HALL OF RESIDENCE JAROV III. F, G

OPENING SESSION - EXCHANGE STUDENTS

February, 2018
SÚZ VŠE
VŠE DORMITORIES OVERVIEW

• 8 dormitories, 4 000 students yearly
• Locations: Prague 3 - Jarov, Prague 4 - Jižní město, Prague 7, Jindřichův Hradec - South Bohemia
• Quality of accommodation: basic to comfort appartments
• Majority of students from VŠE
SÚZ VŠE JAROV HALLS OF RESIDENCE

Jarov II.  Jarov III.G  Jarov III.F

Jarov I.ABCDE  Dormitory Centre SÚZ xPORT Dining hall

Prague 3
PLAN OF JAROV DORMITORIES
JAROV III.F– DESCRIPTION

• Panel building divided into two wings with eleven and nine storeys with their own lifts, total capacity of 411 beds, 100 m away from Koněvova street, where a tram stop Chmelnice is located (tram 9,31,11)

JAROV III. G - DESCRIPTION

• A twelve-storey prefab building built in 1977, total capacity of 606 beds, 100 m away from Koněvova street at the corner of Jeseniova and Biskupcova street, where a tram stop Strážní is located (tram 9,31,11)

ROOMS: units 2+2 (1+1) with a common sanitary facility, kitchen and an entrance hall
JAROV III. F, G – SERVICES

- Non stop reception
- Dormitory manager
- Washing machines and dryers
- Lounge, modern kitchen
- Study rooms, club room
- Gyms, treadmills, suitcase storage
- Robocopy, vending machines
- Paid room cleaning service, sports grounds and piano
RESERVATION SYSTEM – ISKAM

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

Please READ AND FOLLOW

The Rules of the Halls of Residence of the University of Economics in Prague:

http://kolejjarov3g.vse.cz/english/kolejjarov3g/halls/
JAROV III. F, G – STUDENT DUTIES

• When entering the dormitory, use your student ID to open the door

• **No noise allowed – silent : 10:00 p.m. – 06:00 a.m.** = keep absolute calm in the whole area, including smoking in front of the dormitory and on the balconies.
  • 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 and speaks English
  • Security guard may require a dormitory card, show your dormitory card to the security guard
  • Dormitory manager may impose a penalty amounting up to CZK 5000
JAROV III. F, G – STUDENT DUTIES

• Keep your rooms clean, smoking is prohibited including balconies
• Quarterly cleaning is done
• Do not throw anything out of the window
• Take out your garbage regularly
• Waste containers are behind/in front of the dormitory
• Please recycle!

Garbage  Paper  Plastics  Glass  Beverage boxes
JAROV III. F - WASTE CONTAINERS ARE BEHIND THE DORMITORY JAROV III.F
JAROV III. G - WASTE CONTAINERS ARE OPPOSITE THE DORMITORY JAROV I. C
VISITS

• Everyone who does not live at Jarov III. F, G must be registered at the reception in the Guest book

• Guest staying in your room – 58 CZK / night

• Guest in a different room – „hotel accommodation“

• Hotel accommodation can be booked online: [hotel.vse.cz](http://hotel.vse.cz)

• Keys are non-transferable
WI-FI CONNECTION

• Got an e-mail from the IT Department to your UNIVERSITY E-MAIL - please, check the university e-mail account regularly

• eduroam wireless network is available, in all rooms, a data socket is provided; for each resident is one socket

1. In case of problems, please contact by email: osi@vse.cz

2. In the dorms - FAQ: http://osi.vse.cz/jarovnet/

3. Connection to Eduroam: https://eduroam.vse.cz/heslo/index/en

• Graduate = internet access at the reception, blue chip card (refundable deposit 300 CZK) at the office
RECEIVING MAIL / PACKAGES JAROV III. F

- Letters / postcards ➔ post box next to the reception/email
- Packages/ registered letter ➔ you will receive an email notification from the reception
- Please check your email, the news are sent by email
RECEIVING MAIL / PACKAGES JAROV III. G

- Letters / postcards ➔ in the boxes in front of the reception
- Packages/registered letter ➔ you will receive an email notification from reception

February 2018

The Department for the Administration of Facilities VŠE
STEPS ON HOW TO USE LAUNDRY

1. Make a reservation in ISKAM
   possible to use washing machine from 8:00 a.m.till 11:00 p.m.

2. Before laundering
   pick up the key from the laundry room
   at the reception pay the 30 CZK fee for 3 hours
   leave your dormitory card at the reception

3. Do your laundry
   washing machines are labeled with a number; you are only allowed to use the one you paid for

4. After laundering
   return the key at the reception and your dormitory card will be returned
WHEN SOMETHING BREAKS ...

ONLINE REPORT DEFECTS IN ISKaM:

• If the defect is not of a breakdown character, the client will only record the defect in ISKaM and a repairman will visit you as soon as possible.

• This system does not serve to report emergency situations that need to be addressed immediately - please report these faults at the reception!

RECEPTION:

• If the defect is of a breakdown character, the client will inform the receptionist, who will call the breakdown service to repair/secure the defect immediately
WHEN INSECTS APPEAR...

- we are a clean dormitory i.e., if you find ants or other insects in the room/unit, please report it immediately!

- In case of the occurrence of insects, observe the regulations of the dormitory staff and the deratization and disinfection services.

- **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:** you are obliged to inform dormitory manager
BED LINEN EXCHANGE JAROV III. F

- Bedding is changed 2 x per calendar month during office hours
- For all accommodated students, free of charge
- It is possible to exchange pillowcase, sheet, duvet cover, lamps and cookers
- During replacement, a student must show his/her student ID card

<table>
<thead>
<tr>
<th>NAME AND SURNAME</th>
<th>E-MAIL</th>
<th>ROOM</th>
<th>TELEPHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rotterová Michaela</td>
<td><a href="mailto:michaela.rotterova@vse.cz">michaela.rotterova@vse.cz</a></td>
<td>F045, basement</td>
<td>+420 224 092 217</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>OFFICE HOURS</th>
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<tbody>
<tr>
<td>Tuesday</td>
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<tbody>
<tr>
<td>Jiřina Řezníčková</td>
<td><a href="mailto:jirina.reznickova@vse.cz">jirina.reznickova@vse.cz</a></td>
<td>basement</td>
<td>+420 224 092 129</td>
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<tr>
<th>OFFICE HOURS</th>
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<tr>
<td>Tuesday</td>
<td>13:30 – 15:00</td>
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<td>Thursday</td>
<td>08:00 – 09:30</td>
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DORMITORY CARDS

Dormitory card „white“
- submit at the reception, when you would like to use services or borrow keys

University ID card „green“
- you will obtain during Orientation Week (OW)
- card serves to prove your identity
- contains chip which opens the front door (main entrance)

Blue chip card „blue“
- for graduates
AT THE RECEPTION YOU CAN BORROW ...

- Submit your dormitory card at the reception
- Drying room keys
- Fitness gym, treadmills keys
- Vacuum cleaner
- Iron & ironing board
- Balls (volleyball, basketball...)
- Club room with kitchen keys
CLUB ROOM WITH KITCHEN

• It is designed for cooking – free of charge
• Organization of social event: student must apply for the permission of the dormitory manager and deputy manager via e-mail
• The event costs CZK 300 and a refundable deposit of CZK 5000 is required
• Deposit is refunded if the club room is returned clean
• it can be rented until 10:00 p.m.
MOVING OUT OF THE DORMITORY

- Checklist will be provided on notice board next to the reception
- Your responsibility to clean up room and unit or to pay for the service
- If you fail to clean the room the cost for cleaning and/or repairing of damaged items will be deducted from your deposit
- Random checks during the semestr – if major damage occurs fine up to 5 000 CZK will be applied - no moving furniture is allowed without prior approval from dormitory manager
DORMITORY CENTRE SERVICES

- Dormitory centre - Dining hall, xPORT, SÚZ VŠE
- Jarov I. – large equipped gyms
- Jarov I. – restaurant JUVE
- Jarov I. – outside study places
- Dining hall – outside terrace
- Barbecue tables with grills
JAROV NEIGHBOURHOOD

- Health centres
  Biskupcova - Jeseniova
- Post office
- Stores
- Cash machines (ATM)
- Caffeterias
- Restaurants, clubs
HEALTH CARE

Practitioners in Jarov:

• **MUDr. Jíchová Růžena** - next to dormitory Jarov III. G, speaks Russian and German

• **MUDr. Luboš Hraba** - Health centre – tram stop Chmelnice, speaks English

Hospital:

• [https://www.fnkv.cz/](https://www.fnkv.cz/)

• Non-stop pharmacies and other health issues:

PHARMACIES

PHARMACY JAROV – Map
Address: Koněvova 223/2496  Open: Mo – Fr  07:30 – 18:00

PHARMACY NA CHMELNICI – Map
Address: Koněvova 210/1964  Open: Mo – Fr  07:00 – 18:00

PHARMACY NA VÁPENCE – Map
Address: Koněvova 144/1604  Open: Mo – Fr  07:30 – 18:00
PUBLIC TRANSPORTATION

- Tram stop Chmelnice, Strážní
- EN, DE - to find connection
- Tram No. 9 (to UNI, Wenc.sq), No. 11 and No. 31, Tram No. 98 (Night transport)
- Monday at UNI – confirmation of study for 3-month passes (720 czk)
- Tickets are available at the reception of Jarov III. F
CASH WITHDRAWAL - CZK, EUR AND USD

In front of the entrance to building Jarov III. G

• The withdrawal fee from an account held in CZK
• The same as the withdrawal from ATM’s of other banks

In front of the entrance to restaurant U Študáka
BANKING & ATMS

- ČESKÁ SPOŘITELNA – ATM + BANK

- ČSOB ATM
SPORT GROUNDS

• Opening hours: Monday – Sunday – 8:00 a.m. – 10:00 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 ISKaM, 10 CZK/hour)

• ISKaM reservations are preferred
SPORTS

• Jarov League – Football: http://jarovliga.vse.cz/

• Runners from Jarov (don't run alone): https://www.facebook.com/groups/jarovstibezci

• Parks Parukářka & Vítkov – jogging and inline

• Tunnel under Vítkov hill – inline, cycling

• Indoor swimming pool Pražačka - station 9, 31, 11 Vozovna Žižkov
GROCERIES

• LIDL SUPERMARKET - TRAM STATION OHRADA

• KAUFLAND AND ALBERT - TRAM STATION SPOJOVACÍ
PLACES TO EAT

Dining hall with terrace – SÚZ VŠE
- ground floor, ordering meals:
  - Monday to Thursday 11:30 – 20:00
  - Friday 11:30 – 14:15

Juve (Building Jarov I)

U Študáka (tram stop Strážní)
JAROV III. F STAFF

Hana Novotná - Dormitory Manager

Contacts

Adress
V Zahrádkách 1953/67
130 00 Praha 3

Reception

<table>
<thead>
<tr>
<th>ENTRANCE HALL</th>
<th>PHONE NUMBER</th>
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<tr>
<td></td>
<td>+420 224 092 213</td>
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Dormitory Manager and Deputy

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<tr>
<td>Novotná Hana</td>
<td><a href="mailto:hana.novotna@vse.cz">hana.novotna@vse.cz</a></td>
<td>F 136</td>
<td>+420 224 092 313</td>
</tr>
<tr>
<td>Kristýna Hlaváčová</td>
<td><a href="mailto:kristyna.hlavacova@vse.cz">kristyna.hlavacova@vse.cz</a></td>
<td>F 136</td>
<td>+420 224 092 113</td>
</tr>
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</table>
JAROV III.G STAFF

Contacts

Adress

Jeseniova 1954/210
130 00 Praha 3

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<tr>
<td>Kateřina Vykuková</td>
<td><a href="mailto:vykukovk@vse.cz">vykukovk@vse.cz</a></td>
<td>JG 154</td>
<td>+420 224 092 315</td>
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<tr>
<td>Alena Wojnarová</td>
<td><a href="mailto:alena.wojnarova@vse.cz">alena.wojnarova@vse.cz</a></td>
<td>JG037</td>
<td>+420 224 092 196</td>
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Kateřina Vykuková
Dormitory Manager
International Student Support office No. 136 is located at the dormitory Jarov III. F

You can also contact me during the office hours at the dormitory Jarov III.F
**HOTLINE— TELEPHONE SUPPORT FOR URGENT CASES**

<table>
<thead>
<tr>
<th>Name and surname</th>
<th>Email</th>
<th>Phone</th>
<th>Office hours</th>
</tr>
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<tbody>
<tr>
<td>Helena Baranová</td>
<td><a href="mailto:helena.baranova@vse.cz">helena.baranova@vse.cz</a></td>
<td>+420 731 543 809</td>
<td>Non-stop, Jarov III. F</td>
</tr>
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**STUDENT COORDINATOR**

<table>
<thead>
<tr>
<th>Name and surname</th>
<th>Email</th>
<th>Phone</th>
<th>Room</th>
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<tbody>
<tr>
<td>Denis Capko</td>
<td><a href="mailto:denicapko@gmail.com">denicapko@gmail.com</a></td>
<td>+420 725 849 774</td>
<td>Jarov III. G</td>
</tr>
<tr>
<td>Silvia Šimonová</td>
<td><a href="mailto:silvia.simonova2@gmail.com">silvia.simonova2@gmail.com</a></td>
<td>+420 735 002 214</td>
<td>Jarov III. G</td>
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SOCIAL NETWORKS AND WEBSITE

- Register to our Facebook page International students Jarov III VSE to get all updated information: https://www.facebook.com/internationalstudentsVSE/

Social networks: FB Google + Youtube
Website: accommodation.vse.cz
WHO WOULD LIKE TO MAKE A TOUR?

- **Jarov III. G:** [http://kolejjarov3g.vse.cz/english/kolejjarov3g/virtual-tour/](http://kolejjarov3g.vse.cz/english/kolejjarov3g/virtual-tour/)
QUESTIONS
THANK YOU FOR YOUR ATTENTION

Enjoy your stay at Jarov!