

METROPOLITAN UNIVERSITY PRAGUE

STUDENT'S
GUIDE

METROPOLITAN
UNIVERSITY PRAGUE 

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1. PRAGUE AND THE CZECH REPUBLIC



The Czech Republic is a landlocked country in the centre of Europe but rather than as a country in the centre of Europe, we should speak of the Czech Republic as of a country in the heart of Europe. Prague is the Capital city of the Czech Republic with a population of about 1, 2 million out of which 213 000 are students. The city is dominated by the Prague Castle which along with the surrounding 866 km² was in 1992 enlisted into the UNESCO World Cultural and Natural Heritage Register.

Prague is a vibrating and exciting city, loaded with unique history which traces back to the Celtic times, moves through the Gothic, Renaissance, Baroque and Classicism up to Modernism – Cubism, Functionalism and others. Art, wisdom and nature unite with culture, entertainment and pleasure. Experience the parks, libraries, museums, galleries, theatres, clubs, cafes, restaurants, and the must-be-done Czech classic - the pubs!

Prague for Young Visitors

Prague is trendy for young visitors from all over the world. The combination of historical sights with sports, entertainment and shopping is very attractive not only to the younger generation. Streets teeming with smiling faces, cameras and backpacks, lively cafés, busy bars and clubs throbbing with dancers all testify to Prague's powers of attraction for the young at heart. Prague can be fun no matter

PRAGUE AND THE CZECH REPUBLIC



what the season, although the biggest party happens in Old Town on December 31, the New Year's Eve celebration. Hundreds of other events take place every night of every season: Prague is never boring.

Prague also offers a wide range of affordable basic groceries, as well as plenty of inexpensive eating-out options. The main tourist routes are dotted with restaurants serving both Czech and international cuisine; but do try something new: leave the hustle and bustle of the main streets behind and immerse yourself in the quiet side streets of the Old or the Lesser Town, or even more distant parts, which are happy to welcome the chance visitor in their restaurants, pubs, bars and tearooms. Students will find a wide range of discounts. International student identity cards are recognized by many museums, galleries, theatres and cinemas.

2. INTERNATIONAL COOPERATION

Annually the Metropolitan University Prague dispatches over one hundred of its students abroad and, vice versa, welcomes a large number of foreign students to the capital city of the Czech Republic.

Currently our University cooperates with more than 50 institutions around the world. Namely, based on the ERASMUS program Bilateral Agreements, we cooperate with schools from Belgium, Bulgaria, Denmark, Estonia, France, Finland, Iceland, Ireland, Italy, Germany, Greece, Hungary, Poland, Portugal, the Netherlands, Norway, Romania, Slovakia, Spain, Sweden, Turkey and the United Kingdom. On the basis of the Memorandum of Understanding we cooperate with universities from Canada, Russia, South Korea, The United States of America, and Taiwan.

Our University specializes in strictly English taught International Relations and European Studies program (BA., MA, and PhD.) which allows us each year to greet an enlarging number of foreign students from such exotic and interesting locations as Bangladesh, Bolivia, Ghana, Kazakhstan, Kyrgyzstan, Madagascar, Mexico, Moldavia, Mongolia, Morocco, Nepal, Nigeria, Switzerland, Tajikistan, Turkmenistan, Ukraine, Vietnam, Uzbekistan and others. They, together with the other foreign students, amplify the growing international mosaic of our University.

All these students also have the opportunity of attending our special course of Preparatory Year of Czech Language Study that prepares the students for their possible future studies in Czech.

The intellectually stimulating multicultural atmosphere created by foreign students from all corners of the planet is the key essence of our successful international relations.

(Prague, September 2009)

3. METROPOLITAN UNIVERSITY PRAGUE

Metropolitan University Prague, o.p.s., is a public benefit corporation founded in 2001 that ranks among the private universities with the longest tradition in the Czech Republic. The institution receives substantial attention from university applicants. Recently, our university has been accepting approximately 1000 new students every year, the total number of students in the 2008/2009 academic year being 4200 among them around 350 international students.

Currently MUP offers advanced education in seven Bachelors, six Masters and one Doctoral Degree specialisations, in present and distance learning programmes. MUP has thus become a university that offers a complete tertiary education at the Bachelors, Masters and Doctoral level in the specialisation of International Relations and European Studies both in Czech and English.

International academic staff and students of the University provide a diverse academic environment which enables the students' learning even beyond their courses and seminars. The University is completely bilingual, and all students' support and services are offered in both Czech and English.

We warmly welcome students and academic staff of various backgrounds to participate in a vibrant, energetic and friendly university environment situated in the heart of Europe.





Departments and Centres

Metropolitan University Prague has the following departments:

- Department of International Relations and European Studies (English, Czech)
- Department of International Relations and Asian Studies (Czech)
- Department of Legal Specializations and Public Administration (Czech)
- Department of International Economic Relations (Czech)
- Department of Intellectual Property (Czech)
- Department of Humanities (Czech)
- Department of Anglophone Studies (English, Czech)
- Department of Foreign Languages

International Relations and European Studies

The department of International Relations and European Studies in English is dedicated to academic excellence. Our mission is to foster advanced comprehension of the events which shape current international and European relations. To that end, we have adopted an interdisciplinary approach (employing political and international relations theory, cultural theories, humanities, economics, law, history, and alternative approaches) to International Relations and European Studies.

Courses available to students enrolled in International Relations and European Studies complement and advance historical/empirical, political and theoretical knowledge.

The central aim is to provide an academic environment conducive to advanced learning, which helps to prepare students by teaching relevant skills including: research methods, professional academic writing skills, skills related to analysis and observation – which may be used for understanding political, social, economic and legal phenomena – and present them in a professional manner.

International Relations and European Studies aim to maintain an international atmosphere in the department. Our academic staff and students come from a variety of countries – within the EU and abroad – adding to the diversity of our institution and to the ideas, perspectives and cultures in our classrooms.

Study Programme for Exchange Students

In the specializations of International Relations and European Studies Metropolitan University Prague offers all exchange students English taught course at all academic levels - Bachelor, Master and Doctoral.

In relation to their study program, students can choose from a wide range of subjects during the relevant semester. This means that students can choose in both Bachelor and Master courses (an advantage given only to exchange students). Students have to combine the selected subjects with their actual schedule which they will receive in the beginning of the semester; however, they can make changes during the first month of their studies.



ERASMUS students on a visit to the Pilsner Beer Museum



Metropolitan University Prague defines the workload of the courses on the basis of ECTS credit points. According to the rules of the ECTS, these credits reflect the amount of work which is necessary to complete each course.

The ECTS provides a way of measuring and comparing learning achievements and transferring them from one institution to another. One semester study period presents 30 ECTS (60 ECTS for the whole academic year).

Each subject is credited by 5 ECTS (European Credit Transfer System) credit points.

Czech for Foreigners

The Department of Czech for Foreigners offers different courses for Erasmus and other foreign students: from beginners to intermediate and advanced. Students develop their language abilities under the guidance of our experienced teachers.

After passing this course students have the possibility to acquire a language certificate according to the Common European Framework of Reference for Languages (CEFR)

Preparatory Year of Czech or English Languages

The Metropolitan University Prague offers an intensive two-semester course of Czech language or course of English for foreigners. The courses provide high quality tutoring, and rapidly improve the students' Czech and English language abilities. Lectures are focused on the communicative approach, and the teachers are university professors.



Students will be part of the MUP academic community and will have the option to study specialized subjects from the university study program. If they wish they can also become regular MUP students.

Academic Calendar

Winter Semester: October - February
Summer Semester: February - June

Academic System

The academic year at MUP is divided into two semesters. The semester consists of 13 lecturing weeks, a 5 week examination period (during which the first 4 weeks are scheduled for regular examinations and the last 5th week is scheduled for regular retakes) and in September and October we have each of the two months a scheduled week for exceptional retakes.

The Bachelor program consists of 3 academic years, and is divided into 6 semesters. In order to complete the Bachelor program the students must earn a total of 180 credits. Therefore, all students must receive 30 credits per semester.

The Master program spans over 2 academic years, and is subdivided into 4 semesters. Students are required to take 30 credits per semester for a total of 120 credits.

Courses are held on a weekly basis for 90 minutes each, and are divided into formal lectures and seminar discussions. Lectures are explanatory, thought provoking, and incorporate the use of up-to-date materials and case studies and case work. Seminars are more engaging and informal with the aim of encouraging students to discuss the issues of the lecture. At the end of each semester, students are required to pass either a written or an oral examination or submit an essay for each lecture they have attended.

Other Activities at MUP

As a part of our dedication to the high academic qualities, our University has established three centres and one institute which expresses the University's aim to further encourage students' interests and provides a forum for further academic exploration in a more informal environment. These centres organize public debates and conferences, and connect our university with other universities, institutions and significant people.

Opening Speech of His Excellency the Ambassador of Norway
at the Czech – Norwegian Conference on Support of Specific
Needs of Handicapped Students





Centre of Middle Eastern Studies

The Centre of Middle Eastern Studies, founded in October 2005, has quickly established itself in academic circles throughout the Czech Republic. Its main objective is to raise awareness about the issues of the Middle East and the various nations and cultures of the region. CMES focuses on the social, political, cultural and economic affairs of the Middle East and North African region and is a proud member of the Anna Lindh Euro-Mediterranean Foundation for the Dialogue between Cultures and EURAMES.

Centre for Security Studies

The Centre for Security Studies was established on January 1, 2009. It aims to be student-oriented, both in terms of its operation and in terms of its activities, which currently include the following:

- Annual students' conference with panels on contemporary security topics
- Annual experts' conference on major current security issues
- Student research assistant positions in faculty-led research projects
- Roundtable discussions with experts from selected fields of interest
- Student debates on contemporary security topics



Centre of Philosophy

The Centre of Philosophy was established in December 2006 and aims to encourage students to develop an understanding of important theoretical and philosophical issues that have direct influence on matters of political and international significance. Many discussions focus on Europe and the role of cross-cultural dialogue in securing peace throughout the world, and the proposed expansion of the EU and the cultural and political problems and benefits this may bring.

Institute for Legal Protection of Intellectual Property

The institute performs creative and research-based activities in the field of the legal protection of intellectual property, and it participates in the preparation and constant improvement of the accredited study program of Intellectual Property and the International and Regional Relations in Intellectual Property MA program. It also focuses on lifelong learning program for patent and trademark officials and other specialists in the area of intellectual property rights who work in industry, research and commerce.

CEJISS

Metropolitan University Prague also publishes textbooks and journals, notably the Central European Journal of International and Security Studies (CEJISS). (www.cejiss.org)

Support for Students with Disabilities

Under the auspices of the Mayor of the City of Prague, MUP runs a program for students with disabilities entitled: A School without Barriers. Besides the barrier-free access and equipment, MUP provides disabled students tuition-free education, free personal computers with internet access, dictaphones and other equipment, in addition to course textbooks. MUP enables students with disabilities to study according to an individually set schedule, and it adapts the means of communication to their needs. Within this program, a Day Centre was established in which some of the students with disabilities work as volunteers providing consultations and information services. Currently there are over 60 disabled students studying at the MUP.

Facilities

MUP consists of three buildings in Prague in the quarters of Strašnice, Žižkov and Jarov. All buildings are equipped with state-of-the-art technology. All classrooms are furnished with computers with LCD monitors and digital projectors. The largest classrooms also have an audio system with wireless microphones. Document cameras, remote controls and overhead projectors are available for further improvement of lectures.



Another important device for students is an electronic information system and an internal website. It serves as an information board as well as a place for examination scheduling, and as a key source of digitalised study materials. For the increased comfort of students conducting research, a Wi-Fi access system is in operation in all premises of the university.

Library

The Jiří Hájek University Library is situated in the main building of MUP in Praha-Strašnice, Dubečská Street. The Fund consists of various information materials and documents (books, magazines, audio cassettes, CD, VHS, DVD, student works) from the fields of International Relations and European Studies, Public Administration, Intellectual Property, International Trade and Humanities Studies.

Sports Centre

Since 2006, the MUP Sports Centre forms a vital part of the University. The club is a member of the Czech University Sports Association. The aim of the club is to offer MUP students (including disabled students) leisure time activities as well as the opportunity to represent the University at various local and international academic sport events and competitions. Many of our students have been very successful during various Academic Games. Among many, David Drahonínský (photograph on the left page).



4. INTERNATIONAL OFFICE



Incoming ERASMUS students (September 2009)

The International Department at the Metropolitan University Prague is responsible for communication and cooperation with partner universities across the globe. Its main goal is not only to establish new contacts but also to ease the integration process for all the incoming foreign students and visiting teachers, and to establish backup support for our students who are leaving for their study stays.

Key activities of the International Department include cooperation with other universities within the Erasmus programme and bilateral agreements with other international institutions.

Metropolitan University Prague opened the first Erasmus Mobility Program in the academic year 2004/2005. Since that time the number of outgoing and incoming students has rapidly increased. In the academic year 2009/2010 more than 100 MUP students will study at 43 different European universities. At our university we welcome students from countries participating in the Erasmus programme not only for their studying but for practical placements as well.

The Exchange Student Service Department within the International Department prepares various indoor and outdoor student activities. It closely cooperates with the MUP Sports Club which forms a vital part of the University.

Cultural Events

Regarding cultural events the department arranges various trips, weekend getaways and mini-breaks outside of the Capital city – e.g. trips to Karlsbad, Pilsner, Český Krumlov, etc.; as well as group activities in Prague such as sightseeing, visiting museums, galleries, theatres, cinemas, concerts but also simply spending time together and enjoying each others' company. The Department also helps to resolve any unexpected issues that might arise during the students stay, including visa and accommodation problems.

Application Process

If you want to study at Metropolitan University Prague as an Erasmus student or as an Exchange student within bilateral agreement, your home university must officially nominate you. In the first instance, therefore, you must contact the coordinator at your home university.

The second step is to send (via fax or post) the following signed documents to our Erasmus Coordinator:

- Application Form
- Learning Agreement

These documents you can find on our websites: www.mup.cz

Deadlines

The final deadlines for applications are:

For winter semester: June 15th

For summer semester: November 30th

However, we kindly ask you to send your application sooner if it is possible.

International Office Staff



Contacts

Address: Dubečská 900/10,
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Head of International Office: JUDr. Josef Vochozka
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Erasmus Coordinator: Mgr. Lenka Výborná
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Erasmus Outgoing Students: Ing. Jana Tomicová
tomicova@mup.cz

Exchange Student Service: Dita Svěntá
sventa@mup.cz

PhDr. Dagmar Pegues, PhD.
pegues@mup.cz

5. PRACTICAL INFORMATION

Arriving by Air

Prague Ruzyně International Airport is the largest international airport in the Czech Republic located on the northwest edge of the city, about 15 km from the city centre. It has regular connections from/to major European cities.

Travelling to the city centre is quite easy by buses, cars or shuttle vans, which run regularly at fixed intervals. The departure stations are located in front of the Arrival Terminal.

Although taxis are available at the airport, students should be aware that taxis operating in front of the terminal building are usually very expensive.

You can also hire a city shuttle van to take you directly to your dormitory. The fixed rate is 480 CZK for 1-4 people or 960 CZK for 5 or more people, and it is generally cheaper than taking a taxi. Write down the address of your dormitory to show it to the shuttle driver since communication may be difficult if you do not speak Czech.

The City of Prague Transport Authority operates the bus No 119 (which runs every 10 minutes from 4:30 a.m. to 11:30 p.m.) between the Airport and Dejvická Metro Station. The city bus is highly recommended as a cheap and effective way of travelling from/to the airport. It takes about 25 minutes and the bus is comfortable. It is necessary to buy a 26 CZK ticket. You can buy it in Terminal 2 of the Prague Airport. At Dejvická Metro station it is possible to transfer to underground line A which takes you to the city centre.

You can also take bus No 100, which operates from the Ruzyně airport to Zličín Metro Station (line B). It takes approximately 15 minutes. This service operates daily from 5:45 a.m. to 11:39 p.m. The buses go every 15 minutes (every half an hour on weekends).

Arriving by Bus or by Train

Bus is the cheapest mean of transportation within Europe. There are various bus connections between major cities of the Czech Republic and other European cities. Most international buses arrive at the Florenc Bus Station (metro lines B and C) which is the main bus station in Prague. In the terminal building you can find schedules, ticket offices and some travel agencies. A few buses terminate at the following metro stations: Roztyly (line C), Černý Most (line B) and Želivského (line A). Most trains arrive at Praha Hlavní nádraží (Main Railway Station, abbreviated Praha Hl.n.). A few of them arrive at other railway stations: Praha–Holešovice, Praha–Smíchov or Praha–Masarykovo nádraží. Each of these stations has its own easily-accessible metro station.

<http://www.idos.cz>

Arriving by car

It is necessary to buy and display the obligatory motorway vignette when driving on the Czech highways. Vignettes can be purchased at the post offices or petrol stations.

The maximum allowable speed in towns and villages is 50 km/h, 90 km/h on roads and 130 km/h on highways. No consumption of alcohol at all is allowed before or during driving. Seat belts must be fastened and lights must be turned on during the entire journey.

Public Transportation

Prague has a transparent network of trams, buses and the Metro. All types of public transport tickets can be bought next to all Metro stations, and in the Terminal 2 of the Prague Airport. Basic tickets are also available in most tobacco shops, hotel receptions, at some tram stops and bus stops.

Ticket	Limited (20 minutes)	Basic (75 minutes)	1 day (24 hours)
Price	18 CZK	26 CZK	100 CZK

Reduced tickets for students cost 260 CZK monthly (confirmation from local university is required).

The yellow validation machines print the date and the time on the ticket. From this time the validity period begins. It is possible to transfer between lines and means of transport without revalidation of the ticket (except with the “Limited” 18 CZK ticket).

Passengers should buy a ticket before getting on to a bus, metro or tram. The ticket must be validated as soon as you enter the vehicle. A ticket inspector may check the validity of tickets any time during the journey, and is authorised to ask you to present a valid ticket.

Taxis

There are many taxi providers in Prague. Czech taxi drivers, especially Prague taxi drivers, have a very bad reputation. The rate per kilometre must be displayed inside and outside of the taxi. Every taxi driver is obliged to issue a receipt for the fare paid. You should require information on fares in advance.

PRACTICAL INFORMATION

If you decide to call a taxi, choose one from the official taxi operators. Three usually reliable taxi companies, whose dispatchers speak English, and offer the most transparent services are:

Company	AAA Taxi	CITY Taxi	PROFI Taxi
Phone Number	+420 222 333 222 or 14014	+420 257 257 257	+420 261 314 151 or +420 844 700 800

Medical Insurance

As a result of the Czech Republic accession to the EU, students from the EU countries, and also from Iceland, Norway and Switzerland are entitled to the provision of necessary and urgent health care free of charge.

It is only necessary that they have a certified form E 128 from their home country or a European Health Insurance Card (EHIC) which replaces the necessary paper forms. The EHIC is not a substitute for medical and travel insurance, but entitles you to emergency medical treatment on the same terms as Czech citizens. It also does not cover you for medical repatriation, on-going medical treatment or treatment of a non-urgent nature.

Students are, however, recommended to have supplementary travel insurance from their country.

Students from non-EU countries should check whether their country is on the list of countries that have concluded a bilateral agreement with the Czech Republic on mutual provision of necessary and urgent health care free of charge.

Note that only „necessary and urgent“ care can be provided, and not, for example, routine dentistry. The standard of medical and dental care is very good in the Czech Republic, and charges for „non-urgent“ care are quite reasonable.

For more general information see:

<http://www.fco.gov.uk/en/travelling-and-living-overseas/staying-safe/travel-insurance/ehic>

Visa and Residence Permit

In 2007 the Czech Republic became part of the Schengen Area. By joining the Schengen Area, the Czech Republic applies joint rules concerning the movement of persons in the Schengen Area entity, including the external borders crossing conditions.

EU students	Non-EU students
<p>Students from the EU countries, and also from Norway, Iceland, Liechtenstein, Switzerland and some other countries do not need a visa to come and study in the Czech Republic. To enter the Czech Republic, EU students need only a valid passport or a national ID card.</p> <p>For stays exceeding 3 months, EU Citizen may apply for a temporary residence permit. The following must be attached to the application: a copy of the applicant's passport, a photograph, a document certifying the purpose of the stay, a health insurance policy certificate, and sworn statement that he/she will not claim social benefits during his/her stay in the Czech Republic.</p>	<p>Students from other countries (non-EU) are required to have a valid visa for their stay in the Czech Republic. Students have to obtain either a Short term Visa (for up to 90 days) or a Long-term Visa (for over 90 days), which is issued by the Czech Embassy/Consulate in student's country. Please note that obtaining the visa in your country is a lengthy process and the procedure can take up to 60 days.</p>

The requested documents for a Short-term Visa (for up to 90 days)

- Valid passport (valid for at least half a year beyond expiry of your visa)
- Application form for Czech Visa
- Letter of Acceptance – supplied by our office.
- Confirmation of Guaranteed Accommodation
- Your health insurance card

PRACTICAL INFORMATION

- 2 passport size photographs
- Financial Agreement – or other form of confirmation of your home university that you have received a grant, or a confirmation from your bank that you have sufficient financial means to fund your period of study in the Czech Republic. As the Czech Police sometimes require these documents in Czech language, we will send you the Czech text which has to be copied on your university letter head paper, and signed and stamped by the relevant office.

The requested documents for a Long-term Visa (for over 90 days)

- all the above-mentioned and
- Official extract from the Czech Republic Criminal Record Register, confirming that the applicant has not been prosecuted and punished for criminal acts in the Czech Republic (it is enough to apply for the extract at the Czech Embassy when applying for a visa and agree that the extract will be sent directly to the respective immigration police department).

Detailed information about the conditions for entry into and stay in the Czech Republic, respectfully in the Schengen area, may be provided by:

- Information Hotline of the Foreign Police (tel: 974 841 356/357, e-mail: infoscpp@mvcz.cz, www.mvcz.cz)
- Ministry of Foreign Affairs – www.mzv.cz
- www.euroskop.cz/schengen

PRACTICAL INFORMATION

Shops

The opening hours of shops vary but are generally they are open from 9.00 a.m. to 6.00 p.m. on working days. Hypermarkets and large shopping centres are open daily, usually from 9 a.m. to 9 p.m.

Banks and currency

The Czech unit of currency is the Czech crown (koruna, abbreviated Kč, in English CZK).

1 EUR = approximately 27 CZK (June 2009)

The Czech crown is convertible currency and, therefore, it is not necessary to change foreign currency through unauthorised people in the street.

Most banks remain open from 8.00 a.m. to 5.00 p.m. on workdays. The exchange Offices have even longer opening hours and are usually open on weekends.

Although MasterCard, Visa and American Express are widely accepted, most transactions are still in cash. There is a dense network of ATMs throughout the country. Students with travellers' cheques may redeem them either in banks or in places authorised to change foreign exchange.

Postal services

Most of the post offices remain open from 8.00 a.m. to 6.00 p.m. The Main Post Office in Prague (Jindřišská 14, Praha 1) is opened 24 hours a day.

PRACTICAL INFORMATION

Cost of Living

The cost of living in the Czech Republic is on average comparable to any other Central or East European country. A single student is advised to have approximately 8 500 CZK (approximately 300EUR) per month to cover food, basic transport and accommodation. Be aware that level of rent varies depending on the city you live in. The final cost of your living, of course, depends on your personal spending habits.

Phone calls

When calling to a subscriber in the Czech Republic from outside the country dial the country code +420 and then the local nine digit number. Within the Czech Republic it is possible to dial only the local nine-digit number.

Call can be made from public telephone booths operating on coins and cards. Most public telephone booths now operate on phone cards (available at newsagents, tobacconists, post offices, and department stores). Phone cards come with different amounts of phone-time credit and vary in cost.

Currently three mobile telephone networks operate in the Czech Republic: O2, T-mobile and Vodafone.

Emergency Telephone Numbers

Emergency Call	112
Ambulance	155
Police	158
Municipal Police	156

Fire Brigade	150
Telephone Directory Inquiries	1180 or 1181
Emergency road service	1230 or 1240
Tourists in need	1212



Contacts

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