AGENDA

- Exchange Office Contacts
- Information Resources
- VSE Campus
- Orientation Week – Types of Activities
- ID Cards
- Computers + wifi
- VSE email box
- Course Enrollment
- Academic Calendar
- Transcript of Records
- General Rules
- Student Video Contest
- Other Useful Info
- Q&A
- Subscribe to...
EXCHANGE OFFICE CONTACTS

Room: RB547, Rajská Building, 5th floor

Visiting hrs: Now extended, for details see our website
during semester Mon&Tue 10:00 – 12:00, 13:00 – 15:00
Wed&Thu 10:00 – 12:00

Always see InSIS for changes

Phone: +420 224 098 547
E-mail: exchange@vse.cz
Web: www.vse.cz/exchange
INFORMATION RESOURCES

- www.vse.cz/exchange
- Informative Emails
- Your Buddy
- Facebook Groups
- InSIS
- Information Pannels on Campus
- Welcome Package
WELCOME PACKAGE & WELCOME ENVELOPE

- Welcome Letter
- Orientation Week Programme
- To Do List
- Agreement
- Practical Info
- Public Transport Information
- University Guide Brochure
- Centre for Physical Education and Sports
- Degree Programmes
- FMJH – Intensive Courses
- USE-IT Map
- VSE Library Guide
- Welcome Envelope: Public Transport Form
VSE ŽIŽKOV CAMPUS

VSE = University of Economics, Prague

- Rajská budova – RB (Paradise Building)
- Nová budova – NB (New Building)
- Stará budova – SB (Old Building)
- Italská budova – IB (Italian Building)
MANDATORY Activities

- Exchange Programme Registration
- Introduction lecture and How to use InSIS
- Mobility Documents - Explanatory Meeting
- ID card pick-up
ORIENTATION WEEK
September 11 – 15, 2017

RECOMMENDED Activities

- Welcome Ceremony in Vencovského Aula
- Buddy System Registration (change of room: RB117 ➔ RB114)
- Buddy System Presentation
- Fair of Student Organizations
- Coffee Break
- Czech Language Guide
- Team Game
- Cultural History of Czech Lands
- Cultural Shock Lecture
ORIENTATION WEEK
September 11 – 15, 2017

VOLUNTARY Activities

- Trips organized by the Buddy System
- Icebreaking Weekend
- Buddy Language Café
ID CARDS

Compulsory to have the card with you at all times while being at VSE facilities (dormitories, campus etc.)

- VSE library (under construction till mid October)
- VSE canteens
- Copying, printing
- Dormitories

Distribution of ID cards during Orientation Week

- Monday: according to your online registration
- 290 CZK (370 CZK for full year students)
- signed Agreement
- vc.vse.cz
# COMPUTERS & PRINTERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Where</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computers</td>
<td>Computer rooms on the 1st and 2nd floor in the Old Building (SB)</td>
<td>Not available in time of lectures</td>
</tr>
<tr>
<td>Copy and scan centre</td>
<td>Library (under construction)</td>
<td>Print and scan for a fee</td>
</tr>
<tr>
<td></td>
<td>Computer room on the 1st floor -&gt; office SB101</td>
<td>Printers are located behind the shade</td>
</tr>
<tr>
<td>Card recharge</td>
<td>ID card management – SB22</td>
<td></td>
</tr>
</tbody>
</table>
WI-FI

- Eduroam – for free for all VSE students
- Eduroam at your home uni? Use your existing login details
  Log in with username@vse.cz
- In case of any problems – IT department at vc.vse.cz or SB22
VSE STUDENT E-MAIL

username@vse.cz

http://asiswa.vse.cz

- The official channel for lecturers to communicate with you: CHECK IT REGULARLY!

- Possibility of redirecting your VSE email to your personal one
COURSE ENROLLMENT

- Minimum requirement: 15 ECTS credits
- Maximum 2 intensive courses
- End of enrollment and deadline for course changes:
  
  **Friday September 22, 2017**
  
  **23:59 CEST**

For any assistance from us, let us know by

**12:00 CEST maximum**
Andrea Bocelli

*22. 9. 1958*
ACADEMIC CALENDAR

Fall Semester: September 11, 2017 – February 1, 2018

The lectures start on September 18, 2017

- all exchange students will be given a chance to finish their exams of regular courses during the last week of classes, i.e. December 15, 2017
- !Careful with excessive workload in the last week!

Exam Period: December 18, 2017 – February 1, 2018

Dean’s Day: September 29, 2017

Public holidays:
- September 28 (Day of the Czech Statehood)
- October 28 (Foundation of the Independent Czechoslovak State)
- November 17 (Struggle for Freedom and Democracy Day)
- December 24 - 26 (Christmas)
- January 1 (Restoration Day of the Independent Czech State)
TRANSCRIPT OF RECORDS

- Grading scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Excellent</td>
<td>100-90</td>
</tr>
<tr>
<td>2</td>
<td>Very good</td>
<td>89-75</td>
</tr>
<tr>
<td>3</td>
<td>Good</td>
<td>74-60</td>
</tr>
<tr>
<td>4</td>
<td>Fail</td>
<td>0-59</td>
</tr>
</tbody>
</table>

4+ Fail with possibility of re-take 59-50

- Special requirements by the home uni?
- Sent to the coordinator at your home university
- Different to ECTS Grading scale
GENERAL RULES

- Be punctual
- Respect the office hours
- Excuse yourself from seminars if you are not going to attend
- Max. 2 absences allowed in courses
- Sign your emails, quote course codes
- In case you need a doctor, check with your insurance company for the nearest doctor they have a contract with
INSTAGRAM & VIDEO CONTEST

- **Instagram Contest**
  - Topic: My Exchange in Prague
  - Monthly
  - Prize in the value of approx. 750 CZK
  - #exchangeatvse17 follow @vsecz
  - Details to be announced by email

- **Photo & Video Study in Prague Contest**
  - Topic: Secrets of Prague
  - Prize: GoPro
  - #StudyinPrague #SiPsecrets17
  - More info: www.studyinprague.cz/photocompetition
OTHER USEFUL INFO

STREET ALARMS
Preventive check of street alarms (sirens) every month first Wednesday at noon (12:00)

ACADEMIC PSYCHOLOGICAL COUNSELING
http://fph.vse.cz/akademickecentrum/psychologicka-poradna/for-foreign-students/

Beware of pickpockets
Don‘t leave your stuff unattended
OTHER USEFUL INFO

PUBLIC TRANSPORT
Let pregnant and elderly people sit down

DORMITORY INTERNET
Buy a cable

EU HEALTH INSURANCE CARD
Not enough, purchase commercial insurance

FEEDBACK FORMS
Your answers will be greatly appreciated
SUBSCRIBE TO...

FACEBOOK GROUPS
Exchange/Erasmus at University of Economics
 Incoming Exchange Students VSE

WEBSITE
www.vse.cz/exchange

INSTAGRAM
Account: vsecz
Use #exchangeatvse
Q&A?
THANK YOU FOR YOUR ATTENTION
EXCHANGE OFFICE CONTACTS

- Daniela Slámová, Karolína Kaslová
- Barbora Soldátová, Renáta Balogh, Michal Baliamis, Jan Matzek

Room: RB547, Rajská Building, 5th floor

Visiting hrs: Now extended, for details see our website during semester
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Instagram: account: vsecz
use #exchangeatvse
Facebook: Incoming Exchange Students VSE