



# SECOND FACULTY OF MEDICINE CHARLES UNIVERSITY

ERASMUS+ PROGRAMME

**GUIDE**  
FOR INCOMING ERASMUS+  
STUDENTS  
AT THE SECOND FACULTY  
OF MEDICINE



Erasmus+



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Published by: Second Faculty of Medicine, Charles University, 2017

Cover photograph: FN Motol



## HELLO AND WELCOME!

We are delighted that you have decided to spend your Erasmus+ stay at the Second Faculty of Medicine, Charles University. We have tried our best that you can benefit from its exceptional research and teaching excellence and get the most exciting life and study experience possible during your stay in Prague.

This guide is designed to deal with relevant issues for all incoming students and to eliminate every obstacle on your way to the Second Faculty. It provides you with faculty-specific tips and links to information that varies every academic year.

As the Erasmus+ Programme is managed both by the Charles University coordinator and the Second Faculty coordinator, please take a look at the Charles University Erasmus+ web page at [www.cuni.cz/UKEN-145.html](http://www.cuni.cz/UKEN-145.html), which provides you with information for the first contact with the university.



## CONTACTS

### **Second Faculty of Medicine**

Full legal name of the institution: Second Faculty of Medicine, Charles University

Erasmus code: CZ PRAHA07

Address: V Úvalu 84, 150 06, Praha 5 – Motol

Country: Czech Republic

Web site: [www.lf2.cuni.cz](http://www.lf2.cuni.cz)

International Relations Office

Situated in Building No. 2, 1st floor, Study Department

Erasmus+ institutional coordinator: MUDr. Rudolf Černý, CSc.

Email: [rudolf.cerny@lfmotol.cuni.cz](mailto:rudolf.cerny@lfmotol.cuni.cz), tel.: + 420 224 436 802

Erasmus+ officer: Stanislava Palowská

Email: [stanislava.palowska@lfmotol.cuni.cz](mailto:stanislava.palowska@lfmotol.cuni.cz), tel.: + 420 224 435 810

Second Faculty Erasmus+ web page: [www.lf2.cuni.cz/en/study/study-abroad/the-erasmus-programme-at-the-second-faculty-of-medicine](http://www.lf2.cuni.cz/en/study/study-abroad/the-erasmus-programme-at-the-second-faculty-of-medicine)

Opening hours for Erasmus students: every Monday, at 2 p.m.



## **Charles University Rector's Office**

Full legal name of the institution: Charles University

Erasmus code: CZ PRAHA07

Address: Ovocný trh 3, 116 36, Praha 1

Country: Czech Republic

Charles University web site: [www.cuni.cz/UKEN-1.html](http://www.cuni.cz/UKEN-1.html)

International Relations Office – European Office

University institutional coordinator for incoming Erasmus students:  
Mgr. Ivana Herglová, Ph.D.

Email: [ivana.herglova@ruk.cuni.cz](mailto:ivana.herglova@ruk.cuni.cz), tel.: + 420 224 491 310

Charles University Erasmus+ web page: [www.cuni.cz/UKEN-145.html](http://www.cuni.cz/UKEN-145.html)



## ABOUT THE SECOND FACULTY OF MEDICINE, CHARLES UNIVERSITY

Charles University was founded by Karel IV, King of Bohemia and Emperor of the Holy Roman Empire, in 1348. It was the first university north of the Alps and east of Paris. Charles University is one of the oldest universities in Europe. The Faculty of Medicine has been part of the university ever since its foundation. In 1953, three faculties were created out of the single faculty. One of these was the Faculty of Children's Medicine. Teaching took place in Motol University Hospital and Pod Petřínem University Hospital. In 1990, the Faculty of Children's Medicine changed its name to the Second Medical Faculty.

The Second Faculty provides Master study programmes in General Medicine (both in Czech and English, MUDr. or MD) and in Physiotherapy (in Czech, Mgr.). Undergraduate study programmes (in Czech, Bc.) are offered in Physiotherapy and General Nursing.

Although the faculty is one of the smaller faculties with respect to the number of undergraduate students, it is based at one of the largest European teaching hospitals. Theoretical subjects are mostly taught at the theoretical and pre-clinical departments in Motol (Plzeňská Campus); some clinical teaching takes place in the clinics and departments of Na Bulovce Hospital and at the Military University Hospital. Our students also have internships and practical training in other hospitals.

Students choose the Second Faculty for its exceptional research and teaching excellence, because of a proud tradition of friendship and unity among lecturers, students and administrative staff, and the unique student experience that it offers.

Detailed information about the history of the faculty, its research focus, and its study system can be found on its web site at [www.lfmotol.cuni.cz/en](http://www.lfmotol.cuni.cz/en).



## WHAT YOU SHOULD KNOW ABOUT STUDYING AT THE SECOND FACULTY OF MEDICINE, CHARLES UNIVERSITY

### **Preclinical and clinical subjects, time schedules**

Preclinical subjects at the Second Faculty are taught regularly according to a weekly schedule valid for the whole semester. Clinical subjects are organised into blocks of several weeks each; they are scheduled on a semestral basis. When attending one subject, you cannot follow others taught at the same time. To combine theoretical and clinical subjects in one study plan is almost impossible.

Although you can get familiar with preliminary schedules from June, the final and detailed versions of the schedules for the academic year are not available before August and are officially published in September.

Find current subject descriptions and the organisation of studies on the Time Schedules webpage at [www.lf2.cuni.cz/en/study/time-schedules](http://www.lf2.cuni.cz/en/study/time-schedules).

You can choose subjects according to your interest in the “Teaching” presentations of respective departments at [www.lf2.cuni.cz/en/faculty/departments](http://www.lf2.cuni.cz/en/faculty/departments) and follow the hyperlinks to see their syllabi.

### **Study Plan of General Medicine**

As medical education varies considerably among the European universities, it is highly desirable that you specify your study needs for your planned visit as detailed as possible.

The Second Faculty of Medicine applies the traditional method of teaching basic clinical subjects as large units. These courses extend for several years and are completed through a rigorous state examinations in the sixth study year. Before that, only classified credits are required from our students. This arrangement applies particularly for the subjects General Medicine (Interní lékařství) and Surgery (Chirurgie). These big subjects are divided into self-standing courses closed by an examination (e.g. Gastroenterology, Endocrinology etc.) at many medical schools across Europe. At the Second Faculty, these particularities are taught as integral part of the whole, during the last three years of medical studies. If you are in need of separate examinations of these ‘under-subjects’, our staff is ready to give you a helping hand, but it is advisable that you negotiate the exact conditions in advance.



## BEFORE YOU ARRIVE

This chapter will guide you through the first steps that you need to manage before you arrive to Prague.

### Electronic registration

First of all, please register in the Charles University electronic database on the APPLICATION: On-line registration web page at [www.cuni.cz/UK-2043.html](http://www.cuni.cz/UK-2043.html). The application generates all forms you need (Application form, Learning agreement etc.), which saves your time. We are sorry, but we cannot accept emails, faxes or documents sent by mail.

### Visa

Visas are not required for EU citizens.

### Health insurance

Health insurance is compulsory for all Charles University students; nevertheless, EU citizens' medical expenses are fully or partly covered by their domestic insurance and it is your decision whether you arrange an additional insurance in your home country.

In the Czech Republic, you can arrange health insurance with the General Health Insurance Company (Všeobecná zdravotní pojišťovna).

#### Contact

Headquarters: Všeobecná zdravotní pojišťovna, Orlická 4/2020, 1300 Praha 3

Client Centre: phone: +420 221 752 175, Blue line: +420 844 117 777,

email: [info@vzp.cz](mailto:info@vzp.cz)

Website: [www.vzp.cz](http://www.vzp.cz)

### Vaccinations

For all incoming students vaccinations against Hepatitis B and tuberculin tests are obligatory. In the case of girls, positive anti-rubella antibodies or appropriate vaccination is required as well. You are required to present a medical confirmation of the vaccination and tuberculin test result as a part of subscription to our Faculty. We cannot allow you into clinical training without these documents.



## Accommodation

You can rent or share a flat or room and enjoy living in privacy. There are many agencies and websites available for you. Note that agencies aimed at foreigners usually charge more, but may provide more comprehensive services. We need you to inform us as soon as you have fixed your private accommodation at [erasmus@ruk.cuni.cz](mailto:erasmus@ruk.cuni.cz).

Charles University can provide you with accommodation in the Charles University Halls of Residence. You can apply for Charles University accommodation via the Erasmus online registration. You can find a guide to and overview of dormitories on the Charles University Accommodation web page at [www.cuni.cz/UKEN-365.html](http://www.cuni.cz/UKEN-365.html).

Students are housed in double occupancy rooms. Single rooms are not available. The unit system consists of twin rooms sharing bathroom facilities. A small kitchenette is usually located at the end of each hall. Bedding and bed linen are provided; towels and kitchen utensils are not. The allocation of rooms is the responsibility of the management of the residence hall. If you wish to share a room with a colleague (schoolmate) of yours, please request this at the Accommodation Office (Reception) on your arrival. For detailed info visit the Student Residence page at [kam.cuni.cz/KAMEN-9.html](http://kam.cuni.cz/KAMEN-9.html).

## Approximate living costs in Prague per month

Rent	CZK 4,500–12,000
Food	CZK 5,000–6,000
Transport	CZK 260 (student travel pass)
Leisure Time	CZK 1,500–2,000
Total monthly costs	CZK 11,260–20,260

Prices for accommodation vary depending on whether you use the student halls of residence or rent privately and whether you share a flat. The final expenditure per month, of course, will depend on your personal spending habits.



## Creating your Learning Agreement – first step

For the General Medicine course, our Faculty offers special courses, from which you can choose. You should find out the part of a study subject which corresponds most closely to subjects at your home university and specify it in your learning program.

Please note that it is possible to combine subjects from different study years, but you should consider that time collision between different subjects can occur. For this reason, we cannot guarantee all theoretically possible subject combinations. You can incorporate individual topics into your Learning Agreement as mentioned in the following table, or whole General Medicine subjects of one year, as stated in the example in the table below. Please specify, if you need an separate exam from the specified parts of the general medicine.

<b>Subject description</b>	<b>year of study</b>	<b>duration (days)</b>
<b>Separate topics</b>		
Cardiology + ECG interpretation	4	9
Pneumology	4	4
Gastroenterology and Hepatology	4	8
Metabolic disorders	4	4
Nephrology, water and electrolyte metabolism	5	7
Endocrinology	5	4
Geriatry	5	5
<b>General Medicine – full program</b>		
General medicine I (cardiology, pneumology, gastroenterology, metabolic disorders)	4	5 weeks
General medicine II (nephrology, endocrinology, hematology, rheumatology, varia)	5	5 weeks
General medicine III (practical year, work at the ward, duties, work medicine...)	6	7 weeks

Current accreditations can be found on the Study Plans and Accreditations Page at [www.lf2.cuni.cz/en/study/study-plans-and-accreditations](http://www.lf2.cuni.cz/en/study/study-plans-and-accreditations).

In case of doubt do not hesitate to contact our Erasmus+ coordinator in Prague.



## AFTER YOUR ARRIVAL

### University badge or ISIC

You will receive your University badge (“identity card”) with your photo and name upon your arrival; you will get instructions from our officer and your buddy.

### Registration by Immigration Police

All EU or EFTA students are legally obliged to register with the police in the place of their residence on the territory of the EU within 30 days of their arrival in the country if their intended stay will be longer than 90 days. When registering with the Immigration Police, students must fill in a form called Registration Card, provide their travel document (passport or ID card), evidence of health insurance (e.g. European Health Insurance Card) and one photograph.

If you are housed in Charles University Hall of Residence and intend to stay there for the full time of your study stay at Charles University, you don't need to visit the Immigration Police unless you need a confirmation of your registration. The Accommodation Office of your Hall or Residence will register you. Privately accommodated students are obliged to visit the Immigration Police Office.

Cizinecké oddělení policie ČR (CR Immigration Police Office), Olšanská 2, Praha 3, 130 51 (directly in tram stop Olšanská, tram lines 9 and 26).  
Tel.: +420 974 820 317/318; Office hours: Mo + We 8.00–17.00; Tu + Th 8.00–15.00; Fr 8.00–12.00.

### How to Find Us

The Charles University Second Faculty of Medicine is located in Motol University Hospital in Prague 5, which is also its main teaching base.

Local transport possibilities in Prague are ample, including bus, tram and underground lines. Student discounts are available upon enrolment at the Faculty's Study Department. Time schedules can be found at [jizdnirady.idnes.cz/praha/spojeni/](http://jizdnirady.idnes.cz/praha/spojeni/).



Getting to Motol Hospital by public transport is easy. There are many bus lines and connections from underground stations to the hospital:

Underground line B: Anděl Station, change to bus No. 167, Nemocnice Motol (final station)

Underground line A: this line ends directly in the hospital: Nemocnice Motol (final station)

Airport Ruzyně, bus No. 119, to the Veleslavín Station, change to underground line A to Nemocnice Motol (final station)

Web page with a map of the Czech Republic and Prague: [www.mapy.cz/](http://www.mapy.cz/)

### **Canteens & meals**

Meals are usually available at university canteens (“*menza*”) at the student halls of residence. You can also use the canteen at Motol University Hospital. You announce to our Erasmus+ officer that you wish to use the canteen, and collect your canteen card at the office on the second floor (behind the Kinosál). The refundable deposit is 200 CZK.

The price of lunch at the hospital canteen is about 60 to 90 CZK. An overview of canteens can be found at [kam.cuni.cz/KAMEN-70.html](http://kam.cuni.cz/KAMEN-70.html).

### **Creating your Learning Agreement – finalisation**

Unfortunately, as the time schedule is not known at the time you send your application, you are supposed to adjust your Learning Agreement upon your arrival or shortly before. We reserve the right to change the Learning Agreement according to the final study schedule in the respective year.

## **REQUIREMENTS FOR CLASSES AND TRAINING AT DEPARTMENTS AND CLINICS**

- You should wear a white coat and slippers.
- You should always wear your university badge (identity card) with your photo and name on it. Your card will be issued after your arrival.
- It is possible to make use of a locker for a deposit of 300 crowns.



## USEFUL AND NECESSARY CONTACTS & ADDRESSES

### Libraries

Apart from the faculty library and the Department for Scientific Information (at [knihovna.lf2.cuni.cz/english/](http://knihovna.lf2.cuni.cz/english/)), you can use other libraries as well:

The National Library of the Czech Republic (often called “Klementinum”, according to its location in the former monastery; at [www.en.nkp.cz/](http://www.en.nkp.cz/)) offers especially scientific literature that you can either read in the General Reading Room or borrow it.

The Municipal Library of Prague (at [www.mlp.cz/en/](http://www.mlp.cz/en/)) and its branches offer chiefly fiction (in Czech and other languages), which you can borrow.

### Health Care for Foreign Students at the Second Faculty of Medicine

The GPs caring for foreign students in situations requiring medical care are Jaroslava Kulhánková, MD and Leona Koubková, MD.

You will find them in the Main Building, Hospital for Adults, ground floor; the entrance is just off the main lobby. Phone number: +420 22443 8559, 8557. Working hours 7.00–15.00 Monday to Friday.

### Psychological Counselling

Everybody can experience a difficult phase in life, studies or relationships; for example, when you first arrive at faculty and have to adjust to a new environment or when you cope with periods of study pressure and exam anxiety.

International students of Charles University who are interested in receiving psychological counselling in English can make an appointment by contacting [counsel@ruk.cuni.cz](mailto:counsel@ruk.cuni.cz). This service is available to all ‘full-time’ students. Currently, we offer counselling sessions in English only during the spring and fall semester.

when: Every Monday between 12 a.m. and 3 p.m.

where: Information, Counselling and Social Service Centre, Školská 13a, 110 00 Prague 1

web: [sites.google.com/site/ipscuk/](https://sites.google.com/site/ipscuk/)



## **Buddy Programme at the Second Faculty**

You can gain a friend and guide, a “buddy”, for the period of your study in Prague, who will help you with your first steps at the faculty and daily tasks. Just ask the Erasmus+ officer, and your buddy, a student of the Second Faculty, will contact you.

## **Prague International Club for Incoming Erasmus+ Students**

Charles University International Club (IC CUNI) is a student club which organises various social, cultural and sport events or trips for both international and Czech students, and generally helps international students handle their stay in Prague.

For further information, please use email below or visit our website.

Email: [info@ic-cuni.cz](mailto:info@ic-cuni.cz)

Web: [www.ic-cuni.cz](http://www.ic-cuni.cz)

## **Contacting Czech students**

There are many Czech colleagues interested in establishing contacts with foreign students. You can ask for contacts at the Erasmus Office counter or take part in the activities of the Second Faculty Students Society „Motolák”.

Motolák organises the head-to-head language learning programme and buddy programs for incoming students. They are looking forward to hearing from you!

## **Student organisations**

The Second Faculty of Medicine, Charles University, has four large and active student groups. Their contacts, websites and Facebook pages, where they publish news and invitations to events, can be found at [www.lf2.cuni.cz/en/faculty/student-organisations?role=](http://www.lf2.cuni.cz/en/faculty/student-organisations?role=).

Published by: Second Faculty of Medicine, Charles University, 2017

Cover photograph: FN Motol

