 4<sup>th</sup> floor. In the Celetná building, there is only one (in the women's restroom near the entrance from Ovocný trh), Špork palace is equipped with a baby corner (changing table, microwave, water kettle, facilities).

In the Hvězda dorm area you can find the Children's group Maxík. This nursery operates in a nice location with lots of green spaces, a playground and a pond and offers its services for children beginning at 12 months of age – various activities, quality food and great personnel. For information on financial support for nursery fees see the Dean's directive 50/2014, issue 5 dated 24.2.2016 and the website <http://kam.cuni.cz/KAM-262.html>.



### *Maxík*

Some other faculties have children's spaces too. For older children there's the Rybička (Little Fish) preschool near the Faculty of Natural Sciences. Children of students at the Natural Sciences Faculty have priority here, but there might be free capacities for parents from other faculties.

More information on: [centrumcarolina.cuni.cz/CC-58.html](http://centrumcarolina.cuni.cz/CC-58.html).



# Cultural life

*Every student at our faculty understands the need for a proper cultural backbone. We don't sit around all day at home reading scientific papers now, do we? It wouldn't even make sense, based on the courses our faculty offers. These following pages will highlight many of your older colleagues' favourite spots, all tried and tested, of course.*

## Cinemas

While Prague contains many multiplex cinemas, they do usually lack the magic of an older, more classical venue. Never mind the lack of film variety. Artsier cinemas tend to have a wider array of less famous pieces alongside your typical blockbusters, but they also organise small film festivals, talks or even filmed theatrical performances from around the world. A useful tool for finding out what films are being played around you is the website [csfd.cz/kino](http://csfd.cz/kino) (although do keep in mind this website is in Czech; it does however present the film with its poster, so it's quite intuitive even for an international audience). Make sure you also stay up to date with the activities of our many faculty societies as they may organise movie screenings of their own.

### Lucerna

*Vodičkova 36*

As one of the oldest cinemas in Prague, *Lucerna* is truly a must visit. The luxurious premises are a delight to spend your free time in, whether you go and see a film there, or you choose to just chill in the cinema's café. You also need not worry about the price. It is all rather manageable even with the gorgeous interior. However, *Lucerna's* website isn't great when it comes to its English translation, so do keep that in mind.

[kinolucerna.cz/klient-263/kino-68/jazyk-en\\_GB](http://kinolucerna.cz/klient-263/kino-68/jazyk-en_GB)

### Aero

*Biskupcova 31*

*Aero* is a cultural mainstay when it comes to Prague art cinemas. Its rich program doesn't only include a wide variety of films, but also live showings of stage performances, recordings of concerts or perhaps even talks (e.g. with explorers and the like). What also improves the experience, is the availability of beer and marinated hermelín (a Czech version of camembert). We would however recommend warmer clothing during the winter months, as it does tend to get quite chilly inside.

<https://kinoaero.cz/en>

### Přítomnost

*Siwiecova 1839/1*

As one of the only boutique cinemas in Prague, *Přítomnost* offers up a truly unique experience. The mix of comfy seats, excellent sound and an in-cinema bar

(that includes service during performances) makes this venue really one of a kind. It is run by the same group that is in control of *Aero* and other Prague art-cinemas (that will be mentioned shortly).

[kinopritomnost.cz/en](http://kinopritomnost.cz/en)

## Bio Oko

*Františka Křížka 15*

*Bio Oko* is another partner venue of *Aero*. It is situated in the Prague 7 district (specifically Holešovice) and tends to be quite popular with movie-goers. It has a similar program to its partners, which you can enjoy with a four-legged friend.

<https://biooko.net/en>

## Světozor

*Vodičkova 41*

Last, but certainly not least out of the 4 partner cinemas is *Světozor*. Located right in the heart of Prague on Wenceslas Square (Václavské náměstí), *Světozor* is one of the largest art-cinemas in Prague, due to its three available screens. This allows it to organise relatively large film festivals as well. The local bar is also very good and you can also find the cinema containing the *Terryho ponožky* shop, in which you can buy anything your film-loving heart desires, from posters and t-shirts to DVDs and scientific publications.

<https://kinosvetozor.cz/en>

## Ponrepo

*Bartolomějská 11*

A mere 10 minute walk away from the faculty, we have *Ponrepo*, the official cinema of the National Film Archive. The program here tends to be slightly different, as they prioritise performances of older, but still quality, films that you might have a hard time seeing anywhere else. The prices are also rather reasonable. A yearly membership (that costs 300 CZK, or about €12) allows you to buy tickets for the rather low price of 60 CZK (€2.50) and students studying artistic or art-science courses even get the membership for free. Once again though, the English translation of their website is far from ideal.

<https://nfa.cz/en/ponrepo-cinema>

## MAT

*Karlovo náměstí 19*

Not only does this film house offer up a cosy cinema but also a restaurant, a DVD rental shop and an editing room. Its 90s atmosphere also attracts a good amount of filmmakers, who often like to visit. What they unfortunately don't offer is an English version of their website.

[mat.cz](http://mat.cz)

## Atlas

### *Sokolovská 1*

This comfortable two screen cinema (near the Florenc metro station) offers up not only an interesting program including thematic film days and festivals, but also excellent lemonade.

<https://www.kinoatlaspraha.cz>

## Dlabačov

### *Bělohorská 24*

In the confines of the Pyramid Hotel in Břevnov lie the halls of the evermore popular *Dlabačov* cinema. Here you can see (of course) films (from all throughout cinematographic history), but also screened theatrical performances, interesting documentaries, film marathons and much more. What you won't unfortunately find is an English version of the website.

[dlabacov.cz](http://dlabacov.cz)

## Other tips:

City Library of Prague (Městská knihovna v Praze) - *Mariánské náměstí 1*

- Film screenings + talks and festivals

Kino 35 - *Štěpánská 644*

- Art scene of the French Institute

Edison Filmhub - *Jeruzalémská 1321*

Evald chamber cinema (Komorní kino Evald) - *Národní 28*

- A more old-timey experience

Za plotem theater (Divadlo Za plotem) - *Ústavní 249*

- Cultural centre and café within the Bohnice Psychiatric hospital

Pilotů - *Donská 168*

## Theatres

Prague is a city full of theatres with a wide variety of experiences. It's not easy to find a place where to check all performances from across Prague, but you can definitely do a lot worse than the site: [i-divadlo.cz/programovy-kalendar](http://i-divadlo.cz/programovy-kalendar). Do keep in mind that this site is in Czech. Most of Prague's theatres do offer up a discount if you show an ISIC card, usually somewhere around 60%. Hell, if you're lucky enough, you can manage to snag a seat at a National Theatre (Národní divadlo) production for free. You do this by going to the National Theatre just before a performance (usually around 18:30 to 18:50) with your ISIC in hand

and ask the seats inspector (the office in the NT is in 1st floor on the left, the Estate's Theater has an inspector standing around with other members of staff near the entrance). It's a good idea to reserve or pre-buy your tickets with multiple days or weeks to spare and there are also certain small, but popular venues, for which you have to buy tickets the day (or the minute) they are released. This is also the case for premieres in big theatres. It might be redundant to say this, but do remember that a vast majority of performances (with perhaps the exception of the State Opera) are done in Czech. For better deals, you can join the Student Council's Theatre Club: [strada.ff.cuni.cz/aktivity/divadelni-klub](http://strada.ff.cuni.cz/aktivity/divadelni-klub).

## **The National Theatre (Národní Divadlo)**

Remember, the National Theatre is not just the building with the golden dome. It actually has multiple venues around Prague, all with a different specialisation including (but not limited to) drama, opera, ballet or the Laterna Magika. If you are one for modern interpretation then worry not, a lot of productions here do have some kind of a modern twist to them. You can find their performances here: [narodni-divadlo.cz/en/programme](http://narodni-divadlo.cz/en/programme)

### **The Old Scene**

#### *Ostrovní 1*

The original National Theatre building (dating to the year 1883) is an absolute must-visit while you're in Prague. Here you can find traditional and modern iterations of the world's best pieces. The choices are (nearly) endless.

### **The State Opera**

#### *Wilsonova 4*

With it being recently reconstructed, the State Opera is a truly special venue. Its repertoire includes pieces by the crème de la crème of operatic composition, both local and from the world. Do keep in mind though, that cheaper seats for students are only for specially pre-designated spaces, times and performances. Quick final tip: if you buy seats to the top rows of the Opera, do keep in mind that while the view at the performance is glorious, a rather large chandelier obstructs the main subtitle screen above the stage if you sit in the middle. While small individual screens with subtitles are available, they do sometimes malfunction.

### **The New Scene**

#### *Národní 4*

Besides your ballets and dramas, the New Scene is also the primary sight for Laterna Magika performances as well as more alternative forms of stagecraft. You can also find the excellent Cafe Nona here. It is a popular spot for studying throughout the day and a great place for a calm get-together in the evening.

As a last little tidbit, it would be good to mention that the National Theatre does offer up performances that either are in English or are in some way friendly to a non-Czech speaking audience. These are specially marked on the online main programme (with the exception of opera, where most, if not all, performances contain English subtitles).



## Divadlo Na Vinohradech

*Náměstí Míru 7*

Outside of the National Theatre, it is here where you can find the largest array of dramatic performances in Prague. The difference being, that *Divadlo Na Vinohradech* tends to stick to traditional depictions of the performed plays.

[divadlonavinohradech.com](http://divadlonavinohradech.com)

## Žižkovské divadlo Járy Cimrmana

*Štítného 5*

This venue is absolutely a fan, if not national, favourite. So popular are the local comedies that it is quite complicated to get a ticket (people used to queue at 5 o'clock in the morning for tickets). If you do manage to snag one though, you won't regret it.

[zdcj.cz](http://zdcj.cz)

English performances: <https://zdcj.cz/en/soubory/cimrman-english-theatre/>

## Divadlo Na zábradlí

*Anenské náměstí 5*

While this theatre has lost some of its charm after a reconstruction process, the quality of the performed drama cannot be understated. Besides its standard performances, the theatre also offers an alternative scene (located in its attic) called *Eliad's Library (Eliadova knihovna)* which is used as a staging ground for plays by up-and-coming authors. The *Masopust* theatre troupe also resides at Na zábradlí. If you feel like adding some other activities to your theatrical adventure, the theatre also organises workshops for the public.

[nazabradli.cz/en/](http://nazabradli.cz/en/)

[nazabradli.cz/en/subtitles-friendly/](http://nazabradli.cz/en/subtitles-friendly/)

## Dejvické divadlo

*Zelená 1084*

Great plays, great depictions and great actors, what's not to love? The size of the theatre itself. Getting in is rather complicated, as its popularity far outsizes its seating capacity. If you are interested in getting tickets for an otherwise brilliant experience, you'll have to look out for the start dates of ticket reservations/purchases. This process usually starts every third Thursday of the month at 8PM. You can also try the auction site Ticket Fair Price, where the money earned is then used for a good cause.

[dejvickedivadlo.cz/en](http://dejvickedivadlo.cz/en)

## Divadlo DISK

*Karlova 26*

If you want to support potential future stars, then this is the place. The DISK theatre is the official venue of DAMU - the Theatre Faculty of the Academy of Musical Arts. Quality can depend a bit on the current year-group's abilities, but it's still worth the visit.

[divadlodisk.cz/en](http://divadlodisk.cz/en)

# Galleries

## National Gallery

*List of addresses is on their website*

You can't really go wrong here. With pretty much the entire history of art represented in all of the National Gallery's buildings, nearly anyone can find something they would find interesting. The NG also offers up virtual tours and talks, or special openings of places that are usually hidden from the public.

[ngprague.cz/en](http://ngprague.cz/en)

## Prague City Gallery

This is probably the second most renowned gallery in the Czech Republic (after the National Gallery). Its specialisation is Czech art from the 19th century onwards.

[ghmp.cz/en/](http://ghmp.cz/en/)

## Rudolfinum Gallery

*Náměstí Jana Palacha (side entrance from near the bank of the river)*

While Rudolfinum is primarily used as a music hall (more on that later), its side rooms usually contain rather intriguing art exhibitions, both modern and traditional.

[galerierudolfinum.cz/en/](http://galerierudolfinum.cz/en/)

## DOX

*Poupětova 1*

The more modern and abstract arts are what the DOX gallery is centred around. Its large space tied to minimalistic and sometimes controversial exhibitions are an interesting way of presenting things. Worth a visit.

[dox.cz/en](http://dox.cz/en)

# Concert/Music Halls

**Rudolfinum** - Czech Philharmonic

As mentioned previously, Rudolfinum is the country's premier music hall and the main venue for the Czech Philharmonic orchestra. It is here where you can hear the best Czech musicians, as well as many quality international guests. Besides musical performances, Rudolfinum also offers guided and virtual tours of this stunningly beautiful building.

[rudolfinum.cz/en/](http://rudolfinum.cz/en/)

**Smetana's Hall in the Municipal House**

**St. Simon's and Jude's Church**

Prague Symphonic Orchestra

*náměstí Republiky, 5 Dušní ulice*

These are the two venues of the Prague Symphonic Orchestra. While Smetana's Hall is mostly used for orchestral concerts, St. Simon's and Jude's Church is where chamber music

pieces tend to be performed. Both places are really worth visiting just for the architecture alone, too.

<https://fok.cz/en/municipal-house-smetana-hall>

<https://fok.cz/en/church-st-simon-and-st-jude>

We can also mention **The State Opera** as an extra option, as they do sometimes run orchestral performances of famous operas. These are quite rare though, but do keep an eye out.

## Music clubs

While there are many clubs and more alternative musical venues dotted around Prague, we still chose to highlight some:

- Vagon
- Palác Akropolis
- NOD
- Cross
- Club Roxy
- Rock Café
- Meet Factory
- Jatka78
- Petrohradská kolektiv

## Sporting Areas

Whether you'll start getting cramps from all the sitting around when studying, or you'll just feel the need to clear your head, the city of Prague has many facilities that help you with these issues and urges. As mentioned previously, physical education is not mandatory at the Faculty of Arts, but you are encouraged to take part in other sporting activities. The Department of Physical Education does give students the opportunity to sign up to voluntary PE classes (usually specialising in a specific sport or activity) that not only helps your body and spirit, but also adds 2 credits to your academic total. More info about this can be found on the Department's website: [ktv.ff.cuni.cz/en/timetable/](http://ktv.ff.cuni.cz/en/timetable/).

But, of course, you can also sport it out to your heart's content outside of school. Here are our recommendations:

### Ultra Ant

*Týnská 17*

If climbing is your activity of choice, then Ultra Ant could be the place for you. You don't even have to own any proper equipment, they'll lend it to you right there. One-time entry for a student costs 130 CZK (€5.25), but you can get an extra sale with a membership, which

costs 50 CZK (€2). Do also keep in mind that opening times are fully dependent on the time of year. And (once again) the website is only in Czech  
tynskastena.cz

## **YMCA sports centre**

*Na Poříčí 12*

The options at the YMCA are truly varied. You can either play badminton, cycle indoors or take part in one of many modern training classes (pilates, yoga, floatfit etc.). The facility also contains a 25 metre swimming pool. A student's membership costs 140 CZK (€5.60). Also, Before you plan to go, check if it isn't closed because of a special event.

[scymca.cz](http://scymca.cz)

## **Na Výstavišti swimming pool**

*Areál Výstaviště 67*

You can find this public pool only a few tram stops (line 17) away from the faculty. An hour costs 80 CZK (€3.20), an hour and a half 110 CZK (€4.45), both with a student's card. Lane availability is presented on their website.

[navystavisti.cz/sport\\_en/swimming\\_pool/](http://navystavisti.cz/sport_en/swimming_pool/)

## **Bazén v Podolí**

*Podolská 74*

If you take the number 17 tram the opposite way to the Kublov tram stop, you can get to another public pool, this time in Podolí. Besides outdoor and indoor swimming, the pool area also offers certain luxuries like rehabilitation courses, saunas and massages. Entry costs 185 CZK (€7.45) for 90 minutes with a student card.

[pspodoli.cz](http://pspodoli.cz)

## **Studio Contemporary**

*Nám. Míru 820/9*

Studio Contemporary organises (almost) daily dancing sessions, including ballet and modern dances. They also offer yoga courses. Beginners can sign up to afternoon courses, while the more skillful among you can get the chance to practise with students from conservatories.

[contemporary.cz](http://contemporary.cz)