Welcome. It Takes Courage to leave one’s comfort zone in search of new educational and cultural experience abroad. When our international students come to campus, they can be faced with many challenges, from troubles understanding the lectures to different unspoken cultural rules. While these challenges can be daunting, international students can benefit greatly from being part of a new culture, new environment and building an expanded network of friends from around the world. We are proud you have chosen FME CTU and we are here to support you on your journey.

**Organization of the study**

**Academic year**
The schedule of the current academic year is available at [www.fs.cvut.cz/schedule-of-academic-year/](http://www.fs.cvut.cz/schedule-of-academic-year/). Please, pay particular attention to the dates of the end of classes and of the examination period. If your stay is shorter and you would not have time to take your exams during the examination period, notify your teacher as soon as possible and negotiate an individual procedure with him or her.

**Courses**
Your course timetable can be found at the website [kos.fs.cvut.cz/timetable/student](http://kos.fs.cvut.cz/timetable/student) (CTU login and password is required). Timetable of all faculty courses is available at [kos.fs.cvut.cz/timetable/all](http://kos.fs.cvut.cz/timetable/all)

The courses usually consist of lectures, tutorials and laboratories. Lectures provide an explanation of basic principles, methodology, problems and sample solutions. **The attendance at lectures is highly recommended**, but it is not mandatory. Practice-oriented tutorials and laboratories supplement your lectures. They are based on the teacher-assisted applications of students’ knowledge acquired in lectures and during students’ independent work. **The participation in tutorials and laboratories is compulsory.** Your teachers should acquaint you with the requirements for successful completion of the course at the beginning of the course.

By successful completion of the course the student gets one of these classifications: an assessment (a), a graded assessment (ga), passing an exam (ex), or a combination of an assessment and passing an exam (a, ex). At the beginning of the lesson your teacher should inform you about the requirements for successful completion of the course. Study results also depend on the student activity during
classes. The study results are recorded into the electronic credit book in system KOS. Do not forget to check your records there. If you find a discrepancy, immediately notify the relevant person (teacher, head of department or the vice-dean for study).

Other
It is highly recommended to regularly check your email address for any news from teachers and university.


Study related questions
I already know my timetable from the website kos.fs.cvut.cz/timetable/all, but I cannot find the room. Location of all faculty rooms is described at: www.fs.cvut.cz/en/studies/bachelor-and-master-studies/location-of-lecture-halls-and-classes

I am a foreign student interested in Czech language.

Various sports are offered to degree seeking students. The services are provided by the Institute of Physical Education and Sport CTU in Prague, www.utvs.cvut.cz/en/. According to the study plan, students have a compulsory sport course in the second and third semester of study. It is possible to enrol an optional sport course in the other semesters.

I did not pass the exam. What are my options?
You have a possibility to repeat the test. CTU Study and Examination Rules give the opportunity to repeat it twice under certain conditions given by Article 10, paragraph 4. (www.cvut.cz/en/internal-ctu-regulations)

I do not consider my grading to be objective. What are my options? You can ask the head of the institute (department) to re-evaluate the test or to take a re-examination before a three-member committee. The re-examination is possible only if student still has one more attempt left. The committee is appointed by the head of the institute (department). The examiner may also request a remedial test.

Can I receive a grade F (failed) because I missed an exam? Yes. If you did not attend the exam and did not unsubscribe or apologize in advance, you can be graded failed.

Who should I contact in case of troubles?

Sometimes things may go differently than you expected. If this happens, do not panic, there are people who can help you. Vast majority of problems arise due to slow or low communication and unspoken thoughts. Weak moments can affect both you and the faculty staff. Do not be afraid to talk about problems in time, you will help yourself and your followers. The world is not static, we all are permanently learning :-)

If you feel that you are missing any information, first try to check your email, including the spam folder and the faculty or university website.
If that does not help, contact your teacher (issues with a specific course), study department www.fs.cvut.cz/en/studies/bachelor-and-master-studies/study-department (study plan, study certificate, etc.).

If that is not enough, it is good to contact the head of the relevant department (course issues) or the vice-dean for studies (general study issues).

If that does not help either, contact the vice-dean for external relations.

**Students life, opportunities, career**

Formula Student team (cartech.cvut.cz/en) consists of about 30 students from all levels of university education. Majority of team members study mechanical or electrical engineering at CTU in Prague. Team structure is divided into Technical and Project groups. Every student has unique chance to challenge its technical, social and language knowledge and abilities. Formula student offers unique opportunity to gain experience in racing team and prepares students for their further career.

International Student Club (isc.cvut.cz) is a club, which takes care of foreign students coming to CTU and help them to overcome the initial difficulties in an unknown environment.

Student Union (www.su.cvut.cz) is a student organization with a wide range of clubs and activities. Every student can actively or passively get involved and enjoy student life to the fullest. The CTU student union consists of almost twenty different clubs that prepare countless regular and even more irregular events and activities.

Sports grounds, sports and gyms (www.utvs.cvut.cz/en, fitcentrum.siliconhill.cz)

Career services for non-Czech speaking students (www.kariernicentrum.cz/career-services). Career counselling, job offers, mentoring programme. Would you like to help? Would you like to know more about how we can help? Interested in any of services? Contact us at kariera@cvut.cz

Association for the Exchange of Students for Technical Experience IAESTE (www.iaeste.cz/index.php/trainee) offers students the opportunity to travel abroad for internships, to see to the world and learn something new.

**Good luck, enjoy your stay at FME**
Useful links

www.fs.cvut.cz/en/staff/service-department/computing-services-centre - Computer Services Center (services, manuals, contacts, IT news)


dups.fs.cvut.cz - User database (login and password management, email forwarding)

my.fs.cvut.cz - Web browser email and timetable management.

www.fs.cvut.cz - Official web page of Faculty of Mechanical Engineering

people.fs.cvut.cz - Faculty and university staff list (emails, phone numbers, room numbers)

kos.cvut.cz - Web interface to “KOS” database (student credit book, student timetable, registration for exams)

kos.fs.cvut.cz - Web overview of all running courses at Faculty of Mechanical Engineering (time, teachers, rooms)

ist.cvut.cz/en - Central web page for all IT applications at CTU

usermap.cvut.cz - Database of all CTU staff and students with search (emails, rooms, ...).

download.cvut.cz - Download page for licenced software packages available to CTU students

helpdesk.fs.cvut.cz - You can use this Helpdesk to get an answer / help to your faculty related question / problem.

helpdesk.cvut.cz You can use this Helpdesk to get an answer / help to your university related question / problem.