Third Faculty
of Medicine
Charles University

2026/2027

Vademecum

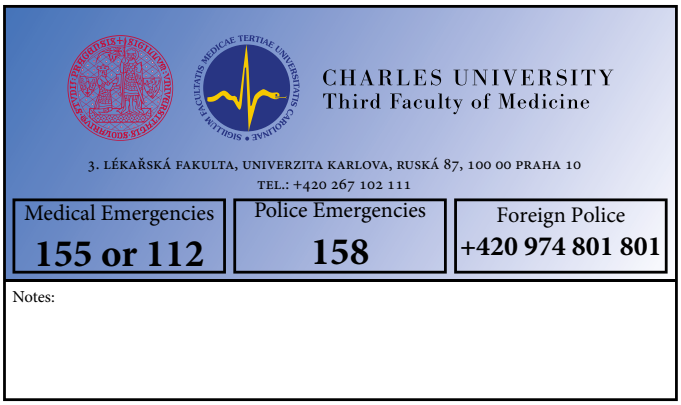
for new 3rd Faculty of Medicine students

Charles
University

Emergency Card for Our Students

This card helps you in case of need to obtain any assistance or help with interpretation. You can pick up this emergency card at the study division. Keep it always with you, please!

The phone number is available 24/7



CHARLES UNIVERSITY
Third Faculty of Medicine

3. LÉKAŘSKÁ FAKULTA, UNIVERZITA KARLOVA, RUSKÁ 87, 100 00 PRAHA 10
TEL.: +420 267 102 111

Medical Emergencies	Police Emergencies	Foreign Police
155 or 112	158	+420 974 801 801

Notes:

Držitel/ka této karty je studentem/kou 3. lékařské fakulty Univerzity Karlovy, Ruská 87, Praha 10.
Pokud se vyskytnou problémy - zejména kvůli jazykové bariéře - kontaktujte prosím pohotovostní číslo níže.

+420 724 292 312

Should any problems arise especially in communicating with Czech Police, contact the Faculty Emergency Phone number above.

Everyone who does not speak the official (Czech) language has a right to interpretation and to an interpreter, who will translate all questions asked and answered.

Important Phone Numbers

Emergency NON-STOP service
of the Vice-Dean for Undergraduate Education.....+420 724 292 312

Assistant to the Vice-Dean for Undergraduate Education.....+420 267 102 177

Emergency Medical Service..... 155

Police Emergency..... 158

Fire Brigade 150

Foreign Police ..... +420 974 801 801

Dear students of the Third Faculty of Medicine at Charles University,

I am delighted that you are becoming part of the academic family of Charles University and the Third Faculty of Medicine, which carries on the nearly 700-year-old tradition of Charles University's founding medical faculty. Our faculty builds upon this shared foundation and, throughout its history, has further enriched its mission by emphasizing preventive medicine and public health—fields whose importance is rapidly growing today. Medicine and the other health-related disciplines you will study here cover the entire spectrum of modern diagnostic and therapeutic approaches and are based on the latest scientific findings and current best practices. In our teaching, we emphasize the development of critical thinking and practical skills, but we also encourage students' interest in science and research, without which modern healthcare could not continue to advance.

Although studying healthcare disciplines places considerable demands on students, it also offers an opportunity for personal growth and for building professional and personal relationships. Get involved in student activities, help shape the faculty's atmosphere, participate in study abroad programs, get to know your peers from other fields, faculties, regions, or countries around the world, run for the Academic Senate, take advantage of elective internships—in short, don't let the opportunities that university study offers slip away. In doing so, uphold and strengthen the university's values of openness, tolerance, critical thinking, and civic engagement.

The Vademecum you hold in your hands is intended to serve as your guide through your first steps at the faculty, where you'll initially encounter terms, procedures, and tools that may seem complicated and confusing at first glance. Don't panic! The handbook will help you quickly find your bearings, and if you're still unsure, the professionals at the Registrar's Office, your senior peers, and your instructors are here to gladly advise and assist you.

I'm confident you'll enjoy your time at our faculty and get the most out of it!

Prague, Czech Republic
August 13, 2026

prof. MUDr. Jan Trnka, Ph.D.
The Dean of the Third Faculty of Medicine of Charles University

Welcome

We wish you a warm welcome to Charles University and hope that you will have an enjoyable and enriching experience as a student here.

We hope that coming to study at our university will be an exciting experience with opportunities to broaden your academic, social, and cultural horizons.

Arriving by Air

All international flights arrive at Václav Havel Prague Airport, approximately 20 km to the northwest of the city centre. You can get into town either by catching a city trolleybus (No. 59) or by taking a taxi. There are three ways you can get from the airport to the dormitory:

1) **You can take a taxi or UBER** – this is undoubtedly the most comfortable way to travel, but also the most expensive. Prices for a taxi journey from the airport into town range from CZK 500 to 1,200 depending on your precise destination. There is an Uber Airport service in the arrival hall — use the electronic kiosks to plan and pay for your journey in advance. If you do decide to use a taxi, make sure you get a written estimate for the cost of your journey from the company in the airport lounge before you set out, since this reduces the chance of the driver trying to overcharge you (ask a taxi driver for the price before). If on TAXI, pay only the prices set on the meter and ask for a printed receipt!
2) **Take city trolleybus No. 59** to "Nádraží Veleslavín" metro station, line A. Then, after you get to Nádraží Veleslavín, take a subway or a taxi (if you don't want to/cannot use the subway). This reduces the length of the taxi journey.
3) **Take city bus No. 100** — a special fast and frequent service from the airport to the Zličín metro station (underground line B) from where you can get to central Prague by metro.

To take the city bus you will need to buy a ticket for CZK 36 (valid for 30 minutes) or CZK 60 (valid for 90 minutes) in the airport lounge or from a machine at the bus stop, where you can use your credit cards. Remember to validate the ticket by date-stamping it when you get on the bus. There is also the possibility to get "SMS ticket", but this is possible only for those who have a Czech phone number

For general information on Václav Havel Airport Prague, see the website, which includes full details of transport to the airport by city bus, minibus and taxi (in English).

Some useful websites

Václav Havel Prague Airport	www.prg.aero/en
Prague Public Transport	www.dpp.cz/en
Prague City Tourism	www.prague.eu/en

The Third Faculty of Medicine is located on Ruská 87, Prague 10.
The closest metro stop is **Želivského** on line A (green).

VISA

Students from **non-EU** or **non-EFTA** countries who wish to stay in the Czech Republic for more than 90 days have to apply for a visa. An application for the visa should be submitted to the Czech Embassy or Consulate in the student's country of origin in good time before arrival. Please be aware that the administration process can easily take 8 weeks. The price of the visa fee depends on the country you come from. Even when you have the visa you are legally obliged to register with the Police Foreign Department within 3 days of your arrival. The residency visa for more than 90 days is valid for 1 year and allows the foreign citizen to travel repeatedly into and out of Czech territory.

The residence of foreign nationals in the Czech Republic is governed by the Act on the Residence of Aliens in the Territory of the Czech Republic (law no. 326/99, as amended). Under the terms of this law, it is not possible for first-time visa applicants to apply for a student visa on the territory of the Czech Republic, or even to pick up a visa they have previously applied for. Students therefore must apply for (and obtain) a visa before their departure to the Czech Republic.

If you are a citizen of an **EU** or **EFTA** state you do not need to apply for a visa. However, within 30 days of your arrival to the Czech Republic, however, you must apply for a Residence Permit at the Police Foreign Department. Due to the Czech Republic's membership in the EU, citizens of European Union (EU) countries (Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden), citizens of European Economic Area (EEA) countries (Iceland, Liechtenstein and Norway), and citizens of Switzerland do not require any visa for any type of visit or stay in the Czech Republic.

At the point of entry to the Czech Republic, an EU citizen needs to present only a travel document at the request of the police. EU citizens entering the territory of the Czech Republic will be allowed to use national ID cards besides standard travel documents (e.g. ordinary passport, diplomatic passport, service passport). The currently operative EU regulations provide for a necessary minimum period of validity of travel documents or ID cards, neither do they stipulate that ID cards, used instead of travel documents, must have a machine-readable zone. To permit entry to its territory, the Czech Republic will accept all kinds of identity cards included in a handbook currently prepared by the EU that will contain specimens of the indicated national documents of all EU member states.

Foreign nationals from outside the EU continue to need a visa.
If you need help with your visa, you can contact Integration Centre Prague

Foreign Police Office — cizinecká policie

Address:
Hládkov 682/9, Prague 6; Telephone: +420 974 801 801, Email: pobyty.hladkov@mvcr.cz
Olšanská 2, Praha 3; Telephone: +420 974 801 801, Email: pobyty@mvcr.cz

For more information, see https://www.mvcr.cz/mvcren/article/immigration.aspx

Temporary Residence Permit

If an EU citizen intends to stay in the territory of the Czech Republic for a period exceeding three months, he/she will be entitled (but not obliged) to apply to the police for a special residence permit (temporary residence permit). The issue of the said permit is not a condition for the stay of EU citizens in the territory of the Czech Republic, irrespective of the purpose of the stay. On the other hand, it has benefits for a foreign resident in situations where proof of a Czech address is required, e.g. for some rental and purchase agreements. If the application is handled affirmatively, the police issue the EU citizen with a permit card. Citizens of Switzerland, Norway, Liechtenstein, Iceland and their family members who are not EU citizens will be issued by the police residence permit cards Průkaz o povolení k pobytu (cover in green colour).

Rights and Duties of Foreign Nationals in Czech Republic

Every foreigner, as well as any other person residing in the Czech Republic, must observe the laws and legal regulations which apply to them (i.e. criminal code, tax laws, etc.). Nevertheless, there are certain (additional) duties, which must be fulfilled by foreigners in particular.

This manual provides a basic overview of the rights and duties of foreign nationals when in contact with the police. Nevertheless, the Czech law may occasionally differentiate between the EU citizens including citizens of Iceland, Norway, Lichtenstein, or Switzerland (hereinafter collectively referred to as "EU citizens") and the non-EU citizens.

Duties

Every foreign national must be able to prove his or her identity, if requested by the police.

- EU citizens can prove their identity with a passport or an ID card.
- Non-EU citizens prove their identity with a passport and/or a residence permit.

After arrival – EU citizens

- If the length of the intended stay is longer than 30 days, EU citizens are obliged to **report their presence** to the appropriate Foreign Police Department in the location of their stay. EU citizens can temporarily stay in the Czech Republic without any special permit, solely on the basis of a travel document or an identity card. However, if they plan to stay longer than 3 months, they can request a certificate of temporary residence or a permanent residence permit.
- EU citizens are also bound to report any changes to surname, marital status, and changes of data contained in the residence card within 15 days to the appropriate authority, which issued the residence card.
- EU citizens are required to report a change in the place of residence within 30 working days of this change occurring, if the change is expected to last longer than 180 days (for further information visit this page).

After arrival - non-EU citizens

- After arrival, non-EU citizens are obliged to report their presence to the appropriate Foreign Police Department in the location of the place of their stay within 3 working days, as well as report a change of address within 30 days of the change.
- To stay in the Czech Republic for longer than 3 months, non-EU citizens require a long-term visa, or a long-term or permanent residence permit. For further information visit this page. Non-EU citizens must report any changes to surname, marital status, or changes to data in passport or another travel document to the appropriate authority, which issued their residence permit within 3 days.

Every foreign national must prevent documents issued under Czech law against loss, theft, damage or misuse and ensure that the contained data is true.

Every foreign national must report loss, damage, destruction, or theft of a document issued under Czech law within 3 days.

Every foreign national must **immediately report the loss or theft of their passport or other travel document**.

Sanctions

In the case of a breach of the above-mentioned duties, a financial penalty (fine) of up to 3,000 CZK can be imposed.

Rights

Everyone has a **right to equal treatment** and non-discrimination.

Everyone has a **right to be informed about the nature and cause of the charges** laid against him or her, and about the **legal basis** for such charges. All provided **information must be comprehensible and complete**.

Everyone has a **right to respond to charges** laid against him or her.

Everyone who does not speak the official (Czech) language in case of official processes (Police, court of law) has a **right to interpretation and to an interpreter**, who will translate all questions asked and answered.

Should any problems arise especially in communicating with Czech Police, please contact the NONSTOP Emergency Phone number +420 724 292 312

Costs of Living

The cost of living in the Czech Republic is on average comparable to that of other Central and East European countries. A single student is advised to have approximately CZK 22,000 (app. EUR 900) per month to cover food, basic transport and accommodation.

Rent	CZK 5,000–18,000
Food	CZK 6,000–7,000
Transport	CZK 150–500
Leisure time	CZK 3,000–4,000
Total	**CZK 14,150–29,500**

Be aware that the level of rent varies depending on which city you live in, whether you use the University dormitory or private accomodation and if you share the flat or not. The final cost of living depends on your personal spending habits, of course.

Money and Banking

Money

The currency is the Czech crown (Koruna česká – Kč), divided into 100 hellers. Hellers are only used for accounting – in pratice, all payments are in whole crowns.

The following denominations are in circulation: Notes: 100; 200; 500; 1000; 2000 and 5000 Kč; Coins: 1, 2, 5, 10, 20 and 50 Kč

Most of the shops and service providers in Prague and big cities accept major credit cards (usually except for American Express). Many services (public transport, food delivery) can be paid online too. In rural areas of the country, however, it is still what is considered a "cash economy", which simply means that most transactions are made in person, in cash. At present, some of the older banknotes (100, 200, 500, 1000) are being exchanged for newer types, the basic difference is that the aluminum foil stripe is wider in the new banknotes. If a banknote would be refused in a shop/restaurant based on the fact it is "old", do not worry, these notes will be exchanged at any bank branch.

Banks

There are branches of all the main Czech as well as international banks such as:

- Air Bank
- Česká spořitelna (ČS)
- Československá obchodní banka (ČSOB)
- Komerční banka (KB)

and other smaller branches where you can open an account. Bank opening hours are generally 8 a.m. to 5 p.m. Monday to Friday and some banks are open on Saturday morning. Nearly all banks have 24-hour AMT cash machines and a foreign exchange desk where you can exchange your currency and traveler's cheques.

Lost Credit Cards

- **American Express** – information at: +420 222 800 333, +420 222 800 111
- **Visa** – information at: +420 800 142 121, +1410 581 9994
- **MasterCard/Eurocard** – information at: +420 800 142 494, +1 636 722 7111
- **Diners Club Czech** – hot line: +420 222 316 675, +420 267 197 450, (at weekend +420 221 779 924)
- **Commerzbank** – information at: +420 272 771 111

Mobile Operators

In the Czech Republic you have a choice of three mobile phone networks: Vodafone, T-Mobile and O2. In the cities of the Czech Republic, all networks provide excellent coverage.

Unfortunately, there is very little difference in price between their tariffs. For example, all three networks offer their unlimited calling plan for on average CZK 500 monthly with data ranging between 3–20 GB. Be careful with the contract lengths on mobile phone tariffs as the standard here is 24 months. Vodafone offers a student tariff for CZK 487 monthly which includes unlimited calling, SMS and data (speed 4 Mb/s) within the European Union. Keep in mind that, to get the student discount you must have a student card (ISIC card) that you will be able to obtain after you fully register at the university. Thus, we advise you to get the student mobile plan after you get your ISIC card. (See page 18 for more info on the ISIC card)

Alternatively, if you are a light mobile phone user you may wish to consider getting a pre-paid card. All of the mobile networks offer them. The webpages of 3 main mobile operators are: www.t-mobile.cz, www.o2.cz, www.vodafone.cz.

Accommodation in Prague (dormitory)

Living in university accommodation is a great way to get to know people when you first come to the Czech Republic. Students are usually housed in double occupancy rooms with shared kitchen and bathroom facilities. Single rooms are available in a limited amount. There are two types of rooms:

1) Unit system consisting usually of two double rooms sharing a small kitchenette (hot plate and small fridge) and bathroom facilities.
2) Double rooms with communal showers and kitchens at the end of each hall.

All dormitories provide bedding (pillow, duvet and sheets, changed regularly). Most also have laundry facilities. The accommodation is provided either for the whole school or academic year, i.e. from October to June, or from October to September of the next year. If you would like to be accommodated in a student's dormitory, first check the webpage: www.kam.cuni.cz. The study division helps with accommodation for the first-year students.

Private Accommodation

It is not difficult to find private accommodation in our university cities. For a three-room flat (two rooms and kitchen) situated in the centre of Prague you can pay about CZK 30,000. You can visit these sites for example:

- www.movetoprague.com
- www.sreality.cz
- www.spolubydlo.cz/hledam/pokoj/praha/
- www.bydleni.cz/reality/
- www.annonce.cz/byty-k-pronajmu.html
- www.facebook.com/groups/1930109730542350/

All contracts you sign should be written in English or in a language you understand.
In doubts, contact the Study Division - DO NOT sign anything you do not understand!

Emergency Medical Service

In the case of urgent emergency call 155!

Emergency medical treatment is free of charge for all EU/EFTA (i.e. European Union, Norway and Switzerland) citizens visiting the Czech Republic. Any other medical, dental or hospital care and all care provided to NON EU/EFTA citizens will be charged in full, unless otherwise specified in the governmental agreement between the Czech Republic and the student's home country. Special arrangements exist for EU/EFTA citizens – see lower. It is essential that all other students arrive with adequate health insurance for the entire duration of their stay, arranged in advance of their departure from home.

In the Czech Republic, nonprescription drugs and medicines are sold only in pharmacies. They are not available at supermarkets. Pharmacies may be identified by the prominent green cross displayed over the shop-front. Many have staff, who can speak English, Russian or German, and are used to offering medication advice to tourists (esp. in the city centers). In Prague, you can find pharmacies open 7 days/ week in shopping centres and also some nonstop pharmacies – e.g. Belgická 37 – very close to náměstí Míru Metro A station.

Health Insurance

EU nationals

Students arriving from EU member states should ensure that they request a European health insurance card (EHIC) from their local health authorities before departure from their home countries. Nationals of EU countries who are staying temporarily in the Czech Republic are entitled to receive URGENT necessary medical treatment free of charge. To obtain treatment under the provisions of the European regulation it is important to contact a medical institution (doctor, dentist, hospital), which is covered by the contract with the public health insurance system (most of them do – details can be obtained from the health insurance funds). For more information, please visit www.kancelarzp.cz/en

Your European health insurance card (EHIC), or Provisional certificate has to be submitted to the attending physician. If none of the above-mentioned documents are presented, the physician can insist on cash payment. If non-acute treatment is needed, the physician will normally ask you to confirm your expected length of stay in the territory of the Czech Republic and will advise you to choose one of Czech contracting health insurance funds – for non-acute care. Prescriptions are issued by a doctor, and may be filled at a pharmacy. You may have to contribute to the cost of your drugs or medicines, and this cost is not refundable. In case of urgent medical transport or in case of treatment by a doctor of emergency service, it is also necessary to present your European health insurance card or Provisional certificate. Please note that non-urgent or elective treatment which can reasonably be postponed until the person's return to his/her country is not covered, and for these eventualities we recommend you take out extra medical or commercial travel insurance with an insurance provider in your home country. EU students should ask their home insurance company to provide them with a so-called S2 certificate, which is a guarantee that their non-urgent planned treatment will be reimbursed.

In connection with the possibility of vaccination against COVID-19, but also due to free health care in the Czech Republic for EU citizens + Norway and Switzerland (holding European health insurance card), it is possibility to get an Auxiliary Insurance for Foreign students at any of the public health insurance companies in the Czech Republic.

This operation is free. We have excellent experience with the Všeobecná zdravotní pojišťovna (VZP –111) and Zdravotní pojišťovna ministerstva vnitra (ZPMV – 211) insurance companies. When staying in the Czech Republic for a longer time, it is possible to choose and contact one of the health insurance funds where you can be registered. You will receive a registration document called "Certificate of Registration" which shall be submitted to the attending doctor / dentist / at the hospital before getting treatment. We highly recommend making this connection with the Czech public health insurance.

How do you get it? It is easy. Come in person to a branch of any public health insurance company with a valid identity card and a European Health Insurance Card (EHIC). Within a few minutes, they will generate the number of the insured in the Czech Republic, including confirmation.

VZP insurance company – Prague 1, Na Florenci 2116/15, info@vzp.cz, phone: + 420 952 222 222, office hours: Monday and Wednesday 8:00–17:00, Tuesday and Thursday 8:00–15:00, Friday 8:00–14:00. They will process your request on the ground floor of the building. They speak English at this branch.

ZPMV insurance company – Prague 3, Vinohradská 2577/178, info@zpmvcr.cz, phone: +420 233 002 111, office hours: Monday 8:00–18:00, Tuesday and Thursday 8:00–15:30, Wednesday 8:00–17:00, Friday 8:00–12:00. They will process your request on the ground floor of the building. They speak English at this branch.

Non-EU nationals

Non-EU students should ensure that they have private medical insurance, or they must expect to pay cash for all medical care. We strongly urge all non-EU international students to consult with their home medical insurance company prior to travelling abroad to confirm whether their policy applies to the Czech Republic and whether it will cover emergency expenses such as a medical evacuation. In case the home medical insurance company's policy does not cover the Czech Republic, contract insurance with Pojišťovna VZP. It is the only currently approved medical insurance provider for foreigners. For more information see their website.

Healthcare for Students

Non-acute health care for foreign students of Third Faculty is provided by **MUDr. Anna Balcarová** (anna.balcarova@lf3.cuni.cz), who is located in the building I, ground floor, halfway left of the entrance, second or last door on the left – appropriately marked. Office hours for non-emergency cases are every Tuesday, 8:00–12:30 and 13:00–14:00 (afternoon checks by appointment only). It is not necessary to make an appointment. Emergency cases during daytime hours can be scheduled by phone appointment +420 267 162 690. Please bring with you your insurance card, passport and ISIC.

In the event of acute illness, you can visit round the clock the Emergency unit at the Dept. of Paediatrics and Adolescent Medicine, building M of Vinohrady Hospital for nonsurgical emergencies. Surgical emergencies are dealt with at the Dept. of Surgery (building H), injuries at the Dept. of Orthopaedic Surgery (building H), eye emergencies at the Dept. of Ophthalmology (building E) and gynaecologic emergencies at the Dept. of Gynaecology and Obstetrics (building D). Acute dental care is provided by the Dept. of Dentistry (building N) but only Mo-Fri 7:00–15:00. If you have any difficulties with finding acute medical assistance, do not hesitate to call the NONSTOP EMERGENCY phone number +420 724 292 312.

Other important phone numbers are listed on the front page of this booklet.

Hepatitis B + Measles Vaccinations

It is compulsory for students of medical faculties to be vaccinated against the hepatitis B virus (except for those who have demonstrably had the disease or have a sufficient amount of antibodies against HbsAg higher than 10 IU/l.). You are prohibited from taking part in tuition in a medical facility without being vaccinated (or proving you have the sufficient amount of antibodies). Your GP will give you this vaccination – please submit the confirmation of vaccination to the study division of the Dean's Office.

Where can I get the required vaccinations – Hepatitis B/Measles for study at the faculty?
You can contact the Department of Occupational and Travel Health in the University Hospital, (Building I, ground floor). You can make an appointment and get further information at www.objednavky.fnkv.cz – but this system is in Czech only, so ask the Study Division for assistance. Always bring your vaccination records or medical records which document your previous vaccinations.

Students are also obliged to submit a certificate of measles vaccination or to submit a certificate of sufficient level of measles antibodies. Vaccination (2 doses of vaccination aged 0–15 years, or 1 dose aged 15+ years) the student proves either by a written confirmation of a doctor – usually a general practitioner

for children and adolescents or a general practitioner on the form "Certificate of vaccination", or a photocopy of vaccination card.

In case of unavailability of information from a general practitioner or in case of other need, students of the 3rd Faculty of Medicine can be tested for measles antibodies or measles vaccinations at FNKV workplaces for a reduced price - those interested in this procedure must contact the study division.

Where can I get a TB Skin Test, or get a TB booster shot?
Our hospital does not provide TB skin testing or TB booster shots. You can obtain a letter of reference from MUDr. Jana Malinová (phone no.: +420 267 162 682). Then, you will go with the letter to the Calmetisation centre in Prague 10 – Pulmonary department – Calmetisation, Plaňanská street 573/1, Prague 10 – Malešice; where you can get a TB skin test or TB booster shot. (+420 281 019 243)

I need laboratory tests (e. g. MRSA, or other) before taking part in hospital training. Can I come to Dr. White's Clinic on Thursday?
It is not necessary to come to the clinic; you can only e-mail to inform them (in case of the office holidays, or unexpected situations). Then, you can come directly to the clinic for the swab test on Tuesday or Thursday, at 7:30 in the morning. Remember: you should not brush your teeth before taking the MRSA swab test! The results will be available in 3 days; you can be informed in person or via e-mail.

Dental Care

The dental clinic offers our students basic dental care. Applicants may come personally to consulting room no. 3 (+420 267 163 343) or to consulting room no. 5 (+420 267 163 289). If you are afraid, they can use ENTONOX (N_2O+O_2) to calm you down. They also offer dental hygiene in consulting room no. 7 – best after the visit of above mentioned or after consulting with another dentist. To schedule an appointment (Dental hygiene), call 267 163 268. More information on the reception and above-mentioned numbers.

Address: Faculty Hospital Královské Vinohrady, Department of Stomatology, Šrobárova 50, 100 34 Prague 10, building N

Counselling

If you encounter any study or personal problems during the course of your studies, you can contact your group tutor/co-tutor or the Vice-Dean or one of his staff, who may either help you directly or arrange for the provision of the necessary assistance at a specialized facility.

Liability Insurance

All students and staff of the Third Faculty of Medicine at Charles University are covered by an insurance policy concluded with Česká podnikatelská pojišťovna, a.s., Vienna Insurance Group, in respect of "third-party liability for damage arising in connection with the activities performed in accordance with the unabridged version of the Statutes of Charles University". The amount of the indemnity limit is CZK 20,000,000 and this policy is valid throughout the Czech Republic. The excess for each insured party is CZK 1,000 per insurance claim. This insurance does not cover the risk of contracting an infectious disease.

3rd Faculty of Medicine

Board of 3rd Faculty of Medicine

prof. MUDr. Jan Trnka, Ph.D.
Dean of the
Third Faculty of Medicine

doc. MUDr. Pavel Dlouhý, Ph.D.
Vice-Dean for Specialized Education and Public Health Promotion

prof. MUDr. Valér Džupa, CSc.
Vice-Dean for Academic Career Development

prof. MUDr. Jan Gojda, Ph.D.
Vice-Dean for Research

doc. MUDr. Martin Chovanec, Ph.D.
Vice-Dean for Internationalization and Fundraising

doc. MUDr. Monika Klírová, Ph.D.
Vice-Dean for Doctoral Studies

MUDr. David Marx, Ph.D.
Vice-Dean for Undergraduate Education and Student Affairs

Mgr. Barbora Řebíková, Ph.D.
Vice-Dean for Equal Opportunities and Sustainability

PhDr. Hana Svobodová, Ph.D.
Vice-Dean for Curriculum, Non-Medical Study Programmes and Accreditation

prof. MUDr. Petr Widimský, DrSc.
Vice-Dean for Cooperation with Healthcare Facilities

Mgr. Jana Jirků
Bursar

MUDr. Josef Fontana, Ph.D.
Member of the Dean's Collegium for Coordination of Development and Project Agendas

Academic Senate

The highest legislative body of a university or a faculty in the Czech Republic is the Academic Senate. **The Academic Senate of Charles University** (AS CU) consists of representatives of both the academic staff and the students of all the university's faculties.

The Academic Senate of the Third Faculty of Medicine (the "AS of the Third Faculty of Medicine of CU") has a total of 32 members. The representation of academic staff and students is at parity (16 representatives each). The Senate's student chamber consists of representatives of all programmes taught at the faculty, including at least two students in the English language programme. Senators are elected by members of the faculty's academic community for a three-year term. A presidium is elected to coordinate the AS, comprising the Senate Chair, the Vice-Chairman elected from the ranks of the academic staff, and the Vice-Chair elected from among students. Please, do take part in these elections, vote for candidates or stand for election. Every one of us is responsible for the state of our academic community and this is a prime way to influence its further development.

Among other things, the Academic Senate:

- decides on the establishment of new departments,
- approves the faculty's internal regulations, the conditions for admission to the faculty as well as the faculty's long-term educational, scientific and research plans,
- passes resolutions on the appointment of the Dean of the faculty, provides an opinion on the proposed study programmes

The Senate meets once a month and its meetings are open to the public. The minutes of senate meetings are posted on the faculty's website.

Board

RNDr. Jana Fauknerová Matějčková, Ph.D.

Chair of the AS of 3rd FoM CU
Department of Biochemistry, Cell and molecular Biology 3rd FoM CU

e-mail: jana.fauknerova@lf3.cuni.cz

prof. MUDr. Spyridon Gkalpakiotis, Ph.D., MBA

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Calendar for Academic Year 2026/2027

Czech National Holidays in Academic Year 2026/2027

Schools are closed, no business performed, some holidays all large shops are closed too

St. Wenceslas Day – Day of Czech Statehood	28. 9. 2026
Foundation of the Czechoslovak State (1918)	28. 10. 2026
Victory of Freedom and Democracy (fall of Communism)	17. 11. 2026
Christmas Day – First Christmas Holiday	25. 12. 2026
St. Stephen's Day – Second Christmas Holiday	26. 12. 2026
Restoration Day of the Independent Czech State	1. 1. 2026
Good Friday	26. 3. 2027
Easter Monday	29. 3. 2027
Labor Day	1. 5. 2027
Victory Day	8. 5. 2027
Day of Saints Cyril and Methodius	5. 7. 2027
Jan Hus Day	6. 7. 2027

Academic Year 2026/2027

Start of the winter semester	28. 9. 2026
Christmas vacation	18. 12. 2026–4. 1. 2027
Exam period	25. 1. 2027–19. 2. 2027
Start of the summer semester	22. 2. 2027
Exam period	7. 6. 2027–29. 6. 2027 2. 9. 2027–20. 9. 2027
Summer vacation	30. 6. 2027–1. 9. 2027
End of the academic year	27. 9. 2027

Student Cards

You only need your valid passport with you – there are 2 types of Student Cards. A simple one, that is issued for free and serves for several purposes concerning your studies (Library, University Information System, etc), or a card that also serves as your International Student Identity Card (ISIC) – this can be also used to gain discounts at several cuturaland other sites (see www.isic.cz). The issue centre at the Information and Advisory Centre of Charles University is the only university centre where you can buy an International Student Identity Card (ISIC). The price is CZK 230. ISIC cards can also be bought at branches of GTS International.

In order to have access to libraries, computer rooms, cafeterias, reading rooms and so on, you need the Charles University Student Card, which can be issued to you in one of the following centres.

Card Service Centres

- CU Point, Celetná 13, 110 00 Praha 1, tel. 224 491 610
  (Monday–Thursday 9:00–12:00, 12:30–18:00; Friday 9:00–12:00, 12:30–16:00)
- Faculty of Law of CU, nám. Curieových 7, Praha 1, ground floor, door number 6, tel. 221 005 487
  (Monday–Thursday 9:00–12:30, 13:00–16:30; Friday 9:00–13:00)

Tutor system

The commencement of higher education studies can be accompanied by a relatively high level of stress – a new environment, new people, a great deal of information that must be absorbed often in very short time frames. You will undoubtedly successfully handle most of these factors on your own. However, you may find yourself in a situation when you will appreciate the service provided by the faculty's tutors.

Your study group will be assigned a tutor – one of the senior teachers of the faculty. This tutor will contact you during the first weeks of your studies and meet the group.

The main duties of Tutors are:

- To assist students, particularly during the first year, in adapting to the university setting and to the manner of tuition within the framework of the integrated programme.
- To arrange contact, if need be, between students and the responsible Vice-Dean or another official of the Third Faculty of Medicine. If need be, tutors shall also make sure that students find their bearings in the array of medical, social and psychological services provided by the pertinent organizations.
- To arrange or provide for counselling and guidance for students, namely as regards problems related to the course or organization of studies or in the event of a difficult social situation.
- To keep students abreast of opportunities for student research activities and optional student courses.
- In short – the Tutors serve to resolve, in a fast and flexible way, student´s problems in areas directly relating to their studies, to organizational and social matters, to the area of students' participation in science research activities and to their future employment prospects.

Tutors are available to students upon prior appointment (preferably by e-mail). Should the need arise, the discussion of an urgent matter can be arranged by contacting MUDr. David Marx, Ph.D., the Vice-Dean for Undergraduate Education and Student Affairs, by the faculty NONSTOP SOS helpline: +420 724 292 312

Stressful situations may arise at the commencement of studies, particularly during the first year, caused by the process of adapting to greater study demands, finding the ideal way of preparing for tuition, as well as the different environment in which the students find themselves.

Consulting any of these problems with tutors is always welcome. Tutors can also assist students in certain social problems, and can help to find a doctor or a psychologist.

The tutors of the Third Faculty of Medicine are prepared to communicate personally or in writing with any student. Students have a tendency, particularly at the start of their studies, to postpone the resolution of their problems, which results in an accumulation of stress and further complicates the problem – do not hesitate taking advantage of the support provided by the faculty's tutors whenever you believe it is appropriate.

Student Mental Health Contact Point

Studying medicine is demanding, and in today's world – shaped by social, environmental, and political crises – these demands can be even greater. High expectations, both personal and external, often leave less time for relationships, self-care, or rest – all vital for mental well-being.

Early years bring major changes: a new environment, different learning methods, relocation, and distance from loved ones can cause uncertainty or overwhelm. Exposure to emotionally intense situations comes as one's identity as a "future doctor" is still forming. Tension, doubt, or fatigue are natural – not signs of failure, but signals to pay attention.

Each student's path is different. Seeking support – from trusted people, mental health professionals, or faculty services – is appropriate. Mental health care is not a luxury, but essential for learning, growth, and caring for others.

The Third Faculty of Medicine's Mental Health Contact Centre (Room 110, Building B) offers individual and group sessions. Anonymous booking is available at tkp.lf3.cuni.cz. The service supports study-related and other mental health concerns, provided by clinical psychologists and psychiatrists. It is free and intended for initial consultation and referral.

Please note: This is not a substitute for outpatient care, is not for issuing academic certificates, and is not suited for acute crises. In urgent cases, please contact one of the following crisis services:

- RIAPS (Crisis Intervention Centre): +420 222 586 768, Chelčického 39, Prague 3
- Crisis Care Centre: +420 605 851 658, phone line available from 8:00 to 15:00, Ke Karlovu 11, Prague 2 (Building D1, ground floor)
- Crisis Intervention Centre of the Bohnice Psychiatric Hospital: +420 284 016 110, Ústavní 91, Prague 8
- Crisis Helpline (Linka důvěry): +420 222 580 697
- In case of emergency, call the SOS phone number +420 724 292 312 or 155

Students Counselling Centre

at the Department of Hygiene, 3rd FoM CU – building C/10, NIPH

- Counselling on personal development and stress management – assisstance in adaptation to new study and living conditions; assisstance in a difficult personal situation; stress management and support of a healthy lifestyle
- Study counselling – assisstance in solving study issues; assisstance in identifying an effective learning style
- Counselling on quitting smoking
- Reference to specialized services – crisis intervention; psychiatric consultation; psychotherapy; pharmacological support of quitting smoking, etc.

Contact Person

Doc. MUDr. Dagmar Schneidrová, CSc.
E-mail: dagmar.schneidrova@lf3.cuni.cz
Phone: +420 267 102 340

Consultations: Wednesday 10:00–12:00, 13:00–16:00 upon previous agreement via email or phone

Contact Person for CU Ombudswoman

Mgr. Iveta Čermáková
Department of Languages and Medical Terminology

Building X FNKV
phone: 267 102 954
e-mail: iveta.cermakova@lf3.cuni.cz

At the 3rd Faculty of Medicine of Charles University, we pride ourselves on a friendly and open environment. In order to maintain and cultivate such an environment, let us introduce the areas that the contact person for the CU Ombudswoman is working on and could help you with.

These include especially complaints related to:

- inappropriate behaviour in the workplace or a study group showing signs of psychological pressure, bullying, discrimination, or sexual harassment
- unequal treatment, conflict of interest or inappropriate behaviour between persons in unequal positions of power
- unjustified delays and cases where the competent authority appears not to act
- situations where communication is ineffective, and the issue needs to be dealt with impartially

The main role of the contact person for the CU Ombudswoman is therefore:

- to provide assistance to all students and staff who contact her, or refer them to other faculty authorities, or recommend another solution where appropriate
- to seek, through mediation in defined areas, solutions to disputes that are acceptable to both parties involved
- to ensure communication between the CU Ombudswoman and the management of the 3rd Faculty of Medicine and provide assistance to the CU Ombudswoman

The contact person for the CU Ombudswoman does not deal with complaints:

- without proper written processing
- belonging to the agenda of other faculty bodies or departments

Study Division

The Study division deals with study-related matters of all undergraduate students. Any student can contact the Study division in order to obtain a confirmation of student status which may be required by various authorities or institutions. This division has pre-printed forms, where the student merely fills in his/her personal details. Students must always show proof of his/her student status (Student ID Card). The study division also issues official transcripts of records (grades) on request.

If a student encounters problems related to his or her studies and wishes to request for changes to be made in his/her study plan, he/she must always submit a written request to the Study division, where he/she shall be advised of the possible ways of resolving the problem at hand. He/she shall receive a form from the website on which to write the request. The student shall send the request to the study division (depending on the nature of the problem), who shall then consider the request and decide on the manner of its settlement.

It is very important for students to monitor www.lf3.cuni.cz/en, where they can find all the current information.

Students submit their e-mail addresses to the study division so that they can receive information and various notifications also by email.

Vice-Dean and Associate Deans

MUDr. David Marx, Ph.D.

Vice-Dean for Undergraduate Education and Student Affairs

Students wishing to contact the Vice-Dean for Undergraduate Education and Student Affairs may make appointment:

Bc. Lucie Millerová

Secretary of the Vice-Dean

Building B, 3rd FoM CU, room 213, left entrance
phone: +420 267 102 177
e-mail: lucie.millerova@lf3.cuni.cz or david.marx@lf3.cuni.cz

It is possible to contact the Vice-Dean for Undergraduate Education and Student Affairs or a member of his team at any time, 24/7, by calling **+420 724 292 312** in the event of an emergency (acute matters pertaining to health care, social support, acute legal advice, etc.).

Deputies of Vice-Dean For Undergraduate Education and Student Affairs

doc. MUDr. Miloslav Franěk, Ph.D.

e-mail: miloslav.franek@lf3.cuni.cz
phone: +420 224 902 714

MUDr. David Lauer

e-mail: david.lauer@lf3.cuni.cz
phone: +420 267 162 400

prof. MUDr. Jan Novák, Dr.

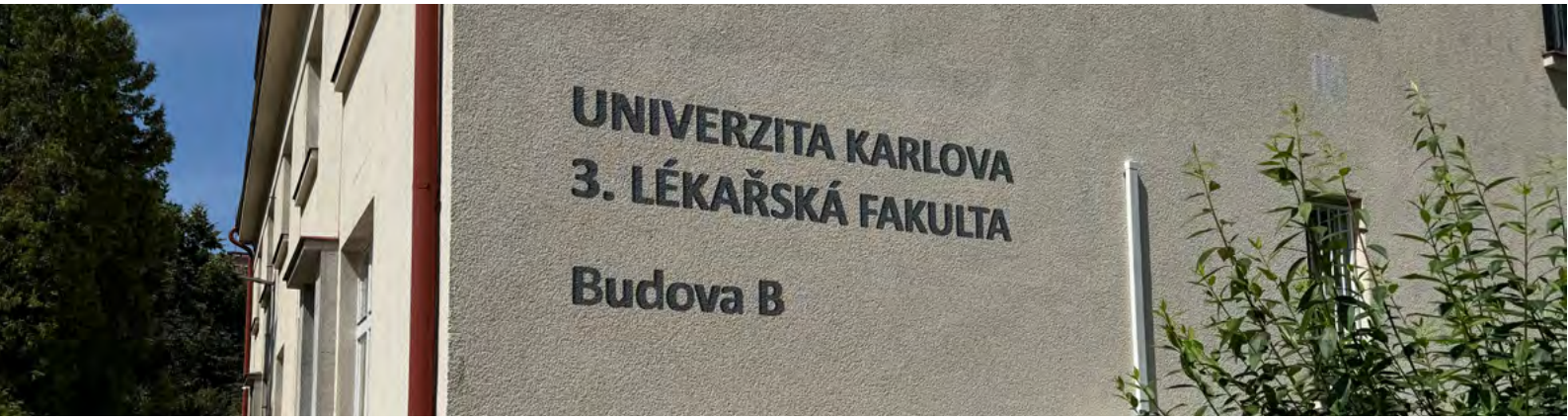
e-mail: jan.novak@lf3.cuni.cz

MUDr. Tomáš Sychra

e-mail: tomas.sychra@lf3.cuni.cz
phone: +420 267 162 410

PhDr. Hana Svobodová, Ph.D.

e-mail: hana.svobodova@lf3.cuni.cz
tel.: +420 267 102 942



Daniela Lvová
Head of Study Division

Building B, 3rd FoM CU
Room 209b
phone: +420 267 102 205, mobile: +420 725 812 057
e-mail: daniela.lvova@lf3.cuni.cz

Staff in Charge of English Curriculum Students

Karolína Rosická
Officer for **study year** of Master programme
General Medicine in English

Building B, 3rd FoM CU, room 205
phone: 267 102 140
e-mail: karolina.rosicka@lf3.cuni.cz

Bc. Šimon Crowe
Coordinator of events of the Study Division

Building B, 3rd FoM CU, room 205
phone: 267 102 190
e-mail: simon.crowe@lf3.cuni.cz

Office Hours

Monday	7:30–12:00
Tuesday	13:00–15:30
Wednesday	7:30–12:00 13:00–18:00
Thursday	7:30–12:00
Friday	7:30–12:00

Students are expected to visit the division during office hours. In the first instance students should contact the officer of the study division assigned to their programme/year, but all the division's staff are generally able to handle any types of problems. If a student needs advice, he/she can also turn to the head of the study division, and to the Vice-Dean for Undergraduate Education and Student Affairs or his deputy should he/she need advice on serious problems.

Basic Etiquette in the Czech Republic – A Brief Guide

Greetings: When entering a room, doctor's office, office, or small store, it is customary to greet others. Formally, say "Dobrý den"; among friends, say "Ahoj." Usually, the person who enters first greets others first; a younger person greets an older person, and a student greets a teacher.

Introductions and Handshakes: Introduce yourself by your first and last name. In traditional etiquette, the person of higher social standing offers their hand first – for example, a teacher to a student, an older person to a younger one, or a woman to a man. When introducing people, the order is reversed – the person of lesser social standing is introduced to the person of greater social standing.A handshake should be brief and moderately firm. In professional settings today, it is common to shake hands regardless of gender.

Doors: We usually let the person we wish to give priority to – a guest, an older person, etc. – go through first. We hold the door open for the person walking directly behind us. Practical considerations take precedence over complex rules.

Public transportation: On buses, trams, subways, or trains, a simple rule applies: let passengers get off first, then board. Do not stand directly in front of the doors; leave space for those getting off. In a crowded vehicle, it is appropriate to offer your seat to older people, pregnant women, people with disabilities, or anyone who clearly needs it more than you do.

Elevator: People get off first, then get on. When getting on, it is not necessary to follow rules of social precedence – it is more important not to block the doors.

Headwear: Men traditionally remove their hats or caps indoors, especially during classes, meetings, or social events. For women, etiquette is more relaxed. Religious and cultural headwear are, of course, exceptions.

Hugs and Kisses: These are not expected during a first meeting or in a formal setting. A handshake is a safe choice. Hugs are common among friends and people who know each other well; respect the other person's personal space.

Cutlery: In the Czech Republic, people typically eat the European way – fork in the left hand, knife in the right. Placing your cutlery on your plate in the shape of an inverted "V" during a meal indicates that you are still eating. A knife and fork placed parallel to each other on the plate mean that you have finished.

Tipping: Tipping is not mandatory in restaurants, but if you are satisfied, it is customary to tip approximately 5–10% or to round up the bill. It is customary to tell the server the total amount you wish to pay when settling the bill.

General rule: In the Czech Republic, politeness, respect for personal space, punctuality, and behavior that is more reserved than overly familiar are appreciated. When in doubt, the more formal option is usually safer.

Siren Test

Throughout the Czech Republic, a test of the emergency sirens is conducted regularly at noon on the first Wednesday of every month. The test is preceded by an announcement over the siren loudspeakers stating that this is a test, followed by a long, uninterrupted siren tone, and finally another announcement confirming that this is a test. There is no need to react to the sirens in any way.

How to Address Teachers and Staff

Teachers at institutions of higher learning in the Czech Republic have titles corresponding to their hierarchical classification – the highest title is that of a professor ("profesor"), the medium level title being that of an associate professor ("docent") and the lowest level title being that of an assistant professor ("odborný asistent"). In the course of routine interaction, it is sufficient to use the title "doctor" or "professor". In the Czech Republic it is not customary to use first names when addressing faculty teachers or its staff – in the case of a faculty's staff, it is customary to use the titles "Mr/Mrs/Miss".

About the Curriculum

The medical curriculum at the Third Faculty of Medicine aims at teaching medicine in a modern way with an emphasis on integrating related fields for better understanding and retention. Students also meet patients already in the first year and can therefore see medicine in a clinical context from the very start of their studies.

The whole six-year programme is divided in to three cycles, which are further subdivided into modules and courses. The first cycle is built around basic medical sciences and focuses on understanding the inner workings of the human body and mind. The second cycle deals with pre-clinical subjects and the third cycle is clinical work.

The first cycle includes two large modules and several courses. Module Cellular Basis of Medicine will teach you about cells and tissues, their components, metabolic pathways and the various ways these are related to health and disease. This module is examined at the end of the first year and this is the first major exam you will encounter. Several other courses in the first year will introduce you to communication skills, basic nursing skills and medical ethics and you will meet your first patients face to face. Biophysics will give you the necessary background in medical Physics, introduce you to the physical basis of radiology and nuclear medicine and other diagnostic and therapeutic methods plus a primer in information technologies. Medical Terminology will teach you how to talk like a doctor with some Latin and Greek. Module Structure and Function of the Human Body, in the second year, builds on the basis created by the "cellular" module. It deals with tissues and organs, their shapes, spatial relationships and functions. This module is examined at the end of the second year.

In order to complete a course or module you will have to attend classes, hand in required written work, sit for test and at the end, successfully pass an exam. The specific requirements for individual courses differ but all can be found in the Student Information System (SIS, see below). It is highly advisable to check the requirements of all your courses at the start of the academic year to plan efficiently your time and avoid any unpleasant surprises.

Credit Point System

Each course is assigned a certain number of credit points detailed in the study plan of the relevant degree programme expressing the ratio between the amount of work that a student must do to complete a given course to the total amount of work that must be undertaken to complete all the courses set by the study plan for the given semester. Study plans prescribe which courses are compulsory or compulsory elective for the given degree programme; other courses taught at the University are deemed to be optional for the given study programme. Subjects taught at other institutions are also deemed optional.

One of the conditions for registration into the next stage of a specific degree programme (year) entails acquiring a certain number of credit points.

At the annual registration every student records into his/her student report book ("Index") all the compulsory and compulsory elective courses which are prescribed for a given stage of the degree programme. Once a student completes all these subjects he/she receives a number of credit points.

It is recommended that at least 3 credit points should be obtained during every year of study for optional courses, because for example, the conditions for receiving a merit award include having collected at least 60 credit points for the given stage of the degree programme (year).

Minimum number of credit points for registration into the second year of the degree

Programme General Medicine

The minimum number of credit points required for registration into the second year of the General Medicine programme is 45.

Minimum number of credit points	OF THIS: Number of credit points for optional subjects included as part of the minimum number of credit points for registration	OF THIS: Minimum number of credit points for compulsory subjects
45	9**	36*
	OR	
45	8	37
45	7	38
45	6	39
45	5	40
45	4	41
45	3	42
45	2	43
45	1	44
45	0	45

* Minimum number of credit points for compulsory subjects when receiving the maximum possible number of credit points for optional subjects

** Maximum number of credit points for optional subjects included in the minimum number of credit points for registration

Example:
A student received 42 credit points for compulsory subjects. In order to advance to the second stage of the studies, the student must have a minimum of 45 credit points, i.e. he/she must obtain at least another 3 points for optional subjects.

The share of optional subjects that may be included as part of the minimum number of credit points for registration to a higher stage (year) is at most 15 % of the normal number of credits, i.e. a maximum of 9 credits.

Example:
If a student collects 15 credit points for optional subjects, he/she can only use 9 points for the purposes of advancing to the higher stage of studies, and is therefore required to receive the remaining points, i.e. 36, for compulsory subjects.

Electronic Recording of Attendance

The attendance of students at lectures, seminars, laboratories and workshops is recorded electronically. An electronic student ID card reader will be placed at the entrance to each classroom in Buildings A, B, FNKV/X and the practical teaching classrooms. When entering the classroom, each student will prove his/her presence by attaching his/her student ID card to the marked area of the electronic reader. The reader will register the attached ID and confirm the action by beeping and displaying the student's name on the reader's display.

Attendance records for a given class can only be taken within a maximum of 10 minutes before the start of the term and a maximum of 10 minutes after the start of the class.

Checking the proof of attendance and the complete history of student ID card retrieval on the electronic attendance readers can be viewed in the "Attendance" section of the Electronic Timetable application of the 3rd Faculty of Medicine.

Cellular Basis of Medicine – Cell

In the first year, you will have the subject Cellular Basis of Medicine – Cell. It is the greatest and the most important subject in both, winter and summer semesters. Every detailed information about the subject you can find updated in SIS at the beginning of the winter semester.

The Cell consists of four courses, the first two will take place in the winter semester, the remaining two in the summer semester.

There are 5 disciplines (subjects) involved in the Cellular basis of medicine (biochemistry, molecular biology, genetics, histology and immunology), which you will encounter differently in individual courses - depending on the topic of the course. Each course starts with the theoretical foundations of the theme, the second part of course is devoted to the specific applications.

In the **first course** (Cell Structure and Heredity) you will review and deepen your knowledge from secondary school. This tutorial is a good basis for the upcoming parts of the Cell. The application of knowledge about the structure of the cell is genetics and various hereditary disorders in this course.

The **second course** (Metabolism and Cell Specialization) will increase your knowledge of metabolic pathways and their coherence with the structures and functions of the cell. The application of this knowledge is the structure and functioning of muscle and connective tissue in this course.

In the **third course** (Cell Signaling and Immunity) you will get acquainted with various signaling molecules and ways of transmitting signals between cells and inside cells. The application of this knowledge are details of the structure and functioning of nervous tissue in the second part of the course, as well as the structure and functioning of the immune system.

The **fourth course** (Cell Cycle and Development) will bring you closer to the mysteries of cell growth and embryo development, you will also learn the basics of oncology, where genetic mutations play a great part. The application of this knowledge in the second part of the course is the influence of the environment and foreign substances on cells, so you will end the whole course not only with the topic of ecology itself, but also with the topic of human evolution.

The structure of the subject is divided into lectures, seminars and practice.

Lectures are optional, but we recommend attending them, as you will learn a lot of useful things here. At the seminars, you learn more details, various examples mentioned in lectures are discussed here, and your essays are also presented here.

But the most important thing is that you can use the seminars to get answers to your questions. Do not hesitate to ask your teachers at the moment about everything you do not understand. It is best when you look at the materials from the lectures before the seminar, so you can find out what you need to ask.

All exercises (practice) are mandatory, without their completion you won´t get the credit and you won't be admitted to the exam. This practice includes histology exercises where you learn to recognize individual tissues under a microscope. These exercises are completed in each semester with histological examination of the recognition of histological preparations. Other practice is molecular biology where you will try PCR or electrophoresis in laboratories and also practice in biochemistry and genetics. Another mandatory part of the Cell course are Clinical Detective Stories (CDS), which are case reports where you try to solve a certain problem that is concerned with the medical topic you had learned.

To get the credit, you also need to solve all the tasks that you will have online in the Moodle.

It is necessary to obtain a credit from the subject Cellular Basis of Medicine in winter and summer semester, too. Without these two credits, you cannot register for the exam. In the summer semester this subject is completed with the exam.

Credit

You will receive the credit after you fulfill all the requirements from each subject (detailed in SIS). A list of all these requirements, including whether you have already fulfilled the requirement or not, can be found in the Výuka application (see the button on the bar with the name of the course Cellular Basics of Medicine).

These include, for example, the completion of practical exercises, various tests (e.g. course or combined, etc.), clinical detective stories, essays, moodle tasks, histological examination, etc. In order to be admitted to the exam, you have to obtain all credits.

Course tests

All courses are completed by a written course test which is written at the faculty personally, on the faculty´s iPads in the Moodle program – the same program in which the Moodle tasks are. So the tasks in Moodle also serve you to try out the types of questions that you await in the tests.

The questions in the test always consist of all subjects that are taught in the given course.

Course tests are written when the individual course finishes during each semester (i.e. 2 in the winter semester and 2 in the summer semester). The maximum score from the course test is 60 points; the number of points you achieve in the test is then converted into the following points (0–5) which are added to your exam result from the Cellular Basis of Medicine (in each term).

%	below 50%	50–60%	61–70%	71–80%	81–90%	91–100%
points	0	1	2	3	4	5

It is necessary to obtain at least 6 out of 10 points in each semester together. The total summary of the points reached from the course tests are added to the exam result.

Combined tests

If you do not reach an adequate number of points in the course tests you will have to write the combined test from both courses of the semester at once (i.e. winter combined test and/or summer combined test). The test is written in the examination period, the points from the combined tests are NOT added to your exam results.

The combined test consists of questions for a total of 80 points, it is written on the faculty´s iPads, at the faculty in person, in the Moodle program. The combined test contains the topics of both 2 courses of the semester, to pass the test it is necessary to obtain at least 60% of the points from the test (48 points).

Exam

The final exam will take place in the summer examination period (June–September) in the form of a written test from all five subjects (biochemistry, histology, molecular biology, genetics and immunology). In order to pass the exam you have to obtain at least 60% of points from questions of each subject and at the same time to obtain at least 70% of the total number of points from the test. The points you gain during the year in course tests will be added to your total score and they can help you to pass the test or improve your mark. However, these points are not added to the 60% requirement from each subject, you must reach this mark regardless of your work during the year.

The exam test can be taken three times at maximum, only in the summer examination period. Exam dates are announced in SIS – you can sign up for the exam only if you've received both semester credits (winter and summer). You MUST sign up for the chosen date of the exam in SIS: you will not be able to take the test without it. Once you register for an exam you have to attend – if you fail to attend without a prior apology you will lose the attempt, i.e. out of three total attempts you will only have two (or one if you fail to attend again without a prior apology). The first exam date is only for students with both credits fulfilled on schedule, i.e. those who do not need to take a summer combined test (more details in Requirements for credit). The test includes questions from all the subjects of the module, the summary of points from each subject is the same. The topics of the test questions are the same as the topics of lectures of the whole module (see syllabus).

The total number of points from the test: 40 points for each subject, i. e. 40 x 5 subjects = 200 points altogether (= 100%). To pass the exam you have to:

a) reach at least 60% of points from each of the five subjects (i.e. 24 points / subject) and at the same time

b) reach at least 70% of points from the whole test (140 points)

The points gained from the course tests (see below) during the year are added to the total number of points from the exam test (in each term): 4 courses x 5 points = maximum 20 points. Therefore, it is very good to have the best possible results from the course tests. These points are not added to the point counts from individual subjects but to the total number of points from the whole test.

Viewing the results of written examinations

After correcting each test, the results are published under the student's number in the Výuka application. At the same time it opens a preview on their tests. Students can see their answers and the correct answers and evaluation of the question.

If the student disagrees with the evaluation (result) of the question, he/she may request for a revision of marking of the test question his/her objections to the evaluation according to the Dean's Directive No. 9/2011. This is done by filling in the form Request for a revision of marking of the test question (the form is available for download in the vyuka application) and sending this completed form to the email revision@lf3.cuni.cz.

The student submits this written request within 5 business days of the day the examination results are announced. Later requests will not be accepted. The student's request will be answered within 5 business days at the latest and will be sent by email to the student.

Finally about the subject Cell

During the year, all the teachers who teach in the Cell subject are at your disposal. You can contact them at any time (by a specific email or personally) and arrange a consultation with them at any time of the year and ask about the lessons.

If you have any questions about general information about the subject Cell, please email bunka@lf3.cuni.cz.

The questions about the specific lectures, seminars, practices and other credit obligations are sent directly to your teachers – you can find their names for each lecture unit in the Výuka application and in your schedule.

Attending all seminars and lectures and completing all the tasks and duties in the course of time increases the possibility of successfully passing the final exam.

Student Study Evaluation

All teachers at the faculty naturally strive to give the best possible education and one of the tools of its continual improvement is to have feedback from the other side – from you students. Student evaluation of courses is a very important part of faculty life and we wish for you to participate in it as actively as possible. You do not need to worry as your evaluation is anonymous so that it is not possible to track your answers. There is also the Committee for Study Evaluation that participates in the organization and assessment of the feedback from evaluations where you are represented by your student representatives from all study programmes at the faculty. The feedback is discussed at the Faculty Academic Senate, which also includes parity representation of students.

You can evaluate your courses directly at the web application Timetable. It is possible to evaluate individual lectures (including tests) by clicking on stars in the detail of a teaching unit, you can also choose the teacher for classes that are taught by more people (such as seminars or practical lectures for individual study groups). The evaluation is a number between 0 and 7, 0 being the worst and 7 the best, you can also add or specify your evaluation with a comment. The comments are what gives us the best feedback so we will be glad if you use this option often. You evaluate individual lectures anonymously. As stated above, the evaluation is not possible to be tracked back to you.

Of course, the application also allows you to evaluate whole courses, subjects or teachers within the semestral evaluation, which is divided into winter and summer parts. There is the numerical scoring and the voluntary comment too, the evaluation is always anonymous. The semestral study evaluation also allows you to fill out a questionnaire with more focused questions. The semestral study evaluation can be accessed from the Výuka application by clicking on the relevant button at the upper part of the screen. For your own comfort, you can start the semester evaluation during the semester, save the concept and edit it later and then send it to us at the end of the semester. You can of course also evaluate courses after they end (during the examination period) but once you send an evaluation, you will not be able to change it.

The annual results of the evaluation led to many important changes in the general curriculum of individual study programmes and to minor adjustments in the organisation of subjects and individual study units. Some changes can be implemented very quickly, others require certain time and conceptual transformations (there might be even several years between the evaluation and the implementation). Nonetheless, it changes nothing on the fact that evaluations are one of the key features for the faculty administration to ensure and improve the quality of education and the results of the evaluations are thus a major focus of our attention. Please, take study evaluations very seriously and dedicate the necessary time to it (both during the year and during the examination periods) and thus become an active part of the improvement of the education at our faculty!

Awards for Students

Two types of awards, as specified in Sections 9 and 17 of Act No. 111/1998 Coll., on institutions of higher learning, and in the Award Regulations of Charles University are applicable to undergraduate students:

Special purpose awards

- awards granted to a student for extraordinary results in research, sports, art, or other significant creative results; the Dean decides on granting this scholarship and its amount;

- financial aid in case of a dire social situation; the conditions governing the granting of this aid (always for a certain time period) are announced by the Dean, after the Academic Senate of Charles University gives its opinion – these conditions are uniform for all of the university's students;
- awards to support studies abroad or internships in the Czech Republic or abroad; the Dean sets the conditions for granting this scholarship and its amount;
- in cases worthy of special consideration, such as participation in teaching, in the development of information technologies or international co-operation, charitable work or other significant extracurricular activities contributing to the society; the Dean sets the conditions for granting this scholarship and its amount in accordance with the faculty's Scholarship Regulations.

Applications for special-purpose awards are submitted to the Dean of the faculty via the Study division. Each application is assessed individually, based on an opinion of the Dean's Board, whose meeting is attended by a member of the student´s chamber of the faculty's Academic Senate.

Award for exceptional study results (Merit Award)

- This award may be granted subject to the Rules for the Granting of Awards at the Third Faculty of Medicine of Charles University, which is based on the University's Award Regulations. Students enrolled in the first year are not eligible for this type of award. This award is granted to the top 10% of the students in the master's as well as bachelor's programs studying their second or higher year if they received at least 60 credit points in their preceding year of study.
- The specific amount of the Merit Award in a given academic year is set by the Dean, based on a recommendation from the faculty's Academic Senate.
  Unlike special-purpose awards, the award for exceptional study results requires no application – the candidates' results (grade averages and credit points) are submitted by the Study division to the Dean and the Academic Senate.

No student has a legal entitlement to the payment of any award. The awards fund providing finances for the Merit Award is filled by the fees charged for duration of study in excess of the standard period of study – i.e. for a master's degree over seven years and for a bachelor's degree over four years.

Catering

Students may take their meals:

a) at the **faculty canteen** located on the ground floor of faculty main building (A)

b) at the **canteen of the University Hospital Královské Vinohrady** (FNKV) – the canteen operates on a self-service basis

Students interested in buying meals there pay the full price of the meals.

Student Canteens of Charles University

Albertov	Praha 2	Albertov 7
Arnošta z Pardubic	Praha 1	Voršilská 1
Budeč	Praha 2	Wenzigova 20
Jednota	Praha 1	Opletalova 38
Kajetánka	Praha 6	Radimova 12
Malostranská	Praha 1	Malostranské nám. 2
Právnická	Praha 1	Nám. Curieových 7
Sport	Praha 6	J. Martího 31

Research Activities

It is impossible to imagine modern medicine without the latest scientific findings, which is the reason why research activities are a priority for Charles University. As students of the Third Faculty of Medicine at Charles University you can participate in research at any time during the course of your studies; in the third and fourth years, "student research activity" is included as a compulsory elective course. Participation in any of the many research projects conducted at the faculty will enable you not only to discover the often-exciting background of the dry scientific facts described in textbooks and lectured about by teachers and to learn many practical skills, but also to expand your horizons and to break through into new, more profound ways of thinking about the world around us.

The annual Student Scientific Conference gives you the opportunity to present your results to researchers from other fields as well as to other students and, among other things, to practice your communication skills, which are so important for every doctor. In addition, research activities are a big advantage should you intend to enroll in postgraduate studies at Czech or, in particular, foreign universities, and the contacts you make during your research activities can also help you when looking for employment.

The simplest way of becoming involved in medical research is to directly contact the person researching the topic that interests you, to request more detailed information and to offer your services as a member of the team. Of course, it will not always be possible to satisfy your interests in research on account of capacity, technical or other reasons, but the Third Faculty of Medicine greatly supports scientific activities of its students, and the leaders and members of research teams will be glad to welcome you among them.

Library – Centre of Scientific Information

Information about the Centre of Scientific Information of the Third Faculty of Medicine (CSI), library operations, services and other activities can be found on the CSI website. The CSI closely cooperates with the Central Library of the Charles University, which provides a selected part of the professional agenda and services centrally for the entire Charles University (CU). In addition to the library of the 3rd FoM, students can also use libraries at other faculties of the Charles University.

To use the services of the CU libraries, to access information systems and e-resources, a personalized CU ID card and a valid Central Authentication System (CAS) password are required. Electronic registration (login) is required before visiting any CU library for the first time: library.cuni.cz/e-application

You will find the book lending library and the study room with free access to shelves on the ground floor of the 3rd Faculty of Medicine's Dean's Office building A in the left wing (near the canteen). Through the front door you enter the lending protocol, where documents are borrowed and returned via a computer system. A turnstile takes you through to the free-access storage areas and the free-choice study room, where you can choose your own books to take home or study. Books can also be returned during library closure times via the so-called Biblioboxes (some converted lockers in the library corridor).

In the library of 3rd FoM you can borrow basic and recommended literature for study, which is purchased according to the requirements of the teachers at the 3rd FoM. Since the library's space is limited, the offer of books for loan is also limited. An additional alternative is purchased access to e-resources, such as **BOOKPORT** – Czech medical books, **Thieme MedOne Education** – foreign, **EBSCO eBooks** – Czech and foreign, **Merck Manuals** – foreign, **AMBOSS** – a factual educational portal for students in h igher years, **UpToDate** – is a top knowledge information source for evidence-based medical practice.

Access to electronic resources and databases at Charles University is possible from every computer at the faculty and, via so-called remote access, from any computer, i.e. from home or dormitories. An overview of resources for the 3rd Faculty of Medicine can be found here.

It is forbidden to enter the library and study room with backpacks, food and drink and a switched on mobile phone. Lockers are available in the hallway outside the library or in the faculty lobby to store your belongings.

Contact

Library: Oldřiška Cidlinská, Lenka Peroutková
phone: 267 102 103 (library), 267 102 181 (library office)
e-mail: knihovna@lf3.cuni.cz

Head of the CSI: PhDr. Martina Hábová
phone: 267 102 547
e-mail: svi@lf3.cuni.cz

Opening Hours – before classes start

July 13th–September 18st	
Only Wednesdays	9:00–12:00

September 21nd–September 25th		
Monday	9:00–12:00	13:00–16:00
Tuesday	9:00–12:00	13:00–16:00
Wednesday	9:00–12:00	13:00–16:00
Thursday	9:00–12:00	13:00–16:00
Friday	9:00–14:00	

Opening Hours – regularly opening hours

September 29th 2026–June 30th 2027		
Monday	9:00–12:00	13:00–16:00
Tuesday	9:00–12:00	13:00–17:00
Wednesday	9:00–12:00	13:00–16:00
Thursday	9:00–12:00	13:00–17:00
Friday	9:00–14:00	

Selected Links

- E-application to CU libraries – library.cuni.cz/e-application/
- UKAŽ – Central discovery service – catalog CU libraries – ukaz.cuni.cz/en
- PEZ – portal electronic resources CU – eresources.cuni.cz

IT Services

The IT Department of the Third Faculty of Medicine, Charles University is responsible for operating the Faculty's IT systems and provides support to all employees and students experiencing problems with access to or use of the services provided.

To access most IT services, you need to:

- Have a valid Charles University Student ID Card
- Your personal number, shown on your Charles University Student ID Card, is used as your username for accessing IT services.
- Set up a verified CAS password – Charles University Central Authentication Service

When your Charles University Student ID Card is issued, you will receive a printed initial CAS password. This password must be changed to a verified password at cas.cuni.cz within five days.

If you fail to change the initial password within five days, or if you later forget your CAS password, you will need to visit a Charles University Card Service Centre again. After your identity has been verified and you have presented your Charles University Student ID Card, your password can be reset.

If you reset a forgotten password via the CAS website, the new password is considered "unverified" and cannot be used to access all IT systems provided by the Third Faculty of Medicine. You will therefore need to have the password reset again with identity verification at a Charles University Card Service Centre.

In exceptional cases where students are unable to visit a Card Service Centre in person to obtain a new password, the Card Service Centre's online help service may be used.

Multi-Factor Authentication (MFA)

As part of its efforts to improve the security of university accounts, Charles University is introducing multi-factor authentication (MFA). When signing in to university services using the Central Authentication Service (CAS), a username and password alone will no longer be sufficient; authentication will also need to be confirmed using an additional method.

Students will be required to activate MFA during 2027. However, we recommend setting up MFA well in advance rather than postponing activation until it becomes mandatory.

As the primary authentication method, we recommend using the UK Klíč (CU Key) mobile application or another supported authenticator application. We also recommend setting up a backup authentication method and securely storing your recovery codes in case your phone is lost, replaced or unavailable.

We do not recommend using SMS as your primary MFA authentication method due to capacity limitations and the potentially high costs of sending SMS messages, which are borne by the Faculty. We recommend using SMS only as a backup authentication method.

Detailed information and instructions for activating MFA are available at:

- Third Faculty of Medicine: https://www.lf3.cuni.cz/3LF-2781.html
- Computer Science Centre of Charles University: https://uvt.cuni.cz/UVT-1161.html

If you experience any problems activating or using MFA, please contact the IT Department of the Third Faculty of Medicine at mfa@lf3.cuni.cz.

EDUROAM Wi-Fi

Once you have set up a valid CAS password (see above), we also recommend setting up a password for the EDUROAM wireless network.

In the menu on the left, under "Other accounts", select "Set password for eduroam realm cuni.cz".

Your EDUROAM username is in the following format: <your personal number>@cuni.cz
For example: 12345678@cuni.cz

The exact username is also shown on the password setup page. If you experience problems connecting to EDUROAM, please contact the IT Department of the Third Faculty of Medicine – rooms 535/538. EDUROAM Wi-Fi coverage is available throughout the Dean's Office building, Building B, Pavilion X, Pavilion K, Pavilion CH and Pavilion S at FNKV, as well as the building at Ke Karlovu 4. The signal is available in all rooms and lecture halls and can also be accessed immediately outside and near these buildings.

Student Information System

Access SIS at: is.cuni.cz/studium

Those of you who submitted your application to the Faculty using the online application form or followed the progress and results of the admissions procedure online are already familiar with part of the Student Information System (SIS) – specifically the applications intended for applicants, such as the Electronic Application and Admissions Procedure applications. SIS, however, is a much more comprehensive system. It is used to keep records of your study requirements, academic progress and personal information, as well as information about courses, teachers, course enrolment and other aspects of your studies. The Student Affairs Department enters information such as your study plans, academic progress and personal details into SIS. Teachers enter examination and course credit results and examination dates. Students use the interactive features of SIS, for example to register for examinations or select bachelor's thesis topics, enrol in elective and compulsory elective courses, and update their personal information. The Student Affairs Department communicates with you through SIS, and the system may also be used for communication between teachers and students or among students themselves. SIS consists of public and restricted applications organised by subject area. Together they form an integrated system in which information is interconnected and shared between individual applications. To use all available SIS applications and features, you must sign in using your CAS credentials (see above).

SIS Applications

The following applications may be particularly useful to students:

Personal Data – This application allows you to view and modify your personal information and, where applicable, specify which information may or may not be made publicly available. You can also update the e-mail address used by the Student Affairs Department. An electronically signed confirmation of study can also be generated here.

Examination Dates – Registration – Departments and institutes publish examination dates in SIS. This application allows you to register or reserve a place for an available examination date.

Examination Results – Viewing – This application allows you to check your completed and outstanding study requirements. It displays the dates on which course credits were awarded, examination grades and, where applicable, the number of attempts required to pass an examination. It also calculates your credits and evaluates your average academic results. Teachers usually enter examination and course credit results shortly after completion, and the information is then displayed online in SIS.

Courses – This application allows you to search for courses using various criteria and display detailed information about a selected course, including the teacher, responsible department or institute, number of teaching hours in the winter and summer semesters, type of assessment, course completion requirements, annotation, syllabus, recommended literature and other information.

Course and Timetable Registration – This application allows students to register for courses. At our Faculty, it is currently used only for registration for elective and compulsory elective courses.

Výuka Application – The main source of information about lectures, seminars and practical classes is the electronic Výuka database, available at vyuka.lf3.cuni.cz. The database contains detailed descriptions of all teaching units, including study materials, recommended literature and other information. You can use it to ask your teachers questions relating to a particular lecture or seminar. You can also immediately evaluate individual teaching units or courses and add comments. You can sign in using the same

credentials as for SIS – your student ID number and password. The database allows courses and teaching units to be filtered and searched by year of study, study programme and course type.

Rozvrh – Timetable Application – The Third Faculty of Medicine's electronic timetable is available at rozvrh.lf3.cuni.cz. The application provides a fully electronic solution for timetable management. It allows you to view and manage your personal timetable and search for scheduled teaching according to selected parameters. Details of individual teaching sessions include information from the Výuka application and also allow you to evaluate the teaching unit. The application can also be used to check your attendance, view room occupancy and make room reservations.

Faculty Website

The official Faculty website is available at www.lf3.cuni.cz. It contains a wide range of important information organised by subject area in the main navigation bar. Current information about your studies, timetables, events and much more can be found under the Students section.

The website contains many other useful resources as well, so we recommend exploring it. Some information and materials may only be available after signing in using your CAS credentials.

Printing Services

Students can use two Kyocera multifunction devices located on the ground floor of the Faculty, in the area between the Jonáš and Burian lecture halls. The devices are connected to the MyQ printing system. They support printing, copying and scanning in A4 and A3 formats, both in colour and black and white. To use the printers, you need a valid Charles University Student ID Card and sufficient credit on your printing account. Scanning is free of charge.

Documents can be printed from a USB drive, through the web interface or using the mobile application. Information about adding credit and using the MyQ system and printers is available on the Faculty website.

Faculty E-mail

Every student automatically receives an official Third Faculty of Medicine student e-mail address. Detailed information about the format of the e-mail address, together with instructions for configuring e-mail clients, is available at mailadmin.lf3.cuni.cz. To sign in, use your username and password for the Charles University Central Authentication Service (CAS).

Faculty e-mail can also be accessed through the webmail interface at webmail.lf3.cuni.cz.

Building Access

The entrance doors to Faculty buildings are equipped with electronic locks.

The doors of Building A may be locked when security staff are away from their post during night-time and weekend patrols. In Building B, the left-hand entrance – providing access to the TRIMED premises and the office of the Vice-Dean for Undergraduate Education and Student Affairs – is secured by an electronic lock.

You can unlock the door by placing a valid Charles University Student ID Card against the card reader. The reader used to enter the building is located on the post to the left of the door (a white box with a blue LED).

If access is authorised, the LED will briefly turn green, the reader will beep and the door will unlock.

If the reader flashes red and emits a long beep, your card is not registered in the electronic access control system. In this case, please contact the IT Department.

If the reader does not respond to your card and the LED remains blue, the chip inside the card is probably damaged. You will need to have the card replaced at a Charles University Card Service Centre.

When leaving the building, the doors open automatically.

Students Talk by Students

Hi, dobrý den!

Welcome to the next chapter of your life. A new city, a new university, and a brand-new life are ahead of you for the next 6 years.

Very soon you will notice that at the Third Faculty of Medicine, we are a close-knit family. Within a short period of time, you're going to walk the faculty halls feeling like a god because everyone will say hello as you pass by. Upper years will welcome you with open arms and treat you like a younger sibling. If you can't find your way through the confusing hospital buildings, we've got your back ;)

Statistically, we may not be very abundant, but we definitely host a handful of the best and coolest parties. From Dobronice, to Freshers Week, to Deans Day, and the list goes on; you will meet some of your closest friends and the most fun people.

Don't worry, you will never feel too lonely or too bored.

Dobronice marks the beginning of your journey; you'll be crazy if you miss it. There you will be assigned a "Coach" – an upper year student who will devote their time to introduce you to the faculty and its programs. Your coach will be your knight and shining armor now and all year round, take good care of them.

After that comes Fresher's Week, a series of events you cannot dare and miss either. We promise that you will have the time of your life by partying like no tomorrow. You can read more about Freshers Week later in this book.

Medicine is not a piece of cake, but that doesn't mean you can't live your life either. Don't let the huge workload stop you from taking a breather here and there. After all we are all human, so a little fun will definitely not stop you from achieving your goals.

If you have made it this far you are a true queen (or king). Stay strong, our little Freshers, and good luck (you'll need it).

Yours truly,
Your colleagues from LF3

Let's Go by Steps

The following section was all written by students; In the next pages we'll introduce you to the faculty and try to tell you everything you need to know about this new journey that has just begun.

So, let's start from the beginning and where everything starts...

Dobronice – Welcoming Camp

Dobronice is a village in the South Bohemian Region of the Czech Republic that gives the name to our welcoming camp.

Long story short, it's 4 days of camping, we mean fancy camping – no tents or sleeping bags, everybody gets a hut and a bed – where you'll get to meet your classmates, students from the upper years and some professors.

The programme is full of activities and we assure you that there will be no time to kill! If we were to divide the schedule, we could put it in this way:

- **Day Programme:** during the day you'll have some seminars about the faculty and how everything works; You'll also hear about all the associations and on-going projects that you can join;
- **Night Programme:** When the sun goes down and the moon arises in the sky, the music goes up and you'll begin to fly! Cheesy rhymes aside, the night programme is memorable.

This is the student's favourite part of the day and when you get to chill with everyone and just enjoy the evening and the fun surprises, we have prepared.

There is so much we could tell you about Dobronice, yet none of it would be enough to describe it. This is one of the moments of your life that you'll remember for a long time. Dobronice is known for creating friendships and memories.

Make sure you do not miss it! Even if your leg is broken! If it has a cast, then there's no excuse to stay at home (and if you need it, we can even change it for you there, think about it)!

After Dobronice your first weeks in Prague should not be left blank. The faculty offers you the possibility of taking the following courses.

Usually they each last between 2 to 4 hours, every day for two weeks at the end of September.

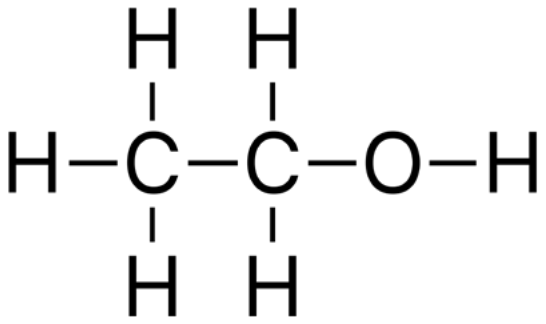
Czech Language Intensive Course

The faculty offers an intensive course of Czech that you should consider attending - Why that? Because in the beginning of the year that will be the only moment in the next six years, when you'll actually have the time to focus on Czech – and this is a great thing, because if you get a good start, Czech language will not be a problem for you during first year and you should be able to pass it easily.

Learning Czech is not the easiest thing, so you should definitely take advantage of this course. Also, while studying and living here, speaking Czech is something that you won't be able to avoid for long – you'll need it in your everyday life, either when going to the supermarket, or at the hospital interviewing patients.

And if so far, this was not enough to convince you, then know that the course is counted as an optional subject and will give you 3 credits for your diploma.

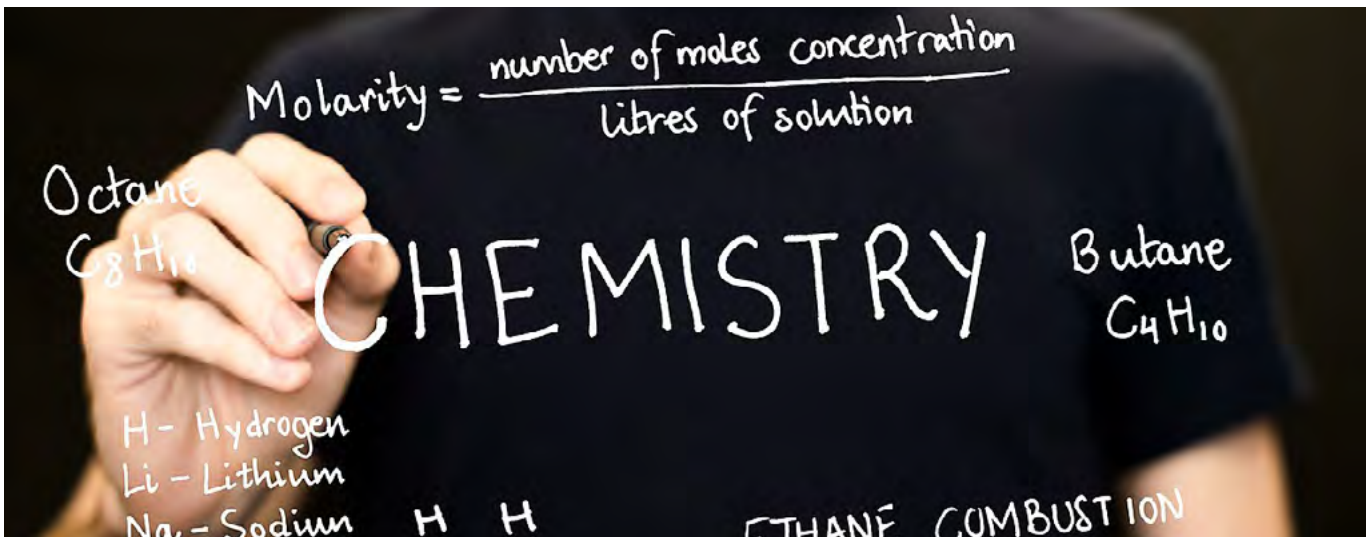
Biochemistry Intensive Course



Yes, we know that you're probably thinking that this is starting to be a little too much of intensive courses, but trust us on this one: you will not want to skip this either!

Just like Czech, but 10 times worse, biochemistry is something that will hunt you down for the rest of your life as a doctor, and especially in med school.

Coming from many different places, our students sometimes show different knowledge. This course is exactly to put an end on that and put everybody on the same level and get them ready to start the year. We highly recommend that you take this course, because it will give you all the basis that you need to face biochemistry in first year (believe us, it's not that easy) and also counts as an optional subject so, 3 more credits.



Moving to a new country far away from home is not the easiest decision. But if you thought that you are going to be alone for the first couple of weeks, then you thought wrong. Our mission in this university is to make sure you are always surrounded by people who make your time worth-while. Freshers Week is the time and event for it. The week before school starts, you will be bombarded by a series of events and parties guaranteed to fill your agenda. For a full 7 days you have the chance to be occupied by the biggest social events Prague has ever seen! The question is will you take that chance?

Day 1 – 21/09: Eurovision – Boat Party
Start the week off strong, and join us for the Eurovision Boat Party! Dress creatively, sing loudly, and get ready to set sail!

Day 2 – 22/09: Cannes Film Festival – Sunset & Chill
Lights, camera, action! Get comfortable and ready to watch an award winning film, eat tasty snacks, and partcipate in many fun games at our Cannes-inspired movie night.

Day 3 – 23/09: The Olympics – Day Trip and Paddle Boats
Ready, set, compete! Team up and compete in a series of exciting Olympic inspired games and afterwards, enjoy a beautiful Prague sunset, whilst on a relaxing paddle boat ride with your teammates.

Day 4 – 24/09: The Oscars – Pubcrawl
Roll out the red carpet and join us for a glamorous Oscars Pubcrawl! Dress to impress, as you will make your way through.

Day 5 – 25/09: Coachella – Interfaculty Party
Festival season is here! Throw on your best fit and get ready to dance the night away, at Blaze club!

Day 6 – 26/09: Masterchef – Foods & Drinks
Bring your appetite for a Masterchef inspired feast! Enjoy delicious food, refreshing drinks, great music, and the perfect opportunity to recharge with friends!

Day 7 – 27/09: New Year's Eve – Orientation Day & Beanies
Don't miss the perfect chance to get to know your new academic home! Orientation Day is here to make sure you start your studies with confidence, not confusion. You'll learn everything you need to know about your upcoming subjects, how to get involved in extracurricular activities, and what life at the faculty is really like. You'll hear straight from the source – teachers, subject guarantors, and older students – who will show you around the faculty and hospital so you won't be wandering aimlessly on your first day. You'll also find out how to join our amazing student organizations and (bonus!) have the chance to grab some stylish faculty merch like a coat, T-shirt, or hoodie.

And once your brain is full of useful info? It's time for one final blowout with all your new friends at Beanies. Because no epic week is complete without one last party. We know, we know... so much excitement, but still wondering about tickets? Head over to our Instagram @fw2026.3lf for all the details!

The price for a whole week of memories, madness, and new friendships? Just 850 CZK!

First things first

Moving abroad is not only about the Instagram pictures and the typical " Currently: 📍 Prague 🇨🇿 " on your profile – you'll need to handle some grown-up businesses, so let's first address those:

Visas and Residence Permits

If you're from a country that is a member of the European Union, European Economic Area (Iceland, Lichtenstein and Norway) and Switzerland, you won't need a Visa to live the Czech Republic. All you need are documents to show where you're from and who you are (national photo ID is sufficient).

But if you are from any other foreign country, you will need a visa and should check your requirements at the web site of the Ministry of Foreign Affairs of the Czech Republic

There you can find a list with the contact information of your foreign embassies and details on goods that you can bring into the country. Note that you cannot apply for a student visa from within the Czech Republic.

All non-EU citizens planning stay here for longer than three months, e.g. like us for the purpose of studying, must register at the local Foreign Police (Koněvova 188/32; Prague 3).

But be careful! Just because it is the foreign police, that does not mean that the officers speak a foreign language! You can sometimes get by with English and German but the reality is that rarely you will not need a person to translate for you. The easiest way is to bring a friend with you, who speaks Czech or get an agency to put all the paperwork together. There are law firms which can help, especially if you for example are holding two citizenships or your family does not reside in their country of origin.

EU citizens, staying here for longer than three months, may also apply for a temporary residence permit within the time frame of 3 months. You receive a so called "Rodné číslo" (Birth Number). This registration will help you when renting or buying apartments or even applying for minor things such as internet connection.

Accommodation in Prague

When first coming to Prague, some people opt for the dormitories provided by the University, at least for the first months of their stay. It's an easy to make friends and to create a support system, since they try to match people by their schools onto the same floors or rooms.

All dorms provide sheets, pillows and blankets for you. They are exchanged on a regular basis and there are facilities for washing your laundry.

The prices can vary between 5,000 and 7,000 Kč (CZK) per month. Usually, the dormitories also have cafeterias that serve cooked meals and sell snacks in-house.

The other option, and what eventually most people that start at the dorms end up doing, is to move into apartments together with friends and to a closer place to the city center. For a two-bedroom- apartment in the area Strašnice, Vršovice, Vinohrady and Žižkov, which surround our school and are usually no longer than a 20-minute tram ride away, a nice flat should be in between 20,000 to 26,000 Kč per month.

Surprisingly, in the Czech Republic the tenant pays the commission (usually one month of rent) to the real estate agent.

Finding apartments nowadays is not an easy task, as Prague is more and more loaded, but if you're on the search for something, try www.sreality.cz or www.foreigners.cz

In addition to these websites, you might want to check out some Facebook groups, usually people moving out of apartments, post some offers there – like this one: https://www.facebook.com/groups/132234910740385/

Or our faculty's flatshare group: https://www.facebook.com/groups/397093482043018/

Life Cost and "Normal Expenses"

To estimate your living expenses here is hard. People are very different. Food and drinks are quite cheap, while renting an apartment can be pricy depending on where you live.

However, here are some values you can use to guide you in the first month:

Food: 4,500 Kč, **transportation** about 300 Kč, **spare time activities** 3 500 Kč.

Be aware this is just an estimate. It all will depend on your own habits, the times you eat out, go drinking or where you live.

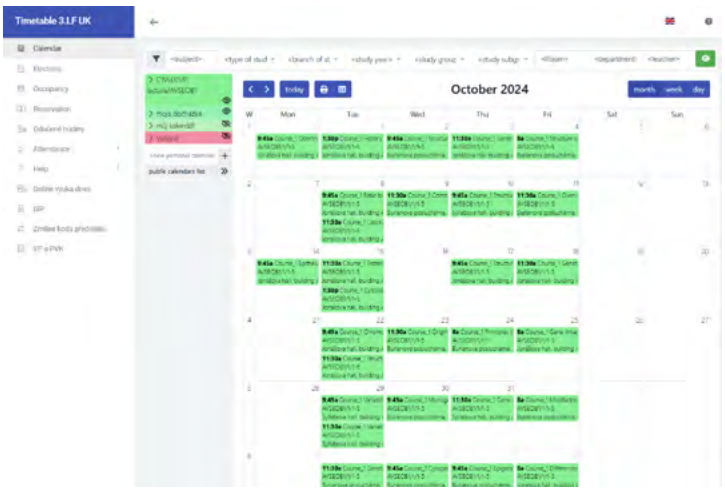
Health Insurance and 24h Pharmacies

If you're an European citizen, make sure to have your European Health Card, you can read more about it here. If not, you will need to get insurance. For that, there are several companies in Prague, just google some and go with the one that offers the best conditions for you.

24h Pharmacies you can find at:

- Na Františku 8, Praha 1;
- Belgická 37, Praha 2;
- Vídeňská 800, Praha 4;
- Motol Hospital – V Úvalu 84, Praha 5;
- Vítězné náměstí 997/13, Praha 6;
- Františka Křižíka 22, Praha 7;
- Plaňanská 573/1, Praha 10.

Your Schedule



One characteristic of LF3 is that your schedule changes every day. This is good because it helps when studying for exams, because on one week you might need a free Wednesday and on the other, a free Tuesday, and also it never gets boring.

You can access the schedule on rozvrh.lf3.cuni.cz

We recommend syncing your personal schedule to your iOS or Google Calendar. Your coach will help you how to make it.

Basic Concepts

Before we go further, let's first clear up some things and get you acquainted with some basic terms...

Types of Classes

Lecture – A lesson taught to all the study groups at once. You can find the material of lectures on Výuka, along with their statements. Lectures are not mandatory.

Seminar – A class made up of your study group only. Depending on the subject, a seminar can either be mandatory or not – usually they're not and mandatory seminars will be shown as seminars with Controlled Attendance in Vyuka. Seminars aim to deepen the material taught in the lecture, this is an excellent opportunity for students to ask questions, discuss and go through things that weren't clear.

Practice – Depending on the subject, a practice can be a lab (Histology, Biochemistry, or Molecular Biology) or a lesson (Medical Terminology, Czech, Medical Czech, Biophysics, or ICM). Most of the time, practices are mandatory.

Individual Study – A time to meet with your group members in order to tackle and solve a Clinical Detective Story task.

Consultation – A private lesson between you and your chosen professor to ask whatever your heart desires. You can book a consultation by emailing your professor of choice. The lesson is free of charge.

Clinical Detective Story – A task that includes questions about a mysterious medical case. You solve this task with your group members and then present your findings in a mandatory seminar a week later.

Evaluation Methods

Course Test – An exam that tests you on all the lectures, seminars, and practices you have studied.

Combined Test – In case you have not collected enough points to pass the semester, the combined test is your second chance for doing so. It combines two courses and consists of statements only. You need 70% in order to pass.

Slide Test – A histology exam that consists of two parts: a written and oral part. The written part consists of slide recognition by writing them on a piece of paper. If you pass the written part, you will be forwarded on the oral part where you answer questions regarding a specific slide. Since the exam is oral, your examiner decides if you pass or fail.

Module B – The final exam that tests you on all the courses you studied from the beginning of the year onwards.

The Informatic System of the Faculty

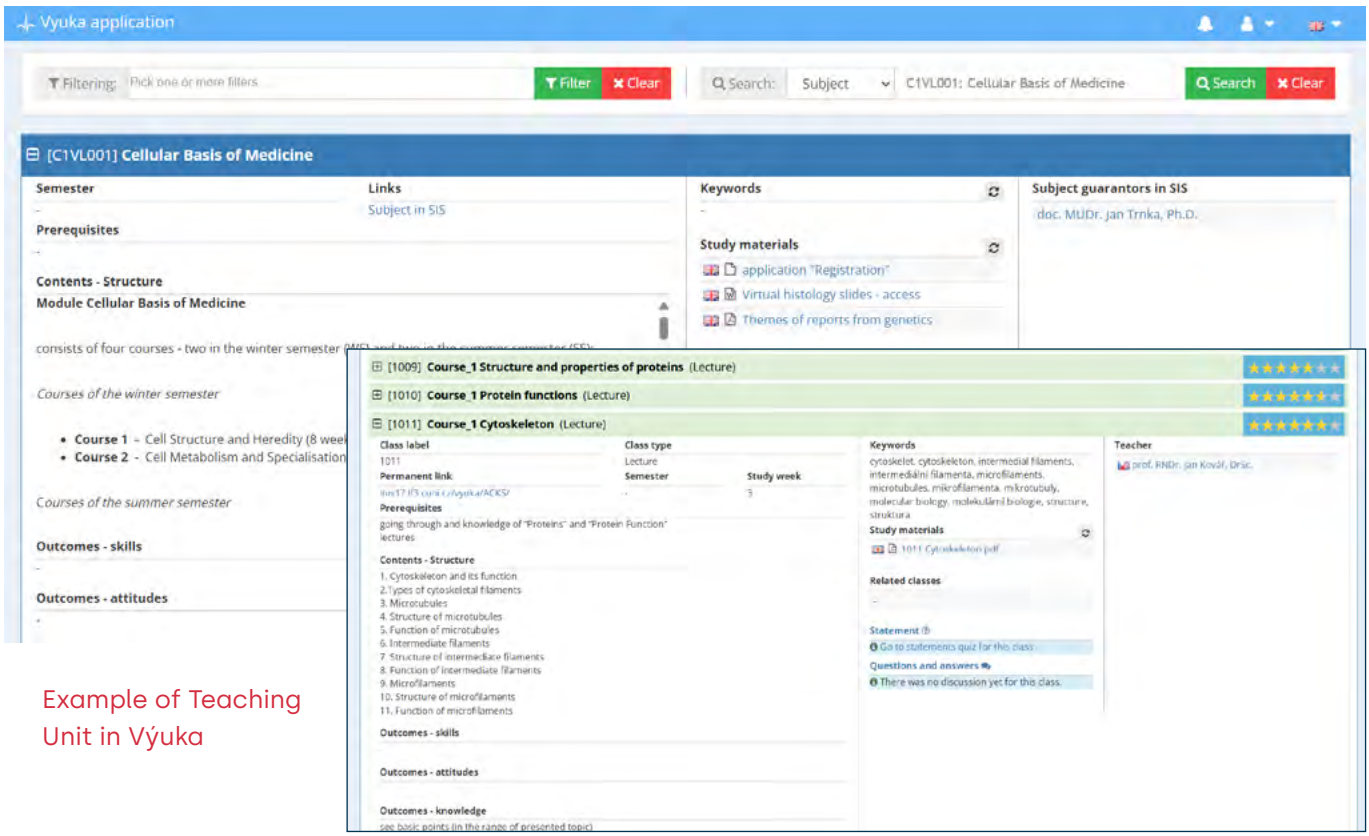
Výuka – "Education" in Czech

Available on vyuka.lf3.cuni.cz

This is the faculty's platform where you'll find all lectures, seminars, practical exercises and study materials for them.

The website allows you to ask questions to teachers and evaluate subjects and teachers as well.

This is where you'll find one of the most important practice exercises in first year: statements – Yes or No questions based mostly on the material taught in the lecture, available in Vyuka for you to test your knowledge.



Example of Teaching Unit in Výuka

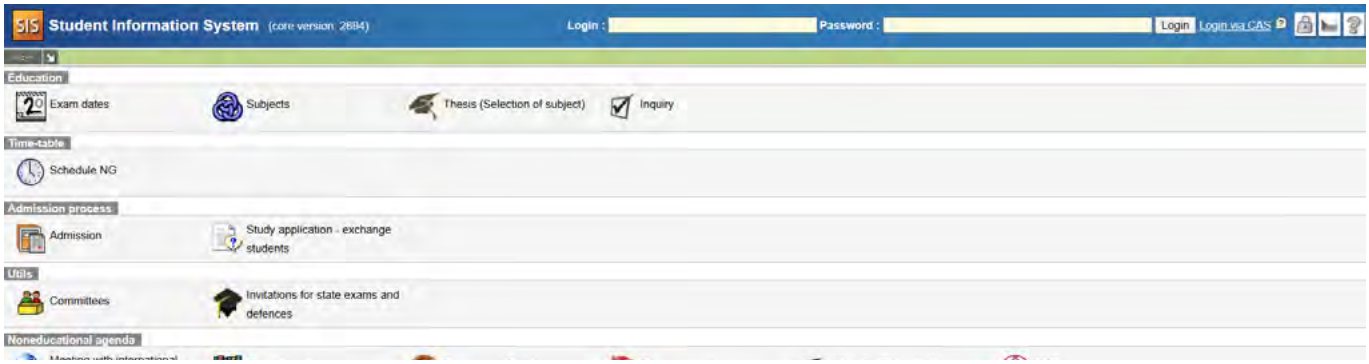
SIS – Study Information System

Available on is.cuni.cz/studium

Here you apply for optional courses, check exam dates and sign up for them, and monitor your results.

Wifi/Eduroam

Here you can change and set your password for the wifi. Remember that Eduroam is an international network, so you can have access to it with your account anywhere.



Different Way of Teaching

As you know, LF3 is one of the few faculties in Europe teaching medicine with a different programme.

The majority of faculties starts by teaching anatomy and the structures of the body all at once – being anatomy a single subject. Later on, in second year, students usually learn more about biochemistry and the metabolism of the body, etc.

Here, at LF3, things work a little differently.

1st Year: The Cell – Module B

"How everything should work – Microscopically"

Take a look in the mirror – you see a body, right? That body works due to several organs working together, and in turn, those organs are a mesh of tissues, all organized and structured. But if you look closer, you'll see that those tissues are made of cells – and that's your starting point – the cell.

In first year, you'll get to learn what makes up a cell; what types of cells do we have in the body and how do they work together; How do they obtain energy and spend it and how they communicate;

Final Exam: Module B – a written exam.

Main Subjects: Biochemistry; Histology; Molecular Biology; Genetics; Immunology; Embryology;

2nd Year: The Structure and Function of The Human Body – Module A

"How everything should work – Macroscopically"

In the second year, you learn about all the organs and structures in the body: how they work, what their functions are, how they developed, etc.

Final Exam: Module A – an oral exam.

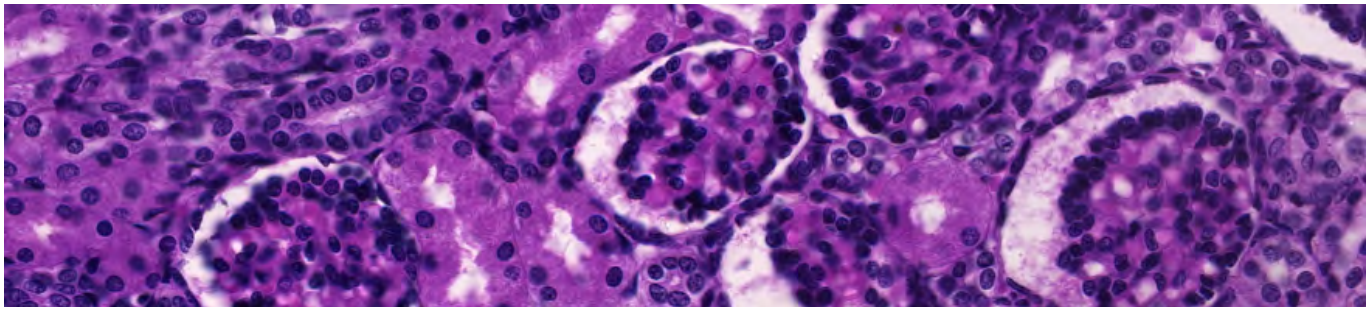
Main subjects: Anatomy; Physiology; Histology; Embryology; Biochemistry;

3rd Year: Pathology and Pathophysiology

"How everything can go wrong and what happens when it does"

Third year is a crazy ride, but a clinical one already. During the winter semester you'll learn the general basis of pathology and pathophysiology (how things can go wrong – the so called: problems/diseases)

Then in the summer semester, you'll learn more about bacterial, viral, fungal and parasitic infections; as well as cancer, haematology disorders and some basic principles of internal medicine.



First Year – What to Expect

As explained before, LF3 has a unique way of teaching medicine. However, the order of the topics is not the only difference in our faculty.

The teaching here follows an integrated system. All subjects mentioned above for first year are, in reality, grouped together in one single subject called **Cellular Basis of Medicine** or, as we like to call it, **The Cell** – this is the most important and challenging subject you'll face in first year.

It's composed of several smaller subjects like Biochemistry; Histology; Molecular Biology; Genetics; Immunology and Embryology.

The Cell is divided in 4 courses/modules – these are basically 4 big topics that you'll study within this subject, and these are:

- Cell structure and Heredity (WS)
- Cell metabolism and Specialization (WS)
- Cell signalling and Immunity (SS)
- Cell cycle and Development (SS)

But how does it work?

The principle behind this strategy is that the topic is in the middle and it's the object of study, and the subjects are like lenses that you'll use to look at the topic from different perspectives.

If you don't get enough points to pass the semester, you can always take a combined test. Further information about the points system will be given to you during the first week of classes.

Keep in mind that some of the smaller subjects within the cell might have their own smaller tests as well, or practices where you need to write reports, or other types of evaluation.

To find out exactly what requirements you have to fulfil in order to complete the semesters, head to vyuka, press on Cellular Basis of Medicine and then press the box with the following symbol

If you pass both semesters, you get to sit the Module B Exam – which is a written exam with 4 parts, one for each course.

Passing the subject "The Cell" is mandatory in order to proceed to second year.

So, in the first course, "Cell structure and Heredity", you'll learn all the basics about cells and genetics from the point of view of several subjects/sciences.

In Histology you'll learn how cells come together to form tissues, and what type of tissues they can form; In Molecular biology, you'll learn about all the organelles that make up a cell; In Biochemistry, you'll see what molecules build up all those structures and so on.

In the end of each course, you'll be tested on the topic with a written test combining some of the subjects you studied (for example, there could be one part of biochemistry, one of histology and two of molecular biology).

If you don't get enough points to pass the semester, you can always take a combined test. Further information about the points system will be given to you during the first week of classes.

Keep in mind that some of the smaller subjects within the cell might have their own smaller tests as well, or practices where you need to write reports, or other types of evaluation.

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Passing the subject "The Cell" is mandatory in order to proceed to second year.

Other Subjects

Apart from the Cell, you'll have other subjects that you shouldn't underestimate. Some of them will only last a semester, and some will last for both.

Czech Language – Speaking Czech is something that some try to avoid, but you really shouldn't underestimate this subject. Besides the fact that you'll be living in the Czech Republic for the next 6 years, you'll definitely need it when visiting the hospital.

Medical Terminology – This subject will give you the basis in the two main languages used in medicine, either to name anatomical structures or diseases – and these are Latin and Greek – the relevance of it is to facilitate understanding the nomenclature of diseases and learning anatomy.

Introduction to Clinical Medicine I – This will be your most clinical subject this year. In ICM I, you'll learn how to communicate with patients; the basics of hospital life and clinical procedures, such as bandaging; injections; etc.

The subject holds seminars, practices (mandatory) and an internship of 80 hours (also mandatory).

Biophysics – Consists of several lectures, accompanied by practices and ends with a written exam.

Here you will learn about several techniques and treatments used in hospitals like X-Rays, CT scans and radiotherapy – and all the physics behind them.

Ethics – You'll discuss several ethical conflicts that doctors and medicine face nowadays and study how different philosophies would approach and try to answer these problems.

Public Health – You will learn how healthcare systems work, focusing on the Czech one and understanding the patient's rights based

First Aid – This is the star-subject of our faculty, and one of student's favourites. First aid is taught in a unique way at LF3 – based on practice and real situations;

Throughout the year you'll have several lectures and practices to learn some techniques and the basics of first aid.

Once you're done with all the first steps, LF3 will take you into the field and make you learn like little birds learn how to fly: pushing you off the nest straight into reality!

That's right, around May everyone will pay a second visit to Dobronice. There you'll have an intensive course of First Aid, where you'll learn based on real simulations.

The course consists of 3 days, 2 nights, more than 8 different simulations and 20 realistic cases; Students will be divided into groups and go through all simulations. Sometimes you'll play a victim, sometimes you'll be a rescuer, but whatever happens, you won't stop!

With you there will be a big team of professors, upper year students, several doctors and medical staff to teach you and debrief you on each simulation. Once back in Prague, your knowledge will be tested with a practical exam - you go inside a room and have a simulation prepared that you have to solve.

The course is amazing and the amount of information you actually learn from doing things is incredible. This is one of the things that you should definitely not miss, even if you have a certificate in First Aid, take the opportunity to update your knowledge.

The Space of the Faculty

LF3 is nowhere near "Château de Versailles", it's more of a tiny little cocoon that you will walk blindfolded very soon. Here is a list of the most prominently used spaces that you should take advantage of:

Cafeteria – If we're being honest, the cafeteria is definitely going to be your ride-or-die. There you can find snacks, drinks and sandwiches. We also offer a lunch menu everyday between 11 AM and 2 PM (including vegetarian options).

Lecture Halls – We have three Lecture halls: Jonáš Hall, Burian Hall, and Syllaba Hall. Just keep walking forward from the entrance till you get to the green double doors – you can't miss them.

Printing and Computer Space – A small space that lies between Syllaba Hall and Burian Hall. Recharge you ISIC cards online and feel free to print whatever your heart desires.

The Silent Room *(aka room 222)* – You can probably hear a pin fall to the ground in this room. You can access it using your ISIC cards. Put your phones on silent, your voices on mute, and hit the books. Notice that during exam period it might get full fast, so make sure you arrive early.

The 6th Floor – It is a large space on the last floor dedicated for chilling and studying (but mostly studying). You can host study groups, heat your lunch in the microwave, and even take a little nap there.

Security – You can find the security room right as you enter the faculty on your left. There you can ask for a locker or a key for a room – yes, after 15h and all day on the weekends, you can ask for a classroom and use it to study.

It also doubles as a Lost-and-Found. A little tip, the guard only speaks Czech so get ready to pull out your knowledge from that intensive course.

Malý Eden – A café that lies in the street facing the faculty. You can go there for a quick cup of coffee or a beer. We also host events there; don't miss out!

Library – The faculty opens its door for 7-days a week. You are welcome to study there evenon the weekends. Most of the time, the guard will ask you to leave around midnight. Make use of this opportunity if you like studying with people around.

Professors – Writing an Email

Most people you'll come across with in LF3 own one or more academic titles and in general, you should use them. When addressing your teachers here are some letters you might want to consider putting in front of their names before reaching out to them:

Titles can be scientific, pedagogical or academic. Pedagogical and Academic titles usually come before the name.

Pedagogical Titles (from lowest to highest) – as. (assistant); doc. (associate professor); prof. (professor)

Academic Titles – MUDr. (doctor of medicine); Ing. (engineer); Mgr. (Master – has a master's degree)

After the name you usually find...

Scientific Degrees – Ph.D. (doctor, not of medicine tho); CSc. (Candidate of Sciences); DrSc. (Doctor of Sciences)

As said before, when communicating with teachers you should try to use these titles, especially with written communication;

When at the faculty, and if you're not sure what title the person holds, you can go with "Doctor" – that usually doesn't arise any problems.

When to email a teacher?

To arrange a consultation; To clarify something or ask for information – There are several situations when you can email them, one when you SHOULD: if you're going to miss a practice. Doesn't matter if you're sick or if you're simply out of the country, if you have a practice, you should let your teacher know.

Student Mental Health Support Centre

The contact point serves for all our students who have any issues concerning mental health – either with regards to study burden (anxiety, sleep problems, inadequate procrastination, problems with concentration) or caused by anything else (adaptation problems, partnership problems etc.).

The contact point provides initial psychotherapeutic interview and (if needed) continuing care by a clinical psychologist or psychiatrist. The service is elective – for urgent, acute situations please contact Emergency Intervention Centers – Crisis Intervention Centre RIAPS

In acute situations you can also contact the faculty emergency hotline (nonstop +420 724 292 312). Contact point is situated in room B 111 (ground floor building B, left entrance) – you can easily make an appointment at tkp.lf3.cuni.cz

All information shared with the psychologist/psychiatrist is strictly confidential and without your consent must not be shared with anybody.

Services of the contact point are provided free of charge.

Study Tips

Looking back at pre COVID and during COVID studying, we have gathered the best studying tips to guide you on how to stay sane and productive during your academic life

- Use space repetition tools (Quizlet, Anki)
- Split your studying time in smaller portions with frequent small breaks to maximize efficiency (Pomodoro method)
- Leave any unnecessary electronic devices away from you, that could be in a different room or use apps such as "Forest" that has the dual function of counting your study time as well as being able to block the use of some apps on your device all whilst accumulating points that can be used to plant a real tree!
- Study in groups! Talking out loud and with other people allows you to look at topics from a different perspective plus practicing with other people can ease your nerves once you see that everyone is on the same boat!

Achieving the study & social life balance

Studying hard and consistently are two very important factors when talking about how to have a successful academic year, but maintaining a healthy state of mind is what ties all your hard work together. How to achieve that?

- **Take breaks and be a university student.** Studying is important but enjoying yourself as you study is more important. Try to organize your week's schedule in a way that will allow you to see other people, go on road trips, explore Prague!
- **Exercise!** This is super especially in case another lockdown comes our way since keeping a healthy body promotes a healthy mind. If the gym, running, or any other type of sport is not your cup of tea try to at least incorporate a nice walk to unwind at the end of your day.
- **Talk to someone!** It is important to surround yourself with people that will help you and support you when you need them. And if you feel like you are in a dark place don't think twice about it and reach out for help! The faculty provides us with psychological help so don't be afraid to use it
- **Take part in university activities and join different clubs!** All university clubs can be found in the pages below so don't hesitate to contact ec@trimed.cz or trimed@trimed.cz to ask more about them and how to get involved!

Now that you've heard about the faculty and we've pretty much covered all the main, serious topics; it is finally time for you to meet the amazing community around you.

Our faculty is known for a great environment and friendly people. Most of us participate in the majority of events and take part in the organization of some – and you can as well!

Everything in life is a matter of balance – studying is important but having breaks is as well. Most of our work and the events we do are the result of a tremendous union of efforts and motivation and there's plenty of things happening at the faculty, in fact, most of us have a hard time keeping up with all the activities.

Take Home Message: Whatever you like to do or whatever you feel like doing – there's a place for you to join!

Find out everything about our students and what they're doing in the next pages.

TRIMED

Trimed is the student association of the Third Faculty of Medicine in Prague. Founded in 1997, Trimed hasn't changed its values since then. Our role at the faculty is simple: to bring the community together and provide students with opportunities to expand their horizons in several ways.

Our work is split into three big fronts:

Cultural Department

Is in charge of organizing some of the chilliest hangouts to the fanciest events of this faculty.

Annual Spring Ball – One of the most awaited events of the whole year, the traditional Spring Ball sells out year after year the National House of Namesti Miru. Allow yourself to unwind in a royal atmosphere and experience one of the fanciest parties ever – for sure one not to be missed.

Charity Music Festival – Have you heard that song about Histology? Then you should definitely come! On the stage we'll have all bands at LF3 performing their greatest hits and somecovers. All revenue goes to a different Charity Institution every year.

Christmas Celebration – A small event at the sixth floor, where we invite all the faculty to grab a cup of hot wine and sing along some of the old Christmas classics

Study Department

This is the department opening doors and expanding horizons. They're responsible for some of the best science fairs and conferences you'll ever see.

Students Conference – This is one of the biggest science fairs at LF3 where all students interested in doing some research project get to participate and present their work. So, even if lab work and research isn't your thing, you should definitely stop by to see the work of your colleagues.

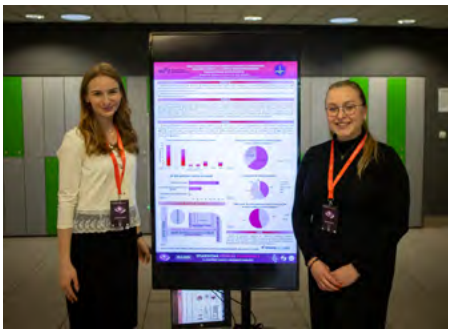
Trimed Job – Trimed Job is the answer to all your questions about the future. This fair brings old graduates from our faculty to talk with students about their lives and careers. Recently Trimed Job has also started to bring companies interested in hiring doctors to come closer and get to know our students.

There's no better place to rethink your future!

Orientation Day – As a fresher, this is an event you should definitely not miss. This is an event where you'll get to know the faculty and the campus around, and have several lectures on how to pass the year.

But don't get mistaken! The Orientation day might end but the program for our freshers doesn't. Together with all teachers and the faculty staff, we will have a fun journey to PM club to join Beanie a.k.a. traditional Medical Christening where we'll celebrate the beginning of a new semester!

Old doctors from our faculty say that the tradition used to be to go from the club, directly to classes, but we don't really do that anymore, or do we...?



Social Department

Takes care of events that bring the whole community together. They're in charge of keeping things in a cool level and organizing the best parties!

Parník/Steam Boat Party – As soon as the sun shines, we turn on the boat and dive in one of the craziest parties ever. Parník is a boat themed party where everyone dresses up and gets on a cruise with a drink in their hand and a lot of good music.

Saint Nikolas Party – Before you pack your things and go home for the winter break, we will not let you leave without first saying good bye!

Vinohradská Trojka – This is one of the biggest and coolest events of the Summer Semester. V3 is a race around the faculty and hospital of Vinohrady. This is a charity event happening every year to support a hospital managed by our faculty in Kenya. But if running isn't your thing, you can always just join us for the huge barbecue outside and grab a drink with us.

But if you think that this was it, you couldn't be more mistaken. Above are only mentioned some of the events happening throughout the year. Our calendar is way fuller than this and there will be plenty of other activities happening that you do not want to miss. To make sure you're on top of everything, follow us on facebook and Instagram!

Besides these three big departments, Trimed is operating through several branches working more independently and discovering some other areas.

International Department

Is a branch of Trimed operating for the English Curriculum. Our tasks vary according to the season but mostly we're here to handle everything that goes by in English. We work closely with all the other branches and departments of Trimed, and are involved in the organization of several events – some of them created by us and implemented at the faculty as a result of the collision of several cultures.

Dean's Day – Hard to believe, but Dean's Day is basically a holiday at LF3, when the Dean gives all students the day off, for them to get together and socialize. What do we do? Depends on the mood. Sometimes we play football against teachers, sometimes we do other stuff. Last year we got a huge bouncy castle and set up a barbecue in front of the study division.

International Food Day – This is an old tradition from the international curriculum and an event you will not want to miss.

IFD comes from the best thing in EC – differences. It's the celebration of several cultures through food, music and performances. All in all, it's a great evening where you get to eat crazy things from all over the world, and all cooked by students.

Trimed Visuals

Do you see all the pictures in this book illustrating events and organizations? Most likely, someone from Trimed Visuals took them!

This is the branch of Trimed in charge of covering everything with a camera. Any event, any occasion, they're going to be there.

Also, one of their most important projects is lecture recording. These guys are responsible for the videos you find online of that lecture you missed when you were "sick" – because of them, you can learn biochemistry in your pyjamas while enjoying a bowl of cereal.

ACTER

Acter is a group of people devoted to emergency medicine and simulation medicine. They're the ones doing most of the organization of the First Aid Camp, and taking care of anything involving fake blood – either at the open doors' day or any other event.

Sports Department

Look at you, starting medicine and thinking about quitting the healthy life – well, we have good news: none of that is needed. At the moment, Trimed has its own teams in different sports. All of them are led by students and have regular practices during the year. Some of them even compete in some leagues or against other faculties.

Do you want to get to know them? Here they are!

Trimed Vipers – Basketball

Got established in March 2019. Although it has been created recently, the team has shown the quality of its players already starting off their journey with a series of wins and remain undefeated. The group consists of an international mix of players with varying levels of experience, some played in higher leagues around the globe, and some never played competetively before. We aim to bring everyone together who loves to play basketball, is ambitious to improve their skills and keen to meet new people at the same time! Our long-term goal is to become part of a regular league and attend the European University Championship.

Practice takes place once a week during the regular semester weeks 1 to 15 in a facility close to the faculty and is prepared by a dedicated coach each time. Everyone is welcomed to join the team for a workout after talking to one of the organizers!

To keep track of the team's activities you can follow us on Facebook (facebook.com/trimedvipers) and Instagram (instagram.com/trimed_vipers).

We are looking forward to seeing you on the court playing or supporting us off the court! Contact us via our Facebook page.

HC Trimed – Hockey

HC Trimed Prague is the faculty's Hockey team consisting mainly of students from the 3rd Faculty of Medicine, both Czech and English curriculum. Apart from students the team gets its power from the strength of wise teachers and doctors from the University Hospital Královské Vinohrady.

Playing well and professionally, HC Trimed has brought several victories home. These soldiers slide on ice, like butter slides on a toast.

Their training happens during the semester with flexible schedules.

They're playing the amateur Prague Ice Hockey League once a week.

To keep up with them and know where the skates will slide next, follow them on Facebook (facebook.com/HCTrimedPraha) and Instagram.

LF3 F.C. – Football

LF3 F.C. is the official football team of our faculty. It is composed of players from both the English and Czech curriculum. We play matches 11v11 both against other faculties of our university and against other universities and even friendly games against proper football clubs. We haven't lost a single match last two years - mostly thanks to training sessions, which are held 1-2x a week (on a small pitch 5v5) near Riegrovy Sady. If you are motivated, are missing competitive football and consider to join us, please contact Borna Bazargani or Murat Nevzat Aslan!

Trimed Volley Broskis – Volleyball

If you are interested in playing volleyball, join our team! We provide weekly practice and playing opportunities for all volleyball enthusiasts. Don't be shy because this team is all about sharing the passion for the sport, practicing together and mainly having fun playing. We also aim to develop long-lasting relationships between the members whilst honing and practicing the team's volleyball skills.

We play every week at the sport center at Náměstí Jiřího z Lobkovic, Prague 3, just 10 min walk from the faculty.

Time and Date tba, changes and news will be posted on our facebook group

Tridance

Do you dance? or do you feel like dancing? Because if you have the desire, we have the space!

Tridance is a dance group that every year participates in the traditional annual ball of the Third faculty, which takes place in early March at the National House in Vinohrady, and a team of cheerleaders, which was formed two years ago to support our hockey and basketball teams.

Whether you want to dance for a crowd of fancy people dressed up in suits and dresses, or you'd rather be on ice cheering for our players, Tridance is the group for you!

Contacts for individual sport leaders can be found on the website www.trimed.cz

Clavicula and A Patella – Choirs

"Clavicula" and "A Patella" are the faculty's choirs, two acapella groups.

Many years ago, Morten Hagir and Simen Aleksander founded a Norwegian men's choir (now: A Patella) which developed into a long tradition of singing without background music or instruments. New choir members started joining from different countries and soon a female acapella group with the name "Clavicula" was founded as well, which makes us now a mixed choir from multiple nations.

As the former conductors Stefan Lindal Theofilakis and Yngve Leirfall graduated in 2019, the choir recently acquired a new leader, Helene. Stefan and Yngve built an amazing tradition over the past years – singing at the annual spring ball and at the Norwegian Christmas party as well as the Norwegian Constitutional Day. Every year, in the beginning of May, they have a choir trip to a Czech village called Lechovice over a whole weekend, ending with a little concert in church.

Recently they've also started volunteering for an organisation called the Tyler Robinson Foundation (TRF) that financially supports families that have a child fighting cancer. Through street music and a benefit concert they have already collected money to help TRF and are looking forward to keep doing that within the next few years.

Here at the choir, we sing songs in different genres and languages, whether that be an English Pop song or a Norwegian Christmas song – the most important thing is to always have fun and to come together every week to share our passion for music!

If you are interested in joining our choir, you are very welcome to come to our rehearsals every Thursday at 7 PM on the 6th floor of our faculty.

Don't be shy to join, you don't need to audition for us; if you have fun singing, think you pitch well and you are free to come to rehearsals once to twice every week, you already have what it needs to be a new member.

We are looking forward to welcoming you! Reach us on Facebook! For the male choir contact: Tomáš Mandula, for the female choir contact: Adéla Čepelková.

Cesta ven – “The Way Out”

Cesta ven is a small and relatively young students’ organization with big dreams! One that we’ve recently accomplished is Malý Eden, our own cafe that we opened right in front of the faculty.

Literally translated, Malý Eden stands for Little Heaven. The café is a place for you to get away and just have a cold beer with friends after an exam or savour a cup of coffee while planning your strategy for Module B – honestly, it’s ideal for any situation or mood.

Besides drinks, we also sell cakes, sandwiches, and soon, hopefully, hot meals. We are open every day from 9 to 9, except on Fridays, we close at 3 p.m.

Malý Eden is a place managed by students and for students so, if you wish to join the team and fulfil your life-long desire of becoming a barista at a student’s café, you can get a job here.

Our cafe is also a community center, we do pub quizzes, international cultural nights, lectures and discussions on popular topics, both medical and non-medical ones.

We also help organize charity events and work together with our friends from Trimed, IFMSA and the faculty. Apart from that, we like to welcome new initiatives, so feel free to contact us if you’d like to organize any event with us.

Last but not least, there’s

Dudlík Fest

This is our annual charity music festival and this will be our 5th year running. All of our festival‘s proceeds go to help children‘s charities.

This year we want to help kids with disorders within the spectrum of autism – for that, we need your help. Last year we gave over 80,000 CZK to help children in need of palliative care so, help us make this year’s festival event greater, and don‘t miss out on our festival on October 17!

For more details, follow us on Facebook or Instagram, or you can send Ali an email at aliojeil@yahoo.com.

IFMSA

= International Federation of Medical Students Associations

The name already suggests that being with IFMSA means gaining a collective of friends and acquaintances across Czech and international medical faculties. When we write Czech, we mean all Czech medical faculties, when we write world, we mean the 129 countries where IFMSA branches are located and there are opportunities to travel for internships. And that is a very big IFMSA family. But how is all this possible? I don't think it would be possible without targets.

Ours is: to unite all students of general medicine in the Czech Republic in a common effort to help others, to improve public health, and at the same time to achieve the highest quality education that will enable them to practice the medical profession competently with a humane approach to patients and in accordance with ethical values.

Ideally, you should get involved right from your freshman year, you will gain valuable experience - whether it's on an internship or on projects, you will make new friends at the faculty or even around the world and you will have the opportunity to get the most out of yourself. The IFMSA section and the whole society feels like a big colossus, but at the faculty level you soon get to know everyone and can get involved wherever you want. If you have an idea, definitely don't hesitate to come up with it, maybe it will lead to a new project that we don't have here at the faculty yet. And if an existing project appeals to you, you can become a project officer - you'll be in charge of it, and you'll work with others to move the section forward. The fact that the whole IFMSA 3rd Faculty is connected means that you don't have to worry about being on your own, there is a person in every year group who is "involved" in IFMSA and can advise you. Even in the first year, you will find passionate students who have become projectionists while studying for the cell.

There were sections mentioned that IFMSA is divided into - there are 6 in total and you can look into all of them, they have plenty of projects:

- **SCOPH** – Standing Committee for Public Health
- **SCORA** – Standing Committee for Sexual and Reproductive Health and Rights including HIV and AIDS
- **SCOME** – Standing Committee for Medical Education
- **SCORP** – Standing Committee for Human Rights & Peace
- **SCOPE** – Standing Committee for Professional Exchanges
- **SCORE** – Standing Committee for Research Exchanges

These standing committees are represented by coordinators at local, national and international level. The committees coordinate various programs and preventive or humanitarian projects. IFMSA also organizes monthly internships with over 13,000 medical students from around the world. More information about IFMSA and its activities can be found at: www.ifmsa.org

IFMSA in the Czech Republic is represented by the member organization IFMSA CZ, founded in 1993. Any student of medical faculties in the Czech Republic who applies for the membership can become an IFMSA member. Membership is voluntary and free of charge, allowing you to participate in clinical and research internships abroad and help with the organization of different projects.

IFMSA CZ aims to unite and connect all medical students in the Czech Republic in an effort to help others, improve public health and at the same time to achieve the highest quality education. IFMSA CZ operates at all 8 faculties in the Czech Republic. Throughout projects we try to positively influence our environment and disseminate knowledge about health issues to the general public. Through lectures, courses, workshops and internships abroad, we aspire to create opportunities of personal development for our members.

IFMSA LF3 is the local branch of IFMSA CZ at our faculty. Besides participating in all national projects, IFMSA LF3 has its own projects developed and coordinated at the faculty by students. The most important projects currently taking place at all faculties in the Czech Republic include; awareness-raising events for the general public related to the **World Diabetes**, **Health** or **AIDS Days**. Many other projects, which we will mention below, also take place at different IFMSA CZ branches.

We, as students from the 3rd Faculty of Medicine, are involved in all national projects and at the same time we organize a large number of events locally at our faculty whilst also cooperating with other student associations. We organize projects aimed for the general public, even for the youngest children, through the **Teddy Bear Hospital** project, where we playfully try to relieve preschool children of the fear of white coats, but also older children.

Another, very useful project we run is the Interactive first aid course providing both practical and theoretical knowledge and training for children and working individuals. The real challenge is **Advanced Sex Education**. In a fun way we talk to children about relationships, sex and the prevention of transmission of venereal diseases. An introductory meeting and training for new lecturers are held starting from October!

Among the social events we should mention **Láskopárty** (the Love Party), traditionally held at the turn of November and December as part of World AIDS Day. Before Christmas you can look forward to **Vánoční cukrování** (Christmas Candies). A group of musically gifted students is preparing a music performance and charity collection with a fair and a tasting of candies with a Christmas well-spiced punch on the premises of the Faculty.

When it comes to personal development, there is a series of lectures called **Know Your Specialists** about the professional life of a doctor in a particular field, followed by a discussion where you can find out what interests you most. This can help you choose your dream specialization. In the **Surgical Sewing** and **Biological Material Collection** workshops, you will learn basic

suturing techniques on a pig's foot or the basics of blood collection techniques at the Blood Collection Centre. As a part of the science-popularizing cycle **Medicafé**, you have the opportunity to meet experts of particular subjects in the pleasant environment of Prague cafes. During the **Talk with Hands workshops** you will learn how to communicate with deaf patients and break down the communication barrier.

The Bridge project, which mainly organizes the National Cultural Days, is aimed to build connections between two curricula (Czech and English). Representatives of different nationalities represented at our faculty organize dinners full of traditional dishes, pastries, drinks, music and dance, which are worth experiencing.

You can learn about many other projects and opportunities at the informational meeting or at face-to-face meetings with IFMSA CZ any time of the year.

Internships

In cooperation with other IFMSA member organizations we organize two types of professional internships abroad around the world.

- **Research internships:** you will participate in the selected research project. You can take part in such an exchange starting from the 2nd year.
- **Clinical internships:** the clerkship takes place in a selected hospital department and you can take part in it starting from the 3rd year. The list of the internships offered, and the detailed information can be found on our website (see below).

National and International Events

Every year, twice a year, IFMSA CZ General Meetings organized by the Czech IFMSA branches, as well as International IFMSA General Meetings organized worldwide, promise an unforgettable experience, enjoyment and countless new friendships. Another opportunity to meet friends from other Czech faculties is Open Weekend, an intensive teambuilding weekend with soft-skills development workshops traditionally organized on the third weekend in October. You can also meet friends from abroad at other international events, such as the IFMSA Euregme European Meeting.

How to become a member?

If you want to join IFMSA, just fill in the form. Membership doesn't commit you to anything, doesn't cost anything, and is valid for the duration of your studies, where you can earn points towards an internship.

We would love it if you and your circle mates could come along to the recruitment event the first week of term – IFMSA Wants You! – Here you will learn more details and meet a lot of new people you can turn to, whether for school issues, IFMSA issues, or even extra-curricular issues. If you have any further questions, feel free to email lp.3lf@ifmsa.cz and we will answer everything.

Good luck not only in your studies!

IFMSA team

ANSA – Association of Norwegian Students Abroad

ANSA (Association of Norwegian Students Abroad) is, as the name tells, a Norwegian organization for students abroad. ANSA works organizationally and politically for international students. The main focus is to maintain social, cultural, economical and professional interests of their students. Taking care of students' rights and making their opinions heard. ANSA has students all around the world, both on national and local level. There is a national board and two local boards in the Czech Republic. The local boards are located in Prague and in Brno.

In addition, ANSA arranges plenty of events throughout the year. Even though it is organized by Norwegian students, the events are for other students as well, regardless of their nationality. Some of the events arranged throughout the year are fresher's week (in cooperation with TriMed), sport tournaments, the famous Christmas Table, skiing trips, pub quiz and Norway's Constitution Day on May

17. This is the main event of the year. The day is celebrated with parade across Charles bridge, barbeque, cakes and games in the park. The school choir usually sings for us. In the evening the event continues with cakes and snacks, band and DJs. May 17 has a special place in our hearts and we want to share the day with all students from all nationalities.

Norwegians are really proud of their culture and as you can see, we LOVE to share it with other students. We are very happy when all of our international friends join our events.

Happy fresher's week and we are looking forward to meeting you!

CHARLIE – Charles University LGBT+ Club

Charlie - the queer society of Charles University - offers students and academic staff of Charles University and other universities, as well as their friends and supporters, a platform for self-realization, meeting, fun and solving common problems. It focuses primarily on developing the social life of LGBTQ+ people. It seeks to bring different people together and change the often stereotypical view of queer people, creating a more diverse academic and non-academic life for all those who throw away any prejudices and are willing to enjoy other new opportunities for enjoyment not only on campus. Charlie hosts a number of regular and special events. These include regular Tuesday meetings, A Charlie's Queer Meet Up, topical lectures, film nights, trips, board games and panel discussions. We cooperate with a number of other clubs and organizations, including Prague Pride and the Student Council of the Faculty of Arts of Charles University. We are members of PROUD and internationally also The International Lesbian, Gay, Bisexual, Transgender & Queer Youth & Student Organisation (IGLYO).

Contacts

E-mail: info@spolekcharlie.cz
Instagram: instagram.com/spolekcharlie
Facebook: facebook.com/spolekcharlie
Web: spolekcharlie.cz/en/

Most Frequently Asked Questions

What is the difference between a seminar and a lecture?

A lecture combines all students from all the study groups to explain one of the topics essential for the exam. While studying, you will notice that most lectures include a set of statements. Your attendance is not mandatory for any lecture. On the other hand, a seminar combines the students from your study group only. A lot of the time, your seminars further explain lectures and give you more insight on the topic being tackled. Most seminars are not mandatory, but some can be.

How do I borrow books from the library?

Simple, simple: head to the library, ask to register in the system and that's it. Feel free to take any book home (except the ones you can't :p).

Where do I find PDFs of books instead of buying them?

Most upper year students have the PDF version of books, so don't be too shy to ask.

Where can I buy a white lab coat?

During orientation day, the university will be selling white lab coats essential for your practices.

How can I rent a room to study?

On weekdays (Mon-Friday), you can ask the security for a key to a room you would like to study in after 5:00 PM. On weekends (Sat-Sun), you can rent a room any time of day.

The security guard will keep your ISIC card until you return the keys.

How do I sign up for Histology "individual study" or "slide test"?

You can sign up for an individual study or slide test date using the following link: prihlasovani.lf3.cuni.cz

What is the individual study room 106?

You will find room 106 on your schedule as the room for individual studying. You cannot access this room. During your "individual study" time, meet up with your group mates at a set location and distribute the roles for your task.

How can I join any of the associations mentioned before (like Trimed, IFMSA, Cesta Ven)?

The best way to get started is by attending the events. Get to know our work and you'll get to know us. After that, all you need is enough motivation and will to work.

Czech Vocabulary

A little bit of Czech language

Czech	English
Dobrý den, ráno, večer	Good day, morning, evening
Na shledanou	Goodbye
Ahoj, čau	Hello
Děkuji	Thank you
Prosím	Please
Ano x Ne	Yes x No
Jak se máš? Já se mám dobře.	How are you? I am fine.
Jak se jmenuješ?	What´s your name?
Jmenuji se Rachel.	My name is Rachel.
Můžete mi pomoci?	Can you help me?
Nemluvím česky.	I don´t speak Czech.
Mluvíte anglicky?	Do you speak English?
Nevíte, kde je Strmá ulice?	Do you know where Strma street is?
Nevíte, kde jsou nejbližší toalety (WC)?	Do you know where are the nearest toilets (WC)?
Potřebuje se dostat do Strmé ulice.	I need to get to Strma street.
Kolik je hodin?	What time is it?
Kde je nejbližší policejní stanice?	Where is the nearest police station?
Kdy máte otevřeno?	When are you open?
Studuji medicínu.	I study medicine.
3. lékařská fakulta	Third Faculty of Medicine
Univerzita Karlova	Charles University
Odjezd / příjezd	Departure / Arrival
Východ / vchod	Exit / Entry
Zastávka	Public transport station / Stop
Autobus, tramvaj, metro, taxi	Bus, Tram, Subway / Underground, Taxi
Centrum města	City center
Policie / První pomoc / Hasiči	Police / First Aid / Fire Brigade
Lékárna	Pharmacy
Pekárna	Bakery
Potraviny – pečivo (housky, rohlíky)	Food – Pastry (Rolls, Buns)
Chleba, sendvič	Bread, Sandwich
Ovoce, zelenina	Fruit, Vegetables
Mléko, máslo, sýr, maso	Milk, Butter, Cheese, Meat

3. lékařská fakulta Univerzity Karlovy
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