JAROV III F.
INTERNATIONAL STUDENTS
Jarov Campus

Address of the dormitory Jarov III. F

V Zahrádkách 67/1953 130 00 Praha 3 Czech Republic
Dormitory Jarov III. F

Eleven-storey panel building (built in 1977) with the accommodation capacity of 378 beds is situated in the campus at Jarov in the town district Praha 3 about 100 metres from the Koněvova street. The look-out of the room’s window offers the view to the green vegetation of the campus and to the garden suburb.

There is a tram stop Chmelnice in the vicinity. The dormitory comprises of 18 standalone single-bedded rooms without the balcony, however with the own sanitary facility, 36 units 1+1 and furthermore of 72 double-bedded rooms with the balcony. Double-bedded rooms are disposed in the flat units. The structure of the flat units is 2+2 (two double-bedded rooms), so there are 4 beds in the flat unit. Every flat unit consists of the kitchen with the kitchen table, the cupboard (without cooking utensils and dishes), electric hot plate and the fridge, furthermore of the bathroom with a shower, two wash-basins and WC. Single-bedded rooms are equipped with electric hot plate, fridge, bathroom with a shower, WC and wash-basin. You may use fast connection to the internet both via cable and wifi in your room. Hotel capacity consists of 2 one bed rooms, 1 unit 1+2, 7 units 2+2. The hotel capacity is 33 beds.

Shopping nearby:

Kaufland (tram stop Spojovací)
Opening hours: Mon-Sun 7am-10pm

Lidl (tram stop Ohrada)
Opening hours: Mon-Sat 7am-9pm, Sun 8am-9pm

Lahůdky Ohrada (food shop at tram stop Ohrada)
Opening hours: NONSTOP
**Restaurants**

Students Club Restaurant Juve (tram stop Chmelnice/Strážní – Jarov I. B)
Opening hours: Sun-Fri 3pm-2am, Sat 5pm-2am

Restaurant U Študáka (tram stop Strážní)
Opening hours: Mon-Fri 10am- 12pm, Sat 11am-11pm

**The post office (Česká pošta)**

The closest post office Česka pošta is in the street Koněvova 2496/223 (tram station Kněžská luka). All consignments for the dormitory are delivered through it

**Printing**

RoboCopy – completely automated copy-print-scan vending machine in the lobby of dormitory Jarov I. D.

Canservis at the tram stop Strážní
Opening Hours: Mon-Fri 9am – 5pm

**Parks**

The closest park is Židovské pece behind the Study center Jarov. A bigger park is the one around Vítkov (tram stop Ohrada) – you need to cross the bridge and walk a bit along the fence. It is possible to walk there from Vápenka around Pražačka. There are beautiful views of Karlín and the other bank of Vltava river.

**Pharmacies**

Pharmacy in Health centre Jarov: Mon-Fri: 7:30am – 6:00pm
Pharmacy beside the tram stop Chmelnice: Mon-Fri: 7:00am – 6:00pm
Dr. Max in Kaufland (tram stop Spojovací): Mon-Sun: 8:00am – 8:00pm
Dormitory manager

Hana Novotná  Tel.: 224 092 313  Fax: 224 092 113  E-mail: novotnah@vse.cz

Office hours:
Monday  8 – 11 a.m.  1 – 3 p.m.
Tuesday  8 – 11 a.m.
Wednesday  1 – 3 p.m.
Thursday  8 – 11 a.m.
Friday  8 – 11 a.m.

International student support office

Kristýna Hlaváčová, tel: 735 192 595
Tue – Thu  13-15, office located in Jarov III.F next to reception
kristyna.hlavacova@vse.cz

You can also contact me during the office hours at the dormitory Jarov III.F

Housing Coordinators – students:

Silvia Šimonová

silvia.simonova2@gmail.com,  tel: +420 735 002 214

Denis Capko

denicapko@gmail.com,  tel: +420 725 849 774

Hotline – Telephone support

Helena Baranová, tel: +420 731 543 809

Non-stop telephone support for urgent cases
helena.baranova@vse.cz
VSE FACEBOOK  University of Economics, Prague

https://www.facebook.com/vsecz.english/

ESN VŠE Praha - Buddy System

https://www.facebook.com/esnvsepraha/

Incoming Exchange Students VSE


SUZ VSE https://www.facebook.com/internationalstudentsVSE/
Rules of the halls of residence-

Obligations of Accommodated Persons are stated in Article 8 and 9

1. To submit an identity card (foreigners submit a valid passport, residence permit or identity card), study card and/or a student’s identity card and a card photograph to the manager of the hall of residence when moving in the hall of residence;

2. To adhere to the Rules of the Halls of Residence and the Visiting Rules. Upon suggestion of the manager of the hall of residence and consultation with the relevant Council, the DAF director may impose a penalty amounting up to CZK 5000 for any breach of the obligations laid down herein; the penalty is to be paid by the accommodated person without undue delay;

3. To move in the allocated room by the relevant or agreed date;

4. To submit a residence card and/or student’s identity card to a DAF representative when entering the hall of residence;

5. To comply with the civic coexistence principles;

6. To keep common rooms and common area clean and tidy, protect the furnishing of the hall of residence, eliminate the consumption of water, electric power, gas and other media;

7. Accommodated persons undertake to do the cleaning at least to the following extent:
   a. Daily:
      i. empty a waste bin into relevant dustbins and/or containers located according to instructions of the manager of the hall of residence; separate waste by type;
      ii. ventilate a room properly;
      iii. air out the bedlinen;
      iv. in units, do the basic cleaning in a kitchen, clean up the work surfaces and remove any leftovers;
      v. in units, do the basic cleaning in a bathroom and toilet, keep them clean and tidy after each use.
   b. Once a week:
      i. wash the floor of the room and/or balcony, hoover the carpets (if any);
      ii. wash the washable surface of the tables and other furniture;
      iii. dust the furniture and window sill;
      iv. clean and polish the mirror in a unit;
      v. clean the tiling of the kitchen, washroom, toilet in a unit;
vi. clean and disinfect the floor of the kitchen, washroom, toilet in a unit;

vii. disinfect the toilet bowl, including the seat, basin, shower bath, in a unit.

c. Check the food regularly (do not store stale or rotten food).

8. To keep the safety, fire and hygienic regulations on the whole premises of the hall of residence, and cover the damage caused by the failure to meet these regulations;

9. To use the borrowed bedlinen so that it is not damaged;

10. To inform the manager of the relevant hall of residence and/or a receptionist about life- and health-threatening defects or occurrence of annoying insects without undue delay;

11. To pay the residence fee duly and in time, including any related fees. In case of late payment of the residence fee, the accommodated person will pay a contractual penalty;

12. Not to allow any other person to enter the hall of residence with his/her residence card or identity card. Any suspicion of unauthorised entry must be reported to a receptionist;

13. To report any defects and failures as soon as possible;

14. To follow health, sanitary, fire prevention and safety measures if required by special circumstances;

15. Before moving out a room, accommodated persons are obligated to clean and vacate the room properly and hand it over to an authorised employee of the administration of the hall of residence against signature. The final cleaning will be done to the extent of the weekly cleaning;

16. To restore the room to its original condition by the date of the termination of accommodation, hand over the borrowed equipment in good condition, return the residence card and keys, and deregister. If these obligations are not met, the accommodated person will bear all and any costs related to the rectification (repairing the room, repairing the equipment, penalty for the loss of a residence card, for the loss of a key, etc.). If the accommodated person fails to deregister by the agreed deadline, a hotel accommodation rate will be charged for each following day;

17. Upon termination of accommodation, each accommodated person will be responsible for any wear and tear exceeding the ordinary level (dirty and damaged wallpapers, painting, flooring, etc.). At the same time, they will be responsible for any other damage they have caused. Restoration to the original condition will be done at their expense;

18. To submit a residence card upon request of the management of the hall of residence or the management of DAF;

19. To enable entry to the allocated residential unit pursuant to Art. 10(1c) and (1d);

20. To observe the ban on entering, staying and keeping any animals on the premises of the hall of residence;

21. Not to state the address of any hall of residence and the accommodation provider as the place of business, registered office or permanent address.
Accommodated Persons must not

22. Move without the consent of the manager/or an authorised employee;
23. Be visited contrary to Article 11 of the Rules of the Halls of Residence;
24. Interfere with the installation of any kind, and put non-permitted appliances into operation;
25. Replace door locks in a room they are accommodated in. An exception can be granted by the manager of the hall of residence in justified cases, subject to consent of all roommates. Replacement will be done by the applicant at his/her expense, including keys for the roommates and for DAF; if the manager of the hall of residence decides so, he/she will restore the door lock into its original condition at his/her expense upon termination of accommodation;
26. Rearrange and dismantle furniture in a room, replace furniture between individual rooms, bring private parts of room furnishing and install them in the hall of residence. The furnishing and equipment of a room can be changed only exceptionally and subject to prior consent of the manager of the relevant hall of residence;
27. Smoke on the premises of the hall of residence, except for assigned and designated places;
28. Park cars or trucks on the premises of the hall of residence without permission;
29. Bring firearms and explosives to the hall of residence;
30. Throw any items out of windows or place them on their outer sills;
31. Enter the service operating premises of the hall of residence (e.g. boiler houses, exchanger stations, transformer stations, etc.).
RESPECT THE SILENT HOURS AFTER 10 P.M. TO 6 A.M.

„The hostel residents must not to be a nuisance during night hours, i.e. between 22:00 and 6:00, to refrain from making noise. In particular during that time no musical instrument may be played, no loud entertainment and in fact no loud activity can be made.“

The walls are very thin, so please shut down the music and close your doors. There is a party room on the 1st floor for this. You can reserve the Party room in advance at the reception. You can have a party there till midnight.

• When someone comes to you and complains about the noise, you are making, please keep it down immediately!
• If you fail to keep it down, the reception can call security guard or Police.
• Random security checks every night
• A specific rate fines decides dormitory manager with the consent of the Director of management of special facilities (1000 CZK – 5000 CZK)

Smoking at the dormitory is strictly forbidden everywhere in dormitory building even on the balcony! In case you want to smoke you have to go outside.
Dormitory cards

Dormitory card:

- submit at the reception, when you would like to use services or borrow keys (study room, gyms, washing machines etc.)
- serves as your dormitory ID until Orientation Week (OW) where you will obtain university ID card

University ID card

- serves to prove your identity
- show it to a SUZ VSE representative when entering the dormitories at the reception, in the office, bed linen storage and all institutions of SÚZ
- contains chip which opens the front door (main entrance)

Blue chip card

- for graduates and students of other schools
Reservation system – ISKaN

- Reservation of any paid services are done by students themselves in ISKaN.
- If you don’t cancel your order in ISKaN, you will pay for ordered service

Sport grounds

- **Opening hours:** Monday – Sunday – 10 a.m. – 10 p.m.
- **Central playground** (soccer, tennis, badminton, street basketball, volleyball, foot tennis) – reservation at the reception of dormitory Jarov III. G via ISKAM, 10 CZK/hour, key at the reception of the dormitory Jarov III. G
- **Basketball court** - free (reservation of the whole court via ISKaN, 10 CZK/hour)
- ISKaN reservations are preferred
RUBISH - PLEASE RESPECT THAT YOUR CONTAINERS ARE THE ONES BEHIND DORMITORY.

Rubbish belong only to the rubbish bin (and then into the container) and nowhere else! Please, take your rubbish to the containers behind the dormitory and recycle your waste! PLEASE DO NOT THROW ANYTHING OUT OF THE WINDOW, DON’T LEAVE GARBAGE ON THE BALCONY AND KEEP YOUR ROOMS CLEAN!

Go left when you are exiting the reception area and turn left and one more time left.
Club room with kitchen

We are pleased to inform you that a brand new Club room had been opened for you in Jarov III F. It is located on the 1st floor and you can make a reservation of this space at: hana.novotna@vse.cz, kristyna.hlavacova@vse.cz There is a rent fee 300 CZK for the evening and deposit of 5 000 CZK. You can pick the key up after reservation was confirmed at the reception. Student who pay’s the rent is also responsible for its conditions. Deposit is refunded if the club room is returned clean.

Conditions:

- it can be rented until 10 pm
- enter only the indoor footwear
- before leaving everything wash and clean up
- you get the key at the reception
- key to return to the reception and wait for the control room receptionist
# Pricelist of services

<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study room (6x)</td>
<td>9. floor (907A)</td>
<td>free</td>
</tr>
<tr>
<td></td>
<td>6. floor (607A/B)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. floor (307A/B)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. floor (207 A/B)</td>
<td>free</td>
</tr>
<tr>
<td>Relaxation room</td>
<td>9. floor 907B)</td>
<td>free/ 2 hours</td>
</tr>
<tr>
<td>Suitcase storage</td>
<td>Storage</td>
<td>free</td>
</tr>
<tr>
<td>Club room with kitchen</td>
<td>1. floor</td>
<td>300 CZK/ evening</td>
</tr>
<tr>
<td>Gym</td>
<td>7. floor (707A/B)</td>
<td>20 CZK / 1person / 1 hour</td>
</tr>
<tr>
<td>Treadmill</td>
<td>5. floor (507 A/B)</td>
<td>20 CZK / 1person / 1 hour</td>
</tr>
<tr>
<td>Piano</td>
<td>9. floor (907 A)</td>
<td>free/ 1 hour</td>
</tr>
<tr>
<td>Drying room</td>
<td>4. floor (407A/B)</td>
<td>free / 24 hours</td>
</tr>
<tr>
<td>Table football</td>
<td>2. floor (207A)</td>
<td>free / 1 hour</td>
</tr>
<tr>
<td>Washing machien (8x)</td>
<td>basement</td>
<td>30 CZK / 1 person /3 hours</td>
</tr>
<tr>
<td>Dryer (2x)</td>
<td>basement</td>
<td>30 CZK / 1 person /3 hours</td>
</tr>
<tr>
<td>Ironing set</td>
<td>Reception</td>
<td>10 CZK / 2 hours</td>
</tr>
<tr>
<td>Vacuum cleaner</td>
<td>Reception</td>
<td>10 CZK / 1 hour</td>
</tr>
<tr>
<td>Activity game</td>
<td>Reception</td>
<td>10 CZK / 10 hours.</td>
</tr>
<tr>
<td>Volleyball net</td>
<td>Reception</td>
<td>Free / 24 hours</td>
</tr>
<tr>
<td>Volleyball</td>
<td>Reception</td>
<td>Free / 24 hours</td>
</tr>
<tr>
<td>Petangue</td>
<td>Reception</td>
<td>Free / 24 hours</td>
</tr>
<tr>
<td>Tenis racket (2 ks.)</td>
<td>Reception</td>
<td>Free / 24 hours</td>
</tr>
<tr>
<td>Soccer ball</td>
<td>Reception</td>
<td>Free / 24 hours</td>
</tr>
</tbody>
</table>
Other services – entrance hall:

Robocopy – copy machine, food, drink vending machine

Other services above standard

<table>
<thead>
<tr>
<th>Services</th>
<th>Price starts at</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleaning of toilet</td>
<td>200,- Kč</td>
</tr>
<tr>
<td>Cleaning of bathroom without toilet</td>
<td>500,- Kč</td>
</tr>
<tr>
<td>Cleaning of the entrance hall and kitchen corner</td>
<td>700,- Kč</td>
</tr>
<tr>
<td>Cleaning of the room</td>
<td>800,- Kč</td>
</tr>
</tbody>
</table>

Exchange of bed linen / sheets

Storage room is in the corridor on the first floor opposite to the reception. Show your student ID card to the storage keeper (Michaela Rotterová). After this you receive bed linen in exchange for the used ones (used bed linen must be folded). You can exchange your bed linen every 14 days.

Storage hours:

- Tuesday 8:30 a.m. – 9:30 a.m.
- Wednesday 13:30 a.m. – 14:30 a.m.
- Thursday 9:30 a.m. – 10:30 a.m.

Washing machines and dryers

- the washing machines can be rented for 3 hours and the fee is 30 CZK
- you can book the washing machine at reception 7 days in advance (laundry room is in the basement)
- your dormitory card will be kept at the reception until the key is returned
- all mechanical damages and problems must be announced at the reception without delay

Rules for using of tumble dryers are the same like for borrowing washing machines.
**Treadmills**

If you’re looking for a comfortable, straightforward workout or if you’re an ambitious runner, you’ll want a machine with a powerful motor and plenty of horsepower.

New treadmills are placed on the 5th floor of Jarov III. F and you can use them for the fee of 20 CZK. Please pay at the reception if you wish to use.

**Mail**

You can find your mail such as letters and postcards in the box next to the reception. In case you have received a package, your name will be posted on the board next to the reception. After showing your dormitory card at the reception you will receive your package or a paper from the post office, where you have to pick up your package. You will also receive a notification in ISKAM.

**Visits**

Every person who doesn’t stay at Jarov III. F must be registered at the reception as a guest. Guests can stay with you in your room for 58 CZK/night. There is also a possibility to book a hotel accommodation at Jarov III. F and stay in a different room. The pricelist can be found here: [http://hotel.vse.cz/english/en/price-list/](http://hotel.vse.cz/english/en/price-list/)

**Connection to the internet**

We offer 2 options how to connect to the internet:

- Cable internet – you must to buy network cable.
- Wi-Fi EDUROAM – you must set your wi-fi password but if you want to set the wi-fi password, you need internet connection (ask your friend, buddy or go to school). In case that your university support EDUROAM, you can use your university username and password.

For more information about connection via cable, see [http://jarovnet.vse.cz](http://jarovnet.vse.cz).
For information about wifi connection, see [http://eduroam.vse.cz](http://eduroam.vse.cz).
Cable and wifi connection to the internet for students and staff of the University of Economics is **free of charge**.

Wifi connection to the internet for students of universities participating in the project Eduroam is **free of charge**. For more information about this project see [http://eduroam.vse.cz](http://eduroam.vse.cz). The others may arrange paid connection, see [http://osi.vse.cz/wifi-hotel](http://osi.vse.cz/wifi-hotel).

Wifi connection [hotel.vse.cz](http://hotel.vse.cz) to the internet for accommodated hotel guest and accommodated non students of University of Economics in Prague is **free of charge**. Access to this network is denied for students and staff of VŠE, who should use Eduroam or ethernet network (cable).

**Step by step when you arrive:**

I. Set up password for Eduroam at friend´s device
   [https://eduroam.vse.cz/heslo/](https://eduroam.vse.cz/heslo/). Do not use xname@vse.cz use just xname in this setting.

II. Or use wifi paid connection at wifi-hotel.vse.cz to connect to internet to set up password for Eduroam.

III. Use your login xname with @vse.cz and new password at eduroam connection on your device. For mobile phones use MSCHVAP2.

If you do not have your password into ISIS (university network), please go to the room SB 22 (at the university, Old Building) to Helpdesk / IT support and you will get your password. PC setting and other important information can be found at dormitory websites. In case of any problems, please contact [osi@vse.cz](mailto:osi@vse.cz).

**HELPLINE - International Students SUZ VSE**

We aim to provide you with an excellent service at all times, so we need you to tell us if we have made a mistake. This procedure explains how you can do this.

**Contact us**

If you have any concerns about the service you have received from us, you should raise them with a member of staff. You can write it at the reception to the **book of defects** or you can write email to dormitory English speaking staff. We will always try to resolve your issue quickly and informally.
Complaints / acknowledgements

If you do not believe your issue has been dealt with correctly, you can ask the relevant office to look into your issue formally. We will investigate your issue and send you an email response within 10 working days. Sometimes we will need another department to provide us with information to investigate your complaint fully. If this is the case, we will let you know if your complaint will take longer than 10 working days to respond to.

You can make your complaint / acknowledgement to: stiznosti-suz@vse.cz.

We always appreciate your positive comments about our services.

You are welcomed to use the same channels of communication.
The most important contacts

General emergency number 112
Medical Emergency (Ambulance/First Aid) 155
Prague City Police 156
Police 158
Fire 150
Axa – assistance service (health insurance) +420 272 099 943

* It is necessary to have agreed the basic health insurance.

* In case of accidents, it is necessary to take your health insurance card.
24-Hour Doctors/First Aid

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Prague 1 &amp; 2</td>
<td>+420 224 949 181</td>
</tr>
<tr>
<td>Prague 3</td>
<td>+420 284 861 979</td>
</tr>
<tr>
<td>Prague 5</td>
<td>+420 224 438 590</td>
</tr>
<tr>
<td>Prague 6</td>
<td>+420 233 340 912</td>
</tr>
<tr>
<td>Prague 7</td>
<td>+420 233 370 391</td>
</tr>
<tr>
<td>Prague 8</td>
<td>+420 266 083 301</td>
</tr>
<tr>
<td>Prague 9</td>
<td>+420 286 881 518</td>
</tr>
<tr>
<td>Prague 10</td>
<td>+420 274 810 990</td>
</tr>
</tbody>
</table>

NOTE: The above hospitals and doctors operate non-stop on weekends and 19:00–7:00 on weekdays.

HOSPITALS

Nemocnice na Homolce (Prague 5) +420 257 271 111
Nemocnice na Františku (Prague 1) +420 222 801 111
Poliklinika Palackého (Prague 1) +420 222 928 111
Všeobecná fakultní nemocnice v Praze (Prague 2) +420 224 961 111
Fakultní Thomayerova nemocnice s poliklinikou (Prague 4) +420 261 081 111
Fakultní nemocnice v Motole s poliklinikou (Prague 5) +420 224 431 111
Fakultní nemocnice Královské Vinohrady (Prague 10) +420 267 161 111
**Practitioners**

MUDr. Jíchová Růžena (speaks Russian, German)
Jeseniova 2769/208, Prague 3
Telephone: +420 271 770 325, +420 224 092 117, +420 604 110 870

<table>
<thead>
<tr>
<th></th>
<th>Attendance hours</th>
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<tbody>
<tr>
<td>Monday</td>
<td>7:00-12:00</td>
<td>13:00-15:15</td>
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<tr>
<td>Tuesday</td>
<td>7:00-12:00</td>
<td>13:00-15:15</td>
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<tr>
<td>Wednesday</td>
<td>--------------</td>
<td>13:00-18:00</td>
</tr>
<tr>
<td>Thursday</td>
<td>7:00-12:00</td>
<td>13:00-15:15</td>
</tr>
<tr>
<td>Friday</td>
<td>7:00-12:00</td>
<td>--------------</td>
</tr>
</tbody>
</table>
MUDr. Luboš Hraba (speaks English)
Koněvova 205/2427, Prague 3
Telephone: +420 284 862 148

<table>
<thead>
<tr>
<th>attendance hours</th>
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<tbody>
<tr>
<td><strong>Monday</strong></td>
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<td><strong>Wednesday</strong></td>
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<tr>
<td><strong>Thursday</strong></td>
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<tr>
<td><strong>Friday</strong></td>
</tr>
</tbody>
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**Academic Psychological Counselling**

Matej Hochel
nám. W. Churchilla 4, Prague 3 room RB 303
Email: matej.hochel@vse.cz
Website:
http://fph.vse.cz/akademicke-centrum/psychologicka-poradna/for-foreign-students/
Poison Information Center

Clinic for Occupational Medicine, 1st Medical Faculty, Charles University
Na Bojišti 1, Prague 2
Telephone: +420 224 964 234, +420 224 919 293 or +420 224 915 402

24-Hour Pharmacies

Prague 1, Palackého 5  +420 224 946 982
Prague 2, Belgická 37  +420 222 519 731
Prague 4, Thomayerova hospital, Vídeňská 800  +420 261 084 001
Prague 5, Štefánikova 6  +420 257 320 918
Prague 5, Hospital Motol, V Úvalu 84  +420 224 435 736
Prague 8, Bulovka Hospital, Budínova 2  +420 266 082 017

If you’re from the US, be aware that even over-the-counter medication such as aspirin, cough syrup, etc., must be purchased at a pharmacy and that some stronger over-the-counter drugs may require a prescription in the Czech Republic. At each pharmacy there is a counter for prescriptions (výdej na recept) and one for non-prescription medication (výdej bez receptu). Medication with a prescription is subsidized, whereas medication without prescription is not, and the patient must pay the full cost.

Dental Emergencies

The following dental offices offer services from 19:00–7:00 on Monday–Friday, and are open 24 hours on Saturday and Sunday:

Dental Clinic (Zubní), Prague 1, Palackého 5  +420 224 946 981
Dental Clinic (Zubní), Prague 4, Pacovská 31  +420 241 733 918
Information

O2 offers several over-the-phone information services for a fee. Note that many of the services are offered only in Czech:

- Info Line: Czech Number Directory  1180
- Info Line: Foreign Number Directory  1181
- Operator for changed numbers (re-numbering)  141 11
- Information on air quality  141 10
- Exact time  141 12
- Weather  141 16
- Medical Information  141 20
- Operator for international phone calls  133 003

Lost or stolen credit card?

Call one of the following services to take care of it:

- Visa  +420 224 125 353
- American Express  +420 222 800 111
- MasterCard/Eurocard  +420 222 412 230
- Diners Club  +420 222 316 675
Contacts:
University of Economics, Prague
Department for the Administration of Facilities
Street: Jeseniova 2769/208
City: Praha 3
Zipcode: 130 00
Country: Czech Republic, European Union

How to get to us

from the main railway station (Wilson station)
by urban mass transportation: exiting the station hall turn to the right and walk approx. 200 metres to the tram stop Hlavní nádraží. Here get on the tram line nr. 9 and continue approx. 4 km (15 minutes) to the tram stop Strážní. Before getting on the vehicle of urban mass transportation you are obliged to buy a ticket for 24 CZK (valid for 30 minutes of travel) in the ticket vending machine or at the newsagents.

from the Masaryk railway station
by urban mass transportation: at the tram stop Masarykovo nádraží get on the tram line nr. 5 or nr. 26 and continue approx. 500 metres (2 minutes) to the tram stop Hlavní nádraží. Here get on the tram line nr. 9 and continue approx. 4 km (15 minutes) to the tram stop Strážní. Total travel time approx. 20 minutes (4 km). Before getting on the vehicle of urban mass transportation you are obliged to buy a ticket for 24 CZK (valid for 30 minutes of travel) in the ticket vending machine or at the newsagents.

from the central bus station Florenc
by urban mass transportation: at the bus stop Florenc get on the bus line nr. 207 and continue approx. 3 km (7 minutes) to the bus terminal station Ohrada. Move approx. 100 metres across the small park to the tram stop Ohrada and here get on the tram line nr. 1, nr. 9 or nr. 11 and continue approx. 800 metres (2 minutes) to the tram stop Strážní. Total travel time approx. 15 minutes, total distance 4 km. Before getting on the vehicle of urban mass transportation you are obliged to buy a ticket for 24 CZK (valid for 30 minutes of travel) in the ticket vending machine or at the newsagents.

from the international airport Václava Havla
by urban mass transportation: at the bus stop Letiště Václava Havla at the exit from arrival hall get
on the bus line nr. 179 and continue approx. 9 km (21 minutes) to the bus stop Větrník. Move approx. 100 metres to the tram stop Větrník, get on the tram line nr. 1 and continue approx. 12 km (35 minutes) to the tram stop Strážní. Total travel time 60-70 minutes, total distance 21 km. Before getting on the vehicle of urban mass transportation you are obliged to buy a ticket for 32 CZK (valid for 90 minutes of travel) in the ticket vending machine or at the newsagents.

You may lookup specific transport connection of the urban mass transportation.

**Central accommodation office**

ubytovani@vse.cz

**Mrs. Bc. Hrnková Zuzana**

phone +420 224 092 156

or local phone line 2156 (from all dormitories, from the campus at Zizkov and at Jizni Mesto)

fax 224 092 112

office nr. 146

<table>
<thead>
<tr>
<th>office hours</th>
<th>8:00-11:00</th>
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<tr>
<td>Monday</td>
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<td>Friday</td>
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</tbody>
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School doctors

dentistry

Mrs. MUDr. Conková Renata
accepts new patients
Koněvova 93/198 (dormitory Jarov I. D)
130 00 Praha 3
ground floor
(entrance at rear of the building - from Biskupcova street)
phone +420 737 991 850

Mrs. MUDr. Pokorná Dagmar
Koněvova 93/198 (dormitory Jarov I. D)
130 00 Praha 3
ground floor
(entrance at rear of the building - from Biskupcova street)
phone +420 222 540 100

Mrs. Jana Patzaková, DiS. (dental hygienist)
Koněvova 93/198 (dormitory Jarov I. D)
130 00 Praha 3
ground floor
(entrance at rear of the building - from Biskupcova street)
phone +420 605 700 274
Picnic place next to main DAF building

Laundry room
FAQ

The light bulb cracks

- You can exchange the damaged light bulb for a new one at reception (you need to present your dorm ID card).

There is troublesome insect

- ants: write down the number of your room and place where the ants are on the board placed on the left side of the reception
- other insect (bedbugs, etc.): you are obliged to inform dormitory manager immediately. If you will not report insect in your room, costs of disinfestation could be billed to the offender in case of large contamination.

Lost keys or dormitory card

- report the loss immediately to the dormitory manager; in case you lost the keys report it to the dormitory manager and receptionist; the fine for lost dormitory card is 300 CZK; fine lost key is 1000 CZK.

Graduate = internet access and entry card are not working

- the graduate student must generate a new internet password at the reception of dormitory (free of charge)
- come to the office or bedlinen depot for a new entry card (blue chip card – 300 CZK)

Roommates do not want to clean up common spaces

- make a schedule of cleaning with your roommates; if it does not help, contact the dormitory manager
- it will not be taken into account during the departure
More information can be obtained on our websites [http://accommodation.vse.cz](http://accommodation.vse.cz)

Register to our Facebook [International Students Jarov III VSE](https://www.facebook.com/internationalstudentsVSE) to get all updated information: