



FACULTY  
OF ARCHITECTURE  
CTU IN PRAGUE

# IN COM ING S

FA CTU GUIDE



FOR ERASMUS+  
& EXCHANGE STUDENTS

# FOREWORD

## Dear Incoming students,

In this booklet, we present a short overview of our faculty building, the academic year schedule, the Architecture and Urbanism, Landscape Architecture and Design study programs, and some of the possibilities to enrich your stay and studies in Prague.

The FA International Office team is here to support you by discussing various ways to handle your needs whether by giving advice, explaining situations, offering solutions or contacting people. We can become your guides through no matter what problems you might face.

We hope you find this booklet helpful.

Your FA International  
Office team

Welcome!

**FA CTU\* WEBSITE ~ UP-TO-DATE INFORMATION  
ON EVERYTHING YOU NEED!**

\*FA = FACULTY OF ARCHITECTURE • CTU = CZECH TECHNICAL UNIVERSITY IN PRAGUE

# contents

## SYMBOLS OF ATTACHEMENTS



CTU Campus Plan



FA Floor Plan



QR Codes

- 01 **ABOUT THE FACULTY—2**
  - Erasmus+ & Exchange Students
  - About the Faculty Building
  - Faculty Building Opening Time
- 02 **CONTACTS—3**
  - FA International Office
  - FA CTU Address and Bank Account
  - CTU International Student Club ISC
- 03 **BEFORE ARRIVAL—4**
  - Visa
  - Health Insurance
  - Accommodation
  - Legal Framework
- 04 **WHITE BOOK—5**
- 05 **THE ACADEMIC YEAR—5**
  - Academic Year Calendar
  - Holidays and Vacations
- 06 **AFTER ARRIVAL—6**
  - Arrival date
  - Orientation Week
  - Faculty Enrolment Day
  - KOS Database and CTU Password—7
  - Student CTU ID Card
  - Enrolling into a course
  - Faculty E-mail—8
  - Faculty WiFi
- 07 **DURING THE ACADEMIC YEAR—9**
  - Communication Channels
  - Schedules (Timetables)
  - Erasmus+ & Exchange Study Plans
  - Courses, Lectures and Seminars
  - Learning Agreement Changes
  - Design Studio Enrolment
  - Moodle Online Support—11
  - Computer and Modelling Rooms—11
  - Libraries
  - Mixing with Czech Students
  - Field Trips and Kruh
  - Design Studio Project Exhibition—12
  - Diploma Defence Day
  - Graduation Ceremony
  - Yearbook
- 08 **END OF THE ACADEMIC YEAR—13**
  - Transcript of Records
  - Credits
  - Confirmation of Stay
- 09 **OTHER SERVICES—14**
  - Sports
  - Eating
  - Counselling and Czech Courses
  - Architecture Students Association—15
  - Medical Services and Emergencies
- 10 **TRANSPORT AND PARKING—16**

# 01

## ABOUT THE FACULTY

*Many courses are offered to students of more than one program, and this mix of students creates an exceptionally rich and interesting learning environment.*

Not every school is like ours. Sensitive and technical. Strict yet human. Theoretical and practical. Concrete, but warm. Honouring the past, but welcoming the future. Moreover, you will be hard put to find another place where you can experience the same intensity of encounters with the personalities that shape the direction of our architecture and design. Learning by doing is well-reflected in our vertical studios, where students of all years spend quality study time together.

### Erasmus+ & Exchange Students

CTU's long tradition of teaching architecture is based on exceptional personalities, and most of the heads of the design studios are practising architects. We have over a hundred students in our three English Master's and the Erasmus+ & Exchange programs every year and also employ foreign lecturers and visiting professors. Erasmus+ & Exchange students study in three existing programs: Architecture and Urbanism, Design and, since the 2021/22 academic year, also Landscape Architecture. Incoming mobility students have a looser study plan than full-time students, which means they pick up courses according to their Learning Agreement choice. We publish study plans for Erasmus+ & Exchange students, but the final choice of courses is up to you and your home faculties.

### About the Faculty Building

Either as an architecture, design or landscape student, you all share the same beautiful new building, designed by the famous Czech woman architect Alena Šrámková. Built in 2011, it is

a pleasant space to work in, meet colleagues or just spend time being there. Once you enter the building, you do not feel vulnerable; you feel at home. It is large enough, with a clear floor-plan, three generous interior halls and plenty of space to work in privacy. On the ground floor, there are several lecture aulas holding 80-300 people. There are the study departments, the ArchiCafé and a cloakroom. The first underground level has modelling workshops and computer classrooms. The lower of the nine above-ground-floors all have ten studios, four classrooms with audio-visual equipment, meeting rooms, student lounges and a teachers offices; the top two floors have 17 two-storey studios. The numbers of rooms and halls correspond to the building floor levels: e.g. room no. 147 is located on the first above-ground floor, while room no. 648 on the sixth floor.

### Faculty Building Opening Time

The FA CTU building is open on weekdays from 6:30 a.m. until 10:00 p.m. On Saturdays and Sundays, the building is open from 8:00 a.m. to 8:00 p.m., and staff and students sign in on the guest book at the reception desk.

**WEEKDAYS 6:30 a.m. — 12:00 p.m.**  
**WEEKENDS 8:00 a.m. — 12:00 p.m.**

# 02

## CONTACTS

### FA International Office

The FA International Office is the reference point where you start and end your studies at the faculty. It is situated on the ground floor in room no. 147, in the Left Hall. Typically, there are two people working in the office. One of them is the Erasmus+ & Exchange coordinator and the other is the Master's degree study programs in English coordinator. Notice that they have different Office-hours for students so that you can speak with one of them in the office only. You can drop in and seek any general guidance that you may need during any of their office hours. In case you need to discuss something outside office hours, book a time slot in advance via e-mail.

### FA INTERNATIONAL OFFICE CONTACT

**internationaloffice@fa.cvut.cz, phone +420 224 356 224**

### Erasmus+ & Exchange coordinator

**Bc. Jarmila Vokounová**  
**jarmila.vokounova@fa.cvut.cz, phone +420 606 767 208**

### Master degree study programs in English coordinator

**Kristýna Sedlaříková, M. A.**  
**kristyna.sedlarikova@fa.cvut.cz, phone +420 773 768 440**

### Vice-dean for International relations

**doc. Ing. arch. Irena Fialová**  
**irena.fialova@fa.cvut.cz**

### FA CTU Address and Bank Account

#### Address

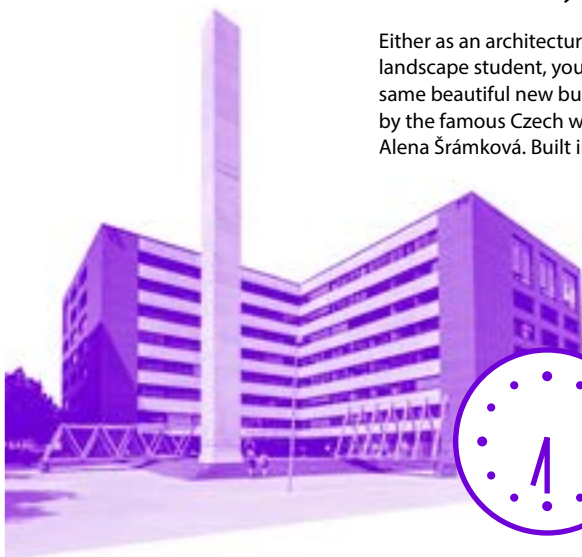
Faculty of Architecture CTU  
International Office  
Thákurova 9  
166 34 Praha 6 – Dejvice  
Czech Republic

#### Bank details

IC: 68407700  
Komerční banka, a.s.  
Dejvická 52, 160 00 Praha 6  
č.ú.: 19-5505650247/0100  
IBAN: CZ 6601000000195505650247  
SWIFT (BIC): KOMBCZPPXXX

### CTU International Student Club ISC

The ISC people contact incoming students at the beginning of a semester and give you necessary guidance. If you want to meet Czech students, take part in various university events, go on different weekend trips, get advice concerning banks, phones, Czech culture, etc., you should definitely contact the ISC. All of that and more can be found at their ISC CTU in Prague website. The history of the ISC goes back to 1999 when two Czech students returned from their exchange in the USA and, in cooperation with the CTU International Office, established the International Student Club and started its core activity: ISC Buddy Program.



**WEEKDAYS 6:30 a.m. — 12:00 p.m.**  
**WEEKENDS 8:00 a.m. — 12:00 p.m.**

# 03

## BEFORE ARRIVAL

*Obtaining a visa for study purposes can take up to 60-90 days*

### Visa

Most non-EU students have to apply for visas to enter and study in the Czech Republic. All essential information and more can be found at the [Study in Prague](#) website. You can also contact the [ISC Visa coordinator](#). Please note! When you apply for a visa, the Czech foreign police and Czech consulates require proof of your health insurance, valid in the Czech Republic, before they issue the visa.

### Health Insurance

For students from the EU, it is necessary to have an European Health Insurance Card (EHIC) with confirmation from Pojišťovna VZP (public health insurance system in CR). **Students from non-EU countries (MBD students) are required to have health insurance from Pojišťovna VZP.** The essential documents can be found [here](#). The original contract has to be written in the Czech (or you have to obtain a certified translation into Czech). The International Office should be informed about any health condition that should be on record (e.g. diabetes).

### Accommodation

Thousands of CTU students are accommodated in one of the many CTU dormitories each year. Each new student is offered a place/bed. The accommodation is basic, mainly in shared double rooms. It is not possible to apply for a single room at the beginning of the year, there may be a room available later during the academic year. If you need to live on your own, there is an option of getting a double room in a dormitory for 1½ times the price for a bed in a double room or you can rent your independent accommodation on the open market.



*Students register into a dormitory through the [SUZ Accommodation application website](#).*

The allocation of rooms in CTU dormitories is not the responsibility of the faculty nor of the FA International Office. It is the remit of the [SUZ CTU Dormitories](#) and we can only help you with communication. We recommend that you visit the CTU website for incomers. It gives you a fast overview of the process, contacts, prices as well as the regulations and rules that you must follow when you stay in the university dormitory. The [ISC Dormitories](#) website also gives you valuable information. Please note! Once you occupy a place at a dorm, your dormitory accommodation agreement includes a considerable penalty if you decide to move out without giving the required notice.

### CTU Accommodation Scholarship

This scholarship is distributed to every Erasmus+ incoming student & Exchange. You receive the actual amount of money in CZK during the period of your stay at the faculty, divided into two or three payments. The payments are sent automatically to your [Czech bank account](#) number that you have registered with the [KOS](#). The FA International Office will inform you about the payment months. **We can send scholarship payments only in CZK and only to a Czech bank account number.**

### Legal Framework

It is understandable that there are [Study regulations](#) at our school which students are obliged to follow. We highly recommend that you become familiar with them. Among the most essential sets of rules are [Code of Ethics of CTU in Prague](#), [CTU Rules of Residence](#) and [CTU Study and Examination Rules](#).

# 04

## WHITE BOOK

The [White Book](#) (Bílá kniha) contains detail information about all study programs, including study plans, schedules, course syllabuses, exams, defences, hand-in exhibitions and study regulations. It is e-published at the beginning of each academic year and you can access it in pdf on the FA website.

*The White Book is the bible of your studies.*

# 05

## THE ACADEMIC YEAR

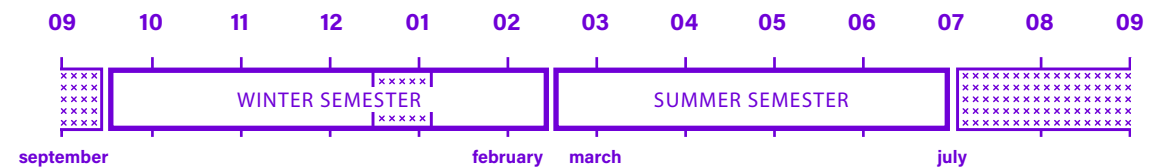
The academic year is divided into two semesters: the winter (autumn) semester and the summer (spring) semester. Each semester has 13 weeks of tuition, followed by one week of design studio finalisation and five weeks of exams. The winter semester and the academic year starts in the second half of September and lasts until mid-February, with a week or ten days of Christmas and New Year holidays. The summer semester starts in the middle of February and lasts until the end of June and is followed by two months of summer holiday.

### Academic Year Calendar

The [Academic Year Calendar](#) is published well in advance on the CTU website. In it, you'll see which days are free, the holidays and festivals, and which days have their schedules exchanged (e.g. one Tuesday may substitute a Friday etc.)

### Holidays and Vacations

**Czech holidays during the Academic Year are on September 28, October 28, November 17, May 1 and May 8.** And there are two extra free days: the Dean's Day - a day off announced by the Dean of a faculty, intended for home-study, and the Rector's Day - a day off announced by the Rector of CTU during which university sporting events take place e.g. Vltava boating. Please follow the [Facebook International Students FA CTU in Prague](#) to get more information.



# 06

## AFTER ARRIVAL

### Arrival date

Students of Erasmus+ & Exchange programs usually arrive to Prague and get accommodated one week before the semester starts.

### Orientation Week

It is your time to get your bearings in everything you will need in the next many months. You will meet your new colleagues, hear several presentations and may even take some trips. Only some of the events of the Orientation Week are explained in here.

*This is the week before the semester starts and is the first week of incoming students' study stay.*

*The ISC Club provides assistance with registering your EHIC at the VZP insurance company during the Orientation Week.*

#### First Meeting

All faculty incoming students attend a first meeting together. Information about the time and location of this meeting is e-mailed to you by the FA International Office in time. You receive a welcome and then a series of short presentations is given, focusing not only on your studies, but also on your student social life and issues that incoming students have to deal with. You are given useful contacts to people involved in your support and service. *The first meeting may last around two hours and includes light refreshments.*

#### FA RESTART evening

*The first Monday after the semester start, you are also welcome at the FA RESTART evening, held at the Piazzetta usually.* You can meet pedagogues and colleagues, take a taste of Czech beer and music and get an idea about how the school community looks and works.

### Faculty Enrolment Day

On enrolment day, most incoming students visit the faculty for the first time. A student guides you around the faculty building and helps you understand what is where. After the visit, you will be directed to the [FA International Office](#) and will meet the FA International Office team. You will be provided information on the course registration procedure, on design studios that you can choose from, on the use of sport facilities on the campus, on trips, events, etc. that are offered to you. The aim of this enrolment day is to meet your new colleagues and students for the first time, to sign in, to make notes and ask questions.

#### Enrolment Procedure of Design Students

There is usually a small group of incoming Design students at the faculty.



*All information about schedules, courses and design studios can be found on the faculty website and in the [White Book](#).*



*Dropping out of courses and making changes is possible only in the first two weeks of the semester as the KOS becomes closed thereafter.*

They have an extra enrolment procedure, consisting of also directly meeting some of their teachers. Incoming Design students are informed about the time and location of this meeting in advance by e-mail.

*Access into the system KOS Database*

### KOS Database and CTU Password

The university student database system is called [KOS](#). After enrolling as a student and registering in the KOS, you receive your CTU username and password. *For your initial CTU Password settings you need the code of your study application and your date of birth and then you should change this first password to one of your own.* Passwords are renewed every 365 days. How long your current password will remain valid is shown after signing into Usermap in your user profile. If your password has already expired, you can renew it in the Usermap, at [CTU Password reset](#). If you have forgotten your password, contact the [FA Password administrator](#). More information can be found at the university [IT Applications and Services](#) website.

### Student CTU ID Card

*Once your name appears in the university student database KOS, you can ask at the Card Publishing House to have your photo taken and be issued your CTU ID Card.* This card is free of charge and gives you access to all university premises including the University Library. It also serves as your discount card at CTU buffets and dining halls. All information concerning the CTU ID Card can be found on [ISC Cards](#) website. Please note! We do not issue the CTU ID Card at the faculty, we can only help you navigate around the campus, if you get lost.

### Enrolling into a course

*After logging into KOS with your CTU password, you can administer your Study Plan - seek course annotations, enrol in courses and, in the first two weeks of every semester, you can also drop courses.* The best way to enrol into a course is by using its code. Write the code and hit the 'zapsat' button ('zapsat' means 'to enrol'). If you have a problem with enrolling in or dropping courses, stop by during the FA International Office hours. We can also put a grade into the KOS for you if you have a signed confirmation of the grade from the teacher. We are also available to print you a Czech and English study confirmation of KOS, in case you need it.



### 3 STEPS HOW TO GET CTU ID CARD

1

2

3

After enrolment your name appears in KOS take your photo at the Card Publishing House get your CTU Student ID Card

## AFTER ARRIVAL



### Faculty E-mail

From the moment of enrolling and registering in the KOS, you are obliged to use your new faculty e-mail address, valid throughout your stay at CTU, for all communication. You will receive all official e-mails through it – from teachers, officials and KOS. If your faculty address is not working, or you have forgotten your password, please contact the [FA Password administrator](#). If you need any more help, stop by during the FA International Office hours.

### Faculty WiFi

You can connect to the internet at FA by using your [Eduroam Password](#) to access the eduroam world-wide wi-fi network, which provides free access to network devices of all participating universities, CTU included. [Inside the faculty building you can also use the local FA WiFi network called CTU-FA-Students with the password FAs3xs3x.](#)

**Without the CTU ID Card you cannot enter the faculty building, your studio or your lecture hall.**



# 07

## DURING THE ACADEMIC YEAR

**The schedules for all the study programs are published on the FA CTU website under the individual study programs.**

### Communication Channels

All important information is sent solely to your new faculty [fa.cvut.cz](mailto:fa.cvut.cz) e-mail from the second week of the semester on. Your personal e-mail and phone is used only in case of general emergency. All this and much more, especially information about events, trips, parties, exhibitions and emergencies is posted on the [FA CTU website](#), and you can always contact the FA International Office.

### Schedules (Timetables)

The schedules for all the study programs are published on the [FA CTU website](#) under the individual study programs. [Some courses are scheduled every other week \(every even/odd week\). Make sure you know which week is currently on.](#) Some of the teachers adapt their courses to the order of weeks within the semester, some of them pay attention to the calendar: the best way to know is to ask your teacher.

### Erasmus+ & Exchange Study Plans

The Erasmus+ & Exchange Study Plan is published online, updated every year. They cannot be found in the KOS as all other study plans can, because the Erasmus+ & Exchange students are not obliged to follow precisely them. How many credits you need to receive or how many courses you have to sign up for depends on you and your home university rules. [You can download the study plan through the faculty website A+U Study Plan \(Erasmus+ & Exchange\) or Design Study Plan \(Erasmus & Exchange\) or Landscape Architecture Study Plan \(Erasmus+ & Exchange\).](#) If you would like to know more about how many credits are required each semester, please refer to the [White Book](#) for more details.

### Courses, Lectures and Seminars

The courses and their syllabuses can be found online, while entering the [KOS](#) or in the faculty [White Book](#). You are obliged to attend all seminars.


We recommend that you ask to be excused in advance by e-mail to your teacher if you are not available to attend a particular lecture or seminar. All contacts are accessible through the FA website.

### Learning Agreement Changes

If you need to make any course changes later than during the first two weeks of the semester, and your home faculty agrees and puts a stamp and signature on your learning agreement changes form, we have no objections either. Just come to the [FA International Office](#) or send the signed form from your school via e-mail, we will stamp and sign it on our part as well. Remember to inform your teachers about this change as well.

### Design Studio Enrolment

[We have over 35 vertical studios, in which students of the second to the fifth year work together and foreign students are fully mixed with Czech students.](#) We are proud to have some of our best practicing architects, as well as foreign visiting professors, leading our design studios. Each studio is led by two architects or designers and has around 24 students enrolled. [The topics are published by the studio leaders a week before the semester starts on the faculty website and posted on the pink board on the ground floor.](#) In the week before the semester starts, a public design studio presentation is usually held in one of the large lecture halls, according to an invitation mailed to you in advance. Teachers present prepared topics and their studio one after the other. We strongly



**Design studios (Ateliéry) are scheduled twice a week, on Monday and Thursday afternoons.**


## BACICS ABOUT STUDIOS

**We have over 35 vertical studios called „Ateliéry“.**

**Each studio is led by 2 architects or designers and has around 24 students.**

**The topics are published 1 week before the semester starts.**

**After you have been accepted, fill in a special form to enrol into the studio.**

recommend staying until the very end when the teachers tell you when and where they are available for the first meeting. Thereafter, you attend the first meeting of the design studio you have chosen. **You have the right to choose your studio, but the teacher has the right not to accept you.** Some studios are overloaded with students; some do not accept foreign students due to language or topic problems, while others receive a majority of foreign students. **It may take you more than one meeting to be accepted into a studio.** After you have been accepted, you will fill in a special form to enrol in the studio, given to you and signed by the teacher. You hand this into the FA International Office and we activate your entrance to the design studio room, where you can keep your belongings and study anytime during faculty opening hours. In the event a problem with entering the room persists, please contact the IT department . More information

can be found on the [Architecture and Urbanism Studios](#) website and the [Design Studios](#) website.

### Moodle Online Support


Most teachers use the university [Moodle application](#) for online teaching support. Some of them use MS Teams or Zoom, some use Skype or just e-mail as well. At the beginning of a course, you will be given the key for entering the online study system. You log into Moodle with the CTU password but you need a special password to log into certain courses. **Only the teacher knows the course password; we cannot help you with that.**

**For online teaching log into the Moodle application.**


## DURING THE ACADEMIC YEAR

**Before visiting the workshops, read the obligatory instructions for students.**

### Computer and Modelling Rooms


The faculty computer rooms are called GAPPA  and are located in the basement, accessible via the circular staircase. One of the computer rooms is continuously open and serves as a 24-hour Study Room. Please note! Students are not permitted to watch films or videos on the school WiFi nor to download movies.

**The modelling workshops are open to all the students of all study programs and are all located in the basement.**

The large workshop room no. S113 is accessible by the Middle Hall spiral staircase, while the small workshop and casting and modelling shop  are accessible by the Right Hall straight staircase.


### Libraries

#### **National Library of Technology**


The [National Library of Technology](#)  is the round building opposite FA.

It is the largest and the oldest library of science and technology literature in the Czech Republic, with a collection of over 1.5 million volumes. It provides an ideal environment for studying with 1,322 places to study and 562 places to relax. It also offers individual and team study rooms, classrooms, reference services, self-service print/scan/copy services, and an After Hours Study Room.

#### **CTU Central Library**

The [CTU Central Library](#)  is located on the first floor of the National Library of Technology and more or less blended into it. You will need your student card to enter through the entrance in the foyer on the ground floor. When you reach the first floor vestibule, you will stare in awe at the beauty, space and light of this building. If you want to borrow a book, use the library databases, reserve a study room or make copies, you have to register.

#### **FA Reference Library**

The [FA Reference Library](#)  of the Department of Theory and History of Architecture and the Department of Architectural Conservation is located on the 7th floor of the faculty building. It contains a number of noteworthy and very rare titles, including unique volumes of the work of Viollet-le-Duc. The library also offers leading domestic and international periodicals, as well as a whole range of new publications and documentary films with contemporary and historical themes.

### Mixing with Czech Students

Thanks to our system of vertical design studios, you will be fully integrated with Czech students roughly 30% of your course time and more if you choose more than one design studio. Most Czech university students have an excellent or very good knowledge of English, but some are quite shy and feel awkward speaking it. You will find that this is a common trait in all Czech people. **Don't give up, talk slowly and clearly, smile, and you will see their shyness melting and their warm heart and sense of humour appearing.** Remember that Czech people do not appreciate superficial small talk relationships, they first have to trust you as a person before they start a real dialog.

### Field Trips and Kruh

Architecture and landscape students visit buildings and landscapes. Design students visit production facilities and exhibitions. Field trips are usually announced by the course teacher (meeting point, time, duration) or the ISC club for various trips that are not a part of the study plan. **Some architecture or design studios groups organise workshops in Kruh, where the faculty has an old heritage-protected farmhouse called Tuláčkův statek, used as an education centre.**



*The evening party is colloquially known as a **Knighting (Pasování)**.*

It is a beautiful house with the steep hills of the Krkonoše (Giant Mountains) in the background. Other studios sometimes travel to other locations, or for international workshops, that they advertise at the beginning of the semester.

### Design Studio Project Exhibition

The last week before the submission deadline is called the **FA NONSTOP** (design studio charrette week) and the building is open nonstop for seven consecutive days for 24 hours per day. The exhibition lasts for two consecutive weeks. Czech and international students present at the same time, which makes the exhibition a good place for socialising. Since June 2020, due to the coronavirus lockdown, the Submission of the Studio Project is done also via a Gallery of Studio Projects. All the dates are announced in the Academic Year Calendar!

### Diploma Defence Day

The day of the master's degree diploma defences is another important date, given in the Academic Year Calendar. The diploma defence is accompanied by an informal evening party. There are

typical traditions connected to this event usually takes place in the Left Hall in winter (January) and outside on the Piazzetta in summer (June, occasionally September).

### Graduation ceremony

A formal graduation ceremony (promoce) for bachelor's, master's and doctoral graduates and their relatives takes place in the university Bethlehem Chapel, in the Old Town of Prague, and is held roughly four times per year. You are welcome to visit this beautiful old gothic chapel and see this traditional ceremony, but only if you dress up and stand in the back of the aula. The exact dates can be found in the Academic Year Calendar.

### Yearbook

The documentary record of the students' past academic year is published in English and Czech every September. On over 300 pages it presents all programs, departments, design studios and first year ZAN studios. It also includes an overview of published books and a list of all the current year graduates of our alma mater. Available at the Dean's Secretariat for 100 CZK.

# 08

## END OF THE ACADEMIC YEAR

### Transcript of Records

At the end of each semester, transcripts are issued at the university rectorate. Erasmus+ students are asked to contact CTU International Office. **In order to issue you your transcript, it is necessary to have all your grades registered in the KOS.** If some of them are missing, please inform the course teacher by e-mail and send a copy of your request to the FA International Office. The teacher will grade you, and we will register the grade into KOS. If you have not fulfilled the assignment required to get a grade, you will be unfortunately graded F - fail. To avoid this, communication with teachers, attendance at lessons and adhering to deadlines is strongly recommended.

### Credits

**You should know the number of credits you are obliged to obtain from your home faculty.** For example, Czech outgoing students need to obtain at least 20 credits per semester to pass into the following year. In case you are not able to gain enough credits due to some misfortune, please let us know in advance. There are additional solutions and we can help you find them.

### Confirmation of Stay

You may sometimes need other documents signed by the FA International Office, such as the Confirmation of Stay, in which your period of stay is officially given. In this case, contact Lucie Bílová from the Rectorate by e-mail: Lucie.Bilova@cvut.cz.



*How many credits you need to obtain in the semester depends on your home university rules.*



# 09

## OTHER SERVICES

**Sports: log into the KOS and enrol in courses TVVO and TVV, then look at PE classes registration.**

### Sports

The Institute of Physical Education and Sport [ÚTVS \(Ústav tělesné výchovy a sportu\)](#) is an autonomous workplace of the university and can be found at [Pod Juliskou 4, Praha 6](#). They offer various sport activities and trainings in many different disciplines at all possible levels. If you want to register into any sport course, you have to log in, choose your course, and register. Please note! We can register your TVV and TVVO courses in KOS for you, but we cannot register you for PE classes. For other inquiries please contact directly the [Contact person for foreign students](#).

### Eating

#### Menza University Canteens

The main student university canteens are called Menzas. All are run by the SUZ. The closest to the faculty is Menza Bechyňova, the other is Menza Technická, a smaller one is in the Masarykova dormitory. The menus and their prices for all the SUZ Menzas in Prague are published weekly on the [SUZ CTU Menzas Menu](#) website.

#### ArchiCafe

This is the small bistro on the ground floor of the faculty building. It can be quite pleasant to have a delicious sweet or savoury breakfast or snack in it, sitting next to its large glass facade, or even outside, taking in some sun or just relaxing.

#### Mega Buř Fat

This is a slightly larger bistro, located on the ground floor of the Civil Engineering faculty. It offers a wide selection of vegetable and pasta salads, soups, simple warm foods, dairy, fruit, deserts, drinks, teas and coffees.



**The warm daily menu sells out fast, Czechs eat around noon, so hurry up!**

### Café Prostoru

This is located on the ground floor of the National Library of Technology building, with a wonderful summer terrace. There is a simple lunch choice of warm food and plenty of delicious cold food and drinks on offer. The [Café Prostoru Menu](#) is published weekly and guess what! It is only in Czech!

### Other eateries

There are two restaurants within a ten-minute walk from the faculty, in the direction of Santinka náměstí. There is a Vietnamese restaurant close to Evropská street and a Country Life bistro close to the main Vítězné náměstí (Victory Square). There are several other restaurants and cafés, bars and pubs located in the Dejvice quarter. A more expensive restaurant called U Matěje with great Pilsner beer and outside seating under old chestnut trees is at the Matěj church close to the famous Baba housing area. There is a local food shop on Santinka square. There are several shops along Jugoslávských partyzánů street, and a lot of fresh vegetables, dairy products, fish and meat can be bought in the spring to autumn season at the Saturday morning Farmers' Market in Kulaťák (Vítězné náměstí).

### Counselling and Czech Courses

Do you need academic or personal guidance? Are you worried about something? Are you handicapped in any way? [The possibility of counselling in English is offered free of charge to university students by the Psychological counselling for foreign students.](#) The caring centre Elsa supports students with special needs and disabilities. If you need more assistance, please contact the [FA International Office](#).

### Career Centre

[Career Centre of CTU in Prague](#) helps students and graduates with their personal and career development. It offers services such as career counseling or a unique opportunity to participate at CTU Mentoring. All services are completely for free.

### Czech Language Courses

[Czech language courses are offered by the university free of charge and by the faculty for a small fee.](#) Credits for language courses are recognised depending on your home university rules. The language course is led by experienced instructors who are specialised in teaching Czech and working with foreigners. If you do not want to lose your place in the course, regular attendance is required. Please look at the [Czech language course](#) and the [Language courses](#) website.

### Czech Culture Course

A Czech culture course is organised every spring and autumn by the university and information can be found on the [Czech culture course](#) website. Credits for the Czech Culture Course are recognised depending on your home university rules. The Czech Culture Course brings you an understanding of Czech lifestyle and may help you shake fears and uncertainties about studying abroad.

### Activities Study in Prague

By following social media of Study in Prague you might get a chance to attend courses, special guided tours in cultural or technical institutions in Prague for free @studyinprague (IG, FB, Youtube).

### Architecture Students' Association

The faculty student association is called the ['Spolek posluchačů architektury' in Czech](#) and takes an active role in organising lectures, exhibitions or architecture excursions. On their [SPA](#) website you can find out about many local events and happenings, including the countdown at the beginning of the FA NONSTOP week.

### Medical services and Emergencies

On the [ISC CTU in Prague](#) you can find well-organised information about the Czech health-care system, Prague hospitals and pharmacies. We strongly recommend looking at this website. [You should sign up with a local doctor that your insurance covers very soon after you arrive.](#) You could either use [Urban Health Center Prague](#) but we recommend you to choose a doctor at the [Student health care centre](#) on the main Dejvice university campus. You will always need to show your ID and your European or other Health Insurance Card.

Student CTU Health Centre,  
Bechyňova 3, Praha 6, 2nd floor  
MUDr. Sadílková,  
Phone +420 212 243 144  
MUDr. Jitka Adámková  
Phone +420 234 606 163  
MUDr. Šulcová – dentist  
Phone +420 233 320 229

Urba Health Center Prague  
Spálená 12, Praha 1  
Phone +420 222 924 246



### Motol University Hospital

[English-speaking Centre for Foreigners \(Cizinecká ambulance\)](#)  
Phone +420 224 438 577

### Military University Hospital Prague

[English-speaking Information Desk \(24/7\)](#)  
Phone +420 973 208 333



- 112 EUROPEAN EMERGENCY**
- 158 NATIONAL EMERGENCY**
- 150 FIRE EMERGENCY BRIGADES CR**
- 155 MEDICAL EMERGENCIES**
- 156 MUNICIPAL POLICE**

All general emergencies are communicated via the FA website.

# 10

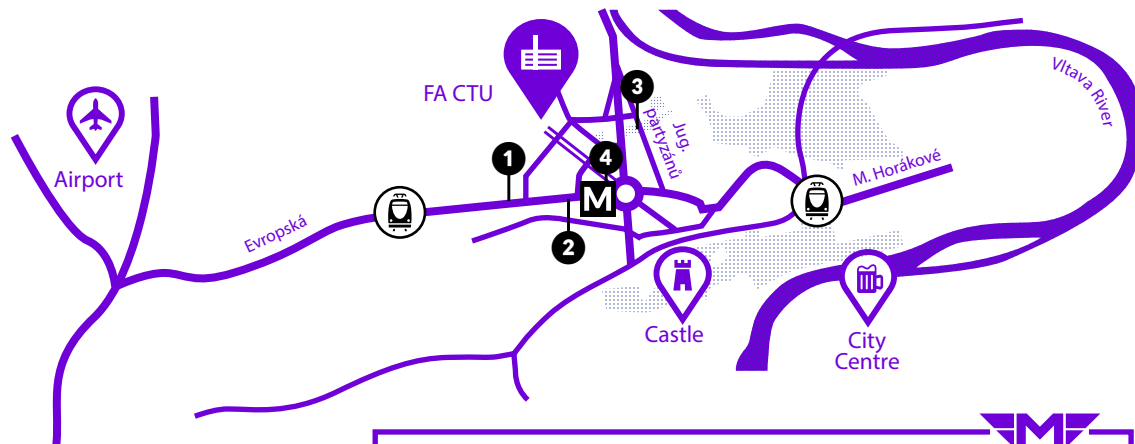
## TRANSPORT AND PARKING

### How to reach the Faculty

The faculty is situated on the CTU campus in Prague 6, and you can reach it on foot, by bike, by several public buses, tram lines, a metro line or by car. It is located 20 minutes by car and 40 minutes by public transport from the Václav Havel International Airport. At the same time, it is within walking distance of Prague Castle and is 20 minutes by public transport from Prague's historical centre.

While travelling from the centre, get on metro A or tram no. 20 or 26 to get off at the Thákurova stop (1) or Dejvická stop (2). From there it is about 10-15min to the faculty building. Or take tram no. 18 to Lotyšská stop (3) and walk 6min.

The Masarykova dormitory is a 5min. walk away; the Strahov dormitories are connected with the campus in five stops and 10min. by bus 143 (4). Other tram and bus lines connect the campus with other Prague areas.



*The Dejvická stop is on the Metro A line, which is the fastest east-west connection through Prague.*

### Public Transport and Travel Pass

You can find all the necessary information about the contact points, fares, timetables, restrictions and more on the [Prague Public Transport](#) (Dopravní podnik hl. m. Prahy).

For your travel pass you will need a photo and to fill out a form. When you come to the International Office we will put a stamp onto the travel pass confirmation sheet so that you receive the student fare in the event you do not have an international

ISIC card. We can also help you to decide which zones you need to pay for.

### Parking

If you choose to reach the faculty by bike, there are bicycle stands in front of the FA . In the event you park a car within the faculty building at an hourly rate, charge your CTU ID Card and pay at the cash machine next to the -1 parking elevator. In the event you want a pre-paid period parking, contact the Card Publishing house.

*For your travel pass you will need a photo and to fill out a form.*

Join the [Instagram](#) and follow [Facebook International students FA CTU in Prague website!](#)

Enjoy your stay at FA CTU!

FA CTU INCOMING STUDENTS BOOKLET FOR ERASMUS+ & EXCHANGE STUDENTS

Editor: Irena Fialová / Text authors: Jarmila Vokounová, Irena Fialová / Graphic design and DTP: Alena Hyblerová / Photo authors: Lubomír Kotek, Jiří Ryszawy / Copyright: Faculty of Architecture CTU & photo authors. / Published by: Czech Technical University in Prague, Faculty of Architecture, International office Thákurova 9, 166 34 Prague 6, Czech Republic /

[www.fa.cvut.cz/en](http://www.fa.cvut.cz/en). Published as a study material for the needs of FA CTU in 2022

Version June/2023

The Faculty of Architecture is one of the eight faculties of the Czech Technical University in Prague, which has a more than three-hundred-year history as the oldest technical university in Central Europe. It offers three fields of study, covering everything from reshaping landscapes and public spaces to designing beautiful buildings, to learning to achieve perfection of detail as an industrial designer. It is a prestigious workplace where top-level research as well as theory and practise go hand-in-hand.

***[ONLINE VERSION OF THE STUDY GUIDE](#)***

