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# Poděbrady Fast

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## ARE YOU EXCITED ABOUT STUDYING? WE CAN'T WAIT TO WELCOME YOU!

*Dear students,*

*Thank you for choosing ÚJOP UK to be the beginning of your academic career in the Czech Republic. In order to make this big step as easy as possible for you, we have summarized the most important guidelines for your arrival, as well as information about registration at the study centre, studying and life in the Czech Republic.*

In addition to learning English and preparing for your university studies, there are many other things to do. What can you look forward to?

- New friends from all over the world.
- Teachers who really want you to succeed. If you attend classes and study hard, they will do their best for you.
- A friendly team of academic assistants and supervisors. Please contact them if you need help or advice regarding classes at ÚJOP or your future university studies.
- An introductory one-week orientation programme where you will get important information about studying and living in the Czech Republic. You will meet with ÚJOP alumni who will give you advice on how to handle everything.
- Field trips, sports and cultural events throughout the year - see photo gallery here.

Make sure to bring your guitar, piano sheet music, cookbook, badminton, football, violin, kalimba and camera. Everything will be useful.

## Calendar of important events

Autumn	Winter	Spring
Adaptation and Orientation Course	<u>St. Nicholas Day</u>	<u>Trips to the countryside</u>
<u>Matriculation</u>	<u>Photography competition</u>	Final exams
Nostrification (Diploma recognition)	Christmas	<u>Certificate award ceremony</u>
<u>Musical matinee</u>	<u>Doors Open Days</u>	<u>Visits to theatres, museums and galleries</u>
<u>Halloween</u>	Submitting applications to all universities	
Meeting with graduates	Trip to iQLANDIA Science Center	

You can check for more events and activities for students of Charles University [at the page Student Life](#).

**The Poděbrady study centre and the study department of ÚJOP UK wish you a safe trip to the Czech Republic and successful studies!**

## IMPORTANT INFORMATION

**All that you find below is essential for your seamless check-in and the start of your classes.**

**1. WHEN AND WHERE?**

**Arriving at the study centre:** 1 November 2024 - 3 November 2024

**Start of classes:** 4 November 2024

**Address of the school (school building):** Jiřího náměstí 1/8, Poděbrady

GPS: 50.1414789N, 15.1195133E

**Address of the dormitory:** [Jana Opletala 77, Poděbrady](#)  
GPS: 50.1430228N, 15.1263144E

Description of the route is given below in the paragraph 7. FROM PRAGUE AIRPORT TO THE DORMITORY.

- Study department: [jana.tomasova@ujop.cuni.cz](mailto:jana.tomasova@ujop.cuni.cz) / [ivana.stikova@ujop.cuni.cz](mailto:ivana.stikova@ujop.cuni.cz)
- Phone number of the study department (**Mon-Fri 8:00 AM - 3:00 PM**): +420-775-208-149 (Jana Tomášová)
- Dormitory: [kolej.podebrady@ujop.cuni.cz](mailto:kolej.podebrady@ujop.cuni.cz)

For more contacts and information, visit the [Poděbrady Study Centre page](#)



## 2. WHAT TO BRING WITH YOU

It is very important that you bring the documents and items that will be necessary for your registration, study and diploma recognition. Remember to check the list to make sure everything is ready before your departure.

### 2.1. To register at the study centre

#### **All students need:**

- A valid passport.
- One colour passport photo (3,5 x 4,5 cm).
- The original health insurance document and insurance card (we recommend making a copy of the insurance document and card)

**In addition to the above, underage students (i.e. students under 18 years of age at the time of registration) must also bring:**

- A consent that photographs and video footage taken during classes and school events may be used for promotional purposes. (the form is available [here](#) - download, print and have your parent or legal guardian sign it). **The document must be signed by the student's parent or legal guardian and notarized.**

### 2.2. To have your diploma recognised

#### **All students need:**

- Documents for nostrification

For more information and a detailed list of documents, see [Nostrification of secondary education](#).

**In addition to the above, underage students (i.e. students under 18 years of age at the time of registration) must also bring:**

- Power of attorney for the nostrification process (a form with the details of the authorised person was sent to you by email - download, print and have your parent or legal guardian sign it). **The document must be signed by the student's parent or legal guardian and notarized. The document is not valid without notarization**

If you have a question regarding nostrification, write to [ivana.stikova@ujop.cuni.cz](mailto:ivana.stikova@ujop.cuni.cz)

### 2.3. For classes you need:

- A laptop or tablet with a keyboard (not just a phone). We recommend Windows or Linux operating system.
- Headphones, microphone and webcam. You will work with MS Teams.
- EU socket adapter if your country uses a different one.

### 2.4. For hobby and free time:

- A musical instrument such as a guitar, flute, violin (not a piano:-).
- Sheet music for piano.
- A cookbook.
- Badminton.
- Football or other kind of balls.
- Camera etc.

*Before you arrive: In order to prepare for your arrival, we need to receive information from you in advance about the stage of your visa processing and when you plan to arrive. In addition, we need you (or your parents if you are under 18) to sign important documents before you arrive. Please make sure you have read and followed all the very important points in this guide, which are listed below.*

## 3. IF YOU ALREADY HAVE A VISA, EMAIL US IMMEDIATELY for room reservation

If you have paid your accommodation deposit, we have a place reserved for you in one of our dormitories.

*For students who need a visa:* we can only reserve a room for you after it is confirmed that your visa has been granted. Once you have your visa, please send a scan of it to your academic assistant ( [mariko.cerna@ujop.cuni.cz](mailto:mariko.cerna@ujop.cuni.cz) ), who will then send you a confirmation of your room reservation. The room is reserved for you only after we send you an email confirming it.

*For visa-free students:* we will reserve a room for you after we have received payment.

**Important:** Please remember that you must send an email no later than 25 October 2024 with information about your planned arrival date (see 4. IF YOU ALREADY KNOW YOUR ARRIVAL DATE, EMAIL US IMMEDIATELY).  
**If you do not let us know your arrival on time, your dorm room will not be ready for you before your arrival.**

4. IF YOU ALREADY KNOW YOUR ARRIVAL DATE, EMAIL US IMMEDIATELY for your room to be prepared.

4.1. Arrival 1 - 3 November 2024

Once you know the date and time of your arrival, please report (**no later than 25 October 2024**) this information to the following email address:

- [studijni.podebrady@ujop.cuni.cz](mailto:studijni.podebrady@ujop.cuni.cz)

Please include "ARRIVAL + student's name" in the subject line of the email. Attach a scan of your visa to the email.

Please note: Without confirmed arrival information, your room cannot be ready before your arrival.

4.2. Arrival after 3 November 2024

Late arrival (i.e. after 3 November) is accepted only for serious and justified reasons and under the condition of online class participation, **but no later than 20 November**. When registering your arrival, explain the reasons for the delay.

In case of late arrival, the student is obliged to inform the study department and the dormitory by e-mail to the following address:

- [studijni.podebrady@ujop.cuni.cz](mailto:studijni.podebrady@ujop.cuni.cz)

Include "DELAYED ARRIVAL + student's name" in the subject line of the email.

**Please note:** No refunds for missed classes!

5. ELECTRONIC SIGNATURE OF THE STUDY/ACCOMMODATION CONTRACT

Signing the study contract (and the accommodation contract if you have booked accommodation) is a required condition for starting your studies. You must sign it electronically from home via the Signi portal. We will send you a link to sign the contract electronically by the end of August. If you are under 18 years of age, the contract(s) must be signed by your parents.

The instructions for signing the contracts are [here](#).

If you have not received an email from us by October 31, check your SPAM or bulk mail folder. If there is no email from us there either, write to:

- [jana.tomasova@ujop.cuni.cz](mailto:jana.tomasova@ujop.cuni.cz) / [ivana.stikova@ujop.cuni.cz](mailto:ivana.stikova@ujop.cuni.cz)

Include "SIGNI PROBLEM + student's name" in the subject line of the email.

6. STUDYING BEFORE ARRIVAL

To support you on your educational trip as much as possible, we have prepared a summary of academic courses related to your chosen field of study. It has been attached to the email we have sent to you. If you do not have these materials, please email your academic assistant ( [mariko.cerna@ujop.cuni.cz](mailto:mariko.cerna@ujop.cuni.cz) ).

*Coming to the Czech Republic is very exciting of course. Maybe this is your first independent trip abroad. To make it easier for you, we have prepared a detailed guide on how to get from the airport to the school.*

**Please note:** if you are travelling to the Czech Republic by other means (train, bus or car), we recommend downloading the mobile app "PID Lítačka". It is available to download on [Google Play](#) and [Apple Store](#). It offers all Prague integrated transport tickets. You can even find your connection in the app and the app will also suggest the most suitable ticket for your trip.

7. FROM PRAGUE AIRPORT TO THE DORMITORY

7.1. Withdrawing cash at the airport

We kindly remind you that in the Czech Republic, payment is made in Czech crown (koruna). Foreign currency is usually not accepted. Payment by card is common. We recommend withdrawing a small amount of money in Czech crowns (500-1000 CZK) upon arrival for transport and other small expenses. There are ATMs at the airport.

ATTENTION: We do not recommend using the exchange offices at the airport and at the hotel. They have a large margin. We recommend watching two short videos on YouTube before you arrive:

<iframe width="560" height="315" src="https://www.youtube.com/embed/\_vq\_YJjHoRs?si=9\_0pkCvUeFbEJJH2" title="YouTube video player" frameborder="0" allow="accelerometer; autoplay; clipboard-write; encrypted-media; gyroscope; picture-in-picture; web-share" referrerpolicy="strict-origin-when-cross-origin" allowfullscreen></iframe>

<iframe width="560" height="315" src="https://www.youtube.com/embed/rdYhm\_\_yMQY?si=U1f8SEn-5mKQ288\_" title="YouTube video player" frameborder="0" allow="accelerometer; autoplay; clipboard-write; encrypted-media; gyroscope; picture-in-picture; web-share" referrerpolicy="strict-origin-when-cross-origin" allowfullscreen></iframe>

## 7.2. I'm taking public transport

1. In the first place, you need to get from the airport to the Main Station (Hlavní nádraží). We recommend downloading the mobile app "PID Lítačka". It is available for download in [Google Play](#) and [Apple Store](#). In the app, you can find your connection from "Terminal 1" (or "Terminal 2") to "Hlavní nádraží". The app will also suggest the most suitable ticket for you.

2. Similarly, you can find the connection "Hlavní nádraží" - "Poděbrady" in the mobile application "PID Lítačka" at the Main Station. The app offers several options. We recommend choosing any direct connection.



The way from Poděbrady railway station to the dormitory is a footpath and leads through a wide avenue, past the spa houses and through the park.

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## 7.3. I'm taking a cab

Using public transport in Prague is easy, but if you prefer individual transport, you can easily book an official taxi at the airport. You can use the free Wi-Fi or Ubermat to order a taxi.



## 7.4. Address of the dormitory and school

**Address of the school (school building):** [Jiřího náměstí 1/8, Poděbrady](#)

GPS: 50.1414789N, 15.1195133E

**Address of the dormitory:** [Jana Opletala 77, Poděbrady](#)

GPS: 50.1430228N, 15.1263144E

- Study department: [jana.tomasova@ujop.cuni.cz](mailto:jana.tomasova@ujop.cuni.cz) / [ivana.stikova@ujop.cuni.cz](mailto:ivana.stikova@ujop.cuni.cz)
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For more contacts and information, visit the [Poděbrady Study Centre page](#)



## 8. CHECK IN AT THE DORMITORY

**Important:** Please remember that you must send an email no later than 25 October 2024 with information about your planned arrival date (see 4. DO YOU ALREADY KNOW YOUR ARRIVAL DATE? EMAIL US IMMEDIATELY). If you do not announce your arrival in time, your dorm room will not be ready for you before your arrival.

The hotel reception (Jana Opletala 77) is open 24 hours a day. Upon arrival at the dormitory, register at the reception, take your key and check in to your room.

For your registration, you will need:

- A valid passport
- To pay a one-time deposit of CZK 10,000 (in cash in Czech crowns or by credit card via terminal).

This deposit covers any damage caused during your stay in the dormitory. At the end of your stay, a settlement will take place and **the deposit (minus any possible damages) will be returned to you**

### 8.1. Payment for accommodation:

The accommodation deposit you have paid (300 EUR / 7050 CZK) starts to be used on your arrival day. The payment for accommodation is based on the [current price list](#). After the deposit is used up, you will pay for your accommodation according to the instructions of the accommodation administrator (Pavel Konupka) or dormitory stuff.

More information about the accommodation is available [here](#).

### 8.2. Arrival with parents and their accommodation

Parents or other family members (accompanying the student) cannot stay in the dormitory. Accommodation can be booked at [www.booking.com](https://www.booking.com)

## 9. REGISTRATION WITH THE FOREIGN "POLICE"

### 9.1. I have a D/VC visa or a DP biometric card

Students STAYING in the dormitory are NOT required to report to the foreign police. Their arrival will be reported by the dormitory administration after they have registered at the dormitory.

Students who are NOT accommodated in the dormitory MUST register on their own at the foreign police within 3 working days from the date of arrival.



9.2. I have a D/VR visa

You must register at the Department of Asylum and Migration Policy of the Ministry of the Interior of the Czech Republic (OAMP MV ČR) within 30 calendar days. Don't worry, our study department will help you.  
(Fotka víza **D/VR**)

More information about reporting to the OAMP MV ČR



9.3. I am from Ukraine

9.3.1. I have a temporary protection visa

Students STAYING in the dormitory are NOT required to report their *change of residence* by themselves. Their arrival will be reported by the dormitory administration after they have registered at the dormitory.  
But they must report their change of residence address to competent authorities.

Students who are NOT accommodated in the dormitory MUST report their *change of residence* by themselves to the Department of Asylum and Migration Policy of the Ministry of the Interior of the Czech Republic (OAMP MV ČR).

General information on temporary protection is available on website [Nasiukrajinci.cz/ua](https://Nasiukrajinci.cz/ua)

9.3.2. I don't have a temporary protection visa yet

General information on temporary protection is available on website [Nasiukrajinci.cz/ua](https://Nasiukrajinci.cz/ua)

## 10. REGISTRATION TO STUDY

**Registration takes place from 1 November 2024 every working day** in the office of the study department in the first building on the right after entering the castle grounds. After arriving at the study centre, you will need to sign up for a registration appointment online. Further information and a QR code will be provided after you arrival (instructions will be posted in the school and dorm building).

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10.1. To register to study you will need:

### **All students:**

- A valid passport.
- One colour passport photograph (3,5 x 4,5 cm).
- The original health insurance document and insurance card (we recommend making a copy of the insurance contract and card).

**Underage students (students who have not reached the age of 18 at the time of registration) are also required to bring from home:**

- A consent that photographs and video footage taken during classes and school events may be used for promotional purposes. ( the form is available here - download , print and have your parent or legal guardian sign it).
- Power of attorney for the nostrification process (a form with the authorised person's details has been emailed to you - download, print and have your parent or legal guardian sign it). - THIS DOCUMENT IS VERY IMPORTANT, BUT IT CAN BE PROVIDED LATER AT THE REQUEST OF THE CURATOR.
- **Both documents must be signed by the student's parent or legal guardian and notarised. A document without notarization is not valid.**

10.2. During your registration you will fill in and sign:

- Student's personal sheet.
- A statement on health and safety and fire protection instruction for students and participants in lifelong learning.
- Eduroam Wi-Fi network terms and conditions.
- A health questionnaire (voluntary).

During the registration or the next day, you will receive a chip to enter the school building. The deposit for the chip is 200 CZK and will be refunded after you return the chip at the end of the school year.

### 10.3. Please note: If you owe a debt to ÚJOP

If you owe a debt to ÚJOP (e.g. costs associated with sending DHL documents, outstanding course fees, etc.), you will be asked to pay this amount in the course of the first semester. Please note that all payments in the study centre and in the dormitory can only be made in Czech currency or by credit card via terminal. We do not accept foreign currency. We recommend that you have a payment card that can be used for payments both via terminal and online.

*Information for students arriving late. Late arrival is only accepted for serious and justified reasons.*

## 11. CLASSES

**The classes start on: 4 November 2024**

### 11.0 Academic year

Academic year:

- is divided into trimesters
- during each trimester the study progress will be carefully monitored, at the end of each trimester there will be language exam and exam or credit in academic subjects
- teaching is in English and is adapted to the students' level of language proficiency at each stage of the academic year
- the required entry level of English for students is at least B1
- the study programme includes Czech lessons, which are conducted in an interactive and practical way and enable students to communicate in everyday situations in the Czech environment

### 11.1. Necessary equipment

You will receive some of the lessons, teaching materials and study information from us solely in electronic form. Therefore, you will need a laptop or tablet with a keyboard (not just a phone!) to study successfully in the preparatory course and also for your future studies at universities in the Czech Republic. You will also need headphones, a microphone and a webcam (either all built-in or connected externally).

You will need a laptop for the entire academic year, as part of your studies (homework, asynchronous learning, communication with teachers and administration, webinars, etc.) will take place on the Microsoft Teams platform. The laptop can also be purchased after arrival in the Czech Republic, for example online in an e-shop (e.g. Alza.cz).

### 11.2. Necessary equipment for efficient studying in Microsoft Teams:

The hardware requirements to run MS Teams on a computer (Windows for MS or Mac) are quite modest. A regular "office setup" on your computer will be enough. Of course, the more powerful the computer, the better the quality of the online lessons. Please also check if your PC cable needs an adapter for EU sockets.

Before the classes start, watch the tutorial video on Microsoft Teams.

### 11.3. Access to university systems and Microsoft Teams:

Each student must log in to the university system (CAS) and MS Teams before starting their studies. Each student will receive an email with their individual log in details and instructions how to proceed.

[Click here](#) for instructions on how to register in MS Teams.

[Click here](#) for instructions on how to change your CAS password.

### 11.4 General conditions of study

- participation in all tests, examinations and credits is compulsory for all students
- after the first trimester, students may be reassigned to new class groups based on the results of the trimester exam, results of the placement test and an assessment of their attitude to study (attendance, activity in class, on-time submission of homework, etc.)
- the teaching process in the classes is adapted to the students' abilities and their results in the continuous assessment and end of term tests
- students are entitled to a consultation on topics they have not understood
- students' attendance is recorded in the programme. Absences (i.e. illness, late arrivals to classes, or other serious reasons) must not exceed 20% during the course of the study. If a student's absence exceeds the permitted limit, the procedure according to the Disciplinary Regulations of the ÚJOP UK (warning, suspension and expulsion from studies) is followed
- students are obliged to follow the rules of conduct applicable in the programmes of the ÚJOP UK, we provide a safe learning and working environment for all students, teachers and staff. Any acts of discrimination, harassment or bullying based on race, nationality, gender, disability, gender identity, sexual orientation, religious beliefs or socio-economic status are not tolerated and will be sanctioned according to the disciplinary regulations
- in the case of accommodation in the dormitories of the ÚJOP UK, students are obliged to follow the dormitory rules and the rules of respectful coexistence

## 12. NOSTRIFICATION (Diploma recognition)

When applying to a Czech university, applicants (including foreigners) must provide evidence of their previous education (a report card, certificate or diploma). If you have completed your education in a country other than Slovakia, Poland, Germany, Hungary or Slovenia, your certificate or diploma must be recognised so that you can continue your studies in the Czech Republic.

To have your document recognised by the Czech Republic as equivalent to a Czech one, you must go through a nostrification procedure. The nostrification process starts soon after you arrive at the study centre. Students of the preparatory courses of ÚJOP UK receive help with collecting and submitting documents from academic supervisors. This service is free of charge, you do not have to pay an additional fee for assistance with diploma recognition - the cost of this service is included in the course fee. You only pay for the cost of notarization, translations and government/faculty fees for the nostrification process itself.

It is therefore necessary to bring the original documents with you to the Czech Republic for nostrification. The list of documents required and detailed information on the nostrification process is available [here](#).

If you have any questions about the nostrification, please contact the study department or your academic supervisor: [ivana.stikova@ujop.cuni.cz](mailto:ivana.stikova@ujop.cuni.cz).

### 13. ACCOMMODATION IN THE DORMS

#### 13.1. Payment for accommodation

The accommodation deposit you have paid (300 EUR/7050 CZK) starts to be used on your arrival date. The payment for accommodation is based on the [current price list](#). After the deposit is used up, you will pay for your accommodation according to the instructions of the accommodation administrator (Pavel Konupka) or dormitory stuff.

**Important:** Please note that all payments in the study centre and the dormitory can only be made in Czech currency or by card via terminal (at the dorm only). We do not accept foreign currency. We recommend having a card that can be used for payments both via terminal and online.

#### 13.2. Cancellation policy for accommodation

The accommodation deposit is refundable after deduction of a 50% booking fee upon written request and only if the accommodation has not started. The deposit is non-refundable once the accommodation has started / once you check in to the dormitory. For further information, please refer to the [ÚJOP UK Terms of Payment and Cancellation](#).

A request for termination of the accommodation must be sent to [pavel.konupka@ujop.cuni.cz](mailto:pavel.konupka@ujop.cuni.cz) at least one week before your final departure.

#### 13.3. What is available at the dorm

There are double rooms with private bathroom and refrigerator and double rooms with shared bathroom. We will provide you with bed linen and we will change it every two weeks like in a hotel. Other than that, we leave the laundry to you. There are two washing machines and dryers at your disposal. We know that you can't study without the Internet, therefore you'll have a reliable connection to Wi-Fi in the whole building.

There are shared kitchens equipped with a ceramic hob, microwave and kettle in the dormitory. If you don't like to cook, we have good news: There are plenty of restaurants nearby.

[More about the Poděbrady dorm](#)

### 14. DO YOU WANT TO VISIT PRAGUE

From Poděbrady to Prague and back, you can easily take Prague Integrated Transport, which covers the territory of Prague and the Central Bohemian Region and extends to other regions. For example, trains from Poděbrady to Prague and from Prague to Poděbrady depart every half hour.

We recommend downloading the mobile app "PID Lítačka" which is available for download in [Google Play](#) and [Apple Store](#). It offers all Prague integrated transport tickets. In the app you can also find your connection and the app will even suggest the most suitable ticket for your trip.

More about tickets:

- Tickets and fare <https://pid.cz/en/tickets-and-fare/>
- How and where to buy tickets <https://pid.cz/en/tickets-and-fare/how-to-buy-ticket/>

### 15. ASSISTANCE IN PODĚBRADY

If you need any help or advice on accommodation or study once you arrive in Poděbrady, please do not hesitate to contact the study department at: [Jiřího náměstí 1/8, Poděbrady](#) or at [jana.tomasova@ujop.cuni.cz](mailto:jana.tomasova@ujop.cuni.cz) / [ivana.stikova@ujop.cuni.cz](mailto:ivana.stikova@ujop.cuni.cz). For more contacts, visit the [Poděbrady Study Centre page](#).

*All students will have a wonderful, interesting, but also challenging year with us. You have to master the foreign language, terminology and subject content and adapt to life in a foreign country. It is therefore essential that you make your studies a permanent priority. Even further study at university will require time and effort from you.*

*We will support you as much as possible on your educational journey and prepare a stimulating, motivating and pleasant environment for you. We will offer you support in choosing a university, making an application and getting nostrified. However, the essential part of the work remains with you, the student - your motivation, diligence, fulfilling your study obligations and adhering to all the conditions of the programme.*

*We can do it together!*