This guide presents an overview of important tips and links that contribute to your better orientation at the faculty at the beginning of your study.

- **Faculty**

**Study Department**

The Study Department has administrative responsibility for your studies and is the best way for you to communicate with the faculty.

You can contact Mrs Karolína Francová at.
You can find additional contact information on the Study Department web page.

**Student support services**

Our international students' coordinator, Mrs **Petra Fabingerová**, is always ready to answer all your questions, to care for your needs and help you to solve everyday student-life problems. You can contact her at studentadvisor@lfmotol.cuni.cz.

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**Faculty**

The faculty is led by the Dean, who is chosen by the faculty academic senate and named by the university rector for a four-year period. At present, the Dean is Professor MUDr. Vladimír Komárek, CSc. He is supported by the Dean's Advisory Board. You can contact members of the Board by e-mail or arrange a meeting via the relevant division of the Dean's office.

The largest self-governing body of the faculty is the Academic Senate. It has 24 members, of which 12 are teachers and 12 students, and it is elected every two years. It chooses the Dean, ratifies internal regulations, the faculty budget and manages finances. The Scientific Advisory Board is another of the governing bodies.
Charles University has 17 faculties (14 of which are in Prague) and more than 7,000 employees, 4,000 of whom are academics and scientists. Over 42,000 thousand students study here (almost a fifth of all students in the Czech Republic) in more than 270 accredited study programs with almost 600 departments. Charles University is a public university, i.e. an autonomous scientific and educational institution. It is led by the Rector, who at the time of writing is Professor MUDr. Tomáš Zima DrSc., MBA. The university's highest self-governing body is the Charles University Academic Senate; elections for the Senate take place every three years, and each faculty elects two representatives from its teaching staff and two students.

**Accommodation**

How to arrange your accommodation in the university dormitories step by step:

1. Send an e-mail to and state your planned date of arrival. Without the date we cannot arrange your accommodation.
2. Our students are usually accommodated in Kajetanka, Komenskeho or Hvezda dormitories, all of which are very close to the faculty. Please see the university Dormitories and Refectories web page for more information. You can tell us your preferred choice however we cannot guarantee it; you will get whichever dormitory is available at the time you ask. If you end up in a dormitory you didn't want, don't panic. Just come, stay there for few days and then ask in the dormitory you wanted whether any places have become available.
3. As soon as the Study Department arranges your accommodation you will get an e-mail with all the details. Please read this email carefully.
4. It is necessary to pay a deposit of 1,800 CZK otherwise your reservation will not be valid. This deposit will be returned to you when you leave the dormitory. You have to pay October's rent (3,800 CZK) at the same time, so please send 5,600 CZK plus the bank transfer fees. We recommend you to overpay the first month's rent and deposit in order to ensure you cover the full amount and to avoid any problems this might cause with the dormitories. The extra money you pay will be used to pay part of your rent for the following month.

5. You can arrive anytime during September. In case you have already arranged your accommodation and need to arrive later, please inform directly your dormitory.

6. Be ready to pay September's rent at the time of your arrival. You can pay in cash at the reception desk anytime or by card in the dormitory office during office hours. If you don't pay, you can't be accommodated in your booked room. Instead, you will be temporarily accommodated in another room and will move into your permanent room after you pay.

7. Anytime when you send an e-mail to any dormitory and do not receive a reply within two days, please contact Mgr. Petra Fabingerová at . The dormitories' e-mail inboxes sometimes identify foreign e-mail address as spam and automatically delete them.

8. It is recommended to arrive at least two working days before the start of term, so that you can handle the necessary paperwork in the dormitory office.

Public transport to faculty buildings

- The Dean's Office at FN Motol: Nemocnice Motol station on Metro line A, and the bus stop of the same name for bus nos. 167, 168, 174, 180, 184. The bus stops at Šafránecká (nos. 174, 180, 184) and Na Šafránce (nos. 167, 168) can also be used. [Google Maps](https://www.google.com/maps).
- Theory departments on Plzeňská Campus: Motol tram stop (tram nos. 9, 10) and bus stop (nos. 168, 174, 180, 184); then walk down to Plzeňská St. (a wide, four-lane road with tram lines), turn left, heading towards the city centre, passing Motol tram stop, and cross the road roughly 100 m down Plzeňská St. In front of you you'll see the entrance to the Theory department complex here (other than our departments, those from ČVUT and a few private firms are also located here). [Google Maps](https://www.google.com/maps).
- Anatomy department: close to Karlovo náměstí metro (line B) and tram stop. [Google Maps](https://www.google.com/maps)
• Physical fitness department: Gercenova bus stop; take metro A from the Dean’s office to Skalka station, change to bus no. 125 to Gercenova bus stop or no. 175 to Řepčická stop. If you get out at Gercenova, cross the road and go down Gercenova St. to the Sports Centre. If you get out at Řepčická, cross the road and go down Golfová St. to get to the Sports Centre. Google Maps.

You can find detailed information on the MHD timetables.

Events at the beginning of the academic year

• The enrolment for new students takes place according to the Schedule of the Academic Year.
• The Freshers' Week takes place from Monday 23 September to Saturday 28 September 2019. See programme and details.
• The Motolák Student Association holds the Welcome Day in October, follow Motolák's Facebook page.
• The Welcome Party follows, follow Motolák's Facebook page.
• The inauguration ceremony for first-year students takes place according to the Schedule of the Academic Year at the Great Hall (Velká aula), Karolinum (Ovocný trh 3, Praha 1; Google maps)

Faculty website

All essential information about your studies can be found under the Students banner on the title page (leading to the Study section in the main menu). Under the banner (i.e. in the section) you will find up to date information for students (see picture above: the title page only shows the most important announcements).

Useful links

Apart from the faculty web pages, further information about the faculty and what’s going on can be found at:

• Association of International Medical Students (AIMS)
• The faculty Facebook page (in Czech)
• The Motolák Student Society web site (in Czech)
• The Motolák Facebook page (in Czech)

Useful services for study (ownCloud – secure storage and sharing of up to 100 GB of data; FileSender – sharing and storing large files; Web conferencing – online meetings and seminars in web browser environment; eduroam – Wifi connection free of charge at school; metacentre – computational calculations)

Apart from the faculty library, the Department for Scientific Information, you can use other libraries as well:

• The National Library of the Czech Republic (or Klementinum, according to its location) offers especially scientific literature, you can read either in the General Reading Room or take it off.
• The Municipal Library of Prague and its branches offer chiefly fiction (in Czech and other languages), which you can borrow home.

Subjects in the winter semester of the first year of General Medicine

Anatomy

• Teaching is provided by the Second Faculty of Medicine Department of Anatomy. Address: U Nemocnice 3, Praha 2, 128 00. Map; Departmental web presentation; Presentation on faculty web pages

For some students this is the most difficult subject in the first year. Students will benefit greatly if they prepare thoroughly right from the start of the first semester – doing this will significantly increase your chances of passing the final exams. Students in this subject have to cope with a large amount of anatomical knowledge, as well as Latin terminology. Emphasis is put on systematic, topographic and X-ray anatomy. The department is located in the First Faculty of Medicine Department of Anatomy building. Teaching takes place in both the winter and summer semesters (lectures and practical work every week) and there is a final exam. At the end of the winter and summer semesters there is a week of autopsy exercises in addition to lessons. Students of higher years have an important role in teaching first year medics. The syllabus of lectures and practical
exercises, along with exam questions and anatomy teaching materials, are published on the departmental web pages. For practical lessons you will need a white coat, an anatomical atlas, tweezers and drawing aids. Autopsy instruments are essential for the autopsy exercises. Textbooks, anatomical atlases and other study aids are listed on the departmental web pages. If any problems occur at the beginning or during the semester, you should discuss these with the practical assistants or the head of department. We believe that at university information should not just pass from the teacher to the student, but also in the opposite direction. All teachers are ready and willing to help the students. Further details are available at the start of lessons.

Histology and Embryology

- Second Faculty of Medicine Department of Histology and Embryology
  Address: Teoretické a preklinické ústavy 2. LF, Plzeňská 221/130, 150 00 Praha 5. Map; Departmental web presentation; Presentation on faculty web pages
Histology and Embryology belongs together with Anatomy among the basic morphological theoretical subjects. Students in this subject will learn important information about cells, tissues, microscopic composition of organs, and human development before birth. As with anatomy, only the student who studies fully the subject from the beginning can succeed. Teaching takes place in both the winter and summer semesters of the first year. Especially in the second semester, teaching is synchronized with the anatomy so that it practically simultaneously discusses macroscopic composition, microscopic structure and development of organ systems. In both semesters, lectures alternate one or two per week, practical trainings are three hours in the winter semester and four hours in the summer semester. The subject is finished by examination at the end of the first year. Lectures are in the Great Lecture Hall of the Faculty, practical trainings are in the room 210 in the second floor of the ‘Earthworm’. The Department's website contains many information on the organization of the lessons, syllabus, topics of practical trainings, list of microscopic slides, exam terms and conditions, recommended study literature, and links to interesting www resources, including online histology atlases. There is also very interesting map of the student's path through the area of the Theoretical and Preclinical Departments directly to the histology classrooms. You will need slippers for the practical trainings, white coat is not necessary.

Biophysics

- **Second Faculty of Medicine Department of Biophysics.** Address: Teoretické a preklinické ústavy 2. LF, Plzeňská 221/130, 150 00 Praha 5. [Map](#); [Presentation on faculty web pages](#)

Biophysics lessons only take place in the winter semester. They consist of a lecture and practical exercises every week, and there is a final exam. The syllabus is available on the departmental web pages. Lectures take place in the main faculty lecture room; seminars and practical exercises mostly take place in the department (C4).

Czech Language

- Teaching is provided by the **Second Faculty of Medicine Department of Languages.** Address: V Úvalu 84, Praha 5, pavilion W. [Map](#), [hospital premises](#)
Czech classes take place twice a week at the Department of Languages and at the lecture rooms and halls at Motol University Hospital and Plzeňská Campus. We learn basic components of the language and learn to talk about common topics – daily routines, family, work, free time, culture, food, etc. Czech is not easy to learn, but all our teachers are ready to help you and do their best for you to enjoy the classes and learn as much as possible.

As a medical student, during the course of your studies, you are in frequent contact with Czech patients and need to be able to speak with them.

**Latin Terminology**

- **Second Faculty of Medicine Department of Languages.** Address: V Úvalu 84, Praha 5, pavilion W. [Map; hospital premises; website; faculty web presentation]

Classes in Latin terminology take place in the summer semester in the form of two-hour sessions, with a final exam. Seminars take place at the Department of Languages and at the lecture rooms and halls at Motol University Hospital and Plzeňská Campus. Syllabuses and more detailed information for the exam are available on the departmental web pages.

**Nursing**

- **Second Faculty of Medicine Department of Nursing;** V Úvalu 84, Praha 5, 150 06, Motol University Hospital, Building U. [Map; Website]

There are three semesters of nursing classes. The first year concludes with a credit, the winter semester of the second year with a credit and an exam. In the winter semester of the 1st year, teaching takes place in the form of lectures. In the summer semester, lectures are complemented with practical classroom exercises, and with clinical practice. The subject is conceived of as being both theoretical and practical in nature. Nursing is defined as a modern scientific discipline with its own philosophy, value system, research topics and methodology. It enables students to understand the main purpose of professional nursing practice, which is safely and satisfactorily meeting the health
requirements of patients, their families and the community. From a practical point of view, emphasis is put on the teaching of nursing principles and interventions in laboratory conditions and in clinical practice. Practical exercises enable students to obtain the basic manual skills and confidence for the safe and high quality implementation of nursing procedures and patient interventions. One key requirement for implementing clinical practice in the first year (April–May) is the physical fitness to carry out practical teaching in health care, including up to date vaccinations against infectious diseases (viral hepatitis B) in accordance with current legal guidelines.

The subject syllabus, an overview of the basic study materials and conditions for successfully completing the subject can be found on the departmental web pages.

First Aid

- **Second Faculty of Medicine and Motol University Hospital Department of Anaesthesiology and ICM.** Address: V Úvalu 84, Praha 5, 150 06, Motol University Hospital, Blue building. [Map; Website]

  Teaching takes place in the winter semester in the form of lectures and practical classes, and it concludes with a final exam. Syllabuses and exam questions can be found on the departmental web pages. The basic text for teaching is *První pomoc pro posluchače 2. LF [First Aid for Students at the Second Faculty of Medicine]*, published by Carolinum, 2010.

Introduction to Human Studies

- **Second Faculty of Medicine, Department of Medical Ethics and Humanities.** Teoretické a preklinické ústavy 2. LF, Plzeňská 221/130, 150 00 Praha 5. [Map; Website]

  The subject is taught in the winter and summer semesters and concludes with an exam. In the winter semester, there are lectures for the whole year. Lectures take place in the main faculty lecture hall. In the summer semester, seminars take the place of classes. The purpose of the subject is an introduction to (several of) the humanities and to show their relationship to the medical profession...
Most of the Physical Education teaching takes place in the university sports centre in Hostivař, where there is a large sports hall, two inflatable halls, a swimming pool, rooms for aerobics, judo, a fitness centre, athletics and football pitches, tennis courts and a softball court. Teaching takes place in both semesters and concludes with a credit. In the first week of lessons in the winter semester students sign up, according to instructions from the Department of Physical Education, for individual sports that they choose for the whole academic year. The typical selection is as follows: aerobics, aqua aerobics, athletics, basketball, boxing, cycling, disc golf, floor ball, football, canoeing, kick boxing, physical conditioning, swimming, weightlifting, softball, sports games, volleyball, physical education for health, beach volleyball, squash, climbing wall and golf. In the first year, students in the Physiotherapy Health Specialisations undergraduate program complete the ‘physical activity in primary prevention’ topic over two semesters, and in the second year they complete the ‘physical activity in secondary prevention’ topic during one semester.

You can find all timetables in the Student Information System (SIS). Teaching schedules will also gradually appear in SIS, and the ability to sign up for electives via SIS is also under preparation.

Every subject is allocated a certain number of credits and the student can only move on to the next stage of study (or next year, in our case) if he or she receives an adequate number of credits. In order to enter the second year, you will need 60 credits from mandatory subjects (Anatomy (16), Biophysics (7), Medical Biology I (6), Histology and Embryology I (6), Latin Terminology (4), Nursing (6), First Aid (5), Introduction to Human Medicine (4), Czech I (6). You can find details
in the description of the credit system.

**Charles University Student ID**

The university name and seal (in holographic form) on the Charles University student ID show a student's affiliation to Charles University and also their affiliation with a faculty (by name) or other part of Charles University. The ID looks like a chip-and-pin card bearing personal information, a bar code, a photograph and a signature strip; they are also distinguished by colour. You are supposed to arrange your ISIC after enrollment and should wear it when being at the faculty and at the hospital. You can find detailed information about the student ID, issuing atc. on the [Charles University](https://www.lf2.cuni.cz/en/study/guide-for-first-year-students-in-general-medicine) website.

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