

**Faculty of Business
Administration**

**CRASH
GUIDE**



INTERNATIONAL STUDENTS

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WELCOME! CRASH GUIDE

Hello and welcome at your new university, the University of Economics, Prague.

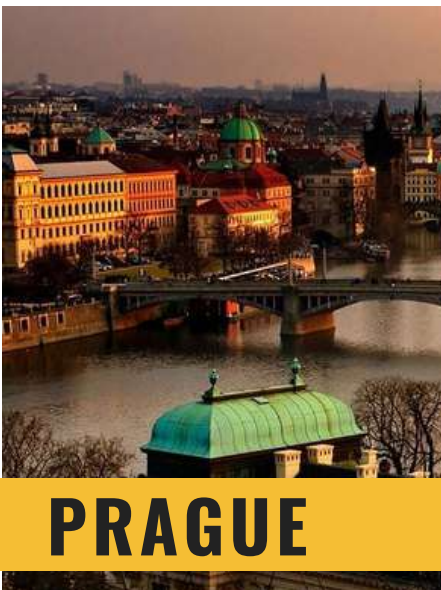


CRASH GUIDE

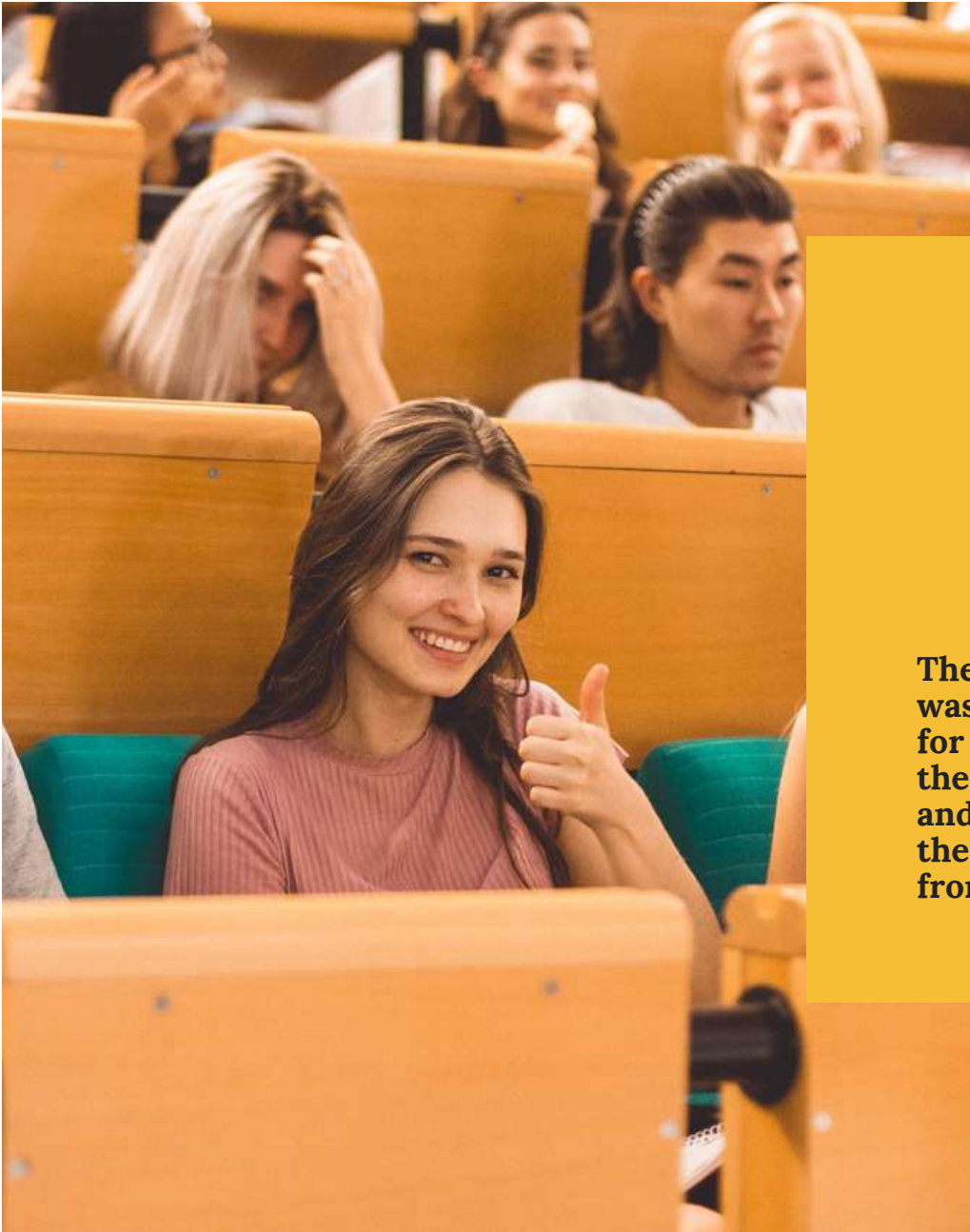
Starting a new chapter of your life in a new environment is always a challenge. In this period, new students in multiple programmes across many years have commonly faced similar problems, inquired for similar information, got stuck in the same traps.

Noticing this the FBA PR department decided to help you guys out! That is basically why this university manual was created. And what does it do? It is going to provide you with some basic but hopefully useful information about the university enriched with genuine student insights. Namely, it is going to:

1. Provide basic information about VSE.
2. Help you to get around.
3. Help deal with and prevent trickeries you might be facing.
4. Help you speed up your initial integration.



PRAGUE



BEHIND THE PDF

The FBA Crash Guide was created by students for students based on their own experience and willingness to help their peers with support from PR Dep FBA.

This is NOT a brochure designed or produced by a dedicated company neither created by the university staff. The PR department addressed a couple of active FBA students with a request for a solution which would provide new coming students with helpful information about their new school. We, students, have come up with the concept of a student guide. We got the green light and started working on it, at the end we have this file.

If you find anything that is missing, do not hesitate to contact the PR department of the Faculty of Business Administration which is the institution responsible for the distribution of the guide.

Whilst we, students, created the content, our lovely PR Dep ensured it would actually see the light of day

in a fancy shape and would be delivered right to your eyes! *(If you're reading this now, it means they have succeeded. What's next? Now it's our turn!)*

Who are the students who made this? Each program at FBA is kind of similar, yet somewhat different from the others, so we figured it is necessary to cover and incorporate potential perception variance and here we are!

We are 3 FBA students enrolled in 3 different programs. Who are we? *(We put together this whole thing so naturally, we want to get something out of it, right?! Fame. Let us step into the spotlight for a second and introduce ourselves, ladies first!)*



LIZAVETA BYKAVA, BBA

bykl00@vse.cz

Hey there! Ah, I wish I had this guide in my hands when I first enrolled at the University of Economics, but nevertheless, I feel lucky to contribute to it for you! Basically I squeezed in all the basics you need to know about our university, starting from the student card and finishing with where you should have lunch. The hardest thing for me when I came here was understanding the official English language, where you had to re-read 4 times on how to use the printer or e-resource in the library. I was thinking: "Give me a break! I just came here! Why is it so frustrating?". Thus, we all aimed at making this guide as simplistic and easy to read as possible, so you can focus on your studies. I'm open to any questions or if you just happen to need a friend - I'll be there for you! Hope you enjoy and have an unforgettable stay in Prague!

KATEŘINA KRÁSOVÁ, MIMG

krak@vse.cz

Hello incoming students! My name is Katerina Krasova and I am currently a student of MIMG program at the University of Economics in Prague! I finished my bachelors in the United States so I know how confusing it can be to move around in different country and how culture differences can affect you while adapting. This guide is going to prevent from getting lost the first week at VŠE and provides many interesting tips to save time while running to lectures first week at the University. We summarized the most important dates and harmonogram of the term so you can directly see how it differs from your home University. First time in Prague? Don't worry we are also including tips to get around this beautiful city full of history and must see before you finish your semester.





FILIP ZIMA, CEMS MIM

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Hi my dears! My name is Filip, everybody calls me Fil, my buddies like to call me Winter (*once you've spoken some Czech, you'll get why they do so*). For the use of this guide I represent CEMS double degree program. You won't find much of my written contribution throughout the document, I was focusing rather on planning, the guide structure, high level content and the plan of execution. Amongst other activities, I conducted competitive analysis, prepared a complete project plan and managed the work. Nonetheless, I couldn't resist grabbing my pen and invading at least couple of pages, therefore you can enjoy my foolish writing style in mainly 3 chapters: Welcome!, New Start in a New World and Library. *Moreover, the italic comments enclosed in parentheses are usually mine, feel free to ignore them.*

In case of any guide-related emergency or suggestions, please do not hesitate to reach me out! See you soon and fun with this little baby of ours.



FACULTY OF BUSINESS ADMINISTRATION



NAVIGATION

We structured the content chronologically according to our best anticipation. Clearly, you are not going to need all contained information let alone in this particular order, however, we still needed to design it somehow, right? We added a couple of additional features for the ease of use, starting with **the table of contents** finishing with **hashtags**.

Tips&Tricks: These are from time to time written here and there. Doesn't say much, does it? Consider them students' lessons learned from their own journey at VSE. Always located after an article written in italic.

#: You will be finding hashtags with keywords throughout the entire document. These hashtags indicate what is discussed in the text above. Making use of them is simple: Pres Control + F (cmd + F for Mac) and search for keyword representing a topic you are currently looking for.

- looking for place to print out stuff? Go search for print and you find several.

EXAMPLES OF HASHTAGS

Hashtags	Meaning
#placestostudy	Looking for a place to study?
#print	Needing to print something out?
#thesis	Info about thesis writing?
#paper	Info on Term Papers?
#insurance	What health insurance I need?
#visa	How to obtain visa?
#rent	How to find a flat?
#dorms	How to get a place at dorms?
#transportation	How to transport in Prague?
#library	Where to borrow books?
#internet	How to connect to internet?
#exchange	How to change money?

So that's it, mate, let's get started. Hope you find this piece of student work useful!

- Cheers, Filip.

NEW START IN A NEW WORLD – A LITTLE CZECH WORLD

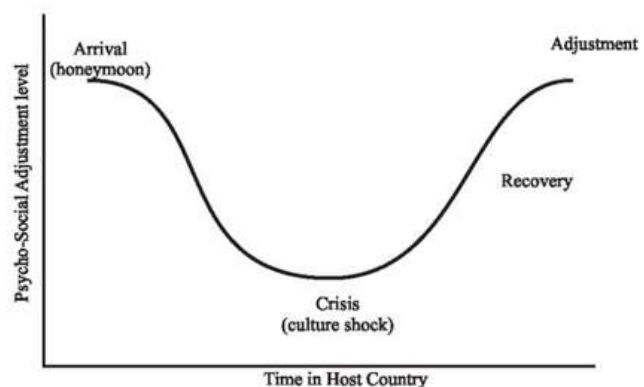
We all know it is hard to leave your country, friends, family and home itself. Going abroad for holidays is fun, but how is it to leave your country for a longer period?

In this chapter, we give a couple of tips on how to overcome the hardest period in the new world –initial months. Difficulties you will be undergoing and problems you will encounter during your stay at VSE are the key topics of this guide as a whole. The chapters, however, do not count with any kinds of personal issues. A new university, new environment, new culture, new people, no friends, no foundations. The beginnings are hard. If you invest your time and energy, it is going to end up just fine and you are going to have unforgettable times at our beloved university.

CULTURE SHOCK

Firstly, you may experience something called culture shock. The diagram next to this text depicts three stages you are likely to go through.

Immediately after the arrival, you might find yourself a little bit overwhelmed and insecure. Once you arrive at your accommodation and get around you will be starting to feel better. In no time you will feel pure amusement of how splendid everything is and how perfect the stay is going to be.



You might love the new food, the pace of life, and the locals' habits. During the first few weeks, most people are fascinated by the new culture. They associate with nationals who speak their language, and who are polite to the foreigners (there are many of them in Czechia). You anticipate that entire stay to be awesome, life-changing, unforgettable and simply flawless. Well, yes, it is going to be all of it but flawless. The feeling of pure joy and carefreeness will not last forever, it will actually last between 1-2 months, then you enter the following stage - **crisis**.

After some time, the core differences between your home culture and Czech culture become notable and more importantly grow on significance which may provoke anxiety. You may feel frustration and anger due to experience of unfavourable events that may be perceived as strange and offensive to your cultural attitude. Language barriers, stark differences in public hygiene (hopefully not the case), traffic safety, food accessibility and quality may heighten the sense of disconnection from the surroundings. With more time observing Czechs you will detect that not all of us are kind, optimistic open-minded individualists. Most intensively once you get beyond the student community. Typical Czechs have been successfully recognized for being rather pessimistic, conservative, dishonest, overly passive in certain actions (we complain a lot), overly critical and keen on living inside our comfort zone (needless to say, sometimes in a zone enclosed by a meter thick and four meters high concrete wall with a graceful barbed wire top – we use metric system, though).

Do not be hard on us, every Czech has their heart made of gold. So let's stop talking about the negative stuff. As I stated before, we are widely known for many virtues. Czech people are creative, and hard-working. We take much pride in our beer, ice hockey and our beautiful women. Furthermore, we love sports in general, adore nature and our own free time. We are kind and polite to foreigners, sometimes not very talkative but as always, it depends on the individual. Also, life in Prague is considerably different from the rest of our land. The capital city is a sort of a melting pot. Recently, Prague has become quite international, so there will be no major issues for you as a foreigner.

Eager to find more about us? Get outside and expose yourself to some Czechs, unforgettable experience I am telling you. Or simply search online for How Czechs are, Czech traits and so on!



HOW TO MAKE FRIENDS

As we stated multiple times, a new start is always hard. You can smoothly walk through all difficulties and baits Czechia devised for you or struggle critically. What helps is support, in this case – friends. Even among local students, VŠE is very widely known for a sort of must-have-friends university.

Be assured, that the aim of this text is not to tell you how to make friends in general. It encompasses various trickeries students commonly face when entering new universities. Consider it several tips to speed up your integration.

EVERYBODY IS IN THE SAME POSITION AS YOU.

All your peers are undergoing very much same difficulties as you. Do not be afraid to talk to your classmates. The great majority of them were ripped from their cultures the same as you were. So, consider this while hesitating. You see a group of students talking, come and join them!

HEAD'S UP!

Put your headphones aside, put your head up and put a smile at your face. Look around and go get yourself some new friends, get involved in something. Do not look down. Imagine, you run into somebody, a frowning dude with headphones looking at his shoes. Mate, would YOU start talking to him? How is it going, mate? What is it you're listening to in your headphones while looking depressed as **** ignoring me and neglecting other crucial facts during the initial month of your first semester? Not happening. Bear it in mind. VŠE is hard without friends.

BE CURIOUS. ASK.

As simple as it sounds, this is the most beneficial piece of advice. Once you discover how your classmates (program-mates) are, ask them. There are plenty of students' parties, events, trips, organizations etc. Ask your peers about it. VŠE PR Team is trying very hard to deliver as much information as possible right to you, yet it is nearly impossible to keep you posted of everything that is going on. That is why we advise: Keep asking your colleagues, you will not google it, trust us.

GET OUTSIDE!

You are not going to find your lifetime friends inside four corners of your dorm (and this happens, depressed students locked up in their rooms wondering what is it that they're doing wrong that there's no line of prospective friends at their doorway). Get yourself outside and explore what VŠE and Prague have to offer, there's a lot of it.



BASIC INFORMATION

ABOUT VSE

The University of Economics, Prague (VSE), founded in 1953, is the largest public university in the Czech Republic. The University of Economics, Prague is divided into 6 faculties. Five faculties - Faculty of Finance and Accounting, Faculty of International Relations, Faculty of Business Administration (your home faculty), Faculty of Informatics and Statistics and Faculty of Economics - are located in the centre of Prague, Faculty of Management operates in Jindřichův Hradec. The study is based on the principles of the European Credit Transfer and Accumulation System (ECTS).

Currently, the University of Economics, Prague has more than 13,000 students. It offers bachelor study programmes in Czech, English and Russian, follow-up Master's and Doctoral degree programmes in Czech and English. The school is recognized both at home and abroad. The University of Economics, Prague is included in the Financial Times and has long been ranked as one of the best business schools in Central and Eastern Europe as part of the Eduniversal Ranking project.

FACULTY OF BUSINESS ADMINISTRATION

Our home faculty! The Faculty of Business Administration (FBA) at the University of Economics, Prague is among the most respected schools in Central and Eastern Europe focused in the field of management. The Faculty of Business Administration has as the only faculty in the Czech Republic the prestigious international EQUIS accreditation. This means FBA ranks among the 1% best business schools in the world. EQUIS accreditation is the most comprehensive institutional accreditation system for business and management schools. The mission of the faculty is to create and transfer knowledge, develop skills and shape attitudes to successful management of companies and organizations in a changing global environment.

PROGRAMME COORDINATOR

Programme Coordinator is responsible for all the administrative procedures regarding your programme. Do you need a Confirmation of Study or to adjust your schedule? Contact your Programme Coordinator.

Before you come personally, always check the Office Hours section on the programme's website. If you know your issue will take longer or would like to meet out of the office hours, contact your Programme Coordinator in advance via email or phone.



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ACADEMIC DIRECTOR

The Academic Director is head of the International Degree Programmes department. He is responsible for all the key decisions regarding your programme and you will also meet with him in some of your classes.

LADISLAV TYLL

Academic Director

Room RB358

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WHERE TO FIND INFORMATION

For up-to-date information on events and other important notifications regarding your programme follow your programme's website and Facebook page:

- Bachelor of Business Administration at <https://www.facebook.com/bbavse/>
- Master in Management at <https://www.facebook.com/mimgvse/>
- Master in International Management/CEMS at <https://www.facebook.com/cemsvse/>

BEFORE ARRIVAL HEALTH INSURANCE

EU CITIZENS

Students from EU countries plus Iceland, Liechtenstein, Norway and Switzerland are entitled to the provision of necessary and urgent health care free-of-charge. It is only necessary that they have a certified E 128 form from their home country or a European Health Insurance Card, which replaces the paper forms needed.

NON-EU CITIZENS

Students from non-EU countries, staying in the Czech Republic longer than 3 months, must contract an insurance with an insurance company, which is licensed to operate the insurance in the territory of the Czech Republic according to a special legal regulation, i.e.:

- National insurance companies and insurance companies from non-EU countries that were provided by the Czech National Bank with a licence to carry on insurance business;
- Insurance companies from other EU countries, whose operations in the Czech Republic are based on the right to set up branch offices or are based on the freedom to provide services temporarily.

It is recommended to consult the Czech Embassy or consulate and verify whether the insurance meets the requirements for an application for a visa or residence permit for stays longer than 90 days.

For more information on what the insurance should cover go to <https://exchange.vse.cz/students/prospective-students/visa/#Insurance>

#insurance

BEFORE ARRIVAL VISA

EU CITIZENS

EU citizens (or citizens of Schengen Area – Norway, Iceland, Liechtenstein and Switzerland) do not need a visa or a permit to study in the Czech Republic. They only need a valid passport or another equivalent ID.

NON-EU CITIZENS

Foreigners who are not citizens of the EU and who are studying or working in the Czech Republic are required to have a long-term residence visa or a long-term residence permit before arriving in the Czech Republic. Please note that it is necessary to be physically present in the country where you applied at the time the visa is issued in the passport.

The application procedure for obtaining a visa for study purposes can take up to 60 days since the VISA application had been submitted to the local Czech Embassy. Important is to contact the local Czech Embassy or Consulate for details on Visa Application and read the instructions on filling in the application properly.

Different Czech Embassies can have different documents required.

For more information on visa go to <https://exchange.vse.cz/students/prospective-students/visa/>

#visa

BEFORE ARRIVAL HOUSING

Prices on the Czech real estate market have skyrocketed over recent years and so have rents.

As an incoming student, you have essentially two options:

- 1) Rent a room/flat/house
- 2) University Student Residence

PRIVATE PROPERTY

Most common portals concerning room/flat/house rentals are:

<https://www.sreality.cz/en>

<https://www.expats.cz/praguerealestate/>

<http://www.maxima.cz/pronajmout-byt/> (in Czech only)

<https://www.bezrealitky.cz> (in Czech only)

Moreover, you can always try any of the following Facebook groups:

<https://www.facebook.com/groups/424636421039486/>

<https://www.facebook.com/groups/1504614173169873/>

<https://www.facebook.com/groups/bydlenihlmp Praha/>

#rent

#tenancy

STUDENT DORMS

<https://accommodation.vse.cz>

There are several residences located close to our uni:

- Palachova dormitory (Jarov I)
- University hotel (Jarov I.E)
- Dormitory Jarov II
- Eislerova dormitory (Jarov III.F)
- Thalerova dormitory (Jarov III.G)

Further information can be found on a dedicated VSE page: <https://accommodation.vse.cz>. In case you are enrolled in a full degree you are expected to use the International Students – DEGREE – VSE interface. (Students accommodation > International Students – DEGREE – VSE)

How to Apply for a Student Dorm

Use the link: <https://accommodation.vse.cz/students-accommodation/international-students-degree-vse/application-newly-enrolled-student/>

Long story short, use the ISKAM Accommodation Information System <https://iskam-web.vse.cz> where you can find all information regarding accommodation at the VSE dormitories. Log in to the system using the same username and password you have in InSIS.

What it is for:

- Application for accommodation
- Resignation from the college
- Fault book
- Overview of your past/present accommodation
- Manage your debts, bail and fines
- Reservation of services: rental and reservation of grill, gym, courts, billiards, table tennis, etc.

#dorms

#studenthousing #residence



ARRIVING AT THE AIRPORT

The best way how to get to the uni (city center/dorms) from the airport is the **AE** bus which takes you directly to the Main Train Station adjacent to our uni. Otherwise, you can hop on the **119** bus, go to the final station Nadrazi Veleslavin and switch to Metro.

More at this link: <https://www.prg.aero/en/public-transport-buses>

For Express bus: <https://www.dpp.cz/en/bus-ae-airport-express/> (slightly more expensive; no

Prague public transport tariffs apply here)

Grab a cab: <https://www.prg.aero/en/taxi> or a LIFTAGO (Regular Taxi with competitive prices), Bolt, UBER. (You'll need an app for these guys.)

#airport

#taxi

#bus

#transportation

AFTER ARRIVAL REPORTING OBLIGATION

EU CITIZENS

EU citizens accommodated outside the university dorms must report in person at the Foreign Police at the address below within 30 days of arrival. Those staying at the university dorms will be reported by the dorms office.

Foreign Police Office

Olšanská 2

130 51 Praha 3

NON-EU CITIZENS

1. Non-EU citizens with long-term visa

- a. accommodated at the university dorms do not have to report to the Foreign Police. The dorms office will report them. automatically.
- b. staying outside the dorms have to report to the Foreign Police at the address above within 3 working days of entering the Czech Republic.

2. *Non-EU citizens with a long-stay visa issued for the purpose of collecting the long-term residence permit*
 - a. accommodated at the dorms do not have to report to the Foreign police. The dorms office will report them automatically.
 - b. staying outside the dorms have to report to the Foreign Police at the address above within 3 working days of entering the Czech Republic.

Non-EU citizens **applying for the long-term residence permit** must also within 3 working days of entering the Czech Republic report to the Ministry of Interior/Department for Asylum and Migration Policy in person for the purpose of carrying out activities associated with issuing a biometric residence card, where they may also report their arrival. They then have to present themselves at the Ministry to collect the residence card within 60 days of biometric data collection.

For visiting the Ministry of Interior/Department for Asylum and Migration Policy it is necessary to have an appointment reserved in advance. Therefore, we recommend making an appointment with the Ministry of Interior office <https://frs.gov.cz/en> right after you receive your visa in your country of origin and your date of arrival to the Czech Republic.

#afterarrival #reporting #obligation #foreignpolice

AFTER ARRIVAL SCHOOL CARD

After joining the University of Economics, Prague, all students are required to set up their own identification card. To produce this card, the data available to the school from the application forms will be used, such as your name, surname and date of birth. The acquired digital photo will be used for the identification card and will be kept in the study card in the school information system.

The university student card has two basic areas of use:

- 1) visual - as a card of affiliation to the University of Economics, Prague (student, employee, external reader, external person, etc.)
- 2) chip - rights and services related to chip usage

The possibilities of use:

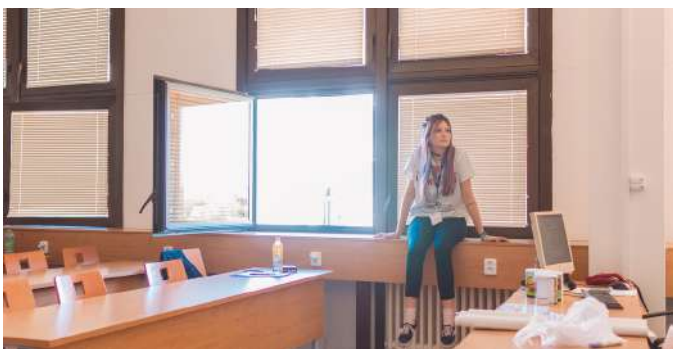
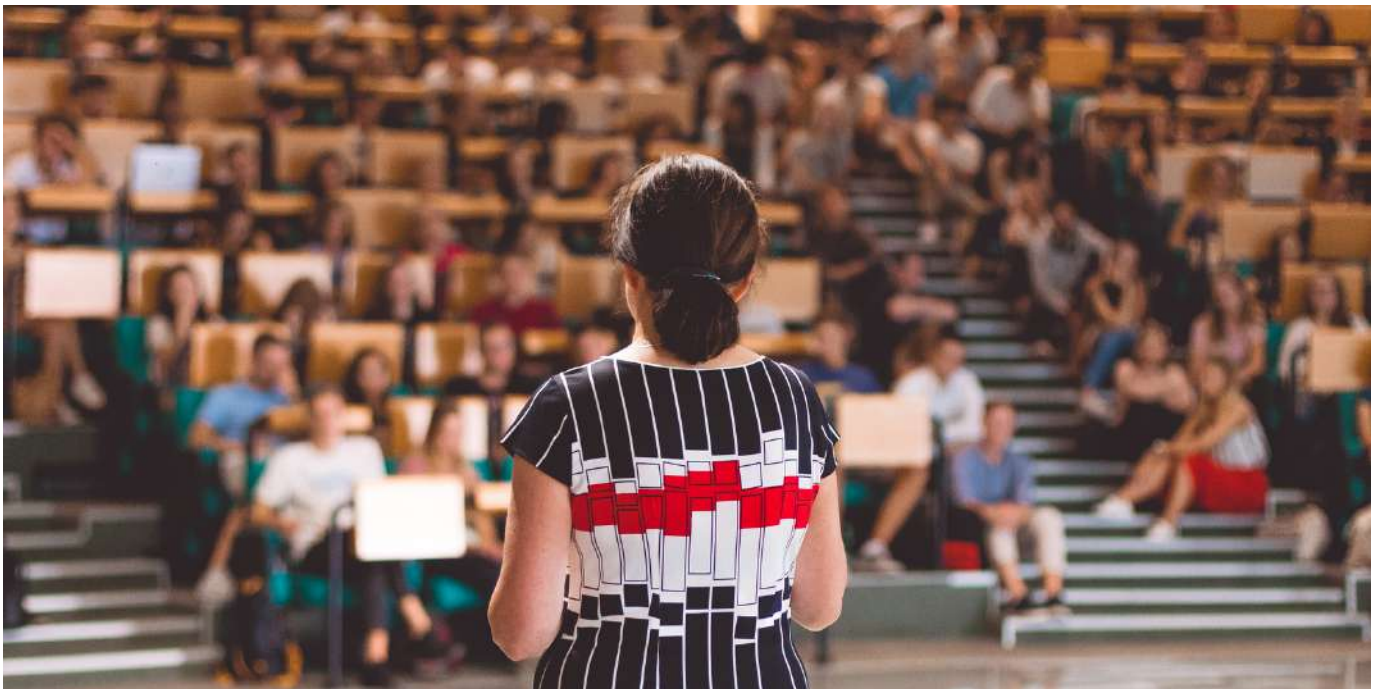
- electronic wallet (copying, printing, etc.)
- ISIC/ITIC
- serving meals in the canteen
- borrowings at the VŠE Library
- issuing initialization passwords to access the computer network
- user authorization to access the computer network
- entrance to protected premises of the building (computer classrooms, library, etc.)
- administrator privileges for the operation of individual services (confirming loans in locker rooms, issuing cards, receiving payments, etc.)

Possibilities for further expansion are still open (car park entrances, entrance to the VŠE dormitories, etc.)

There are two types of cards used at VŠE:

- 1) Regular student card, which costs 290 CZK and will give you access to all the functions useable within the University of Economics.
- 2) ISIC card, which costs 370,-, and allows its holder to access all services at school for a wide range of discounts at different stores, festivals and fast-food restaurants.

More details about the discounts can be found at <http://www.isic.cz>





CREDITS COURSE SELECTION

INTEGRATED STUDY INFORMATION SYSTEM – INSIS

Everything you do related to your studies starting from selecting courses are designing your schedule and ending with uploading your diploma thesis, you will do it via the Integrated Study Information System. You can access it easily on <https://insis.vse.cz/?lang=en>.

CREDITS

The first question that pops up is “Umm... What are credits exactly?”. So to make it more clear, the Common European Framework Credits correspond to 1 credit = 26 hours of workload. This means that a 3-credit course should be easier than a 6-credit course. Of course, it is individual, both in terms of subjects and students, because everyone works and learns differently. There is a fundamental difference between ECTS credits and credits used in, for example, Canada or USA.

The total number of credits required for completion of study in the study program equals to a thirty-fold of the number of semesters of the standard study period (BBA: 180 ECTS, MIMG: 120 ECTS, CEMS: 120 ECTS).

COURSE ENROLMENT

Unless you are a newly enrolled student, in which case the schedule is already assigned to you, you will have to go through a three-step course registration; Pre-registration, Automated registration, Registration.

Pre-registration

The pre-registration serves to collect the interests of students in courses. If you do not show interest in the course, you have basically no chance to register it after the pre-registration is closed, unless there are some free spots left.

It is necessary to pre-register for courses you would like to take. It is possible to pre-register also for a course, for which the system displays “there is no free capacity anymore”. Since the pre-registration is a system of orders, there is no time competition among students, there is no first come first served basis – you can pre-register the courses also on the last day and it will have no impact on your participation at the courses.

Automated registration

Of course, each course has its capacity. In the pre-registration phase, all students select their wished courses and their planned schedules. Then, the automated registration takes place and compares the students’ demand and the capacity of the course and select the students (based on several criteria) that will be registered.

After this stage, you will see if you got the courses registered or not. If there is a confirmed time, the course is registered. If there is “not registered”, the course is not registered.

Registration

In this stage, students can only enrol in courses, where free spots are available. This stage is based on time competition, first come, first served! (See the time schedule of the registration – time and date for changes based on the year of study). The free spots are visible in brackets. You can see, whether you were enrolled or not once you enter the enrolment. If you were not enrolled automatically, you need to be fast and compete with others for the free spots.

And remember, if you fill the evaluation forms of the subjects by the end of a semester, next time you will be allowed to enter the system one hour earlier than the others! During the enrollment stage, you can add pre-registered courses to your previously planned schedule, if there is free capacity. However, you cannot delete courses, if it means that you will not achieve the number of ECTS you were automatically assigned according to your pre-registration order and you were signed up for!

#courses #registration #schedule



RAJSKA BUILDING

GRADING

The maximum amount of points you can get from each course is 100. A respective grade from 1 – 4 is given from the following points:

- 90 – 100 p. - 1 (excellent)
- 75–89 p. - 2 (very good)
- 60–74 p. - 3 (good)
- 50 – 59 p. - 4+ (failed with a possibility to re-take)
- 0–59 p. - 4 (failed)

Every professor of a course has an individual approach towards grading according to their study plan. However, to pass the course you always need a minimum of 60 points. If you fail the course, the respective amount of credits for the course will be taken from your reserved ECTS. When your reserved ECTS are exhausted you will have to face expulsion.

#grades

EXCUSES FROM SUBJECTS

An excuse from a subject is decided by the teacher. Therefore, first and foremost you have to contact your teacher and describe your situation which disallows you to take a class or from continuing/finishing the course. After the teacher gives you their statement, you then contact your respective Programme Coordinator who is able to change the information in InSIS.

CONFIRMATION OF STUDY

Any further question can be addressed to your Programme Coordinator. Enrolled students gain automatically status of full-time students at the University of Economics, Prague. Many perks come along with being a university student in Czechia. A student, however, needs to prove their academic engagement, they typically do it with the confirmation of study.

There are several scenarios when you need the Confirmation of Study. Commonly, the school card is enough and serves as a legitimate proof of one's university studies, however, you might encounter a situation when you will be required to provide an official confirmation issued and signed by the university office. In case you need this confirmation, go to your Programme Coordinator. Contacts can be found here:

<https://fba.vse.cz/contacts/international-programmes-coordinators/>

#confirmation



SCHOOL FACILITIES

CANTEEN

Our university offers a huge variety of food to choose from for everybody!

1. **Pizza VŠEm.** This is a somewhat Italian place where you can enjoy three to five different sorts of pizza daily. Also, you can have a salad with tuna/chicken and pasta with tomato soup too. As a dessert, you can have tiramisu or apple pie.

Opening hours: Mo-Fr: 11:00-16:30

Tip: be aware that they don't accept any credit cards, only cash or your school card.

2. **Healthy food.** Located in the same place as Pizza VŠEm, many healthy and vegetarian meals are prepared here, like couscous, fish with vegetables or soup of the day.

Opening hours: Mo-Fr: 11:00-16:30

3. **Students' canteen.** This is the main canteen where every day they offer you 3-6 new delicious Czech or international meals. They all come in huge portions, so you definitely won't leave hungry, and they are for a very reasonable price. Here they accept credit cards as well as cash and your school card all at once.

Opening hours: Mo-Fr: 08:00-10:00, 11:00-15:00, 17:00-20:00

4. **Canteen Jarov.** You can have really tasty food in a cosy environment near your dormitories.

Opening hours: Mo-Th: 11:00-20:15; Fr: 11:09-14:30

canteen

eating

food

LIBRARY

As you've probably guessed we do have a library. <https://knihovna.vse.cz/english/>

Where & How

It is located in.. ehm, no. Do you remember 'How to make friends chapter'? You ask, I'm not worried our students wouldn't tell you.

What is important, in order to access it you will need 1) your school card 2) pay a library fee (30 CZK or so? Not a huge deal, truly). Once you have your membership purchased you are more than welcome to enter. There's a couple of hundreds of on-shelf books and a couple of more in the storeroom underneath the library. Wanna borrow a book?

Your best friend in this matter is the catalogue – library.vse.cz. Admittedly, it is not the latest version of a cutting-edge user interface but it performs just fine. It might take a couple of yells and might cause a couple of wrinkles but you'll master it, eventually. In case you are looking for a title hop into the catalogue and search for it. Then, you can either make a Request (if you plan on taking it home) or simply find it on the shelf by its indexed code.

Tips&Tricks: I recommend using Advanced Search and type in both Title and the Author otherwise the results you receive come out sort of messy.

Tips&Tricks: Are you missing a title? Do you believe it would be beneficial for our students to have it in stock? Write an inquiry to knihovna@vse.cz, suggest buying it.

What

From the beginning of time, the library has been a centre of wisdom. It is no different at VŠE. The VSE Library is constantly packed with young perspective individuals thirsty for knowledge. We usually head there when want to study in a quiet and inspiring place. Eating is forbidden due to the sustainability of the books, drinking is fine. No dogs welcomed yet!

I presume you mind your manners while in the library, however, there's still some uniqueness in this library such as when you grab a book from a shelf, do not return it, the library staff will do so. For more, simply observe people, it is not a science and well, in case you misbehave or significantly deviate from the rules, don't worry, you'll be admonished instantly.

Oh boy, during my first term here I was eating a burger out there. A well-sheltered sabouter between the shelves in a naive freshman's hope that nobody would mind. Long story short, that's how I earned my first and last cuff on my head at this uni.

Apart from studying and borrowing books, the library represents very likely the central printing hub.

E-Resources

With great power comes great responsibility and with your Library membership comes the Online Recourses Portal. Should you need any academic recourses to cite in your paper or thesis you will be heading here: <https://knihovna.vse.cz/english/resources/>

We do possess university subscription for portals such as Passport, ProQuest and many more. The portfolio of offered sites is expanding so keep an eye on it throughout your studies.

#library #borrowabook #thesis #paper #placestostudy #print



GOOD THINGS TO KNOW

PRINTING

At the dorms and at the university, you will have the possibility to print any documents you need for a low price.

First of all, you can print at the Library after putting a respective sum on your student card. You may deposit the money onto the ID card during working hours at the Computing Centre (room 22SB), at the loan desk in Žižkov and in the main study room of the library in Jižní Město. The sum depends on the number of papers you want to print, their size and whether you want it in colour or in black and white.

Moreover, there are 3 Robocopy machines on the dormitory territory. Robocopy is a special printing machine that can, through USB or WiFi print, copy, scan and even photo print any type of documents in black & white or colour. Accepts bills and coins, has a low price, which is a huge benefit for students. For more information where you can find RoboCopy around Prague or its other features go to <http://www.robocopy.cz>

#print #scan #copy

EDUROAM

At the University of Economics, Prague, you have many possibilities of internet connection. The following connections are available:

- **wireless network eduroam**, which is the primary user connection to the network in the area of Žižkov, Jižní město, recreational areas Dobronice, Nicov, Točná and Třebešín. This network is also available at the dorms, but the following connection method is preferred here. The login data used for access are different from the school login data (InSIS) and can be obtained at <https://eduroam.vse.cz/heslo> (switch to English in the top right corner).

- **fixed network** (so-called ethernet), which is the primary connection of users to the network at the Jarov, Jižní Město and Roosevelt dormitories. School access credentials (InSIS) are used for access.

On your very first day at the University of Economics, you will be given your InSIS login and temporary password, from that moment you can access eduroam on all your devices. For more information on the settings for eduroam on different devices, you can go to <https://internet.vse.cz/>.

Dorms: Eduroam is also available at the student residences. The connection is usually weak and unstable. The best practice is to purchase a second-hand wifi model/router and connect it via a LAN cable.

#wifi #internet



TERM HARMONOGRAM

Orientation week for incoming international students takes place one week prior to the classes start. It is nice to take part in it, as students quickly learn how to find places and classes and get familiar with Prague and Czech culture. It can also serve as a convenient way to connect with incoming peers.

The classes always last for 13 weeks. For the current calendar with exact days see your programme website, where you should navigate to STUDENT – COURSES – ACADEMIC CALENDAR.

SPORT COURSES

International students can choose from a wide range of sports courses offered by the University of Economics, Prague, for free (the same courses are also offered to the Czech students, which means you can meet new friends from the Czech Republic very easily there). Bachelor students have to do one semester of a sports course as a compulsory part of their study plan. Each semester you can choose one sports course during the registration of courses in InSIS (each course is of 0 credits value).

STUDENTS' CLUBS

The University of Economics does not only offer mandatory courses for students but also it has many clubs (about 40) and students' organizations that can fit practically any interest! Starting from our famous Business club that helps startups come to life finishing with Traveller's club. Don't miss the opportunity and find something for yourself here: <https://studentskytajemnik.vse.cz/studentske-aktivity/seznam-studentskych-organizaci/>.

BUDDY PROGRAM

Ok, so if you're not really the "group" kind of person and you're more comfortable with just one friend, then the buddy program is definitely designed for you. Our university basically gives you a "friend" - Czech buddy - that advises and helps you with accommodation in dormitories, orientation in the school and in Prague, he can pick you up from the airport and many other things!

More you can read here - <https://buddynka.vse.cz/web/en/home/>, but I suggest you to just register right away here - https://docs.google.com/forms/d/e/1FAIpQLSc0_kjZ1EB3QXQSWXrUosRk8t32RkViKlZj-vLlCgFhKqtdxA/viewform.

PUBLIC TRANSPORT

Prague has one of the best public transportation systems in Europe - and when I say it I mean it. The subway (metro), trams and buses are used by two-thirds of Prague's population and cover the majority of the city and outskirts.

The metro especially makes getting around town a breeze since it enables you to cover long distances in a matter of minutes. To move around the town, I recommend using public transport over driving or taking a taxi, since the traffic situation in the city centre has become pretty bad in the past decade. If you insist on taking a taxi, consider downloading an app such as Bolt, Liftago or Uber to avoid unexpectedly high charges.

If you want to use public transport, you need to have a valid ticket before you get on the bus/tram/metro. You can buy transfer tickets for 30 minutes (24 CZK), 90 minutes (32 CZK), 24 hours (110 CZK) or 72 hours (310 CZK).

Even if you're an exchange student here for only one semester it can get pretty tiresome and actually expensive to always buy tickets, so you might as well get the transport card Litacka. "Li-what, Lisa?". Ok, let me make it more clear. If you get the transport card and fill it up for three months with a student discount (must have the confirmation of studies you get during your first week of Orientation), which will only be 130 CZK per month, you get to ride on all types of public transportation as many times as you want. Just don't forget to take it with you!!! A very common mistake, the fines here are no joke.

For more information on the season ticket Litacka you can check here <https://www.pidlitacka.cz/home>.

#publictransport #bustickets #transportation





BEING A TOURIST IN PRAGUE

Boys and girls, since you are already here it means you have gone through the Guide and are looking for some extras. This chapter is not going to change your life but can save you a little money and a couple of wrinkles on your face. So let's see if I can take good care of you my dears. I've gathered some mainstream tips for you as a tourist a noobie coming to Prague. Prague is a wonderful city, however, things can get tough out there.

As a famous Czech rapper Vladimír 518 says: *"Praha je planeta, je to absurdní svět. V labyrint osudu, každéj má svůj flek. V obličejích lidí čteš smích i brek."* // 'Prague is a planet, it is an absurd world. In the labyrinth of destiny, everyone has a spot. In the faces of people you read laughter and tears.'

Having high hopes it is going to be only the laughter in your case! Let's do it, shall we? For starters, this is an awesome Youtube channel: Honest Guide. We recommend to check it out. These videos will prepare you for your stay in the Czech Republic (and Prague especially) and can prevent some, let's say, unhappy moments from happening.

EXCHANGE MONEY

Be careful of money scams. Try to avoid using these ATM's as they charge ridiculous commotions and give terrible rates.



You can freely use any of the standard ATM belonging to Czech Banks or use Revolut as it is supported throughout Czechia. Otherwise, if you prefer to cumulate cash, do not use just any Exchange Office. 0% commotion does not necessarily mean there is 0%. Check this video out. Try to stick to the recommended offices and your chance to get ripped off remains actually 0%.

<https://www.exchange.cz/en>
<https://goldenexchange.cz/>

#exchange
#money
#corona (not the beer)

TAXI

Do not use taxis waiting on the streets! A standard rate in Prague is a maximum of 28CZK/km. Scam taxi drivers are likely to charge you several times more. Always take a bill. Seriously, try to avoid these morons. There is a variety of trusted private transportation companies such as AAA taxi, Modry Anel, Prague Taxi etc. Remember nobody can charge more than 28CZK/km.

Online App Taxis are also available. You can use <http://www.liftago.cz/> for real trusted Taxi drivers or UBER and Bolt for shared economy transport.

Best place to chill out?

A gorgeous place adjacent to VSE?

Beer, classmates, chill and relax? **Riegrovy Sady**, it is. See you there, folks!

