



University of West Bohemia

INTERNATIONAL STUDENT BROCHURE

Parallel Study Programme in English

Socrates – Erasmus Student Exchange Programme

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Welcome to the University of West Bohemia in Pilsen!



As the Rector, I would like to extend a warm welcome to you who, as an **international student**, have chosen to study at the University of West Bohemia. I firmly believe that your international experience at our University will be filled with enjoyable and challenging encounters, academic and social, and will prove to be a worthwhile investment for your future.

Before the University is presented in more detail, I would especially like to emphasize that the University of West Bohemia is fully committed to the internationalization of its education. International student exchanges and research associations with various universities in Europe, America, and the rest of the world are carried out within the framework of bilateral Memoranda of Agreement and numerous projects funded by the European Commission.

One of the major events in the University's international programme is the three-week International Summer Language School held each July since 1990. In a truly international setting, it offers language courses of Czech, English, French, German, Russian, and Spanish for students who come from many parts of the world.

This International Student Brochure was published by the University partly with the aid of the generous grant provided by the **European Commission** within the framework of the **Socrates-Erasmus** programme. The purpose of this brochure is to introduce you to study programmes offered in the English language at our University. It presents general information about the university, official information about academic programmes, regulations for international students wishing to take one of the **Parallel Study Programmes** offered in English, and information for **Socrates-Erasmus exchange students**. The Parallel Study Programme in English, its requirements and study content are Senate-approved, and the Socrates-Erasmus student exchange programme is governed by the guidelines stipulated in the Institutional Contract signed between the European Commission and the University.

The information described in this International Student Brochure is accurate at the time of publication. The University reserves the right, however, to make changes in this brochure at any time without prior notice. Hence, all international students are advised to consult the most current information available from the University and the academic adviser(s) for the programmes concerned, before making final registration decisions.

Please visit <http://international.zcu.cz> for the latest information.

In conclusion, the increasing globalization of the world indicates that there is a demand for students who have an international education. Participation in the Socrates-Erasmus study exchange programme will introduce you to a Czech institution of higher education that will enable you to gain an understanding of some aspects of internationalization. Enrolment in the Parallel Study Programme offers you a complete university education taught in English which will in turn enhance your future career opportunities.

Sincerely

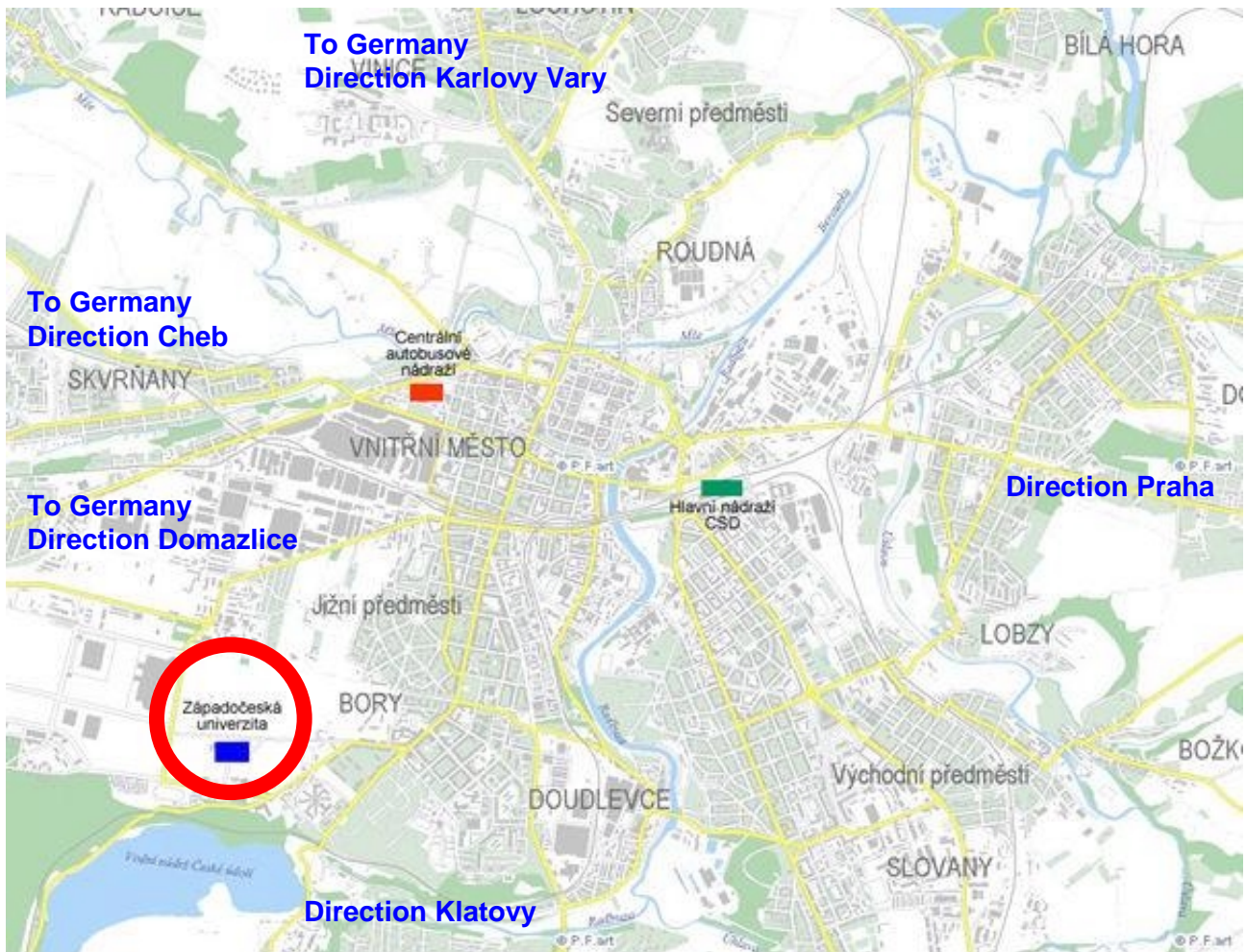
A handwritten signature in black ink, appearing to read 'Zdeněk Vostracký'.

Prof. Ing. Zdeněk Vostracký, DrSc.
Rector

1.1. Campus Location

The University of West Bohemia is located in Pilsen, the largest city in West Bohemia and the fourth largest city in the Czech Republic. Pilsen lies about 78 km from Prague and its international airport and 80 km from the German border. It is not only an industrial city, famous for its brewery and the Škoda works, but it is also a centre of culture and education.

1.1.1. Routes to UWB



1.2. History

The University of West Bohemia was established by the decree of the Czech National Council in 1991 when the Institute of Technology in Pilsen and the College of Education were merged.

The Institute of Technology was founded in 1949 as a branch of the Czech Technical University in Prague. In 1953, it became an independent institution and began to grow rapidly. In 1960, it was divided into two faculties: Mechanical Engineering and Electrical Engineering. For the greater part of its existence, the Institute provided courses for students preparing for careers in mechanical and electrical engineering. Two new faculties - the Faculty of Applied Sciences and the Faculty of Economics - were established in 1990, a few months after the Velvet Revolution.

The College of Education was founded in 1948 as a part of the Faculty of Education of Charles University, Prague. For some time it operated as an independent Higher School of Education, then as an Institute of Education, and since 1964 as an independent College of Education that trains teachers for both primary and secondary schools. Since 1991, the College of Education has been a part of the University of West Bohemia.

In 1993, the Faculty of Law was founded in order to meet the increased demand for legal education arising from the changes in the Czech economic, social, and legal systems after 1989. Ten years after the Revolution, a seventh faculty - the Faculty of Humanities - was established, after having existed as the Centre for the Humanities at the Faculty of Law since 1998.

In addition, after the introduction of the Higher Education Act, the attribute “in Pilsen” was added to the University’s name in Czech (i.e. Západočeská univerzita v Plzni).

The University of West Bohemia offers higher education in many different programmes. The University attracts students from all over the country and abroad. It is the only institution of higher education in the West Bohemian region that prepares local and international students for a wide variety of careers: **economics, education, engineering** (electrical and mechanical), **humanities** (philosophy, social and cultural anthropology, archaeology, languages), **law** (public administration), and **science** (computer science, applied mathematics, physics, mechanics).

1.3. The Region of West Bohemia

Pilsen, the metropolis of West Bohemia, was founded by the Czech King Wenceslas II. While sightseeing, many of the historical buildings built in the Middle Ages and the extensive underground passages offer interesting glimpses into the city's rich past.

Today, Pilsen is not only an industrial city, famous for its brewery and the Škoda works, but it is also a centre of culture and education. The city boasts two large theatres and several smaller theatres that offer drama, opera, and ballet performances from the beginning of September until the end of June. The music scene offers performances by various local and foreign professionals once a week in the city's concert hall. Numerous museums and art galleries house collections of Czech and foreign paintings, Czech folklore, and historical artefacts.

1.3.1. Places to Visit

Apart from the significant cultural centre in Pilsen, extensive forests and countryside villages with lovely castles and churches to the north, south, and south-east of Pilsen attract visitors all year round. The proximity of Prague and Germany (i.e. Nuremberg and Munich) make it possible to undertake one-day trips and participate in various events.

The University Recreational / Educational Facilities: <ul style="list-style-type: none">• Chalet Rybník in the Czech Forest• Chalet Pernink in the Ore Mountains• Castle Nečtiny	Masarykova 77, Pernink Rybník 43, Hostouň Nečtiny Hrad, Nečtiny
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Also nightlife in Pilsen offers an exciting variety of bars, clubs, discotheques, and restaurants that satisfy every taste and expectation.

For information about additional places to visit, please visit the following site:

City Information Centre Plzeň email: infocenter@mmp.plzen-city.cz http://www.zcu.cz/plzen/guide	nám. Republiky 41, Pilsen Tel.: 00420/19/703 27 50 Fax: 00420/19/703 27 52
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1.3.2. Where to go for Recreation

Pilsen's parks and immediate surroundings are ideal for walking. For serious hikers and skiers the Šumava mountains not only offer well-marked hiking paths and slopes with ski-lifts but also an opportunity to enjoy beautiful scenery and unspoiled nature.

In addition to sports grounds open to the public, Pilsen has several tennis courts, stadiums, swimming pools, fitness centres, and saunas.

The Sports Centre, located close to the University campus at Bory, offers excellent facilities including indoor halls, gyms, swimming pools, and tennis courts. The University also owns one chalet in the Ore Mountains and one in the Czech Forest. These facilities attract visitors all year round, and they are both very popular with hikers and skiers.

1.4. Internationalization

The University of West Bohemia is fully committed to the internationalization of its education through international student exchanges and research associations with various universities in Europe, America, and the rest of the world. Cooperation is carried out within the framework of bilateral Memoranda of Agreement and various European Union projects. Since 1990, the University has been participating as coordinator and partner in numerous projects financed by the European Commission such as:

Tempus	Erasmus	Minerva	Lingua	Leonardo da Vinci	5 th Framework
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1.4.1. Socrates-Erasmus

The University of West Bohemia has been involved in the Socrates-Erasmus programme since 1998. The University has greatly benefited from the wide variety of activities offered under Erasmus (i.e. Student and Teacher Mobilities, Intensive Programmes, Curriculum Development etc.), including the generous grant supplied by the European Commission within the framework of the Socrates-Erasmus programme that enabled this International Student Brochure to be published.

General information about the Socrates programme can be found under:

<http://europa.eu.int/en/comm/dg22/socrates/adult/home.html>

<http://www.csvs.cz/socrates>

Specific information about the Socrates-Erasmus programme at the University of West Bohemia is be available at:

<http://international.zcu.cz>

For other information concerning the Socrates-Erasmus programme at the University of West Bohemia, please contact the Institutional Socrates-Erasmus Coordinator:

- Mgr. Monika Večeřová

vecerova@rek.zcu.cz

1.4.2. International Summer Language School

One of the major events in the University's international programme is the three-week International Summer Language School held each July since 1990. In a truly international setting, it offers the following language courses at beginner/intermediate/advanced levels with foreign native speakers and Czech lecturers:

• Czech for foreigners	• English	• French	• German	• Russian	• Spanish
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International Students	US\$ 750.00*
Fee includes: course tuition, accommodation in single rooms with shared facilities for 2 people in a hall of residence, 3 meals / day, various trips and excursions, transport to / from Prague airport	
Fee does not include: travel and health insurance	
Reduced Rate Participants †	About US\$ 470*
Fee includes: course tuition, accommodation in double rooms with shared facilities in a hall of residence, 3 meals / day, various trips and excursions, transport to / from Prague airport	
Fee does not include: travel and health insurance	

* Prices indicated here are valid at the time of publication. Please consult <http://international.zcu.cz> for current prices.

† To qualify for the reduced rate, you must be a student from a country with currency conversion problems (i.e. from Eastern Europe).

The International Summer Language School provides an exceptional opportunity to combine high quality language instruction with a lifetime experience in a friendly international atmosphere. From the 200-450 students attracted annually to the ISLS, two thirds have been Czech and one third have come from all parts of the world. Please visit: <http://international.zcu.cz>.

1.5. Degree Schemes

The University of West Bohemia offers courses leading to the following degrees: Bachelor (**Bc.**); Master (**Mgr.**), an equivalent of MA in the humanistic disciplines; Engineer (**Ing.**), an equivalent of MSc in the engineering and economic disciplines; Doctor of Philosophy (**Ph.D.**).

**The Bachelor study programmes have only recently been introduced into Czech higher education. In the past, the Ing. and Mgr. degrees were the first university degrees. In the Czech higher education system, all courses below doctorate level (Ph.D.) are traditionally referred to as undergraduate, and the term postgraduate is reserved for doctoral studies only.

The Bachelor programmes take 3 – 3,5 years. Some of the Bachelor courses are more practically oriented and run parallel with the 4-year or 5-year Master courses; other courses have been designed as “serial”, i.e. complete in themselves but at the same time the first stage of a Master programme. Study for a Bachelor degree is concluded by the successful completion of a final project and by the Bachelor final state examination.

The Master programmes take 4 or 5 years. Study for a Master degree is concluded by the final state examination which consists of two parts - a viva voce (at some faculties it is replaced by several oral examinations) and the defence of a thesis.

The credit accumulation system introduced in the academic year 1993/94 allows the students to make individual decisions concerning the elective part of their study programme and to organize their class schedules accordingly.

Full-time postgraduate programmes take three years. The Faculties of Applied Sciences and Electrical Engineering provide postgraduate programmes offered in Czech and English that lead to a Ph.D. degree; the faculties of Mechanical Engineering and Law provide postgraduate programmes in Czech only that lead to a Ph.D. degree. The objective of these postgraduate programmes is to gain a profound knowledge in a given field and to acquire methods of research work. A board of specialists in the given field guarantees the quality of these programmes.

Each postgraduate student is supervised by an academic adviser who helps with the preparation of a study plan, approves the topics of the doctoral thesis, and selects the subjects for the doctoral examination. The thesis has to be defended after six years after the commencement of study at the latest. Having successfully defended a doctoral thesis, the student is awarded the Ph.D. degree.

1.6. Credit System

Academic achievement at the University is measured according to the Czech credit system. The number of credits depends on the number of contact hours (i.e. hours of lectures and seminars) required for each subject in a semester. After one semester of successful full-time study and after passing the examinations, the international student obtains a total number of credits that can range from 20 up to 40 credits (equivalent to 30 ECTS / semester).

In order to ensure common procedures that guarantee academic recognition of studies abroad, each faculty at the University has translated the Czech credit system into ECTS.

1.7. Academic Calendar

The academic year is divided into two semesters. Each semester comprises thirteen weeks of lectures / tutorials and up to a six-week examination period.

Fall Semester	September - December	13 weeks
Winter Vacation	December - January	2 weeks
Examination Period	January - February	5 weeks
Spring Semester	February - May	13 weeks
Examination Periods	a) May - June	4 weeks
	b) August - September	4 weeks
Summer Vacation	July - August	2 months

1.8. Admission Requirements

Parallel Study Programme (PSP) only
Undergraduate and Graduate Study Programmes (leading to Bc., Mgr., Ing. degrees):
1. Completion of secondary education, including the school-leaving examination
2. Submission of completed application form at least 6 months before the beginning of study
3. Knowledge of English at upper intermediate level

Postgraduate Study Programme (leading to a Ph.D. degree):
1. MA or MSc degrees, or their equivalent earned abroad (in exceptional cases diplomas obtained from polytechnics, e.g. German "Fachhochschulen")
2. Submission of the completed application form at least 6 months before the beginning of study
3. Knowledge of English at upper intermediate level
4. An open competition is held to select the candidates

Conditions for Enrolment:

PSP Programme

After receiving notification of admission in June, the student must submit the following documents prior to enrolment at the hosting university:

1. Long-term study visa (see 5.3.)
2. Health insurance policy covering the study period (see 5.4.) (The student will be granted a study permit for the period covered by his/her health insurance policy.)
3. Certified payment of the required tuition fee into the UWB account

All the documents should be presented to the International Office (see 5.8. *Further Information*) either in their original form or as certified photocopies.

Conditions for Enrolment:

Socrates-Erasmus Student Exchange Programme

1. Completion of at least the first year of study at the home institution
2. Valid bilateral agreement existing between the sending and the receiving institution OR the student has the status of "Erasmus free-mover"
3. Submission of the completed application form and learning agreement

After receiving the letter of acceptance and proof of accommodation from the receiving institution, the Socrates-Erasmus student must contact the Embassy of the Czech Republic in the home country and follow the rules for entry into the Czech Republic. All students must purchase their own health

insurance, covering the study period, prior to the entry into the Czech Republic (see also 5.4. *Health Care & Insurance*).

1.8.1. Tuition Fees*

Tuition fees cover courses, consultations, examination fees, and the library fee. Expenses for room and board are not included (please see 5.2. *Housing & Catering Services* for more details).

Individual scholarships are awarded to international students on an individual basis. Requests for scholarships must be submitted as early as possible.

PSP Programme	
US\$ 3,300.00 / semester	Undergraduate (Bc. and Mgr.) programmes Supervision of undergraduate projects
US\$ 3,800.00 / semester	Postgraduate (Ph.D.) programmes during the first and the second year
US\$ 4,000.00 / semester	Postgraduate (Ph.D.) programmes during the third year
US\$ 750.00	Short intensive Czech language course organized for those who wish to take courses taught in English and will need basic Czech language skills for everyday communication.

*Prices indicated here are valid at the time of publication. Please consult <http://international.zcu.cz> for current prices.

Socrates-Erasmus Student Exchange Programme
No tuition fees will be asked in the case of Socrates-Erasmus exchanges.

2.1. Faculty of Applied Sciences (FAV)

Address of Dean's Office	Faculty of Applied Sciences University of West Bohemia Univerzitní 22 30614 Pilsen
Dean	Doc. RNDr. František Ježek, CSc.
Tel.	00420/19/27 17 48
Fax	00420/19/27 17 47
E-mail	dekan-fav@fav.zcu.cz

Study Programme	Degrees Awarded		
	Length of Full-Time Study		
	Bc.	Ing.	Ph.D.
Bachelor Undergraduate Programme Applied Sciences and Computer Engineering	3	-	-
Master Undergraduate Programme ** Applied Sciences and Computer Engineering	-	5	-
Doctoral Postgraduate Programme Computer Science and Computer Engineering Applied Mathematics	-	-	3
	-	-	3

(Please refer to ** under 1.5. Degree Schemes for further explanations.)

2.2. Faculty of Economics (FEK)

Address of Dean's Office	Faculty of Economics University of West Bohemia Husova 11 30614 Pilsen Cheb Campus: Hradební 22 35011 Cheb
Dean	Ing. et Ing. Miloš Nový
Tel.	Pilsen: 00420/19/723 65 40 Cheb: 00420/166/42 33 94
Fax	Pilsen: 00420/19/722 08 77 Cheb: 00420/166/42 33 95
E-mail	dekan-fek@fek.zcu.cz

Study Programme	Degrees Awarded		
	Length of Full-Time Study		
	Bc.	Ing.	Ph.D.
Bachelor Undergraduate Programme Business Economics & Management	3	-	-
Master Undergraduate Programme ** Business Economics & Management	-	5	-

(Please refer to ** under 1.5. Degree Schemes for further explanations.)

2.3. Faculty of Electrical Engineering (FEL)

Address of Dean's Office	Faculty of Electrical Engineering University of West Bohemia sady Pětatřicátníků 14 30614 Pilsen
Dean	Doc. Ing. Jiří Masopust, CSc.
Tel.	00420/19/722 56 85
Fax	00420/19/722 27 97
E-mail	dekan-fel@fel.zcu.cz

Study Programme	Degrees Awarded		
	Length of Full-Time Study		
	Bc.	Ing.	Ph.D.
Bachelor Undergraduate Programme Electrical Engineering and Informatics	3,5	-	-
Master Undergraduate Programme ** Electrical Engineering and Informatics	-	5	-
Doctoral Postgraduate Programme Electrical Engineering and Informatics	-	-	3

(Please refer to ** under 1.5. Degree Schemes for further explanations.)

2.4. Faculty of Mechanical Engineering (FST)

Address of Dean's Office	Faculty of Mechanical Engineering University of West Bohemia Univerzitní 22 30614 Pilsen
Dean	Doc. Ing. Jan Horejc, Ph.D.
Tel.	00420/19/27 17 59
Fax	00420/19/27 17 47
E-mail	dekan-fst@fst.zcu.cz

Study Programme	Degrees Awarded		
	Length of Full-Time Study		
	Bc.	Ing.	Ph.D.
Bachelor Undergraduate Programme Mechanical Engineering	3	-	-
Master Undergraduate Programme ** Mechanical Engineering	-	5	-
Doctoral Postgraduate Programme			
Materials Engineering and Engineering Metallurgy	-	-	3
Industrial Engineering and Management	-	-	3
Design of Power Machines and Equipment	-	-	3
Design of Manufacturing Machines and Equipment	-	-	3
Manufacturing Processes – Technology of Metal Cutting	-	-	3
Thermodynamics and Mechanics of Fluids	-	-	3

(Please refer to ** under 1.5. Degree Schemes for further explanations.)

3.1. Faculty of Humanities (FHS)

Address of Dean's Office	Faculty of Humanities University of West Bohemia Sedláčkova 38 30614 Pilsen
Dean	RNDr. Ivo Budil, Dr.
Tel.	00420/19/732 08 69
Fax	00420/19/722 29 67
E-mail	dekan-fhs@fhs.zcu.cz

Fields of Study	Degrees Awarded		
	Length of Full-Time Study		
	Bc.	Mgr.*	Ph.D.
Humanities	3	2	-
Historical Sciences	3	2	-
Philology	3	-	-

All the fields of study listed are taught in Czech; individual consultations in English are available.

*Note: The length of study after completing the bachelor study programme is indicated here.

3.2. Faculty of Education (FPE)

Address of Dean's Office	Faculty of Education University of West Bohemia Sedláčkova 38 30614 Pilsen
Dean	PaedDr. Václav Havel, CSc.
Tel.	00420/19/722 67 36
Fax	00420/19/723 55 22
E-mail	dekan-fpe@fpe.zcu.cz

Fields of Study	Degrees Awarded		
	Length of Full-Time Study		
	Bc.	Mgr.	Ph.D.
Primary Teacher Education	-	4	-
Secondary Teacher Education	-	5	-
Kindergarten Teacher Education	3	-	-
Physical Training and Sport	3	-	-
Social Care	3	-	-
Geography	3	-	-
Visual Arts	3	-	-
Applied Physics	3	-	-

All the fields of study listed are taught in Czech; individual consultations in English are available.

3.3. Faculty of Law (FPR)

Address of Dean's Office	Faculty of Law University of West Bohemia Americká 42 30614 Pilsen
Dean	JUDr. Milan Kindl, CSc.
Tel.	00420/19/722 55 50
Fax	00420/19/722 76 02
Email	dekan-fpr@fpr.zcu.cz

Fields of Study	Degrees Awarded		
	Length of Full-Time Study		
	Bc.	Mgr.	Ph.D.
Specializations in Law	3	-	-
Law and Legal Science	-	5	-
Theoretical Legal Science	-	-	3

All the fields of study listed are taught in Czech; individual consultations in English are available.

4.1. Structure & Management

The University of West Bohemia has seven faculties:

Applied Sciences Economics Education Electrical Engineering	Humanities Law Mechanical Engineering
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The head of the University is the Rector. Four Vice-Rectors are responsible for academic affairs, research, development / public relations, and informatics. The Rector's Council is a board set up to advise the Rector. The Academic Council reaches decisions concerning research and the awarding of the academic degrees of *senior lecturer* and *professor*. The Academic Senate of the University approves proposals concerning future development, academic and financial matters. It also selects a candidate for the post of Rector, who is then appointed by the President of the Czech Republic. The ratio of staff / student representation in the Senate is 2:1.

The faculties are managed by their respective deans. Each faculty also has its own Academic Council, Academic Senate, and Dean's Council. The faculties are independent in academic affairs, and they design and implement their own academic programmes.

Each faculty comprises several departments. The departments are responsible for the delivery of courses and for research. They not only provide courses for students enrolled at that particular faculty but for students at other faculties as well. This close interfaculty cooperation makes it possible to fully exploit the intellectual potential of the academic staff and to give the students an opportunity to benefit from interdisciplinary programmes.

The quality of the courses is continually monitored by the Faculty and University Accreditation Boards.

4.2. Student Organizations

All students have the option to join the Student Union; it represents its members in all matters that are of concern to them. Student members of the Academic Senates, both University and Faculty, participate in the decision-making process where academic and financial matters are concerned. They form one third of the total number of the Senate members.

The Student Union, whose office is located downtown Pilsen, sady Pětatřicátníků 16 (next-door to the Faculty of Electrical Engineering), also organizes a number of social, cultural, academic, and sports events and operates a student bar (*Pivoňka*) located downtown.

4.3. Student Services

The Deans' Offices and the academic staff provide counselling on academic matters; the International Office offers assistance in matters concerning every-day life and accommodation.

The University has its own halls of residence which offer services to full-time students and cafeterias which serve lunch at a very reasonable price Monday to Friday.

The University library situated on the Bory campus has a total book stock of about 2,062,095 volumes and receives about 1,970 different journals and magazines.

The Sports Centre, located close to the University campus at Bory, offers excellent facilities including indoor halls, gyms, swimming pools, and tennis courts. The University also owns one chalet in the Ore Mountains and one in the Czech Forest. In addition, the University has recently acquired castle Nečtiny, a conference centre, in the vicinity of Pilsen.

4.3.1. Czech Language Course for Socrates-Erasmus Students

The Czech language course for Socrates-Erasmus students is free of charge and takes place each semester two hours twice a week (i.e. four hours per week). Textbooks are provided for study purposes.

5.1. Living Costs

The basic monetary unit of the Czech Republic is 1Kč (i.e. Czech crown - CZK). One crown = 100 hellers (heller = halíř). Coins and bills are of the following values:

Coins	10, 20, 50 hellers 1, 2, 5, 10, 20 Kč
Bills	20, 50, 100, 200, 500, 1000, 2000, 5000 Kč

Money exchange services are provided by banks, exchange offices, and some travel agencies. Credit cards are accepted at ATMs, in a number of hotels, some shops, restaurants, and travel agencies.

Living costs are estimated to add up to the following maximum monthly amounts in US\$:

Housing	180
Food	100
Clothes	60
Public Transport	10
Laundry, Personal Items	30
Entertainment, Culture	30
Total / month	410

5.2. Housing & Catering Services

Student housing is in great demand and it is offered to a limited number of foreign students. Accommodation is rented for the full academic semester independent of the student's arrival date. Accommodation with shared facilities is available in the University halls of residence at the following prices:

Single Room	US\$ 1400 / year / student	Double Room	US\$ 950 / year / student
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*Prices indicated here are valid at the time of publication. Please consult <http://international.zcu.cz> for current prices.

Self-catering facilities are available on each floor. The University has two cafeterias, one in the centre of the city and one on the University campus at Bory. They serve warm dishes at lunch on working days only.

Cafeteria Catering	US\$ 500 / year / student
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*Prices indicated here are valid at the time of publication. Please consult <http://international.zcu.cz> for current prices.

At weekends the cafeterias are closed, but a number of pizzerias, cafés, and restaurants offer meals in a price range of CZK 40.00 - 400.00 (i.e. US\$ 1.30 - 12.00).

For those wishing to make their own arrangements, accommodation can be found in private apartments. It is important to note that these rents are much higher and can vary considerably.

5.2.1. Socrates-Erasmus Students

Except for housing costs, the general housing conditions apply also to Socrates-Erasmus students.

Single Room	CZK 4 200/month/student (about €120)	Double Room	CZK 2 100/month/student (about €60)
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*Prices indicated here are valid at the time of publication. Please consult <http://international.zcu.cz> for current prices.

5.3. Immigration Regulations

Citizens of most European countries, Canada, and the US travelling to the Czech Republic need only a valid passport. Registration with the police is necessary if you are staying longer than one month and/or if you are seeking a residence permit. More detailed information can be obtained from the Foreign Police's website:

<http://www.czech.cz/tourists/tourist.htm>

All international students must apply for a long-term study visa, covering the entire study period, that is not the equivalent of a tourist visa. It is essential that students obtain a study visa prior to entry into the Czech Republic. Therefore, it is advisable to apply for this visa well in advance of the intended arrival date, as the processing time takes approx. 3 months from the date of submitting the application form at the Czech Embassy in the home country. This form needs to be accompanied by the following documents (not older than 180 days): letters confirming admission and housing of the international student for the purpose of study issued by the hosting university; proof of health insurance and financial coverage; passport, birth certificate, and passport-size photos. In addition, the Czech Embassy in the home country may request the proof of lack of a criminal record in the home and host countries. Every international student must contact the Czech Embassy in the home country in order to obtain the latest information regarding the visa application procedure in the home country.

5.4. Health Care & Insurance

Prior to the entry into the Czech Republic, all international students must purchase a personalized health insurance, covering the entire study period and valid in the Czech Republic, from an insurance company in the home country.

General policies usually cover standard treatments. It is important to note that standard insurance policies **do not** cover the following illnesses: balneotherapy, dental care, transplantation of any sort, treatment of alcohol/drug dependence, treatment of AIDS, diabetes, dialysis, and serious inherited diseases.

5.5. Inquiries

University of West Bohemia
Univerzitní 8
30614 Pilsen
Czech Republic

Senior Management	
Rector:	Prof. Ing. Zdeněk Vostracký, DrSc.
	Tel. 00420/19/742 36 48 Fax 00420/19/742 23 67 E-mail: rektor@rek.zcu.cz
Vice-Rectors:	
Academic Affairs	PhDr. Eva Pasáčková, CSc.
	Tel. 00420/19/742 33 04 Fax 00420/19/742 33 04 E-mail: studium@rek.zcu.cz
Development&Public Relations	Prof. RNDr. Zdeněk Ryjáček, DrSc.
	Tel. 00420/19/742 37 08 Fax 00420/19/742 37 08 E-mail: rozvoj@rek.zcu.cz
Science & Research	Doc. Ing. Jaromír Horák, CSc.
	Tel. 00420/19/742 36 20 Fax 00420/19/742 28 23 E-mail: veda@rek.zcu.cz
Registrar:	to be appointed
	Tel. 00420/19/742 23 64 Fax 00420/19/742 23 67 E-mail: kvestor@rek.zcu.cz
International Office Director:	Dagmar M. Jangl-Janousek, Hons. BA
	Tel. 00420/19/742 30 00 Fax 00420/19/742 30 99 E-mail: zahranici@rek.zcu.cz
Institute for Continuing Education:	to be appointed
	Tel. 00420/19/742 14 15 Fax 00420/19/742 14 15 E-mail: info@udv.zcu.cz



APPLICATION FORM FOR ADMISSION TO THE

PARALLEL STUDY PROGRAMME IN ENGLISH

AT THE UNIVERSITY OF WEST BOHEMIA

When completed, send this form addressed to the International Office
at the University of West Bohemia, Univerzitni 8, 30614 Pilsen, Czech Republic.

I. PERSONAL DATA (please write in block letters)

First Name(s) Family Name

Birth Date Address

Nationality

Native Language

Single Married

E-mail

Female Male

Tel./Fax (Home)

Tel./Fax (Work)

Permanent Home Address
(if applicable)

Occupation

II. PROPOSED STUDY PROGRAMME

University Faculty/Department

Name of Study Programme

Degree Aimed for BA, BSc (Bc.) Proposed Year of Study 20.....

(Tick only one) MA, MSc (Mgr.) Proposed Starting Date

Ph.D. (Tick only one) September

Certificate February

Type of Study full-time part-time

III. ACADEMIC QUALIFICATIONS (International applicants must enclose an original transcript of their academic performance, indicating their grades per subject in each year.)

Secondary School / University / College attended	Date from - until	Degree / Qualification attained	Date of Award

ADDITIONAL QUALIFICATIONS (Indicate nature, subject, and date awarded)

.....

.....

.....

.....

IV. ENGLISH LANGUAGE PROFICIENCY (As part of your application, provide evidence of your English language qualification, i.e. TOEFL etc.)

V. ACADEMIC REFERENCES (Provide the names of **2 individuals** you have asked to write letters of reference. One must be a current/former professor who can assess your **academic ability**. The other must be an individual who can describe your personal **suitability for international study**.)

1. Name	2. Name
Address	Address
.....
.....
E-mail	E-mail
Tel./Fax	Tel./Fax

Note: The University reserves the right to contact referees. Any applicant who submits a fraudulent document in support of his/her application will be refused admission to the study programme.

VI. ADDITIONAL INFORMATION

Please indicate why you wish to study the proposed programme

.....

.....

.....

.....

.....

.....

.....

Indicate the Type and No. of Health Insurance

WORK EXPERIENCE (On a separate sheet, give full details of any relevant work experience you have acquired, complete with 3 employers' names, addresses, and dates.)

Where did you see the PARALLEL STUDY PROGRAMME advertised?

(Your information will help us to plan our future advertising strategy.)

VII. DECLARATION AND PERMISSION

I have checked this application and its attachments and certify that all the statements contained within are correct to the best of my knowledge. I will notify the University should there be any changes in the information given in this application.

I give the University permission to verify the information I have given in this application.

.....

Signature of Applicant

.....

Date

The University reserves the right to refuse any admission.



APPLICATION FORM FOR ADMISSION TO THE

**SOCRATES-ERASMUS
STUDENT EXCHANGE PROGRAMME**

AT THE UNIVERSITY OF WEST BOHEMIA

When completed, send this form addressed to the International Office, Socrates-Erasmus,
at the University of West Bohemia, Univerzitni 8, 30614 Pilsen, Czech Republic.

I. PERSONAL DATA (Please write in block letters)

First Name(s) Family Name.....
Birth Date Current Address
Female Male
.....
Permanent Home Address (if applicable)
..... E-mail.....
..... Tel./Fax
..... Current Address is valid until:

II. PROPOSED PERIOD OF EXCHANGE

Study Field.....
.....
Proposed Academic Year 20.....
Proposed Study Semester (Tick only one) Autumn Spring Full Academic Year
Home University.....
.....
Completed Years of Higher Education Prior to Departure:

III. LANGUAGE SKILLS

Native Language.....
Knowledge of Another Foreign Language.....
Level of Foreign Language Ability Basic Intermediate Advanced

IV. ADDITIONAL INFORMATION

Describe Your Reasons for Proposing this Study Field.....
.....
.....
Indicate the Type and No. of Health Insurance

V. DECLARATION AND PERMISSION

I have checked this application and certify that all the statements contained within are correct to the best of my knowledge. I will notify the University should there be any changes in the information given in this application.

I give the University permission to verify the information I have given in this application.

.....
Signature of Applicant

.....
Date

The University reserves the right to refuse any admission.

5.6. Five Useful Tips

1) Money & Currency

If you fly into Prague, you can exchange money at a very good rate at the airport before or after you clear customs. We suggest that you exchange only a small amount that will get you through the first few days in Pilsen. Be somewhat wary of the corner exchange booths: their commission is often very high. American Express in Prague and all banks in Pilsen are a better choice.


Do not exchange money on the street. It is dangerous and there is no need to, since there are banks and exchange offices everywhere!


American Express, VISA, and MasterCard (EuroCard) are accepted at stores and restaurants in major cities throughout the Czech Republic. But it is wise always to ask first. If you have an American Express card, you can cash personal checks for either local currency or traveller's checks at the main office in Prague.

2) How to get to Pilsen

All major cities in the Czech Republic have very reliable, inexpensive public transport systems. Students can purchase a monthly student pass for 180.00 crowns, others an adult pass for 250.00 crowns valid for the entire city of Pilsen. Bring two passport-size photos with you. In addition, there is a well-developed, safe system of buses and trains connecting the entire country. Unfortunately, international travel by train is relatively expensive.

If you fly into Prague, you can take a taxi from the airport for about US\$20.00 either to the main train station (*Hlavní nádraží*) or the downtown Florenc bus terminal. The train and bus fare one-way to Pilsen will be around 75 crowns (about US\$2.00). The journey to Pilsen takes about 2 hours.

 If you arrive in Pilsen by train, you will need to take a taxi to the University's student halls of residence (i.e. show the taxi driver the address) or buy an 8 crown tram ticket from the machine just outside the train station on the right side, then continue to the road, turn right, continue alongside the road for a few meters, and go down the escalator; in the underground passage follow the signs *Bolevec* and take the tram No. 1 to the station *Pod Záhorskem*.

 If you arrive in Pilsen by bus, you will need to take a taxi for about US\$4.00 from the CSAD bus terminal in Pilsen to the University's student halls of residence (i.e. show the taxi driver the address). Taxis are parked just outside the bus terminal.

3) Accommodation

A single room in a two-bedroom suite with shared facilities will be reserved for you in the University's student halls of residence on Bolevecká Street 32, 30165 Pilsen (Tel. 019/725 96 17). Upon your arrival, you will be asked to pay a 1 000 crown deposit that will be returned to you on the day of departure.

On each floor, there are 2 kitchens with 2 cookers (each with 2 hotplates). Each suite has a small refrigerator. You are advised to bring your own cutlery and plates; but you do NOT need to bring your own sets of bed linen.

4) Personal Safety

The Czech Republic is very safe by most standards. There is almost no danger of personal violence; women can and do stroll alone safely on the major streets of Pilsen and Prague at all times. We recommend, however, that you do not wander alone too much late at night into unknown places.

In the train stations and other places where large numbers of tourists congregate, there is always the danger of very skilful pickpockets. Watch your wallet and purse! Bring photocopies of all your important travel documents (i.e. plane ticket, passport, credit cards etc.). Try to avoid carrying large amounts of cash.

5) Personal Medical Supplies

Please bring an ample supply of any special medicines you may need to take during the first month if you do not wish to buy them here. If you have any allergies, you must bring the appropriate antihistamine, decongestants, or other medicaments.

5.7. Deadlines

5.7.1. Applications

The University has established priority deadlines for applications requiring the review of international credentials.

International Students are requested to submit completed applications by the following deadlines so as to ensure sufficient time for the application to be processed:

PSP Programme	
for Fall Semester	by March 01
for Spring Semester	by July 01

Socrates-Erasmus Student Exchange Programme	
for Fall Semester	by June 30
for Spring Semester	by November 30

5.7.2. Housing

Students must apply as early as possible for student housing, since rooms are assigned in application date order. The sooner your application is received, the better your chances will be of acquiring a room. Contact the International Office at:

PSP Programme	
E-mail:	cechurov@rek.zcu.cz
Tel.	00420/19/742 30 69
Fax	00420/19/742 30 69

Socrates-Erasmus Student Exchange Programme	
E-mail:	vecerova@rek.zcu.cz
Tel.	00420/19/742 30 69
Fax	00420/19/742 30 69

5.8. Further Information

Web Sites

<http://www.zcu.cz>

<http://international.zcu.cz>

E-mail

zahranici@rek.zcu.cz

Mailing Address

Please send any inquiries, application forms, and documents to:

University of West Bohemia
International Office
Univerzitní 8
30614 Pilsen
Czech Republic