

# FRESHMAN Guide

## INTERNATIONAL OFFICE

Office hours and other information  
Website and social media

## AFTER ARRIVAL TO PRAGUE

### 1. REGISTRATION AT THE DORMITORY/ FOREIGN POLICE

### 2. MY STUDIES

- a. Registration to my programme
- b. My schedule + lectures and attendance
- c. CTU ID card and systems (KOS, MS Teams, Moodle, UserMap)

### 3. CZECH BANK ACCOUNT

### 4. WHERE TO EAT

### 5. PUBLIC TRANSPORT

### 6. MOBILE PHONE CONNECTION (OPERATOR)

### 7. MEDICAL INSURANCE AND HOSPITALS

### 8. WORK

### 9. A FEW WORDS ABOUT PRAGUE AND THE CZECH REPUBLIC

## INTERNATIONAL OFFICE

International office is the first contact place for the foreign students. Let us know if you have any problems (your studies, visa, mental or health issues etc.). You will find us on the ground floor to the left of the reception, room number **m111**.

### Office Hours:

**Monday: 9:00-11:30**

**Wednesday: 9:00-11:30; 14:00-15:30**

**Thursday: 9:00-11:30**

**E- mail: [muvs-international@cvut.cz](mailto:muvs-international@cvut.cz)**

Office hours are cancelled during summer months (July-September).

### You can make an appointment by e-mail:

- BSc/MSc students at: [muvs-international@cvut.cz](mailto:muvs-international@cvut.cz)
- Erasmus/exchange students at: [muvs-exchange@cvut.cz](mailto:muvs-exchange@cvut.cz)

Follow our website for the latest information regarding scholarships, state exams, timetables, study plans, manuals, templates, forms, internship information etc. So please, **before you visit our office with questions, please make sure that you have studied our website.**

Our website: <https://www.muvs.cvut.cz/en/>

You can also follow us on fb (@MIASctu) or ig (@mias\_\_ctu)



# AFTER ARRIVAL TO PRAGUE

## 1. REGISTRATION AT THE DORMITORY/FOREIGN POLICE

Before arriving in the Czech Republic, make sure you e-mail / inform your dormitory Manager about your arrival date and time ([ubytovani@suz.cvut.cz](mailto:ubytovani@suz.cvut.cz)), so that they have your room and room keys ready.

The dormitory should automatically inform the Foreign Police about your stay there, therefore, you do not have to register yourself at the Foreign Police. However, it is always good to check with the dormitory office in person or email them, just to be sure, if they announced your stay to the foreign police.

Please visit this following website for more information:

<https://frs.gov.cz/en/obligations-for-foreigners/registration-after-arrival/>

If you have arranged your own accommodation outside the dormitories, you are obliged to register with the Foreign Police within three days (72 hours) from your arrival. If you are an EU citizen you can do this within 30 days from your arrival.

More information:

[https://mzv.gov.cz/jnp/en/information\\_for\\_alien/registering\\_entry\\_and\\_residence/index.html](https://mzv.gov.cz/jnp/en/information_for_alien/registering_entry_and_residence/index.html)

## 2. MY STUDIES

### a. Registration to my programme

Registration to your programme (enrolment to your studies) is usually scheduled for the week before the start of the winter semester. Registration takes place in person.

You are obliged to bring the **originals of your documents** (high school/university diploma, transcript of records), **confirmation of completion of nostrification** and **passport with visa**. If you are still waiting for a visa in your passport - bring the confirmation of the application and the expected date of its issuance. You will sign the 'Health, Safety and Fire Protection' and 'Use of Computers' forms. We will send you the related forms in advance so that you get acquainted with them.

After that, your Study officer will register you for all compulsory courses and then you have to choose which subjects from the groups- Technical courses and Social competences courses you want to be registered for.

Before the registration, please check your study plan so that you are prepared. Study plans are available here: <https://www.muvs.cvut.cz/en/students/study-plans/> and syllabuses of individual subjects are available here: <https://bilakniha.cvut.cz/en/mu-predmety.html#gsc.tab=0>

You will receive these documents during the registration:

- Confirmation of study
- Study contract that you will sign and then receive back with director's signature

**REMEMBER:** In your study plan is written how many credits you need to have from each group of subjects. In order to continue your studies, each semester you are obliged to meet the minimum number of required credits. **If you do not meet the minimum required number of credits, you will not be able to continue your studies.** In total, bachelors must have 180 credits at the end of the 6th semester and master's students 120 credits at the end of the 4th semester.

Study period	BSc	MSc
After the first semester	15	20
After first academic year (2 semesters)	30	40
After each subsequent academic year (2 semesters)	40	40

Minimum number of needed credits for continuing the studies

#### 1<sup>st</sup> semester

##### Compulsory subjects (21 ECTS)

Code	Course	Hours taught	ECTS	UA	EX	GA
32ME-P-STMN-01	Strategic Management	2L+2E	6	✓	✓	
32ME-P-STAN-01	Statistical Analysis	2L+1E	5	✓	✓	
32ME-P-INMN-01	Innovation Management	2L+1E	4	✓	✓	
32ME-P-PSUS-01	Principles of Sustainability	2L+0E	3		✓	
32ME-P-BLRS-01	Business Legal Relations – National and International Perspective	2L+0E	3		✓	

Study plan with the indicated number of required credits from the compulsory group of subjects

**IMPORTANT:** Compulsory subjects, even those without credits or exam at the end of the semester, e.g. PE lessons (for more information visit this link: <https://www.utvs.cvut.cz/en/>) are **compulsory to attend**, unless the lecturer tells you otherwise during the lectures.

### b. My schedule, lectures and attendance

The semester lasts 14 weeks, including one week of semester tests and finalization (submission of semester projects, etc.). After that follow 6 weeks of examination period. Lessons are 90 minutes long, and start at 7:30 a.m. or at 8 a.m. (depending on the faculty). There are 15-minutes breaks between the classes. The last class in the evening starts at 5:45 p.m. or 6:15 p.m.

#### Lectures vs seminars

There are two types of lessons at CTU. One type are **lectures**, the others are **seminars**. What is the difference?

**Lectures** are mediated in larger classes, they are more theoretical and attendance is not obligatory.

**Seminars** are mediated for less students (groups of up to 25/30 students, normally fewer for courses taught in English). They are less theoretical and there are more practical exercises. Attendance is required.

Most courses consist of a weekly lecture and a weekly seminar.

## Examination

For most courses you will be asked to deliver some seminar project or write a test during the semester. At the end of each semester you have to pass a test or some other examination (in some cases, the requirement is only to submit the seminar work). First after your seminar work is "approved", you can take the exam. In most cases, your grade is based entirely, or mainly, on the final examination. During the examination period you can take an examination twice or even more times under specific conditions.

## Attendance

Remember that you will be registered in full time form of the study programme, therefore the **attendance is mandatory, unless the lecturers provide you with specific information about the attendance**. If there is a serious reason why you need to leave mid-term or before the end of the teaching period inform your teachers and your study administrator as soon as possible. Check the academic calendar for the exact orientation in holidays, teaching or exam periods.

**REMEMBER:** You may be assigned any of those dates during the state exam period. You do not choose the date of the state exam, so do not plan a vacation during this period.

<b>Beginning of academic year</b>	22.09.2025
<b>End of academic year</b>	28.06.2026
<b>Winter semester</b>	22.09.2025 - 15.02.2026
Teaching period	22.09.2025 - 11.02.2026
Examination period	12.01.2026 - 15.02.2026
<b>Winter holidays</b>	22.12.2025 - 04.01.2026
<b>Summer semester</b>	
Teaching period - final years	16.02.2026 - 03.05.2026
Teaching period	16.02.2026 - 24.05.2026
Examination period - for students with final praxis	25.05.2026 - 29.05.2026
<b>Day off and Rector's day</b>	02.04.2026 and 13.05.2026
<b>Summer holidays</b>	29.06.2026 - 30.08.2026
<b>FIRST ROUND OF STATE FINAL EXAMS</b>	
Submission of the final thesis	23.04.2026
Deadline for submitting a request for the alternative term of handling in a final thesis	23.04.2026
Login to the state final exams	25.05.2026
State final examinations	01.06.2026 - 19.06.2026
Graduation	21.09.2026
<b>SECOND ROUND OF STATE FINAL EXAMS</b>	
Submission of the final thesis	22.06.2026
Login to the state final exams	13.07.2026
State final examinations	31.08.2026 - 11.09.2026
Graduation	09.11.2026



## c. CTU ID card and systems (KOS, MS Teams, Moodle, UserMap)

### CTU ID card

The CTU ID card is your identification card that allows you to enter buildings in the CTU campus. You can use them as a "credit card" in the CTU campus to buy food with student discounts.

To get the CTU card you have to be already registered in your study programme, which is usually in 1-2 days after registration for the study (when your study officer inputs the data to IS KOS). It is necessary to come to the Card Centre of CTU in person, to prove your identity (with ID card / passport / citizen card / driving licence). You will be digitally photographed free of charge in the CTU Card Centre. Take enough cash with you in case of any payments. More information can be found here:

<https://ist.cvut.cz/en/support/user-manuals/first-ctu-card-issue/>

If you want to avoid waiting, you can book an appointment in the online system:

<https://kadlecelektro.cz/en/our-products/reservation-system-webcall/>

*Objednat se na pobočku → průkaz ČVUT/ ISIC (přinesu si foto- I will bring a photo/potřebuji vyfotit- I need to be photographed)- 1/2/3/4 termín → choose the date (green- you can make a reservation, yellow- the date you have chosen, red- full capacity, white- you cannot make a reservation at those dates) → choose a time → fill in the details (Name and Surname, Email, Phone) → Odeslat objednávku*

## CTU systems (KOS, MS Teams, Moodle, UserMap)

### KOS

The KOS application is for the academic scheduling and for the administration, web interface of KOS is intended for students. The role of student is automatically assigned to people who are actively enrolled in a bachelor's, continuing master's or doctoral programme of study.

How to enrol in subjects, log in, what you need to know - manual is available here:

<https://esn.cvut.cz/kos-manual>

### My schedule

You will see your personal schedule in KOS system, when you click on your profile. General schedule of all courses is published here:

<https://www.muvs.cvut.cz/en/students/>



## UserMap

UserMap is an application for managing of a selected personal information and main contact directory at CTU. It provides information on the placement of individuals within the CTU organizational structure. It allows user to set the Initial CTU Password, enables user to manage their CTU Password and eduroam Password (*The eduroam password is used to access the eduroam world-wide wi-fi network, which provides free access to network devices of participating educational and scientific institutions*).

## Moodle

System Moodle is e-learning system. You need your CTU user name and password to log in. Teachers upload their presentations or study materials for students at this platform. Sometimes you will be required to submit your essay, seminar work through Moodle. Some courses are accessible in guest mode and you only need to click on the course and you are allowed to enter. However, mainly the courses are closed and only the teacher can make them available to you by sending or telling (during the first lecture) you the entry password.

## MS Teams

To log in, please do not use the CTU e-mail address, but the login data for the CTU account in the format: **username@cvut.cz** and the CTU password. A team is a central place for work, activity and collaboration. However, you have a quick overview of what is happening. You can create messages and virtually meet not only your classmates, but as well share files, screens and complete tasks and assignments.

## 3. CZECH BANK ACCOUNT

It is convenient for the students to open a local bank account in the Czech Republic. However, to open a student account, you will have to provide:

- your passport and/ or other ID (some banks can request two documents with photos),
- a proof of being a student in the Czech Republic (we will provide you with a confirmation of your studies on the day of your registration to the programme.)
- the minimum initial deposit.

CTU scholarships are sent only to the Czech bank accounts.

All major bank companies (Komerční banka, Česká spořitelna, UniCredit Bank, Raiffeisenbank, Fio bank, MONETA Money Bank) are located close to Dejvická metro station.

## 4. WHERE TO EAT

There are several places to eat during the day.

### CTU campus canteens:

#### **Menza Studentský dům**

Address: Bílá 2571/6, 160 00 Praha 6

Opening hours:

Canteen 2 and 3

Mon-Fri 10:30-14:30

<https://agata.suz.cvut.cz/jidelnicky/index.php?clPodsystem=2&lang=en>

#### **Technická menza**

Address: Jugoslávských partyzánů 3, 160 00 Praha 6

Opening hours:

##### **Canteen**

Mon-Fri (8:00- 10:00 breakfast)

Mon- Fri (10:45- 14:30 lunch)

##### **Café**

Mon-Fri (8:00- 14:30)

<https://agata.suz.cvut.cz/jidelnicky/index.php?clPodsystem=3&lang=en>

### Restaurants and Cafés

#### **Restaurant Na Kotlářce**

11:00-23:45

Na Kocínce 210/3, 160 00 Praha 6

#### **Pizza Sachr Dejvice**

10:00-21:30

Evropská 530/26, 160 00 Praha 6-Dejvice

#### **Super Doner Kebab**

11:00-21:00

Evropská 26, 160 00 Praha 6 Dejvice

#### **BLOX restaurant**

08:00-15:00

Evropská 11/2758, 160 00 Praha 6-Dejvice





### Café Sofa

08:00-20:00

Evropská 2690/17, 160 00 Praha 6- Dejvice

### DTG Restaurant Viet-Thai

10:00-22:00

Evropská 530/26, 160 00 Praha 6-Dejvice

### Kiosek Dejvice

Mo – Fr 7:00-18:00, Sa – So 9:00 – 15:00

Corner of the streets Evropská a Šolínova, 160 00 Praha 6- Dejvice

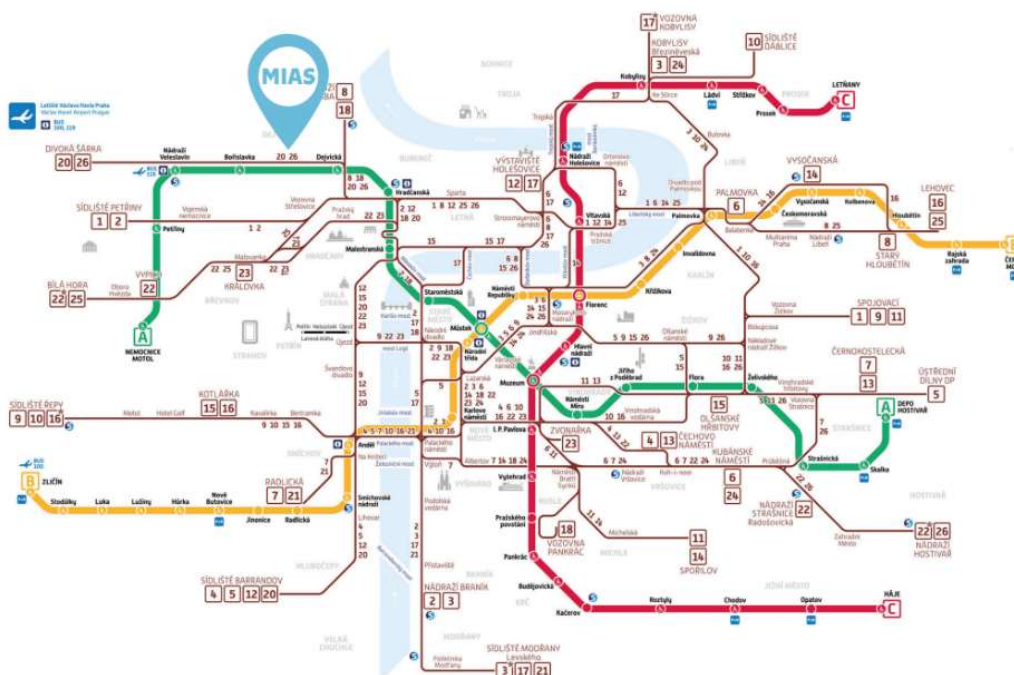
160 00 Praha 6- Dejvice

### MIAS CTU Bistro v Podpalubí

On the -1st floor (take a turn right from the reception desk and go down the stairs, open the green door, take a turn right and you will see orange glass door) is small bistro where you can buy drinks (hot/cold) or food (snacks or lunch such as sandwich/panini/other hot meals or soup).

## 5. PUBLIC TRANSPORT

Public transport in Prague is very easy to use. You can travel by tram, bus or metro. Prague metro has three lines (**A-green**, **B-yellow**, **C-red**). You will use most of the time the line **A**.



Public transport tickets can be purchased directly at the office at the airport or at the machines at the bus stop at the airport or directly at the machines on the bus (this option is only available for payments by credit card).

You can buy a single ticket for each trip, 30 CZK (valid for 30 minutes) or 40 CZK (valid for 90 minutes) or you can have a long-term ticket, once you are registered in your study programme.

Indeed, after registration, you will receive the confirmation of study. Please bring it to one of the public transport offices to get the public transport card called "**Lítačka**". You can buy as well a coupon for 1 month, 3 months or 12 months for students. Please visit the website below for more information:

<https://pidlitacka.cz/en>

You can find a map of different offices, where to go through the following link (the closest ones from the campus are situated in the Dejvická metro stop or at Hradčanská): <https://www.dpp.cz/jizdne/seznam-prodejnich-mist>

## 6. MOBILE PHONE CONNECTION (OPERATORS)

The Czech Republic has several mobile operators, the major ones are O2, T-Mobile and Vodafone. They all offer student tariffs, so when you're enrolled in your study programme you will receive a study confirmation to prove that you are a student. Prices are between 500-1000 CZK per a month.

## 7. MEDICAL INSURANCE AND HOSPITALS

Health care is provided by both state and private medical facilities.

International students in the Czech Republic are required to hold proof of medical insurance coverage upon entrance into the Czech Republic. The type of insurance that international students are required to have follow varies depending on their length of stay and their country of origin.

Students from the EU should also request their European Health Insurance Card (EHIC). Such cards are issued by the national health provider in your country. Please find more information on these websites:

- <https://esn.cvut.cz/guide/health-care>
- <https://portal.cvut.cz/informace-pro-studenty/obecne-informace/pojisteni/>

Some important emergency numbers in CZ:

**150**- Fire and Rescue Service

**155**- Emergency Medical Service (ambulance),  
*only in case of important emergencies*

**156**- Municipal Police

**158**- State Police

**112**- European Emergency Number

**NOTE:** *You can call these numbers without any charge of credit*

**Please also inform us if you are having any health issue.**

**List of medical facilities provided by CTU can be found here:**

<https://portal.cvut.cz/informace-pro-studenty/obecne-informace/lekarska-pece/>

There are two hospitals nearby MIAS CTU.

### **University Hospital in Motol**

by metro from Dejvice station to Nemocnice Motol station (line A- green)

- Address:

V Úvalu 84, 150 06 Prague 5

Adult emergency: 224 438 590

For more information visit: <https://www.fnmotol.cz/en/>

### **Military University Hospital Prague**

by tram from Hradčanská to Vojenská nemocnice

- Address:

U Vojenské nemocnice 1200, 169 02 Praha 6

For more information visit: <https://www.uvn.cz/en/>

If you would like to visit private institutions- hospitals and health care centres, **check your insurance documents, if your insurance covers treatment in the private institutions.** You can always call or email your insurance company and ask directly about your issue.

## 8. WORK

Yes, you can work while studying, but keep in mind that you have applied and will be registered in full time form of study, therefore your main priority is school and your obligations towards it.

International students may have difficulty finding work due to the language barrier, however, international companies are mostly located in large cities. Your nationality also plays a role, citizens of EU/EEA countries and Switzerland do not need a work permit. Students from Non-EU/EEA countries (citizens of third countries) do not need a work permit if they are studying a degree programme in a present (fulltime) form, and the degree programme is accredited by the Ministry of Education, Youth and Sport.

***However, we strongly recommend you to visit websites of Ministry of Labour and Social Affairs of the Czech Republic (<https://www.mpsv.cz/en/>) and check the conditions applicable to your country.***

If you find a job during your studies, you can try to contact us and our guarantor for internships for foreign students, and based on the content of the work, have it recognized as an Internship subject and get the necessary credits for it - 18 ECTS (BSc) and 6 ECTS (MSc).

## 9. A FEW WORDS ABOUT PRAGUE AND THE CZECH REPUBLIC

Prague, the capital of Czech Republic, is situated in Bohemia on the Vltava river. It has about one million inhabitants. Main touristic places of the city:

- Old town square
- Charles bridge
- Prague castle
- Malá Strana
- Vyšehrad area
- Parks such as Petřín, Kampa, Riegrovy sady, Stromovka, Letná

There are also a lot of interesting places to visit close to the city of Prague, reachable by public transport such as:

- Český Krumlov
- Karlovy Vary
- Bohemian Switzerland
- Český Raj
- Kutná Hora
- Plzeň





© GEOGRAF.in

### A few useful words in Czech:

Hello: **Dobrý den**

Hi: **Ahoj**

Good-bye: **Nashledanou**

Thank you: **Děkuji**

Yes: **Ano**

No: **Ne**

### Subject about Czech Republic

In the first semester, you will have a compulsory subject: **Czech Culture and Civilization** which includes trips around Prague and the history of the Czech Republic.

