# 18 BASIC STEPS FOR INCOMING STUDENTS

**ADMINISTRATIVE AGENDA (AFTER YOUR ARRIVAL)**

1. After your arrival, please come to **register** yourself to the International Office. The Erasmus+ Administrator, Mrs. Nikola Poulová, seats on 4th floor of [**Magdaleny Rettigové Street 4, Praha 1**](http://mapy.cz/s/fwXx) building (near the tram stop „[Lazarská](http://mapy.cz/s/fwXo)“ - trams nr. 3, 5, 6, 9, 14, 24), room 443. You will get important documents and information there. We strongly recommend all incoming students to arrive in due time, so they can get their bearings before teaching commences.
2. With the documents from the International Office you shall go to the Opletalova 38 building to get your Student ID card (you will get information about that during your registration). With the student ID card you can arrange your public transport ticket (if you are under 26 you get a lower fare).
3. If you applied to stay in a hall of residence, details of the hall of residence that had been allocated to you, were sent to you by the European Office of the Charles University. If you would like to find a private accommodation but don’t know how, International Office can help you.
4. Visit any Health Insurance provider in Prague to **get your EHIC card acknowledged (students from EU)**; we recommend e.g. VZP, the most frequent service with seats here: <http://www.vzp.cz/o-nas/pobocky/praha>. Please, remember to get the EHIC card acknowledged as soon as possible, so that you do not need to visit a health insurance provider once you are really feeling unwell.
5. Information on how to be enrolled in the courses will be provided by the International Office staff during the registration. You will obtain contact details of your departmental coordinator(s) and will be asked to contact them.
6. Information about Wi-Fi and ICT usage is to be found here: <https://sit.pedf.cuni.cz/en/wi-fi/eduroam/> and <https://sit.pedf.cuni.cz/en/pro-studenty/pocitacove-studovny/>
7. There will be an important meeting of all international students with the Vice-Dean for International Relations at the beginning of each semester. You will be instructed about the date during your registration (at the latest). Please do not miss the meeting.
8. If you have any trouble you can contact the **International Office** and/or the ERASMUS+ Faculty coordinator, Mrs. Černochová.

**STUDY AGENDA**

1. You should choose from **courses** offered by particular Departments, the list of them is online: <http://pedf.cuni.cz/PEDFEN-95.html>. Follow the instructions on the webpage. If you have any questions regarding the courses, please contact the [coordinator](http://tarantula.ruk.cuni.cz/PEDFEN-93.html) of the respective Department.
2. Your University always has an Agreement with a particular Department (or more Departments) of our Faculty. Thus you should choose most of the courses from this Department (51%). Find out which Department that is before you start choosing courses.
3. Be careful when searching for courses in the [SIS system](https://is.cuni.cz/studium/eng/predmety/index.php?KEY=Az1) as there are all the subjects taught at our Faculty. Always have a look at the language in which the course is taught. In case you choose courses taught in Czech language or any other courses besides the offer on our [Erasmus+ webpage](http://tarantula.ruk.cuni.cz/PEDFEN-96.html), please contact the course teacher first to ask whether you can be enrolled in that particular course. (The same is valid in the rare case of choosing a course taught at another Faculty.)
4. The **enrolment** is done by teachers after your arrival. In your SIS account you will be able to see in which courses you are enrolled. In case of any trouble, contact the International Office.
5. The **results** of your studies (grades and credits) are written to SIS system by your teachers. If the subject you are enrolled in ends up only with “zápočet” (credit, MC, pass) and you need an exam in order to get a grade, please agree on it with the teacher at the beginning of the course.

**ADMINISTRATIVE AGENDA (BEFORE YOUR DEPARTURE)**

1. There will be an evaluation meeting of all international students with the Vice-Dean for International Relations at the end of the semester (with evaluation questionnaires, country presentation). You will be instructed about the content (what to prepare) and the date via e-mail. Please do not miss the meeting.
2. If you attend the Czech Language Course and/or the Czech Society Course, the grade(s) will be written to the SIS by the Vice-Dean for International Relations.
3. Before you leave home, come to the International Office to arrange your **Transcript of Records**.
4. Please be aware that you are only entitled to stay at the University maximum 1 week after your last exam (i.e. the date of departure on the **Confirmation of Study Period** we can provide you with can be maximum 7 days after your last exam).

**IMPORTANT CONTACTS**  (You can find us also on [Facebook](https://www.facebook.com/InternationalOfficePedFUK).)

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| **Name** | **Agenda** | **E-mail** | **Room** | **Office hours** |
| Doc. RNDr. Miroslava Černochová, CSc. | Vice-Dean for International Relations, ERASMUS+ coordinator | [miroslava.cernochova@pedf.cuni.cz](mailto:miroslava.cernochova@pedf.cuni.cz) | 442 | TUE: 12:00-13:00 WED: 12:00-13:00 |
| Mgr. Nikola Poulová | Administrator for ERASMUS+ programme | [nikola.poulova@ pedf.cuni.cz](mailto:nikola.poulova@pedf.cuni.cz) | 443 | MON: 13:00-15:00 TUE: 9:45-11:00 WED:9:00-11:00 THU: 9.00-11.00   13:00-14:30 |

**STUDENTS’ COMMUNITY**

1. You can use the possibilities offered by the International Club of Charles University (<http://www.ic-cuni.cz/news_foe.php>)