

FRESHMAN GUIDE

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Counselling and Career Centre
UCT PRAGUE



IAESTE
UCT PRAGUE

TUTORS

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**Welcome
to UCT
Prague!**

You probably have plenty of questions: How's it going around here? What's in store for me? What do I have to do? Who can I turn to in various situations?

You'll find the answers:

- **In this handbook** ( [vscht, pkc, freshman guide](#)) where we provide you with practical advice and tips explained in a clear and accessible manner, so you won't feel overwhelmed by expertise and regulations in the beginning.
- **From Tutors**, older students who provide assistance to their younger colleagues, especially freshmen, based on their own recent experience. They are trained in the key study-related matters. You can connect with them personally, through a tutor in your study group, at social events, or via email (tutori@vscht.cz).
- **On the internet.** It's a powerful tool, isn't it? Knowing how to find the right information is crucial. In this guide, we aim to help you a little: if we mention a website, simply type the keywords after the  symbol into a search engine and you'll find what you're looking for.

Wishing you best regards and much success in your studies!

Love is chemistry, and chemistry is UCT Prague.

**Finally,
college!**

The concept of freedom is often associated with attending university. Certain classes may not require mandatory attendance, allowing you to decide whether you want to show up or not. The daily schedule isn't as packed, and you're not bound to be at your desk by 8:00 every morning. This freedom enables you to fit in part-time work, exercise, or social gatherings with friends during the afternoon. However, with great freedom comes great responsibility. While it's your choice whether you do your homework or get up for a class, it's also up to you how much you study and gain during your studies here at UCT Prague. And unlike in high school, where you might have been told not to worry about future plans, now you need to occasionally consider your path after graduation.

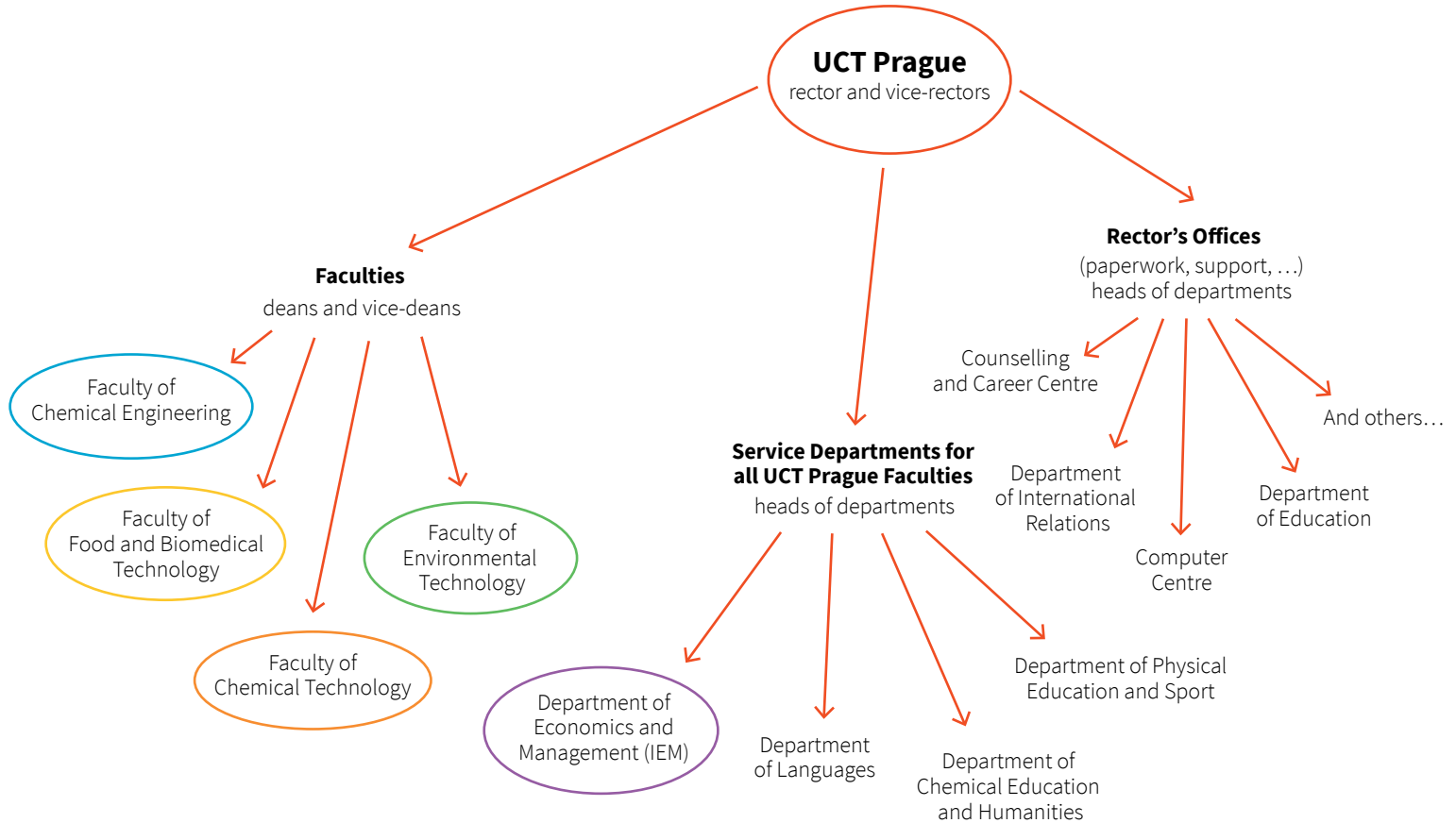
At the same time, it's important to note that the choice of school (or study programme) is not the most crucial decision in your life. During your academic journey, you have the potential to uncover your passions within both school and extracurricular activities. As you progress, your ultimate aspirations may evolve. The realm of possibilities is extensive, and higher education serves as a gateway to a multitude of opportunities. What truly counts is having the desire to explore, develop, and continually adjust your direction.

Also remember that academic achievements are not the sole measure of success. It's essential to approach challenges with resilience and reflect on the lessons you learn from them. Throughout your time at UCT Prague, you will experience both remarkable success and occasional failures. And this is okay – all the ups and downs are part of the journey!

If you are genuinely committed to your education, studying will likely demand a significant amount of time and effort. Let's be honest, it's not always a walk in the park. Regular homework and effective time management are crucial, but it's equally important to prioritize your mental well-being, to engage in extracurricular activities, and to have a circle of supportive friends.


Take an interest in the people around you and build a network. It's a sure-fire path to success. The friendships you establish early on will make studying and working easier in the future. Collaborate with your peers, support each other, and celebrate milestones together. The bonds you form during these years can last a lifetime. Additionally, foster tolerance and the ability to listen to different opinions. Who could be more qualified than individuals with a college education to help bring unity to a fractured society?

Structure of UCT Prague in a nutshell



Student rights and responsibilities

As a university student, you bear many responsibilities alongside various rights. All of these are outlined in official documents such as the Study and Examination Rules, the Code of Discipline for Students, Scholarship Rules of the UCT Prague or the Code of Ethics. As a student, you are required to follow the prescribed documents, and you can claim your rights according to them as well.

We therefore strongly advise that you familiarize yourself with them to some extent ( [vscht](#), start of study).

When and how to excuse your absence?

As mentioned earlier, college gives you a great deal of freedom. In simple terms, it's only your concern whether you attend classes, if you've overslept or if you need to take a short break. However, there may be instances where you need to provide an explanation or excuse yourself.

Excusing your absence is necessary/appropriate in the following situations:

- When you're unable to attend mandatory classes with compulsory attendance (such as seminars, labs, PE) due to a legitimate reason (not simply because you didn't feel like

getting up!) – make sure to keep an eye on the permissible number of absences when you need to withdraw.

- From an exam you have enrolled in unless it's no longer possible to do so in SIS.
- When you're unable to attend an arranged appointment with a teacher.

What is the best way to excuse your absence?

Ideally, you should send an email to the person (see below) with an apology and a brief explanation of the situation (the teacher is not interested in long essays). In some cases (e.g., labs), the teacher might require, for example, a doctor's note to acknowledge the excuse.

When is it unnecessary to excuse your absence?

There is no need to apologize if you need to use the restroom or if you have to leave the lecture early. Simply get up quietly and exit the room. Similarly, if you arrive late to a lecture, quietly take your seat and focus on the lecture without offering an apology.


How to write an email correctly?

The most common and often the most preferred form of communication at the university is by email. You need to be careful about the content and structure of the text. Having your best interest in mind and to prevent you from looking foolish, here are a few email composition suggestions.

You are required to use your assigned school email address to communicate with the school.

Avoid using private email accounts, as receiving a response is unlikely. This is because teachers cannot verify if they are genuinely communicating with the student, and such messages often get caught in spam filters.

If you want to solve a problem within the course, contact your teacher first. They will guide you to other relevant people if necessary. The recommended sequence for email communication is as follows: lecturer → course supervisor → study programme supervisor → vice-dean for education → vice-rector for education – the latter should be the last person you write to in case of an emergency.

You can find the email address (or phone number) of teachers and staff in the school phone book ( [vscht, phonebook](#)).

How to write a good email?

- Use diacritics in official emails.
- Beware of spelling! If you don't excel in English/Czech, turn to your nearest „grammar Nazi“ or the internet.
- Insert a space between paragraphs to make the text easier to read. At the same time, it helps to structure the email according to the points you would like to discuss.
- If you want to link to a website and the URL is too long, use websites that offer shortening it, or you can also attach the link as a hyperlink directly in the email.

If you don't receive an immediate response to your email, don't despair! Teachers are often very busy and may take several days to get to your message. If you need to resolve a problem quickly, see the teacher in person.



Recipient:

Subject:

Subject

A very important part! Based on the subject of the email, the teacher can assess whether to respond immediately or not. If you don't fill in the subject, the email might be flagged as spam and the teacher may never reply.

Greetings

Instead of a generic greeting, address the recipient by their title. This will prove your knowledge of the teacher's title and ease the following communication, e.g. "Dear Professor/Doctor/Vice-Dean" and so on (see below).

Main message

Describe what you are asking for. Stick to the rule "the shorter, the better". Keep in mind that the reader of your message may be quite busy and might not want to read long messages. If a short version is not possible, try to pinpoint the most important facts at the end.

Regards

End your email with a polite phrase like "Kind regards" or "I look forward to meeting you".

Signature

Last but not least, sign the email with your full name and your study group number.



Send

When you're supposed to address your teacher in an email but they have a thousand titles and you don't know which one has priority.



How to address teachers?

Your future teachers, often academic staff, usually have several academic titles. Addressing the lecturer correctly is more important than it might seem at first. Of course, in the beginning you probably don't know much about the tangle of titles and rules, so let's try to make some sense of that.

An administrative position takes precedence over the academic title ("Rector", "Dean", "Vice-Dean" etc., has priority over, for ex., "Doctor").

If a teacher has more titles, you should always call them by the most important one. By importance: Professor, Associate Professor, and Doctor or Assistant Professor. We do not address the titles Bc. (Bachelor) and CSc. (Candidate of Science), we use other academic titles.

**What to
do before
the first
lecture?**

Enrolment in the first year

Enrolment in the first year usually takes place in the first week of September (for study programmes in English). You will be informed about the exact date, time and what to bring with you via email by the admission officer; the documents required for enrolment can be also found at the school website ([🌐 vscht, enrolment in studies](#)).

All important dates of the academic year can be found in the Academic Calendar ([🌐 vscht, academic calendar](#)) or the document Organisation of the Academic Year.

What else do you have to arrange?

For details on the following points, where and how to arrange them, please, check the school website ([🌐 vscht, start of study](#)).


- for your satisfaction, you can check off each completed task*
- get a student identification card (ISIC or UCT Prague card)
- change your password in the school email
- enter your Czech bank account number in the Educational Info System (SIS)
- check your timetable in SIS and enrol in a PE class

Arrangements that will make your studies/life easier:

- get a Study Confirmation (for your bank account, public transport card, etc.)
- register at the National Library of Technology (NTK)
- arrange a long-term public transport ticket
- enrol in a Czech language course
- download the Emil app to avoid getting lost in school
- join official Facebook groups (faculty, freshman)

Student identification card Thanks to your student ID card, you will have access to UCT Prague buildings, computer rooms and, once registered, to the National Library of Technology. It also serves as a convenient payment method in the canteens, where you can load credit onto it. Furthermore, the card grants you access to student discounts. You can arrange your student ID in the Card Centre (Building B, basement, room S06).


There are two options available: the UCT Prague student card, which is free, or the international ISIC card for a fee. The ISIC card provides not only student discounts in the Czech Republic but also abroad. Its validity extends until the end of the following calendar year, and you can then renew it at the Card Centre. There is a fee for extending the validity of the ISIC card.

The current opening hours of the Card Centre and all additional information can be found on their website ( [vscht, ID cards](#)).

Bank account number A Czech bank account number is required. You can open a student's bank account in almost any bank in the Czech Republic completely for free. Your account number should be entered into the Educational Info System (SIS).

Educational Info System (SIS) is an information system that contains most of the data related to studies, both from the perspective of students and from the perspective of teachers and other school staff. By accessing SIS, you can view your timetable, register for elective courses and exams, check your grades, and much more. It's worth noting that the information related to each course within SIS undergoes an annual update in September.

Once you become a student, it's important to access SIS exclusively through this address: <https://student.vscht.cz/eng/index.php>. This ensures that you gain access to all the necessary tabs within the system, such as the timetable and study group.

Even for older students, SIS can sometimes present a challenge. Contact Tutors if you have troubles with SIS, they are happy to help ( [vscht](#), [pkc](#), [tutors](#)).

School login and password You will receive your username and initial password from the Department of International Relations or Computer Centre. Your username will typically consist of an abbreviated version of your surname followed by the initial letter of your first name. This username will accompany you throughout your academic journey. However, it is crucial to change your initial password using the email app found at: <https://mailex.vscht.cz>. By following this process, you will establish a new password that can be used for future logins to SIS, school Wi-Fi, and other relevant platforms.

For precise instructions on how to complete password change and to obtain further details, please refer to the guide at the Computer Centre website ([vscht, computer centre, passwords](#)).



Registration for the National Library of Technology (NTK)



You can register for the NTK directly in the library, it's free for UCT Prague students. What you need to register:

- a valid passport or identity card,
- a card with your name and photo (e.g., ISIC, a student card, a public transport card),
- proof of residence (an official residence permit, a valid lease agreement, a dormitory card, a document from the foreign police, a telephone or electricity bill), which mentions your name and your address.

If you want to save time, pre-register first ([ntk, preregistration](#)). Then come to the library within 30 days to complete the process.

The Emil app Within this app, you can access your timetable with links to specific rooms. Additionally, it provides a school calendar, maps of UCT Prague buildings, and even canteen menus. Stay informed about crucial updates related to your studies through notifications, including new exam results, term changes, rector's leave, and more. The Emil app is available for both iOS and Android devices, and also as a desktop version ([vscht, emil](#)).

Dormitories of UCT Prague Students of UCT Prague may be accommodated in the dormitories in Jižní město (Prague 4). All information about the halls of residence can be found at the dormitory's website ( [vscht, dormitory](#)); we also publish a separate guide called Housing ( [vscht, pkc, housing](#)).

Public transport long-term ticket As a student (up to your 26th birthday), you can enjoy a discount on the fare. Either get a “Lítačka” card (you can do this online or via mobile app,  [litacka](#)), which you then top up (you can do this online as well), or get a classic card at one of the ticket offices, for which you then buy paper coupons ( [pid](#)). You just need a valid student ID card or Study Confirmation to claim your discount in person or online.

Tutor's tip: The annual student pass can only be purchased between August and October. However, you can buy monthly or quarterly passes throughout the year.

Textbooks and study materials

Before you start frantically buying all the textbooks and other study materials:


- read the **course syllabus** in SIS, where you will find basic information: the content and aim of the course, study literature, hourly course allocation, credit points evaluation, form of teaching (lecture, seminar, etc.) or form of ending (exam, test, etc.).
- go to the **first lecture**, where the teacher will give you all the information you need about the course, including current study literature.

Tutor's tip: Before you start studying for exams, check that the content of the literature matches the scope of the course – the syllabus. If not, then check the study materials listed in SIS/e-learning to see if you have the current edition.

Textbooks In the textbooks, you will usually find the full range of material needed to pass the exam. Where can you get them?

- e-learning, downloadable (if they are from the Publishing house of UCT Prague)
- textbook shop in NTK
- borrowing in NTK
- online
- textbook exchange organized by Tutors (in the 1st/2nd week of the semester)
- from older students/friends


Lecture notes Lecture notes are an important part of the study literature because you have an overview of what the lecturer has lectured on and what he or she is likely to test.


E-learning E-learning is a web-based interface where teachers upload e.g., study literature, presentations and sometimes homework or exercises to practice. You log in with your school login, then you can browse through the subjects ( [vscht, e-learning](#)). Moodle used to play a similar role, but now it is rarely used anymore.

Tutor's tip: It's useful to print out the presentations before the lectures and make notes on them.

MS Teams In MS Teams, you can communicate with your classmates (or even your lecturers) both via video conferencing and private chat. You can also share files for group work or submit assignments.

Access is available to anyone with a UCT login. If the class is online, it's usually held here.

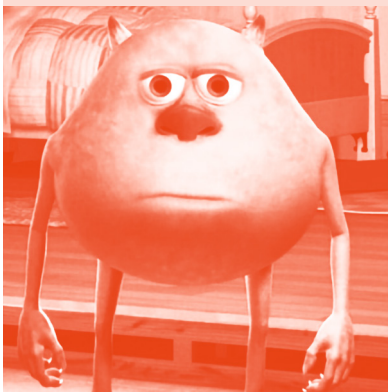
Free software The school offers a lot of software to make your future work easier. For example, they can help you draw chemical formulas (ChemDraw), manage citations in scientific texts (EndNote) and more. Most of them you'll learn about in the Computer Practice course. For an overview of the software, what it will be useful for and how to use it, see the Computer Center website ( [vscht, computer center](#)).

CESNET services for students They offer cloud storage (up to 100 GB), fast file sharing and storage (up to 500 GB, for example, if you need to send a file that doesn't fit in an email attachment), online meeting facilitation, or computing and data resources for solving demanding computing tasks ( [cesnet](https://cesnet.org)). They also provide eduroam, shared academic Wi-Fi in the country and abroad (you log in with your school email and password).

Tutor's tip: Tutoring can help you to complete your knowledge, the tutor database is managed by Tutors. As with many things, the most important thing is not to be afraid to ask and to address any gaps in your studies in a timely manner. Otherwise, problems just pile up.

Mom: *tells me to stop drawing zigzags and start studying*

Me who studies organic chemistry:



Glossary

Whether the lecture takes place in school or online via MS Teams, you definitely will come across these terms during your studies.

Lectures Lectures usually take place in large lecture halls. The lecturer explains the theory of the given course. Attending the lectures is not compulsory, but it's more than recommended. During the first lecture, you'll learn all the information needed to complete the course.

Seminars During seminars, you'll put the theory from the lectures into practice (calculations, graphing, etc.). Unless stated otherwise, seminars are compulsory.

Laboratories Finally, some experiments! In laboratories, you'll try out chemistry in practice, which is very important. Therefore, attendance is always mandatory. To participate in laboratories, you always must have the corresponding course completed (General and Inorganic Chemistry I – Inorganic Chemistry: Laboratory I, etc.). The only exception is the Chemistry Study Programme, which has inorganic laboratories in the winter semester.

Credit points, also known as ECTS, are basically points that you earn during your studies based on your study plan. For each course you complete you earn a pre-defined number of credit points, which corresponds to the difficulty of the course (time spent in lectures or seminars, exam preparation, etc.). In SIS you will see a list of the courses you have to pass and the total number of credit points you will receive if you successfully complete everything.

Course-credit (C/Z) During the semester you will take several so-called credit tests from which you have to gain a predetermined number of points (usually you need to get at least 50% of the maximum points). You must successfully pass the credit tests before you can take the exam!

Marked course-credit (MC/KZ) Marked course-credit is a „passed subject” without the exam. You can receive this by fulfilling study obligations during the semester, for example, by completing laboratories, developing a project, or completing tests during the length of the course.

Tutor's tip: What if you did not get enough points from the test? Don't give up and go have a look at the test. Learn what mistakes you made and discuss it with the teacher, so you can improve next time.

Comprehensive test If you don't get enough points in the credit tests, usually there is a chance to write one extra comprehensive test. It is usually taken during the exam period. The problems are chosen from the whole semester, so it's usually more difficult to prepare for. But watch out, not all courses offer comprehensive tests!

Tutor's tip: Study continuously and try to get credit points through the credit tests written during the semester. The comprehensive test is really just a life preserver.

Exam (Ex/Zk) An exam is often composed of both written and oral parts. Unless otherwise stated, you always take exams with your lecturer. You have a total of three attempts at the exam, if you fail three times, you have to retake the course.

Lecturers often also offer exams in the so-called early terms, i.e., in the last week of the semester. Be sure to take advantage of these early options to take the exam, it will come in handy during the exam period!

If you are registered for the exam, wait too long, and find that it is no longer possible to cancel your registration, please write an email stating the reason to either the lecturer or another contact person listed in the SIS (exam dates).

Grading Grades at the college are either verbal/letter grades: A = Excellent, B = Very Good, C = Good, D = Satisfactory, E = Sufficient, F = Fail; you will also come across a numeric equivalent where 1 is the best (A) and 4 is the worse (F). You will always find out your exam grade in SIS, where teachers are obliged to enter them.

For your peace of mind, you can also get an index and ask the teacher to write your grade down this way as well. The index is a paper notebook for grades and other information; available for purchase in the main Respiration (Building B).

Tutor's tip: Do not take an unnecessarily long break at the beginning of the exam period and do not postpone the difficult exams until the last week. Otherwise, you will not be able to use all your possible exam attempts (3).

Grupíček All results from both credit and exam tests can be found in Grupíček, on the main SIS site. After clicking on it, you should see a list of your courses – then you just have to choose which one you'd like to view.

Prerequisites These are courses that you must have completed in order to take (and even schedule) a follow-up course in the next semester/year. They ensure that you have some basic knowledge for the next course, e.g., to take Inorganic Chemistry Labs, you must have completed General and Inorganic Chemistry I and Chemical and Balance Calculation, which are prerequisites.

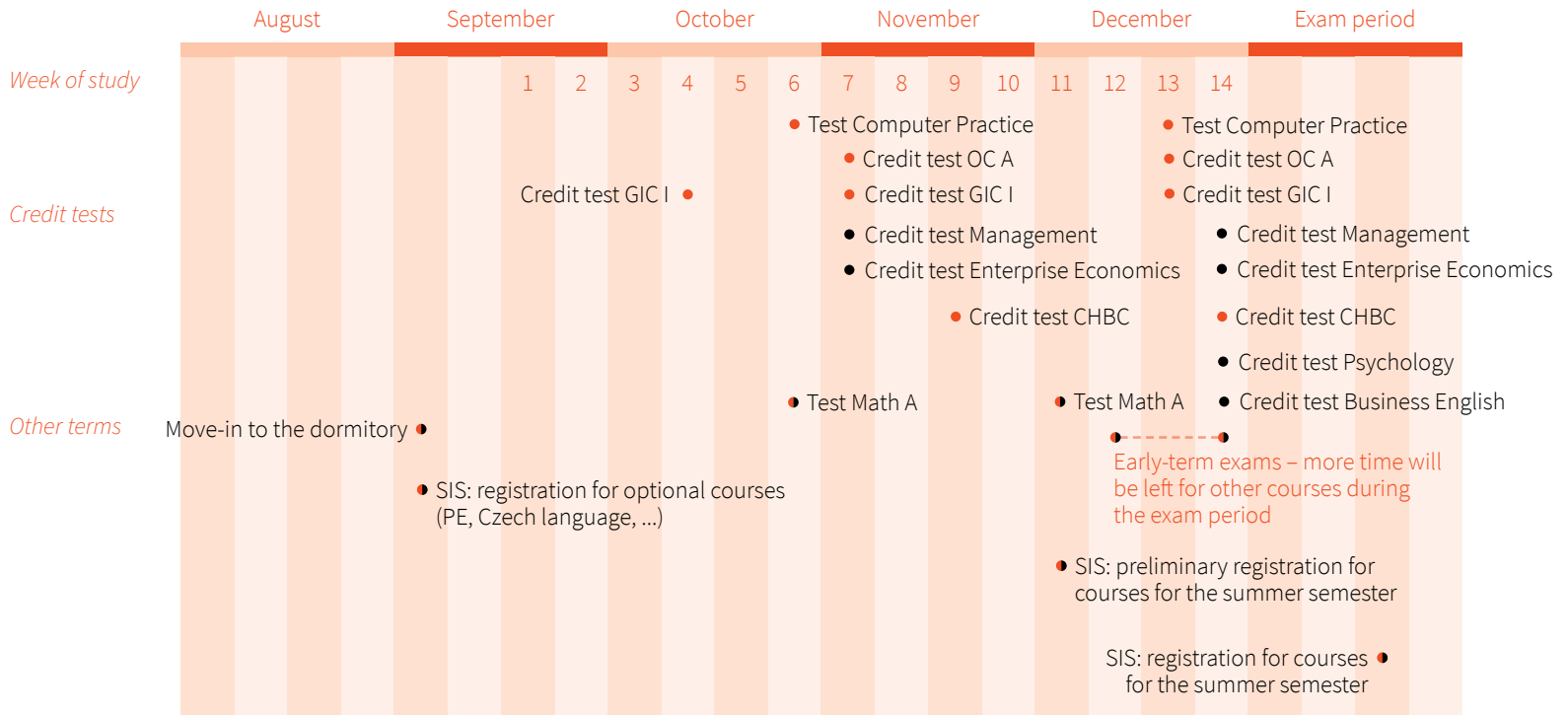
You will always find out the prerequisites for the courses in SIS, so make sure you check each semester that you have the prerequisites for the courses you will take next. Some courses do not have prerequisites and you can enrol for them at any time.

Pre-enrolment You must pre-enrol for compulsory-elective courses in SIS in the middle of the semester, i.e., in autumn and spring, so that the lecturers can get an idea of participation and open a sufficient number of parallels. Don't worry, you can change your choice to a different course until the official registration begins.

Fulfilling study requirements

Timetable for the winter semester

You will find here an overview of the credit tests and other requirements for the winter and summer semesters. But beware! Everything is approximate, the exact dates will always be given to you by your lecturer/teacher.



● Chemists ● Economists

OC A - only for study programme at FCHE

Common core of studies

Why do you have so many “unnecessary” courses? The goal of UCT Prague is to educate you not only to be an expert in your field but to be versatile. To be able to understand the connections between the different disciplines, it is necessary to go through all the core subjects. In addition, these subjects deepen the connection between bachelor’s and master’s degree programmes and their specialisations.

And why do you have so much maths? Now mathematics may seem like a completely useless thing to you, and you’re thinking: “What am I going to use it for?”. But mathematics makes up 80% of the subjects at the university. Without mathematics, you won’t be able to calculate even basic examples in physical chemistry, chemical engineering or even statistics.

In addition to the common core, there are of course courses specific to your study programme.

What does it take to complete a course?

Basic information about individual courses (number of credit points, form of examination, prerequisites, etc.) is always available in SIS, while more detailed information or recommended literature is often uploaded by teachers to e-learning. At the same time, everything essential is always said in the first class, so come along! If something is not clear, ask your teacher.

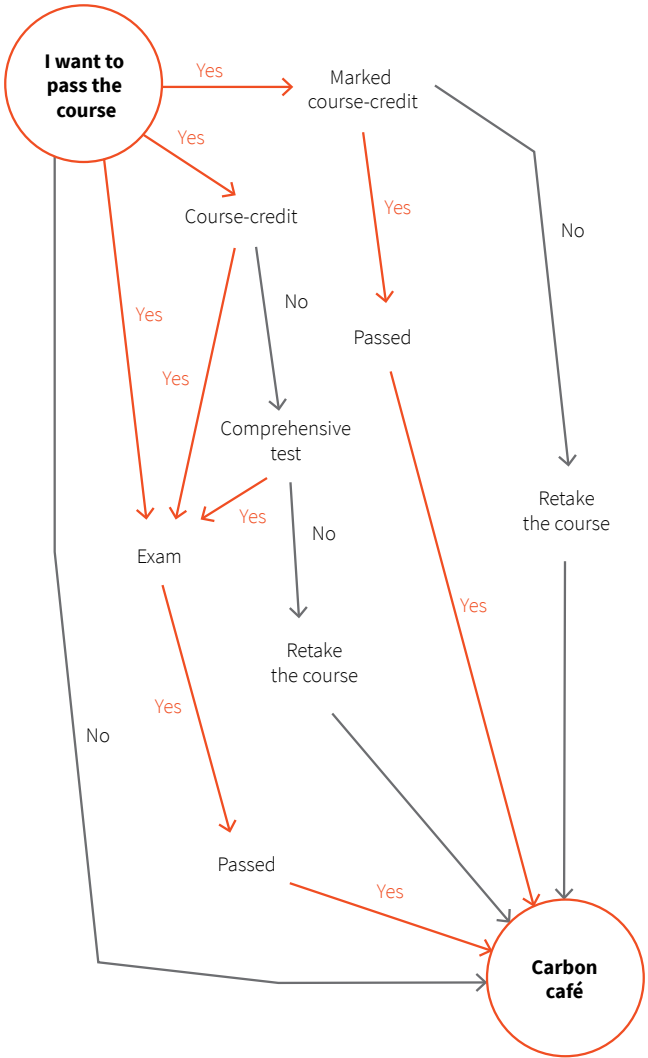
Please note that the information in SIS and e-learning is **updated in September**, before the start of the academic year. If you look in the systems earlier, you may read information valid for the previous year.

Tutor's tip: Wear formal clothes to your exams. Bring your ID card, plenty of pens, blank papers if necessary, and everything you've managed to learn.


What courses do you have to complete?

In order to progress to the second semester, you must earn at least 15 credit points (ECST) in the first semester for compulsory and compulsory-elective courses. It is therefore recommended that you complete at least one of the major courses, either Mathematics A or General and Inorganic Chemistry (chemistry students) / Business Economics (economics students) Ideally, complete both. Don't forget the prerequisites for the subjects in the next semester (see [Glossary](#)).

The compulsory and compulsory-elective courses are determined by the study programme you are studying. The timetable is fixed, changes can be made only in exceptional cases; you can find your timetable in SIS.



Tutor's tip: You should spend at least a few days studying before each test or exam. Going to an exam totally unprepared is pointless and, in most cases, you will have to go again. Go to bed early the night before the exam. In the morning, revise what you are least good at and hurray!

Students of chemistry majors (this doesn't apply to economics major students) must earn a minimum of 4 credit points in physical education during their undergraduate studies (1st to 5th semester). What sport you choose is up to you, contact the PE department to enrol you in time ( [vscht, ktv, information about physical education](#))!

Tutor's tip: If you have any problems during your studies (family, health, etc.), don't hesitate to start dealing with them as soon as possible. Get in touch with your Dean's Office, they will advise you on what to do next. There are options such as extending the exam period, staggering your year or even suspending your studies.

Inorganic Chemistry: Laboratory I

The scarecrow and the anticipation of freshman year. It's finally getting to practice, but it's not exactly fun.

Classes take place one day a week for 5 weeks (= 1 tour) during the summer semester. If you are following the Chemistry Study Programme, you already have laboratory class in the winter semester, all in a single week. In September, a single laboratory tour is opened for students with a combined form of study. The course is worth 3 ECTS credit points.

Caution! To register for the laboratories, you must have two courses completed: General and Inorganic Chemistry I and Chemical and Balance Calculation. You also need to register for individual laboratory tours through SIS (in the same way as for an exam).

Laboratories are completed as a marked-credit course. For the grade, laboratory work, results from tests during the course, and the final test are considered. You must obtain at least 50% of points from the tests.

The tests, written every morning before the work starts in the laboratory, consist of basic chemical calculations, preparation for a given laboratory day, and knowledge acquired on the previous laboratory day. In the first test, questions about the safety of work in the laboratory will also appear.

The final test is written outside the laboratory. This test summarizes what you have learned and verifies your knowledge of chemical calculations.

What to bring?

- your ISIC/UCT Prague card (first day to check prerequisites)
- a lab coat
- a calculator and writing utensils (alcohol marker)
- your own notebook or lab diary (can be bought pre-printed in the NTK bookstore)
- laboratory manuals, textbook
- matches
- a piece of cloth and a sponge
- scissors

What to wear? You have to come to the laboratory in suitable clothes and shoes. That means long pants, a lab coat and closed comfortable shoes. If you have long hair, don't forget to tie it back. For safety reasons, contact lenses should not be used in laboratories.

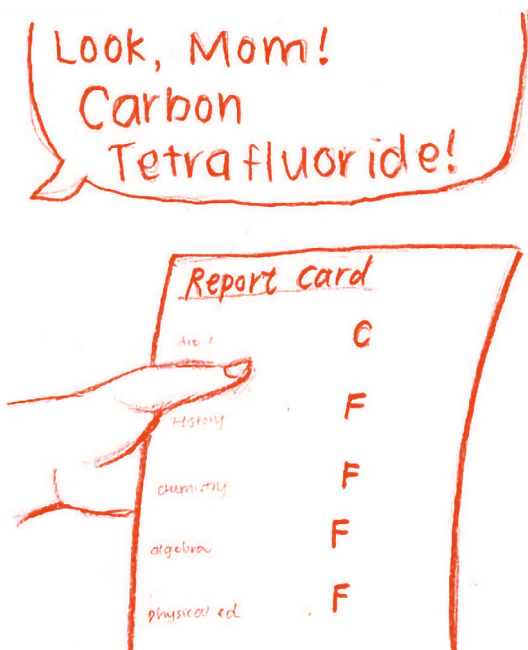
Where to get information? You will need textbooks, where you'll find lab assignments for each day. You can find other materials in e-learning in the course "Inorganic Chemistry: Laboratory I", where you will find safety videos and video instructions for each task.

What to do if you can't make it? If you cannot attend the labs for a serious reason (e.g., illness), write an email to the supervisor in time, apologize and then arrange an alternative date (usually you can make up the missed day with the next tour or during the exam period). If you do not attend the labs without an apology, you have to repeat the whole lab course again!



Retaking a course

If you do not get the course-credit or fail all three attempts of the exam, you must retake the course by enrolling in the course in the next semester in which it is taught. If you pass the credit tests but do not pass the exam, you can have the course-credit recognized in the following semester. But be careful because not all courses allow this (e.g., Mathematics A and B). Therefore, write the course supervisor an email, and maybe you'll succeed. Each course can be repeated a maximum of 3 times.



Enrolment in the next semester/year

Enrolment in the next semester To enrol in the next semester, you must obtain at least 15 credit points (ECTS) from compulsory and compulsory-elective courses in the previous semester (we recommend you complete at least Mathematics A or General and Inorganic Chemistry I / Business Economics).

Enrolment in the next year To enrol in the next year, you can miss a maximum of 15 credit points (ECTS) out of $30 \times n$ credit points, where n is the number of completed semesters. For example: at the end of the 1st year (i.e., the 2nd semester of study) you must have completed at least 45 credit points (ECTS) ($30 \times 2 - 15$).

Tutor's tip: You need 180 credit points (ECTS) to complete your bachelor's degree! Not always can you obtain them from compulsory courses though. Therefore, make sure to count beforehand how many credit points will you get from these courses at the end of each semester and, if needed, enrol in an optional course. All courses can be found in SIS.

How do I enrol in the next semester/year?

- You have met the conditions for enrolment.
- You have registered for required and optional courses in the SIS for the next semester.

Enrolment is done electronically through SIS. The Dean's Office will inform you about the process of enrolment in the next semester,

check your school email regularly. If you don't receive any information, don't be afraid to contact the Dean's Office or a Tutor.

Feedback polls (Anketa) After the semester is finished you have the option to evaluate your lecturer via feedback polls in SIS. Feedback polls are very important, as thanks to your evaluation the lecturers can improve/change their teaching, or they can make sure that their methods are acceptable with the students. This information can be helpful to other students, too. In the evaluation, 1 is the best, 5 is the worst.

The feedback polls can be anonymous depending on which signature you choose:

- Anonymous – evaluation is completely anonymous.
- Anonymously signed – your year and study programme will be shown.
- Signed – your name, year and study programme will be shown.

Didn't get enough credit points?

If you don't earn enough credit points (ECTS) in the compulsory and compulsory-elective courses and you don't meet the requirements to enrol in the next semester, you will have to drop out. If termination is really necessary, do not delay it too much; otherwise, you have to pay your tuition fee.

For full details on how to leave your studies, please refer to your Dean's Office.



**UCT
Prague
buildings
and
facilities
for
students**

UCT Prague has four buildings. The larger ones, A and B, are located on Technická Street (no. 3 and 5). The third smaller building, building C, is in Studentská Street no. 6 (in the direction from building A to the Dejvická tram stop), it is entered through a gate that has an ISIC reader on it. The fourth building is in Holešovice – Prague 7, in Jankovcova Street no. 1114/23. This building houses mainly the UCT Prague School of Business.

Classrooms in Dejvice

Classroom labels indicate in which building (A, B or C) and floor (S – basement, 0, 1, 2, 3, 4) it is located. For example, room B32. Whether to go right or left from the main staircase you can find out on the chart opposite the staircase. In building A, you can also come across rooms with different letters (F–P), these are in crosswise hallways (example: lab H02).

Large auditoriums AI, AII (BI, BII) are located directly opposite the entrance to the buildings, or one floor up the main staircase. Lecture room BIII is located at the side entrance to building B (Studentská street).

It is very useful to use the VSCHT navigator app ( [vscht, maps](#)) or VSCHT Emil ( [vscht, email](#)), as these can show you where the classroom is located and will save you time.

Not only in chemistry, but also in classroom labels, you will find exceptions confirming the rule. These are, for example, classrooms B24, B35, BS1, BIII, A31. In Emil, these rooms have a specific

description of how to access them. You can find it by clicking on the room in the app.

Klokner Institute/Zikova

The so-called Klokner Institute or 'Zikova' is located in the back part of the building B. You access it either through the entrance from Zikova Street or from the corner of Zikova / Šolínova Streets (opposite the bus stop). Access is also possible through the 3rd floor of building B (from the main staircase to the right and then down the stairs) or via the back bridge from building B.

Dean's Offices, Rector's Office, other school management offices and also some classrooms (e.g., B14, B25) are located in Zikova. The rooms are usually labelled ZB + number (please note that the numbering is according to above-ground floors, e.g., classroom B25 has label ZB 3303 and is located on the 2nd floor, i.e., the 3rd floor above ground). You will also find the classes of the Department of Languages here – go up the main staircase to the 4th floor and turn right.

Extension X

There is also an extension X in building B that you can get to from the 3rd floor – from the main staircase go left and keep going straight until you get there. You can get there also by an elevator (go to the 3rd floor), which is located at the side entrance of building B, or up the stairs to the left of auditorium BIII. In extension X, you will find the Department of Chemical Education and Humanities, the Department of Physical Education and Sport and some university clubs offices (IAESTE, ESN, etc.).

Tutor's tip: All students and teachers know that the school can be a real labyrinth. So don't be afraid to approach anyone in the hallway and ask for directions! Or you can try to find your room the day before.

Classrooms in Holešovice

The building in Holešovice is far from the Dejvice labyrinth. It has four floors and it's easy to find your way around. The classrooms are always marked with the floor number and a letter depending on which classroom it is – e.g., 1A, 2B, 3C. The Study Department is on the 3rd floor, and the Management Department is on the 3rd and 4th floor.

Interesting places (not only for studying)

There are several places at UCT where you can study or spend time before the next lecture.

In Building A, you can sit or charge your laptop in front of the entrance to the large AI and AII lecture halls, while „Apsida“ offers a quiet sitting area in the school yard.


In Building B, you will find “Respirium” on the ground floor (to the right of the main entrance) and new smaller “Respirium” with couches on the first floor of the Klokner Institute. There are also

computer study rooms (across from Respirium and in room B15) or classroom B09 for reservation. If you want a breath of fresh air between lectures, check out the courtyard by the chimney.

Toilets can be found on every floor of every building. In Building A, the ladies' room closest to the entrance are on the left side of the turnstiles, and the men's room on the other side. In Building B, it's the other way around. There are also showers in each building for your use.

Where to eat/drink?

Canteens and buffets in Dejvice

In Dejvice you can eat in two canteens, which belong to the Czech Technical University (CTU). You can pay there using your ISIC/UCT card (hereinafter referred to as "ID card"), to which you deposit money at the cash desk in the canteens. You have one joint account in these canteens. You can find the opening hours and menus on their website ( [cvut, canteens, menus](#)), in the Canteens of the CTU app or in EMIL.

- **Studentský dům Canteen or „The Red“** It is located behind the Faculty of Architecture of the Czech Technical University, 300 meters from our school. It offers 6 meals every day, of which at least one is always vegetarian.
- **Technical Canteen or „The Blue“** The renovated canteen, located directly opposite the tram stop "Lotyšská", offers a wider selection of desserts and snacks. It is popular and therefore busy at lunchtime, if you go in a large group, you probably won't be able to sit together. You can even have breakfast here between 7:30 am and 10:00 am.

Tutor's tip: In order to get a student discount on lunch, you must pay with your ID card, which you can top up either in cash directly in the canteen or, for the CTU Canteen, via the “Strávník app” in which you can also check your account balance. Otherwise, you can pay for your meal in cash or by debit/credit card, but without the discount.

Carbon Café At the B building's porter, go down the stairs, turn right and then down the stairs again. You can get a coffee, a pastry, or even a beer here. The advantage is that it's right in the school building, so you don't have to walk far!


Buffets in the school There are two buffets in the school. One in building B, just behind the main entrance, and the other – U Miláčka in building A. To get to “U Miláčka”, head to the right past the turnstiles in Building A, then follow the hallway to the side staircase. You can buy a caffeine boost and some goodies here.

Cafe Prostoru Across from Building A in the NTK building is Cafe Prostoru, where you can have a coffee, soda, beer or something good to eat.

What about in the dorms?

- **Volha College Canteen (UCT Prague)** It is located in the dormitory area in “Jižní město”. It is entered either through the back entrance of the Volha dormitory or through a glass door from the lobby. The same system of payment with your ID card applies there, but the money account is not the same as the CTU account. Therefore, you need to charge your credit in this canteen separately.

You won't be hungry in Holešovice either

There are several businesses in the vicinity of the school building that offer discounts for students with ISIC/UCT Prague card, and you can find many other interesting spots on the Studentské Holešovice map ( [maps, studentske holesovice](https://maps.studentskeholesovice.cz)).

Čtyřka (Komunardů 30) Located near the LaFabrika Theatre, it offers Czech and international cuisine at affordable prices (10% discount).

Il Bistro (Jankovcova 1566) Excellent international, mostly Italian cuisine (15% discount).

Jez Kantýna Libeňák (Jankovcova 2) Ready meals, soups, salad bar and dessert – go for lunch, with ISIC card you are entitled to a discount.

Naše Toustárna (Dělnická 1565) Toasts of all kinds made from homemade ingredients and delicious coffee (10% discount).

Phill's Twenty7 (Přístavní 27) Cool bistro with delicious international cuisine (10% discount on takeaway and outside lunch times [11am-3pm]).

Phill's Corner (Komunardů 26) The second branch of Phill's Twenty7 offers breakfast, lunch, or an afternoon coffee (10% discount on takeaway).

**FIRST TIME GOING TO THE BUILDING C, EXTENSION X,
MINERALOGICAL COLLECTIONS OR THE A BASEMENT**



I AM GOING ON AN ADVENTURE

**Need
help?**

Tutoři
tutori@vscht.cz

The Dean's Office of your faculty
Study Department

...need advice on
organizing your
studies?

...need an
extraordinary
study plan?

...need to edit
your personal
data?

...need
tutoring?

...need to
edit the
subject list?

Office for SSN
(CCC)

...are a student
with special
needs?

**Who to write to
if you can't
find it on the
web and you...**

...have mental
problems?

...need to change
your schedule?

...have questions about
accommodation?

Psychological
Counseling (CCC)

...have lost your
SIS password?

The Administration
of University
Facilities

The Dean's Office of your faculty
Study Department
(After enrollment)

...have encountered
inappropriate
behaviour?

Computer
Centre

Positive Social
Environment at UCT Website

Do you need to sort out study matters?

Each faculty has its own Dean's Office, Department of Economics and Management has a Study Department. These basically function as the office where you will handle all student affairs with your study officer.

For example, you'll deal with the following matters:

- study confirmation
- enrolment in the next semester
- individual study plan
- interruption/termination of studies
- request to transfer to another study programme


It is advisable that you **make all arrangements for your studies in a timely manner** and respect office hours. Also, don't forget to keep an eye on the official noticeboard where useful information may appear.

You can find out who your study officer is and when office hours are scheduled at faculty/department website.

The Dean's Offices are located on the 1st floor of Building B (Klokner Institute/Zikova), the Study Department of the Department of Economics and Management can be found in the building in Holešovice (Jankovcova 23) on the 3rd floor.


Or ask the Tutors! Tutors, senior students who have already gone through all the formalities a few times during their studies and are specially trained to help students, can assist you with:

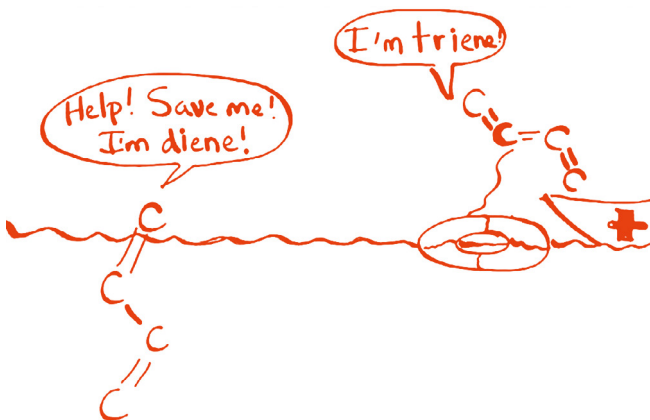
- SIS and subject orientation
- study regulations (what are your rights and obligations)
- subject tutoring
- orientation in the school and its processes
- involvement in extracurricular activities

They can give you advice by email (tutori@vscht.cz), and you can often meet them in person at various events they co-organize (registration, freshman pubquiz, textbook exchange, etc.), check their website to see what they can offer you ( [vscht, pkc, tutors](#)).

Tutor's tip: Even if you feel like your question is trivial, ask. It's better to be early than late. Because even the nicest study officer cannot bend the school regulations for you, and if you don't try to solve your issue in time, you may not figure it out at all. So don't worry and ask, no one will rip your head off!

Looking for tutoring?


If you're not good at a subject, for whatever reason, try to make up the gaps and get a tutor. Don't hesitate to look at the database of tutors (usually older students from UCT Prague who know exactly what the subject is about) managed by Tutors ( [vscht, pkc, tutors](#)).



Having trouble studying? Do you have a disability?

Everyone can study at UCT Prague regardless of the obstacles arising from their health condition. Whether you know that you have problems with dyslexia, for example, or you just feel that you are not keeping up, turn to the Counselling and Career Centre, which helps all students with special needs (SSN) ([vscht, pkc, students with special needs](mailto:vscht@pkc.uctprague.cz)).

Is it too much for you?

Studying (and life itself) can sometimes lead you to a situation that can feel unpleasant and difficult to handle or deal with. Problems during studies and challenging exams in your personal life are solvable. If you feel like you need to talk to an expert about your problems, you can arrange a consultation with the school psychologist ( [vscht, pkc, psychological counselling](#)). You can discuss your situation together and look for a suitable solution.

Counselling is also open to everybody who has been subjected to any form of discriminatory behaviour (sexual, gender, racial related, or any other), whether by fellow students or school staff, [see below](#).

Can you get a scholarship?

UCT Prague provides various scholarships to students. Ask your study officer or contact the Department of International Relations to help you.

Exceptional scholarships for students in difficult financial situations are intended to help with solving an acute social situation. The application is submitted to the Department of International Relations, together with a Transcript of Records and two Letters of Recommendation; all applications are assessed by the Vice-Rector for External Relations and Communication.

Excellent study results scholarship is given to the students with excellent study average (1.00–1.80). The application is submitted to the Department of International Relations, together with a Transcript of Records and two Letters of Recommendation; all applications are assessed by the Vice-Rector for External Relations and Communication.


There are also other possibilities and opportunities for financial aid. More information including deadlines and application forms can be found at school website ([🌐 vscht, financial support for students](#)).

Have you experienced inappropriate behaviour?

UCT Prague fully supports positive relationships in the university environment, respect for others, a collegial, open and balanced way of acting and communicating. The academic community and employees respect and adhere to the Code of Ethics of UCT Prague. Joint efforts for a cultural, fair and friendly environment, and rejecting all forms of behaviour that violate human dignity, including discrimination, aggression, coercion, intimidation or other forms of bullying, is essential.

If you encounter inappropriate behaviour and a contradiction with the university's ethical principles, do not be afraid to speak up. It can be, for example, interpersonal conflict, ambiguities regarding faculty policies and/or procedures, humiliating behaviour, unfair treatment, bullying, etc. during educational or creative activities as

well as during other activities. The situation can also be reported anonymously.

All the information and procedures on this topic can be found on the website ( [vscht, positive social environment](#)).

How to avoid plagiarism?

What is plagiarism? Plagiarism is „the representation of another author’s intellectual work, borrowed or imitated in whole or in part, as one’s own“ (source: ISO 5127-2003). In other words, if you present another author’s idea (whether written, visual, spoken) in your work and do not properly acknowledge the source, you are committing plagiarism. You are violating the rules of scientific ethics and copyright law.

When citing intellectual works in your own texts (term papers, theses, etc.), it is always necessary to cite them properly. You can find out how to cite on the web with a bit of googling, or you can learn how to do it in NTK. This will be especially important later when writing your bachelor’s thesis (and beware, each faculty has its own rules and uses a different „citation standard“).

Please keep this in mind even if you want to record a lecture – always ask the teacher if he or she is comfortable with it.

Can you use AI to write your texts?

You can use text editing and authoring software tools, i.e., artificial intelligence, to write your texts. Whether it's simple assistance (e.g., translators, spelling and grammar checkers, etc.) or complex artificial intelligence (e.g., Open AI in the ChatGPT implementation), texts created by software tools are considered as input only and **the responsibility for the result is always entirely with the author who processes the text, i.e., you.**

Always verify AI outputs (claims, references, etc.) because AI can and does get confused! If you want to use more complex AI, get to know the issues of these tools in more detail beforehand (they can certainly serve you well, but they have their bugs and loopholes).


Documentation produced by software and AI is not considered original work and does not need to be directly cited. However, it is necessary to mention in the work that the tools were used (which ones, to what extent, in which parts of the text).

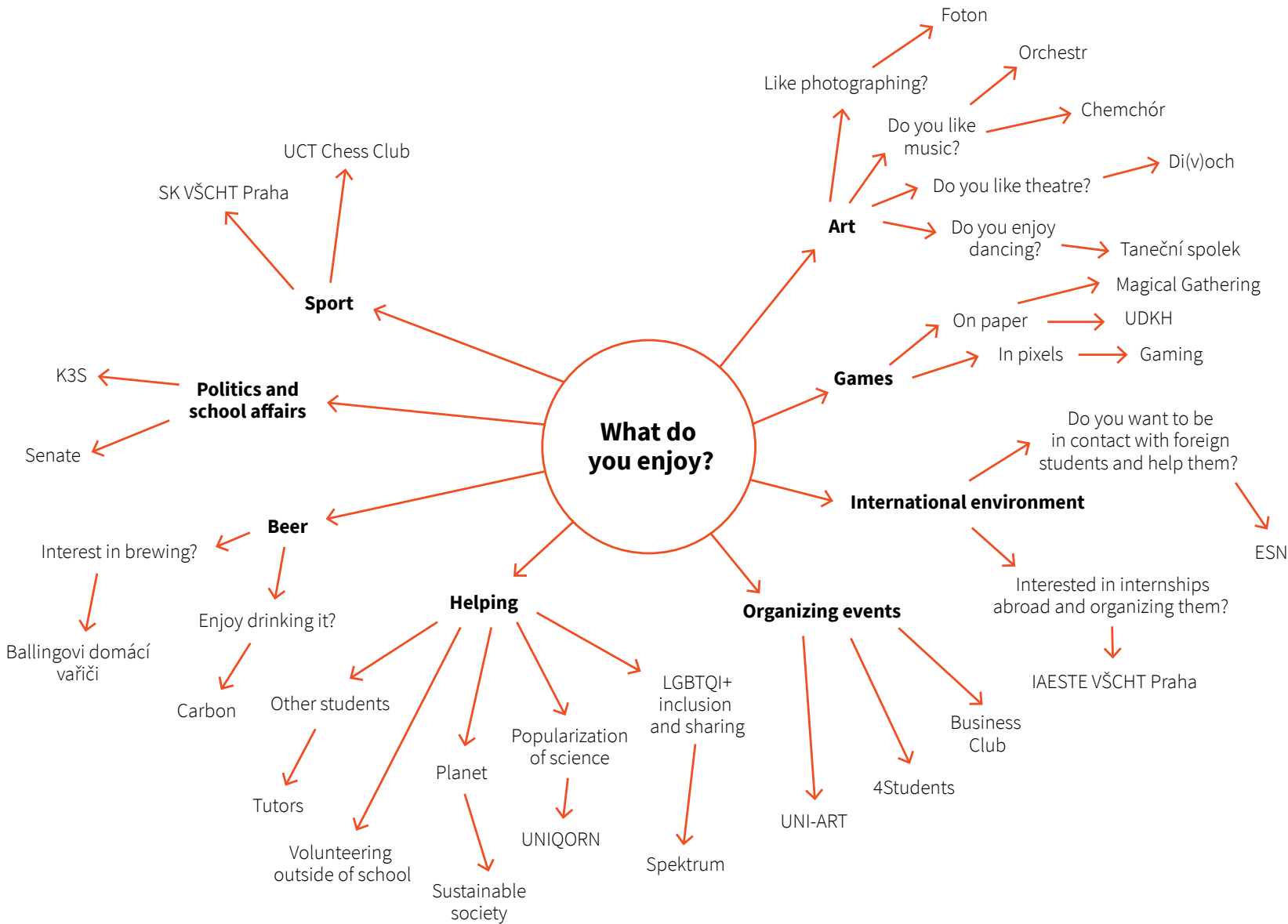
**I'm
studying,
so what's
next?**

Presentation in front of the class, communication in a foreign language, working on a group project and agreeing with others, planning duties and the sequence of exams... At first glance, it seems that these things are quite trivial compared to chemistry, but usually they're not. Soft skills, as all these „small“ skills are collectively referred to, are and will be an important part of your everyday life, so it's good to work on them constantly. You can look around for options even in freshman year, but you will probably have more space for these activities later.

University Clubs and Academic Senate

To pursue some extra-curricular activity, whether it be singing, climbing or playing chess, is always a nice break from study duties and opportunity to make new friends. At UCT Prague, you can benefit from a number of university clubs for that matter, we have created a simple scheme for you according to your interests.

For more information about clubs, visit their website ( [vscht, aktivni](#)). If you're interested in any of them, don't hesitate to contact their leader! It is also possible to start your own club and pursue a previously "uncovered" topic.



Tutor's tip: You don't have to join the club as a permanent member right away. If you're interested in an activity but can't/won't commit to it right now, at least go to one of the organized events, which are often open to the public. Invitations usually come in the school email, or you can find them on social media.

K3S (Collegium of Student Senates and Clubs) Active students, whether they are student senators or representatives of clubs, meet in K3S. The main importance of K3S is to unite student forces in the realization of common interests ([🌐 vscht, k3s](#)).

- Every year K3S organizes the Šípek University Championship to decide the best faculty/department in various disciplines. A team led by a captain competes in events such as tug-of-war, dragon boat race and chess tournament. Anyone can participate; if you want to be a member of a team, contact the captain ([🌐 vscht, sipek championship](#))!


The Academic Senate of UCT Prague and the Academic Senates of the Faculties are involved in or directly decide on many events at the school. They elect the rector and deans, approve internal regulations, have a say in the management and equipment of the school, defend the rights of the members of the Academic Board and are the mediator between students and the management, etc. Members are active students and academic staff. If you have the desire and motivation to make a difference or push for something, go for it ([🌐 vscht, senate](#))!

Courses

The Counselling and Career Centre of UCT Prague organises courses and workshops on various topics that may be useful in your life, right in the school. Choose what interests you, whether it's time management, communication skills, financial or legal literacy or relaxation and stress management. It also offers lectures with company representatives or the opportunity to try your hand at a case study. Everything is free of charge; all you have to do is sign up early.

You can also benefit from the National Library of Technology's offer, which you can use especially when writing professional papers – they will teach you how to structure your work appropriately or how to handle citations like a pro; you can also arrange an individual consultation.

At Maker Institute workshops, you can take a break from theory and get hands-on – for example, you can learn how to work with a 3D printer and various other technologies, participate in creating social impact projects using technology, or even become a trainer yourself!

Find more information, current offer and registration at the website ( [vscht, pkz, courses](https://vscht.pkz.cz/courses)).

Don't be afraid to get involved in other activities outside of school if you're interested... Language courses, art courses, everything counts! Just always make sure the course is of good quality – read reviews, ask around, or see if anyone has experience with the provider.

...and then what next?

Study and study hard. The basics you learn in your freshman year, whether it's factual knowledge or how to acquire it (by which we mean things like effective studying and a style that suits you, good time-management, or the right way to turn your brain off and relax), will be used throughout your studies and beyond. It's not for nothing that employers like to choose graduates of UCT Prague – they know that they are capable, organised people with an eye for detail and logical thinking.

In your freshman year, it's important to master... the freshman year. In later years, you can focus on gaining more skills or go abroad and gain invaluable inspiration for life. There are other guides to help you with that.

Good luck for now!

Campus Dejvice map



UCT Prague



Cafeteria



Bus



Sport place



Tram



Library



Subway



Swimming pool



Buffet



Parking



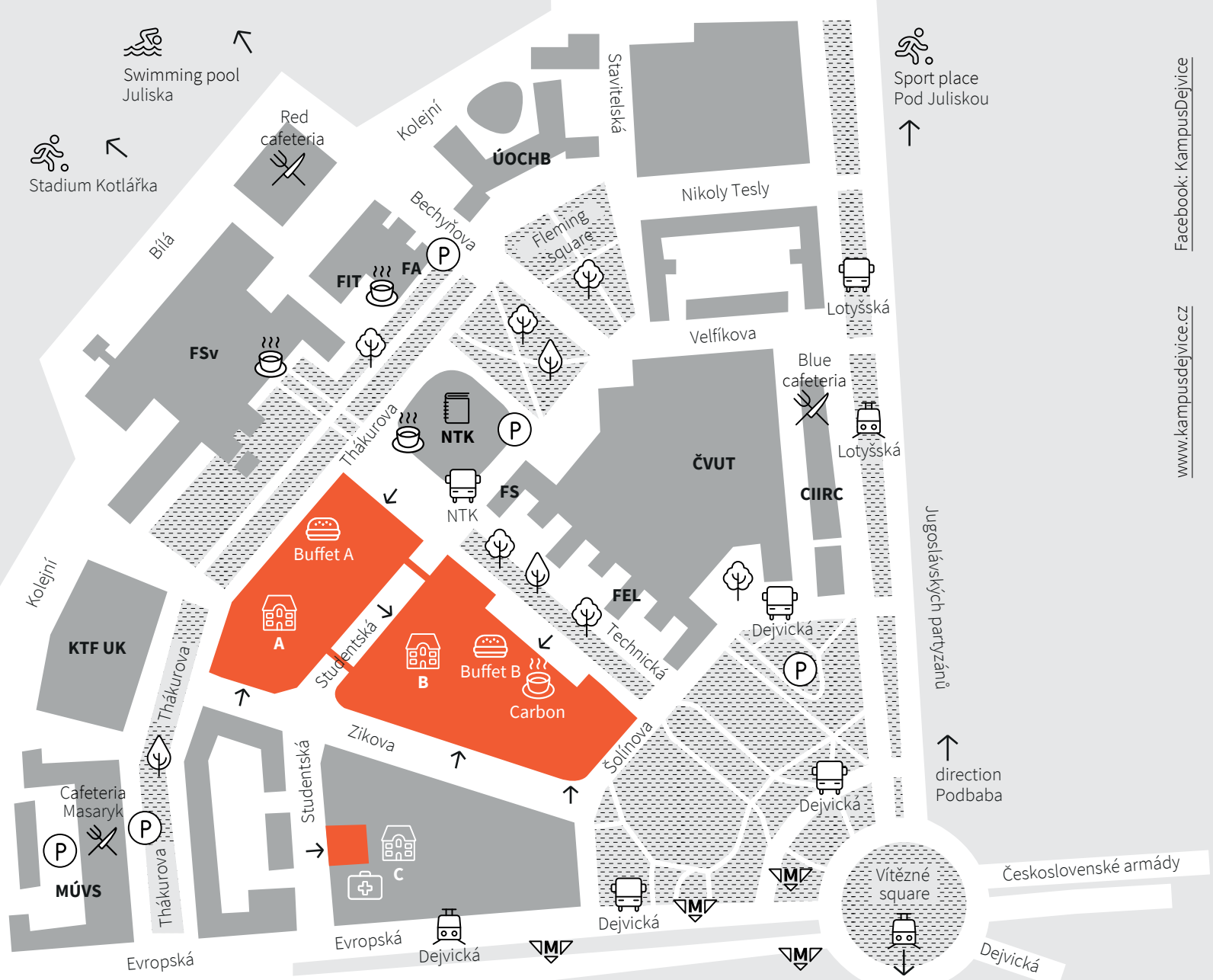
Cafe



School doctor

Other institutions

NTK	National Library of Technology
IOCB	Institute of Organic Chemistry and Biochemistry
CTF CU	Catholic Theological Faculty
ČVUT FSV	Faculty of Civil Engineering
ČVUT FS	Faculty of Mechanical Engineering
ČVUT FEL	Faculty of Electrical Engineering
ČVUT FA	Faculty of Architecture
ČVUT FIT	Faculty of Information Technology
ČVUT CIIRC	Czech Institute of Informatics, Robotics and Cybernetics
ČVUT MUVS	Masaryk Institute of Advanced Studies



Swimming pool
Juliska

Stadium
Kotlářka

Red
cafeteria

Kolejni

ÚOCHB

Stavtelská

Nikoly Tesly

Sport place
Pod Juliskou

Bílá

FIT

Bechyňova

Fleming
square

Lotyšská

FSv

Velfikova

Blue
cafeteria

Lotyšská

Thákurova

NTK

NTK

FS

ČVUT

CIIRC

Buffet A

A

NTK

FEL

Dejvická

Studentská

B

Buffet B

Carbon

Technická

Dejvická

Jugoslávských partyzánů

KTF UK

Studentská

Zikova

Solinova

direction
Podbaba

Cafeteria
Masaryk

MÚVS

Studentská

C

Evropská

Dejvická

Dejvická

Dejvická

Vítězné
square

Československé armády

Dejvická

Facebook: KampusDejvice

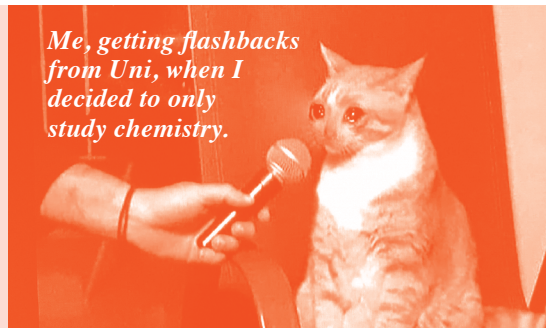
www.kampusdejvice.cz

Job offer

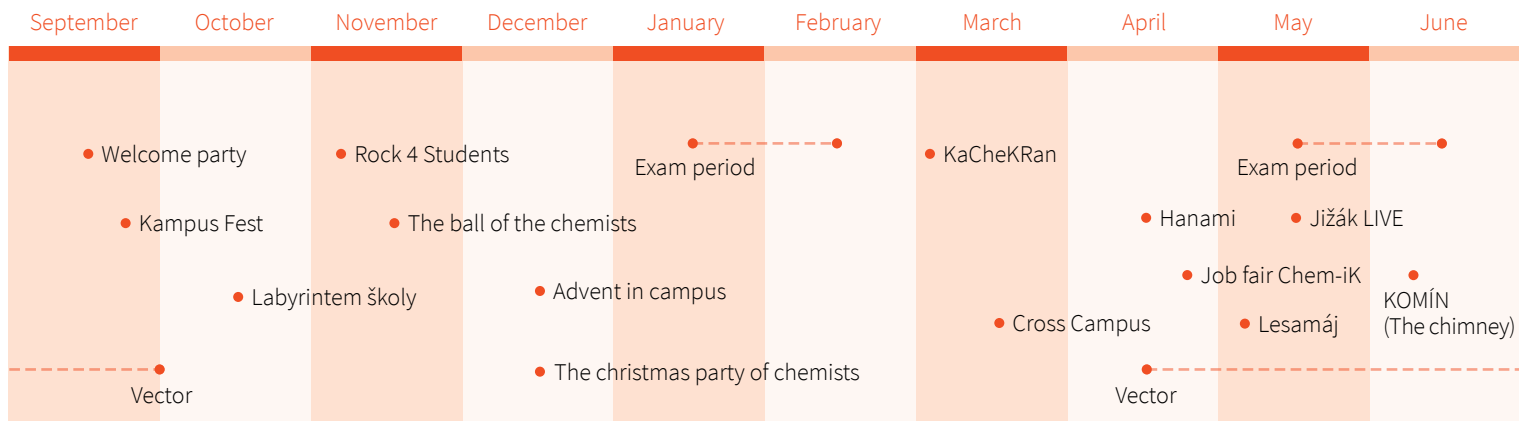
We value team work and soft skills as much as qualification in the field



Me, getting flashbacks from Uni, when I decided to only study chemistry.



Overview of UCT Prague events



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Jakub Halbrštát

(1st issue: P. Nekvapilová, L. Wohlrábová)

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together with the IAESTE VŠCHT Praha and Tutors

Expert guidance and patronage of the project

Karolína Hanáková, Richard Nevšímal

(1st issue: R. Nevšímal, B. Uhlíková)

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