

## Welcome to Prague

To make the first days of your stay easier, here are some hints and advice. We want to keep this information up-to-date, so any feedback you provide will help not only us, but also other students.

Here are the most important items:

### COSTS

Breakfasts are not served. You will have to buy them in restaurants or eat them in your room. Lunches are available in the Menza (university cafeteria) at the university campus. The average cost per meal for students is 70 CZK. There are dinners available as well. If you would like to see the menu, please have a look at the following web site: [http://www.vse.cz/menza/jidelni\\_listky.php](http://www.vse.cz/menza/jidelni_listky.php). Restaurant meals (available also at the campus and at the University - paid in cash) can be bought from approx. 100 CZK up (there is hardly any upper limit!). For a comparison, a BIG MAC Meal costs 140 CZK.

### STUDENT ID

#### a) ID card (a plastic card)

You will receive it together with your university login and password during the CESP registration process. It will give you access to the University computer facilities. The card can be charged with money for lunches and dinners in Menza or money needed for printing or using copy machines. You will use this card also to open automatic door at the entrance in the student dormitory.

#### b) Dormitory pass

This is issued by the dormitory. (Passport-type photos are needed for this pass. Those who did not attach them to the application form should have some photos ready at registration.) You will have to present this pass if asked at the dormitory reception and also in cases you forgot or lost your plastic university ID.

### STUDY MATERIALS

Most of the materials are available online at the CESP website and/or the lectures prepare hand-outs for the classes.

For some CESP courses you can borrow books in the university library.

### PUBLIC TRANSPORT

Prague has a good public transportation system. It consists of trams, buses, metro (subway) and some selected trains within the Prague suburbs. The public transport pass allows you unlimited travel on all means of transportation within the city. It consists of a card with your photo and a valid stamp. The 90-day student pass for public transport costs 360 CZK.

For occasional use of public transportation you can buy single tickets, 32 CZK (valid for up to 90 minutes) or 24 CZK (valid up to 30 minutes, limited number of stops in subway – don't recommend buying it) each. They can be purchased at some tobacco and news shops (they are denoted by a special sign) or from vending machines located mostly in metro stations.

#### Central and East European Studies Program

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## MONEY

The exchange rate of the Czech koruna (or crown) is published daily on a website of the Czech national bank. The most detailed table of exchange rates appears in the daily newspaper "Hospodářské noviny". Exchange offices are everywhere and they all adhere to the published rate. However, they usually charge commission. If you wish to exchange a larger amount of money, you might find better to choose a well-established bank best recognized by their appearance. Most of them are located in the city centre. For example, Komerční Bank, ČSOB, UniCredit Bank or Raiffeisenbank. There are many ATMs downtown and there are 2 ATMs at the campus and few within walking distance from the dorms. Please check with your home bank about the charges for the withdrawal from a foreign ATM machine.

## MEDICAL HELP

You will get emergency help, but for non-urgent medical help you either need insurance or you have to pay for the treatment.

The hospital "Na Homolce", Praha 5, Roentgenova 2, tel: (00420) 257 271 111 offers both out-patient and hospital treatment to foreigners (English speaking staff). To go to Homolka, take metro line A to the stop Nemocnice Motol and take bus no. 168 to the stop Nemocnice na Homolce. In the hospital look for signs and arrows "Cizinecká recepcce" to get to the 2nd floor office.

You pay a deposit before any medical examination, so have enough money. The cost of the regular general practitioner's first exam is approx. 1 000 CZK + needles or other materials or medications used. Follow-up exams cost less. Simple surgery, X-ray and bandages combined cost around 3 000 CZK. You will be issued a bill to be reimbursed by the insurance company in your own country.

## LIBRARIES

In addition to the university library, you are entitled to free access to state and some institutional libraries. Some libraries may ask you to pay a returnable deposit if you wish to take the books home.

## TELEPHONES

The most comfortable way is to bring your mobile phone and buy a pre-paid card from one of the Czech mobile operator such as T-Mobile, Vodafone, O2. (You can purchase a convenient package from Buddy System which includes pre-paid SIM-card from VODAFONE).

Students are not allowed to use CESP office telephones.

## MAIL

Have your mail (incl. packages) sent to the CESP office rather than to the dormitory. The address of CESP office is:

**Your name**

University of Economics, Prague

CESP

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## SMOKING

Smoking is prohibited in all in-door public areas of the university campus, dormitory rooms included.

## COMPUTERS

You are encouraged to bring your own laptop. There is a free internet access at the campus area and also at the dormitory Jarov. The wireless network is called Eduroam.

There are some computers available for students in the Old Building (SB). For signing in, the ID card is needed. The recommended time of use is late afternoon or early morning. The computers are linked to the network. Printing is also possible in the Old Building or in the library, your ID card has to be charged with the money.

Your files cannot be safely archived. It is better to keep them on your own flash discs. Use of virus detection programs (available on UEP intranet) is strongly recommended. You are not supposed to install or download your own programs on UEP computers.

In case of problems with login to the wireless network, please contact the IT centre in SB 22.

For occasional printing you may ask the CESP staff.

**THE CESP STAFF WISHES YOU A PLEASANT STAY  
IN PRAGUE!**

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