



Sustainable Constructions under Natural Hazards and Catastrophic Events

STUDENT'S HANDBOOK

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1. Foreword

Dear students,

welcome to SUSCOS_M master course. For most of you, this will be a brand new experience. You may feel a bit afraid and alone at first, but very soon you will find new friends and make friendships that will last forever. And, at the end of your stay, you will feel that you can accomplish anything and that the world is yours.

The following three semesters will offer a wonderful mixture of new experience. Besides hard studying, much more is waiting for you throughout your stay. You will enrich your life path through living in various places, adapting to and absorbing different cultures and life-styles and enjoying the new environment with all it offers.

It is a privilege to have the opportunity to study abroad, and I am glad that you have been given this privilege. I hope you will use it well, and will have a rich and happy study experience at European prestige Universities.

With a wish of best luck in your studies,

Frantisek Wald

Head of the Department of Steel and Timber Structures at CTU in Prague
SUSCOS_M Coordinator

2. General Information

2.1 Passport

It is essential to check a validity of your passport before starting the visa procedure. The passport has to be valid at least until 6 months after the end of duration of the master programme. For students, who are starting at Autumn 2012, this date is Summer 2014.

2.2 Visa

Please note, that in some cases (especially for students from third world countries) students may NOT obtain their visa. This is due to European foreign policy and there is no relationship between visa refusal and academic community.

Detailed information will be specified in relevant paragraph of this handbook for each country or will be sent by e-mail (for Czech Republic).

2.3 Student agreement

A special form will be sent to all students by email. This form must be signed, scanned and sent back via email until 1st June. By signing this form the students officially declare their acceptance of the grant and their binding intention to attend the course.

2.4 Fly tickets

All students have to find and buy their fly tickets themselves. European students have to finance their flights, for the Third Countries (TC) Grant holders there is a contribution for travel expenses corresponding to the total maximum amount of 8000 Euros to cover at least 5 flights. Please note that there are cost-limits for your fly ticket, because these tickets are financed from your grants.

For the purposes of the price control, the limit for one flight for TC students is 800 Euros. If you can't find a fly ticket under this range, please send an email to your coordinator for permission to overstep your limit.

3. 1st Term in Coimbra

All students can find almost all of this information on the web site

<http://www.uc.pt/en/driic/mobilidade>

3.1 Welcome week

The SUSCOS_M Master Programme starts at University of Coimbra in September 2012. Before the lessons start, there is a welcoming week during which the students will have chance to settle in Coimbra, meet each other and obtain detailed information about the first term. The key dates are as follows:

Start Date: Monday, 3rd of September – Opening of the academic year

Content-programme: Monday, 3rd of Sept – Thursday, 6th of Sept - SUSCOS logistics arrangements and reception

End Date: Friday, 7th of Sept. – Welcome Session

3.2 Accommodation of students in Coimbra

Students will be contacted by the International Relation's Unit staff concerning accommodation in the University Residences.

3.3 On-line enrolment

The International Relations Unit's staff will register SUSCOS students in the online Database and will send them the necessary acceptance documents for VISA procedures.

Therefore, SUSCOS students are not required to follow the online procedure as described in the International relations Unit website.

Upon arrival, students should go the International Relations Unit (DRI) and bring with them the following:

Letter of Acceptance > Accommodation address (if you have applied for University accommodation)

ID card/ Passport (if you are not an EU citizen)

European Health Insurance Card (EHIC) or a private medical insurance (if you are not an EU citizen)

Visa (compulsory for non-EU citizens, even for three months of studies)

Operational email for urgent contacts

20 EUR to pay for school tax enrolment

Two photos

DRI will ask students to:

Fill in a Data Form [your name in the University will always be as it is in your Passport];

Meet with the local departmental coordinator(s)

Go to the Foreigners' Office (Serviço de Estrangeiros e Fronteiras) to get a Residence Permit;

Go to the Accommodation Services, in case they have accommodation in a University Residence, and pay the due amount.

3.4 Preliminary 1st term schedule including key term dates

The academic calendar on the University of Coimbra for the next academic year is available at http://www.uc.pt/academicos/calendario/proximo_ano

-The academic calendar of SUSCOS - Erasmus Mundus:

Opening of the academic Year: 3rd of September

Beginning of Classes: 10th of September

Christmas holidays: 22-12-2012 to 02-01-2013

Restart of classes: 03-01-2013

End of the academic year: 25-01-2013

3.5 Visa information and requirements of the Portuguese part

If the students are not born citizens or State members of the EU they must ask for a study VISA before coming to Portugal.

How to get a Visa

Information on how to study in Portugal is available at:

<http://www.mne.gov.pt/mne/en/infocidadao/portugal/estudar/>

You may find the nearest Portuguese Consulate/Embassy to you at:

<http://www.secomunidades.pt/web/guest/PostosConsulares>

3.6 Vaccination demands, registration to GP

Students should bring their Vaccination Book (updated with tetanus vaccine)

3.7 Information, contacts and links to university clubs and societies which students of SUSCOS could join free activities

Academic Association of Coimbra (AAC): <http://www.academica.pt/>

Erasmus Student Network IP Coimbra: <http://www.esnipcoimbra.com/esn/>

3.8 Information about campus

Information, maps and others may be found here:

<http://www.uc.pt/en/sobrenos/espacosuc>

3.9 SUSCOS organizers / staff in Coimbra

For administrative support, registration, any other situation feel free to contact the Incoming Mobility team at the International Relations Office of the University of Coimbra:

Mobilidade "incoming"

Maria Teresa Silva

Telefone: +351 239 857 000

Fax: +351 239 857 002

email: mteresa@uc.pt

skype: dri_incoming

Regina Freitas

Telefone: +351 239 857 000

Fax: +351 239 857 002

email: dri.intstudy@uc.pt

skype: dri_incoming

Ana Luísa Campos

Telefone: +351 239 857 000

Fax: +351 239 857 002

email: dri.cplp@uc.pt

skype: dri_incoming

For academic/pedagogic issues please ask Professor Luis Simões Silva

Coordinator: Prof. Luis Simões da Silva / luisss@dec.uc.pt

Secretariat: Manuela Rodrigues / mmrodrigues@dec.uc.pt

4. 2nd Term at Czech Technical University in Prague

4.1 VISA

No visa is required for students from the following countries: The European Union, Norway, Switzerland, Liechtenstein and Iceland.

If visa is required check the website <http://www.mvcr.cz/mvcren/> for valid information and wait for a complex e-mail.

In Czech Republic, you are required to report to the immigration police office within 3 working days after your arrival.

Detailed information **Guide regarding visa procedures for Czech Republic** will be sent to each student shortly.

4.2 Accommodation in Prague

It's recommended to be provided with accommodation at least on first three days after coming. When you have this certainty, you can search for example for a privacy accommodation.

Mobility students may apply for accommodation in University residence, which will be provided at Masarykova student hall, or they can find private accommodation.

4.2.1 Masarykova students hall

Dormitory Fee

The dorm fee has to be paid not later than the 15th day of the payment period at the reception (approximately 3500 CZK per month & electricity fee) in cash.

Internet

Each room has an internet plug. To connect your computer, contact the net administrator. This service costs 800 CZK per semester.

Bedclothes

Change is included in the dormitory fee. You take your sheets to the small room next to the canteen H 127 (note the opening hours) and get the clean ones.

Laundry

About 6 washing machines in the building, booking needed, (ask at the reception, check www.mk.cvut.cz).

Kitchen

Three separate kitchens with oven, but no dishes (Administrators take reservations, check www.mk.cvut.cz/en/content/kolej-spravci).

Drawing & Study rooms

Nine rooms with big drawing tables, chairs and shelves. Accessible for everyone living in Masarykova (magnetic card, web page).

Gym

Small gym with basic fitness facilities (ask at the reception).

Canteen (Menza)

Providing breakfast, lunch and dinner (lunches only - no dinner - on Sat and Sun). Pay with your student ID card. (Note the opening hours).

Student club and pub

Located in the basement (note the opening hours). This is also the place where most of the Country Presentations take place.

Other facilities

Piano, dormitory grill, dark room, garages, parking

Phone

Internal calls are free. It is possible to arrange a fixed line connection for outgoing calls from your room, but students use mobile phones.

For booking kitchens, dark room, barbecue, gym and for connecting to internet contact the responsible administrator. The list of administrators is displayed on the official board in the Masarykova lobby & on www.mk.cvut.cz.

Cleaning service

There are cleaning ladies cleaning dorm rooms once a week

4.2.2 Private accommodation

The rents for private apartments are considerably higher than those for students halls. However, it is possible to rent a modest flat for 2 or 3 students for 14 000 – 20 000 CZK /month.

You can begin your apartment search on the web at:

- www.homesweethome.cz
- www.expat.cz
- www.roommates.cz
- www.maxima.cz

4.3 Orientation week in Prague

It is strongly recommended to attend the Orientation Week, which will be held in the week before classes of the second term start. In the spring term 2013 it is from 11.2.2013 to 15.2.2013. During this week, international students are introduced to the CTU educational system and are given information for their stay in the Czech Republic. They are helped to register for their courses, they meet Czech and international students, make some trips, and generally settle in before the semester begins. Do not miss this good opportunity.

DAY 1

Initial information meeting with ISC and International Office

- > “Survival in Prague”
- > Visa regulations and Insurance policy
- > Arranging all the necessary paperwork
- > ISC membership cards (a passport photo & 500 CZK)
- > Integration Evening
- > Welcome party

DAY 2

Registration at the faculties

You will need:

- study record book from the envelope (you will get the envelope from your Czech buddy or in the ISC office)
- a passport photo

You will get the list of your classes, your schedule, your email account.

2nd information meeting follows

- Introduction to the Czech Culture Course
- ISC trip registrations (ISC card & cash)

DAY 3

Last registrations (you need the study record book from the envelope & a passport photo)

- PDG - Prague Discovery Game
- Great treasure hunt organized by ISC

DAY 4-7

Various trips, either one-day or weekend events, which will introduce you to a lot of interesting places in the Czech Republic.

4.4 University ID

University ID is needed for:

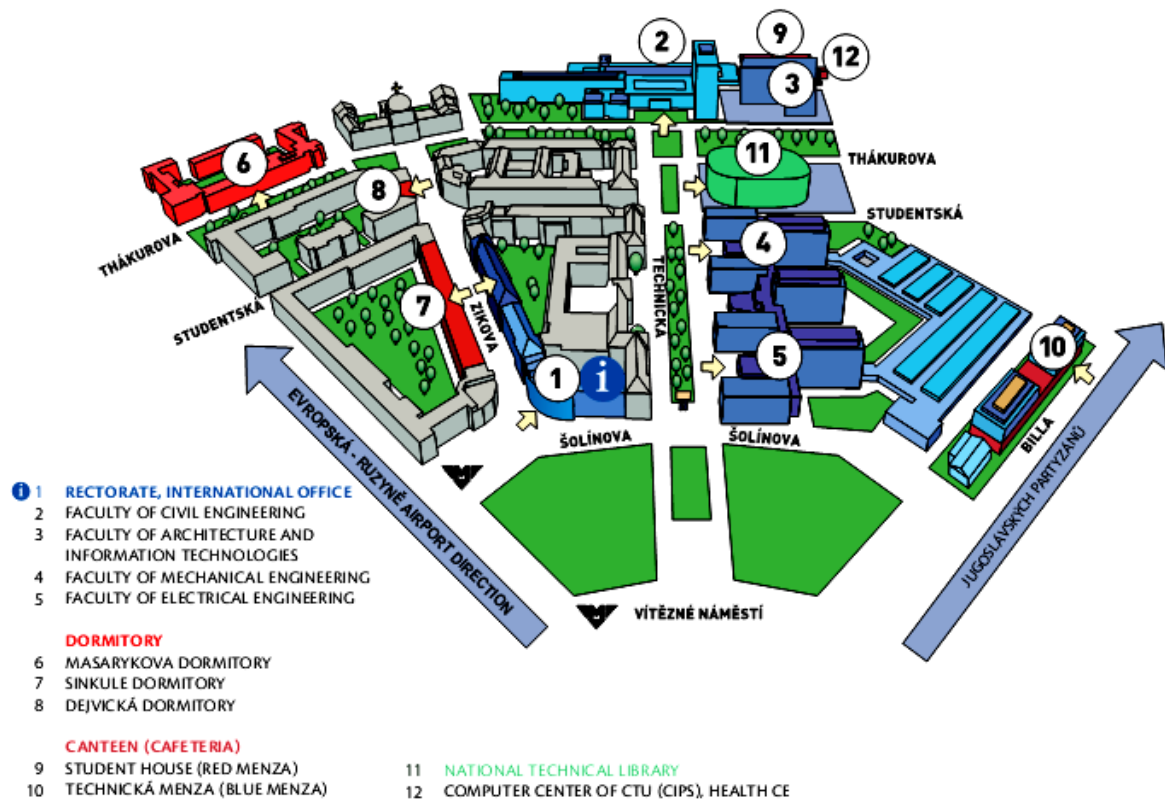
- Getting through the security system in some faculty buildings
- Using university computer labs
- Borrowing books from university libraries
- ID for your public transport

For 250 CZK you can get a combined CTU and ISIC card (international student card). This will get you even more discounts on cultural events, sport activities, etc. The standard university ID card (without ISIC) is issued free-of-charge.

Detailed information about university ID will be provided during orientation week.

4.5 University campus

The CTU main campus is located to the north-west of the centre of Prague, next to Dejvická subway station. In the Student's house, number 9 on the map below, there is a canteen for students and staff as well as the student medical centre. There is also the magnificent new building of the National Technical Library (number 11 on the map).



- 1 Dejvice, campus
- 2 Karlovo náměstí - Horská Street
- 3 Strahov, dormitories
- 4 Bethlehem Chapel (CTU ceremonial hall)
- 5 Faculty of Transportation Sciences, Konviktská 20
- 6 Faculty of Transportation Sciences, Na Florenci 25
- 7 Faculty of Nuclear Sciences and Physical Engineering, Břehová 7
- 8 Faculty of Nuclear Sciences and Physical Engineering, V Holešovičkách 2
- 9 Sport Centrum Juliska, Pod Juliskou 4



4.6 Studying materials

4.6.1 Textbooks

The books recommended for the classes will be announced at the beginning of each course. However, the bookshop at the new National Technical Library, on the main Dejvice campus, is improving this situation:

<http://www.techlib.cz/en>

4.6.2 Libraries

The new National Technical Library, equipped with modern information technology, opened on main Dejvice campus in September 2009, and the library stocks of the faculties of CTU have been moved there. An overview and links to all CTU libraries can be found at:

<http://www.knihovny.cvut.cz/home/>

4.7 Internet at CTU

In all faculties of CTU students can use computer facilities with access to the university's computer networks and consequently to information throughout the world. Many open spaces are equipped with WiFi.

Each faculty have its own computer labs. In order to get access you need to have a CTU e-mail account at your department. This is done during course registration in Orientation Week (see section 3).

All university dormitories have high speed internet access.

4.8 Sport activities

CTU students have many opportunities for physical exercise and relaxation. At the Dejvice campus is a Sport Centrum Juliska – Pod Juliskou 4, Praha 6. There is an indoor climbing wall, sauna, fitness centre.

Students who want to join sports clubs and train and play competitively are advised to contact a sports club or ISC before they arrive in Prague.

ISC organises a wide range of opportunities to take part in recreation sport.

4.9 ISC - International student club

<http://www.isc.cvut.cz/>

International Student Centres:

ISC, Masarykova dormitory,
room H397
Email: isc@isc.cvut.cz

SH ISC, Strahov Dormitory,
block 8
Vaníčková Street
Email: isc@isc.cvut.cz

The ISC rooms are equipped with PCs, a printer, a copier, a digital camera, a scanner, etc. The room is used from the morning until late at night, administered by the International Student Club.

The ISC rooms are also used for teaching Czech for foreigners, foreign languages for Czech students, Czech culture courses for foreigners, for smaller meetings and for independent study of all interested students.

ISC would highly appreciate any international student who wishes to become an “active member” of the club. There are various ways to use your creativeness, for example by taking part in the promo team to work on the ISC posters, writing articles for the student newspapers, being a language teacher in the ISC language section, and becoming a DJ in the ISC party organizing crew, etc. (If you are interested, just get in touch with any ISC team member.)

4.10 Academic calendar 2012/2013

The academic calendar of the SUSCOS_M Master Programme at the CTU in Prague will be available soon at the students intranet. The preliminary schedule of the key dates follows.

4.10.1 Spring semester

11.2.2013 - 15.2.2013	Orientation Week
18.2.2013 - 17.5.2013	Instruction in Spring Semester (13 weeks)
20.5.2013 - 28.6.2013	Examination Period (6 weeks)

4.10.2 National holidays

April 5	- Easter Monday,
May 1	- Labour Day,
May 8	- Liberation Day,

4.11 Services

4.11.1 Health care

Urgent medical treatment

Necessary and urgent medical treatment is obtainable free of charge. The health care costs are covered by the Czech health insurance fund.

Standard medical care

Standard medical care must be paid for (cash payment is normally required) unless you register after your arrival in the Czech Republic at Všeobecná zdravotní pojišťovna České republiky.

Visit Úřadovna PVZP, a.s. (Vinohradská 8, Praha 2, 120 00, tel.: 233006311), to obtain an official document providing you the same health service as for citizens of the Czech Republic, with just a small charge for consultations and prescriptions.

To obtain treatment under the provisions of the European regulations it is important to contact a medical institution that has a contract with the public health insurance system (most of them have, but some institutions are private).

If in doubt, contact the Centre for International Reimbursements, Centrum mezistátních úhrad,

<http://www.cmu.cz/>

nám. W. Churchilla 2, Praha 3,

tel.: 234 462 041

Students from non-EU countries are required to have health insurance from an authorized Czech insurance company. They should check with their insurance company before visiting a doctor whether it has a contract with that particular institution.

English speaking medical care

> At the Student Health Centre on the Dejvice campus, there is an English speaking general doctor.

MUDr. Sophie Gemperlová

Praha • Praha 6 16000, ul. Bílá 6, tel. 234606155

Městská poliklinika Praha has English speaking doctors:

<http://www.prahamp.cz/>

Spálená 12, Praha 1 , tel. 224 947 113

Nemocnice na Homolce,

Hospital (foreign pavilion)
www.homolka.cz/en-CZ/home.html
Praha 5, Roentgenova 2
tel.: 257 271 111

Medicover, www.medicover.cz
Tylovo nám. 3/15, Praha 2, Na Perštýně 10,
Praha 1
tel.: 234 630 111-112

Canadian Medical Care, www.cmcpraha.cz
Veleslavínská 1, Praha 6, tel.: 235 360 133

Mediconet, www.mediconet.cz
Na Poříčí 1041/12, Praha 1, tel.: 221 775 111

4.11.2 Travelling

A convenient way to get current info on Prague public transport is to search on: www.dpp.cz or www.idos.cz, (English version). This web site finds any journey you wish, not only inside Prague, and is reliable.

Prague's integrated public transportation network fully covers the city, including the airport. The down-town is interconnected by three metro lines, A (green), B (yellow), and C (red). The metro operates daily from 5 am to midnight and runs every 2 to 10 minutes. The tram system includes daytime operations from 4.30 am until after midnight and the night system operating from midnight to 4.30 am (night trams are denoted by a double digit number starting with 5). Buses run mostly outside the downtown area. Local trains are also included in the integrated network.

Transfer ticket for 32 CZK can be used for 90 minutes from validation.

Non-transfer ticket for 24 CZK can be used for 30 minutes from validation.

Thirty-day/Ninety-day pass

Using any public transportation in Prague, a registered student under the age of 26 pays 260 CZK for one month and 720 CZK for three months. Students over the age of 26 pay the full adult rate of 550 CZK for a one-month pass, 1480 CZK for a three-month pass, and 4750 for a one-year pass.

> **Opencard**

Students under 18 and up 26 years old have to obtain an Opencard to buy a public transport pass. www.opencard.praha.eu/jnp/en/home/

> **SMS ticket**

You can also purchase a ticket through your Czech mobile device. Just send SMS with this text:

DTP32 for 90 minutes for 32 CZK or

DPT24 for 30 minutes for 24 CZK or

DPT110 for 24 hours for 110 CZK or

DPT310 for 72 hours for 310 CZK

and send it on tel.: 902 06. In two minutes you get an SMS back with the actual ticket.

Taxi

In order to avoid an overpriced ride in a street taxi, we recommend you to call a telephone Taxi booking company, such as:

AAA Radio taxi 140 14

City taxi 257 257 257

Agencies specializing in student travel, providing a high-standard service for reasonable prices:

www.studentagency.cz,

www.pelikan.cz/en

www.cd.cz/en

4.11.3 Embassies

http://www.mzv.cz/jnp/en/about_the_ministry/links_concerning_foreign_affairs.html

4.11.4 Emergency phone numbers

Emergency call	112
Fire emergency	150
Police	158
Municipal police	156
Police station in Prague 6 (Pelléova 21, Prague 6)	974 856 740
Prague Information Service (PIS)	221 714 444
Directory inquiries (Prague and CR)	1180
Directory inquiries (International)	1181

4.12 SUSCOS organizers / staff in Prague

Foreign affairs

Klátová Věra

Phone number: (+420) 22435 4887

email: vera.klatova@fsv.cvut.cz

University affairs

Sejbalová Eva

Phone number: (+420) 22435 4394

email: sejbal@fsv.cvut.cz

Coordinator

Ondřej Svoboda

email: ondrej.svoboda.4@fsv.cvut.cz

Jan Tomšů

email: jan.tomsu@fsv.cvut.cz