

International Office
 Czech Technical University in Prague
 Žitkova 4
 166 36 Prague 6
<http://intranet.cvut.cz/incomers/erasmus-exchange>



INTERNATIONAL EXCHANGE INFORMATION 2014-2015

Administration

Name:	Ms Dana Mrkvičková	Ms Helena Holmerová	Ms. Lucie Bílová	Ms Jana Dudková	Ms.Alexandra Spurná
Position:	Head of European Office	Erasmus - Outgoing students	Incoming students	Leonardo da Vinci	Exchange students (non-EU countries)
	LLP-Coordinator,		Accommodation	Coordinator	Outgoing students
	Outgoing students		Transcripts		EILC courses
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Academic Information

Semester dates:	Winter Semester:	Orientation week: September 15 th , 2014 – September 21 st , 2014 Classes: September 22 nd , 2014 – December 19 th , 2014
	Summer Semester:	Orientation week: February 9 th , 2015 – February 15 th , 2015 Classes: February 16 th 2015 – May 15 th , 2015
Examination period:	Winter Semester:	January 5 th 2015 - February 13 th , 2015
	Summer Semester:	May 18 st , 2015 – June 26 th , 2015
Availability of accommodation	Accommodation in student dormitories is available FROM September 11th, 2014 UNTIL June 30th 2015. During the summer period this accommodation is used for tourists, and is not normally available to students at student prices.	

	Students leaving after the winter semester must vacate their room not later than February 5st, 2014.
Credit system:	On average 30 ECTS-cp. for 1 semester (about 22 semester hours per week) <i>All of our incoming students are required to collect at least 15 credits towards their degree programme at their home university.</i>
Language:	Classes for Erasmus and Exchange students, included in the Prospectus are taught in English language. For project work, English speaking supervisors can usually be found.

Grading System

ECTS grade	points	mark	Czech-in words	English-in words
A	100-90	1.0	VÝBORNĚ	EXCELLENT
B	89-80	1.5	VELMI DOBŘE	VERY GOOD
C	79-70	2.0	DOBŘE	GOOD
D	69-60	2.5	USPOKOJIVĚ	SATISFACTORY
E	59-50	3	DOSTATEČNĚ	SUFFICIENT
F	49-0	4	NEDOSTATEČNĚ	FAILED

Courses of study available in Erasmus and exchange programs

The Prospectus can be found under

<http://intranet.cvut.cz/incomers/erasmus-exchange/prospectus>

Note that all courses are offered in only one semesters (**W – winter semester, S – summer semester**)

Note that the Faculty of architecture offers courses only for the students of master program! The faculty could accept students of the bachelor program but only if they have enough prerequisites for master courses!

The International Office organizes accredited Czech Language courses and an accredited course in Czech Life and Culture in each semester, and an intensive Czech language course in September.

Contact, information for incoming exchange students Registration	http://intranet.cvut.cz/incomers/erasmus-exchange https://mobility.cvut.cz/registration/
Student Survival Guide	The Student Survival Guide attempts to provide comprehensive information for students in Prague http://intranet.cvut.cz/incomers/guide
Application dates:	March 31th for admission to the winter semester and the whole academic year for students from non-EU countries and with non-EU citizenship April 30th for admission to the winter semester and the whole academic year for the students from EU and with EU citizenship October 31st for admission to the summer semester for students from non-EU countries and for students with non-EU citizenship November 30th for admission to the summer semester for the students from EU and with EU citizenship THE APPLICATION FORMS DELIVERED AFTER THE DEADLINE CAN'T BE ACCEPTED!

Suggested date of arrival:	Winter semester: September 11th 2014 Summer semester: February 5st 2015
Orientation Week	The International Student Club, in collaboration with the International Office, organises an Orientation Week to help international students to settle in (accommodation, registration procedures, transport pass, etc.) before the beginning of classes. Excursions are arranged to introduce the country and to bring students together.
FAQ	http://intranet.cvut.cz/incomers/erasmus-exchange/faq

Visa

Visa for students from non-EU countries	Students from non-EU countries need a visa! The students which need a visa could search for the information here: http://www.mvcr.cz/mvcren/article/immigration.aspx
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Accommodation

On-Campus residence	The International Office offers support in finding accommodation. An organisation called SUZ administers the University's dormitories (about 8000 beds) and canteens. SUZ allocates beds in shared rooms to the International Office, but not enough beds for all Erasmus students. The International Office allocates offers of beds in dormitories in the following order: 1. To students from partner universities which have a formal agreement to provide accommodation for each other's exchange students, 2. On a first to apply, first served basis to other LLP/Erasmus students. Please contact: Mrs. Lucie Bilova E-Mail: bilova@vc.cvut.cz phone: +420 224 353 467 fax: +420 224 353 491
Cost:	The overall rent for a shared room in a student dormitory is between about Euro 100 and Euro 155 per month including electricity, heating and water for a room shared with one other student.
Cost of Meal:	In the student canteens (menzas) a basic meal costs Euro 1,5 - 2. In modest restaurants outside the centre, a meal costs Euro 2 – 4. In the tourist and downtown areas, you can pay as much as you like.
Alternative accommodation:	A flat that 4 students can share costs about Euro 500 – 700 on the open market.

International Student Club

The International Student Club	The prize-winning International Student Club at CTU in Prague offers a wide range of assistance to ensure that international students have the richest possible study and social experience in Prague. ISC 'buddies' contact incoming international students before their arrival, and offer to meet them at the airport/railway station, and then help them to settle in. Problem solving, excursions, parties and sports activities are only a part of the ISC programme during the semester. http://www.isc.cvut.cz
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Health insurance

Health insurance regulations:	All students are required to have health insurance. Students not resident in EU/EFTA countries are required to have health insurance before they can pick up their visa. Students from EU countries need to have a "health insurance document for abroad (E128)" issued by a health insurance company in their home country.
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Employment

Employment opportunities for exchange students:	EU students are entitled to work in the same way as Czech students. However, opportunities are limited, and rates of pay are low. Non-EU students with a student visa are allowed to do paid work only if it is closely linked to their study programme.
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Language

Language certificate	A certificate of English language skills for Erasmus and Exchange students is required as an attachment to the application form. International Office require a certified level of at least B2 according to the Common European Framework of Reference for Languages. http://en.wikipedia.org/wiki/Common_European_Framework_of_Reference_for_Languages Any equivalent certificate will be acceptable.
Czech language courses	One-year Czech language courses are offered, for example by UJOP, Charles University http://ujop.cuni.cz/index_en.php One-month intensive Czech language courses are offered for LLP/Erasmus students during the summer vacation. http://ec.europa.eu/education/index_en.htm LLP/Erasmus students are recommended to take the accredited Czech language courses offered at various levels by the International office of CTU in Prague.
Czech Life and Culture	The International Office at CTU in Prague offers an accredited course in Czech Life and Culture which is specially aimed at students spending their first semester as a visiting student at CTU in Prague.

Overview of average costs per month

A Czech student living in a university dormitory and eating in university canteens is able to live nicely on Euros 250 per month. This does not, however, include eating and drinking in the downtown tourist area.

Further helpful links

CTU website in English: http://intranet.cvut.cz/en?set_language=en

Info for incoming students: <http://intranet.cvut.cz/incomers>

Survival guide for visiting students: <http://intranet.cvut.cz/incomers/guide>

Prague Information Service: <http://www.praguewelcomes.cz/>

Beautiful Prague: <http://www.czechsite.com/>

Map of the campus: <http://intranet.cvut.cz/incomers/erasmus-exchange/arrival>

Map of Prague metro/info on public transport: <http://www.dpp.cz/en/>