



## 17 BASIC STEPS FOR INCOMING ERASMUS+ STUDENTS

### ADMINISTRATIVE AGENDA (AFTER YOUR ARRIVAL)

1. After your arrival, please come to **register** yourself to the International Office. The Erasmus+ Administrator, Mrs. Stanislava Vlčková, seats on 4<sup>th</sup> floor of [Magdaleny Rettigové Street 4, Praha 1](#) building (near the tram stop „[Lazarská](#)“ - trams nr. 3, 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 Celetná 13 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 was 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. 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 department coordinator(s) and will be asked to contact them.
5. Information about Wi-Fi and ICT usage is to be found here: <http://sit.pedf.cuni.cz/pro-studenty/erasmus-students-en/>.
6. There will be an important meeting of all international students with the Vice-Dean for International Affairs 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.
7. 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: [it.pedf.cuni.cz/erasmus](http://it.pedf.cuni.cz/erasmus). Follow the instructions on the webpage. If you have any questions regarding the courses, please contact the coordinator 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. Find out which Department that is before you start choosing courses.
3. Be careful when searching for courses in the SIS system 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](#), please contact the course teacher first to ask whether you can be enrolled to 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 your "index" (a blue book you get by registration at the International Office) and to SIS system by your teachers. If the subject you are enrolled in ends up only with "zápočet" (credit, MC) 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 Affairs at the end of the semester (with evaluation questionnaires, country presentations). 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 both to the SIS and to your "index" by the Vice-Dean for International Affairs.
3. Before you leave home, come to the International Office with your "index" 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 or after your last visit in the International Office (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 or last visit in our office).

#### **IMPORTANT CONTACTS**

Name	Agenda	E-mail	Room	Office hours
Doc. RNDr. Miroslava Černochová, CSc.	Vice-Dean for International Affairs, ERASMUS+ coordinator	<a href="mailto:miroslava.cernochova@pedf.cuni.cz">miroslava.cernochova@pedf.cuni.cz</a>	442	TUE: 12:00-13:00 WED: 12:00-13:00
Stanislava Vlčková	Administrator for ERASMUS+ programme	<a href="mailto:stanislava.vlckova@pedf.cuni.cz">stanislava.vlckova@pedf.cuni.cz</a>	443	MON: 13:00-15:00
Zuzana Trnková	Head of the Department for International Relations	<a href="mailto:zuzana.trnkova@pedf.cuni.cz">zuzana.trnkova@pedf.cuni.cz</a>		TUE: 9:00-11:00 WED: 9:00-11:00
Ing. Petra Nakládalová	Administrative support	<a href="mailto:petra.nakladalova@pedf.cuni.cz">petra.nakladalova@pedf.cuni.cz</a>		THU: 9:00-11:00 13:00-15:00

You can find us also on [Facebook](#).

#### **STUDENTS' COMMUNITY**

1. You can use the possibilities offered by the International Club of our University ([http://www.ic-cuni.cz/news\\_foe.php](http://www.ic-cuni.cz/news_foe.php))