

# **CERGE-EI**

# Charles University in Prague, the Center for Economic Research and Graduate Education and the Economic Institute of the Academy of Sciences of the Czech Republic



# Student Guide 2013/2014

"The fact that CERGE-EI has such high quality students with such diverse backgrounds makes it unique in the world."

> Joseph Stiglitz, University Professor, Columbia University; former Chief Economist, The World Bank; 2001 Nobel Laureate in Economics

## **Welcome**

# Congratulations on being admitted to the CERGE-EI MA/PhD program in Economics and Econometrics!

Please take the time to read this Student Guide carefully as it will offer you many answers to questions you may have (academic, practical or general) about your staying in Prague and at CERGE-EI.

Detailed information about the study requirements and procedures of CERGE MA/PhD students are described in **CERGE Handbook for Graduate Students** (updated version will be available in print during the first weeks of Fall semester 2013)

Another useful source of information is also **CERGE-EI web page** and **internal students page with practical step guides** (e.g. how to arrange the bank account, how to apply for long-term residence permit, etc).

Should you have any additional questions, feel free to contact MA/PhD Study Affairs Office:

MA/PhD Study Affairs Office (SAO) CERGE-EI, Office 314 Politických vězňů 7, 111 21, Prague 1, Czech Republic Phone: +420 224 005 161 E-mail: <u>study@cerge-ei.cz</u> Office hours: Monday – Thursday: 10–12, 14–16, Friday: closed

SAO communicates with students, and its staff will be in contact with you from the very first days of your stay at CERGE-EI:

#### Zuzana Vajďáková

PhD Program rules&requiremetns Charles University/FSS CGS requests Reporting DPW/DW Defenses Student Offices Joint Master students Visiting students

#### Iva Havlíčková

Teaching schedule Course Book Exams Grades Defenses

#### **Deputy Director for Graduate Studies**:

Sergey Slobodyan, PhD Office 330, <u>sergey.slobodyan@cerge-ei.cz</u>

#### **Student Representatives:**

Bill Appleman, <u>william.appleman@cerge-ei.cz</u> Liubomyr Bregman, <u>liubomyr.bregman@cerge-ei.cz</u>

#### Lenka Pavlíková

New Applicants Admissions Assistantship Course evaluation Financial issues/Stipends Seminar Attendance

#### Tereza Kulhánková

Visa issues Insurance Dormitories Nostrification Mobilities

#### **Sport Representative:**

Daviti Jibuti, <u>daviti.jibuti@cerge-ei.cz</u>

# **Doctoral Studies at CERGE-EI**

Doctoral studies at CERGE-EI are expected to take a **minimum of 4 years**. The first two years of the program consist of a sequence of graduate-level courses and seminars, and upon successfully completing the first two years, students are awarded an M.A. degree. After the first two years follows a period of supervised research culminating in a dissertation and the awarding of a Ph.D. Degree in Economics.

# **Orientation Session for 1<sup>st</sup> year students**

An Orientation Session for all first year students will be held on Monday, **September 16, 2013** (probably 10:30-12:030, the exact time will be confirmed later). Your attendance on the Orientation session is **obligatory** as you will meet CERGE-EI faculty members, SAO staff, CERGE-EI current students and you will find out **necessary and practical information** that you will need.

## Study Plan

CERGE-EI students follow a standard study plan:

- First year: coursework (Microeconomics, Macroeconomics, Statistics/Econometrics and Academic Writing I all first year students attend the same courses; there are no electives), Core General exams, assistantship (except for the Fall semester),
- Second year: coursework (at least three economics courses per semester, electives), Field General exams, assistantship, Research Seminar Series attendance, Research Method Seminar attendance, Academic Writing II and Combined Skills I attendance

At this point M.A. students gain the M.A. degree and graduate. Ph.D. students continue with the Ph.D. program.

- Third year: Dissertation Proposal Workshop, assistantship, Research Seminar Series attendance, intensive dissertation research,
- Fourth year: Dissertation Workshop, assistantship, Research Seminar Series attendance, intensive dissertation research.
- Ph.D. students have to serve as a teaching assistant (T.A.) sometime during their study plan.
- Fourth year or beyond, but no later than the eighth year: Dissertation Defense.

#### **Course requirements and materials**

The course requirements and rules are defined separately for each course by the professors. They are described in the Course Book and explained at the beginning of every semester to all the students.

Some course materials will be published **on-line** (using Moodle Course Management System or other, as specified by the professor); text books will be prepared for the students also at the Library.

#### **Course evaluation**

At the **end of each semester**, students assess the quality of the taught seminars and courses as well as teachers` and teaching assistants` performance in the course. Course evaluations are important for the continuous improvement of the quality of teaching at CERGE-EI, so please do fill in the questionnaires that you will receive at the end of each course.

#### Course Book, Handbook

Course Book, Timetable and Academic Calendar will be available for download at <u>the internal</u> <u>Student Page</u>

CERGE-EI **Handbook for Graduate Students** will be available for you in the beginning of the Academic year. All crucial information about the rules of MA/PhD program, as well as study requirements for each year could be found there.

#### **Program Attendance**

Graduate study at CERGE-EI requires a **student's full-time commitment**. Students are expected to devote full-time effort to their study plan. If a student does not conform to the full-time commitment principle necessary steps will be taken, she or he can be expelled from the program or her/his financial support can be reduced.

#### **Code of Academic Integrity**

CERGE-EI is an academic community whose fundamental purpose is the pursuit of knowledge. Essential to the success of this mission is a commitment to the principles of academic integrity. Every member of the CERGE-EI community is responsible for upholding the highest standards of honesty and academic integrity at all times. If a student violates the principles of academic honesty (cheating, plagiarism, etc.) for the first time, the usual action for him or her is a failing grade from the course. If the student violates the principles of academic honesty for a second time, her or his case is referred to the Committee for Graduate Studies for action. The usual action in such situations is expulsion from the study program.

#### Transcripts and rules for their issue

#### Only the first two transcript printouts are free of charge.

Further transcript printouts are charged at 50 CZK per standard issue and 100 CZK per express issue. Transcripts are issued only as a sheet or in a sealed envelope. A student should specify which of those he/or she requests. Standard mailing is free. Special delivery is for a fee. The fee is equal to the charge for the courier, nothing extra.

Allow three working days for the standard issue and one working day for the express issue.

#### Transcript issuance procedure:

The student sends a request to <u>study@cerge-ei.cz</u> (optionally including mailing address). The student pays the fee to the Finance Department if required and brings the receipt to the SAO. After 3 working days the transcript is issued (personally handed over or mailed). The student is informed via email in either case.

# PRACTICAL INFORMATION

# **Arrival to Prague**



#### By air

Prague has one international airport – Letiště Václava Havla (Václav Havel Airport) which is located about 17 km from the city center. The airport has no metro or train connection with the city center and is only served by buses and taxis. The bus stops are located near the Airport Terminals 1 and 2:

• Bus No. 119 connects the airport to Dejvická metro station (green line-A, it takes 24 min)

• **Bus No. 179** connects the airport with the **Zličín** metro station (**yellow line-B** it takes 45 min)

The buses run between 5:30 and 23.30, approximately every 10 - 20 minutes. Tickets are available for purchase from the newspaper stand or the vending machines in front of the terminals.

More information on Václav Havel Airport and flight timetables is available on the web site of the Czech Airports Authority at: <u>http://www.prg.aero/en/site/uvodni\_stranka.htm</u>.

#### By train

International trains (EC, IC) mostly arrive at two railway stations in Prague:

- Praha Hlavní nádraží (The Main Railway Station)
- **Praha Holešovice** (Holesovice Railway Station)

Both are situated in the centre of Prague, near a **metro station** (**red line C**). More information on train (vlak) connections can be found on the website: <u>http://www.vlak-bus.cz</u> (National Timetable Information System) or <u>http://www.cd.cz/en/default.htm</u> (Czech Railways).

#### By bus

The Czech Republic has connections from/to major European cities several times a week. International buses usually arrive at the main **Bus Station Florenc** (metro station **Florenc, yellow - B** and red - C lines).

More information on bus connections can be found on the website: <u>http://www.vlak-bus.cz</u> (National Timetable Information System).

#### **Public Transport**

Prague public transport system consists of the metro, trams and city buses. There are several types of tickets that can be bought in ticket machines (**which accept coins only**), at tobacco shops, Ticket Offices and some Prague Transport Info centers (located in metro vestibule). There are several types of regular tickets:

**CERGE-EI students (under 26 years old) are eligible for discounted students transport cards/coupons** (the confirmations of student status for discounted student transport cards will be distributed to you in the Orientation session) that can be bought for the following time periods:

- 1 month/30 days 260 CZK
- 3 months/90 days 720 CZK
- 5 months 1200 CZK
- 10 months 2400 CZK

Students who are **above 26** years are **not eligible** for student discount and the transport cards/coupons prices are (the difference between the adult and the student ticket is reimbursed by CERGE-EI, receipts necessary):

- 1 month 550 CZK
- 3 months 1480 CZK
- 5 months 2450 CZK
- One year 4750 CZK

You must arrange OpenCard to buy this type of coupons. OpenCard is an electronic voucher used for transportation, parking, and entrance to some libraries etc. To get the card you can register on-line or register in person in the OpenCard Customer Centres (for the complete list see:

<u>http://opencard.praha.eu/jnp/en/contacts/index.html</u>). The card is issued in about two weeks (there is an option of getting the card on place for the fee 250 CZK). For more information about **OpenCard** please see: http://www.opencard.cz/jnp/en/about/index.html

The **Prague Transport Information Office** (English speaking) is located in the vestibule of red metro line C – Muzeum; arrangement of OpenCard is possible there as well. The main **Customer Open Card Center** (where you can get the card on place) can be found in Palac Adria, Jungmanova 31, Prague 1 (<u>http://opencard.praha.eu/jnp/en/about/index.html</u>)

For more information about Transport Passes and Ticket Offices see: <u>http://www.dpp.cz/en/advance-sales-in-metro/.</u>For more information about the Prague Public Transport& Fares go to: <u>http://www.dpp.cz/en/; http://www.dpp.cz/en/fares-in-prague/</u>

<u>Please make sure that you have a valid ticket with you each time you use the public transport in</u> <u>Prague.</u> Ticket Controlling is quite common (even though the controllers might be dressed in civil and not uniforms) and penalties are very high.

# **Dormitories**

The dormitory **kolej Hostivař** is located at **Weilova 1453/2i, Prague 10** Dormitory office telephone number is +420 267215211-2, +420 267215213, +402 267215277

Map: <u>http://www.mapy.cz/#!z=15&t=s&x=14.541080&y=50.053374&c=3-14-15-23-25-27-28-29-30-31-F-R&d=base\_2018\_1</u>



# **Directions to get to the Dormitory**

#### From the airport to the dormitory

From the airport you can take bus No. 119 and go to metro station Dejvická. From Dejvická take the metro to the station Skalka (direction Depo Hostivař). Take the bus No. 125 to the stop Nádraží Hostivař.

#### From Main railway station (Hlavní nádraží) to the dormitory

a) Go by tram No.26 (the tram stop is situated c.100 m on the right from the exit of the railway station hall) to Nádraží Hostivař station (final station). The areal of the hall of residence is situated next the bus stop, or

b) Go by metro red C line to Muzeum station where you change to green A line (direction Depo Hostivař) and at Skalka station change to bus No. 125 to Nádraží Hostivař station. The areal of the hall of residence is situated next to the bus stop.

#### From Florenc bus station to the dormitory

Connect with either metro (red C line) to Muzeum station, where you change to green A line, or go by Yellow Line to Mustek and switch to the Green Line A. With the Green Line get to the station Skalka where you change to bus No. 125 towards Nádraží Hostivař station. The areal of the hall of residence is situated next the bus stop.

#### **Dormitory Office hours**

*Monday – Thursday: 8:00 a.m. – 11:00 a.m., 12:45 p.m. – 3 p.m. Friday: 8:00 a.m. – 11:00 a.m.* You have to provide your Passport/ID and Dormitory contract at the office when firstly entering the Dorm.

#### **Payment for the dormitory**

The dormitory reservation for CERGE EI 1<sup>st</sup> year students is valid since September 1<sup>st</sup>, 2013. When you arrive to the dorm, you will pay for the first month (**approximately 100-110 CZK a day** + **internet**, <u>in cash only and only in Czech crowns</u>). The reservation fee (1 800 CZK) for the whole academic year must also be paid on the day of your arrival (in cash only, refundable on the day when leaving the dorm). Please note that the cost of the dormitory varies depending on the specific dormitory building charges and is subject to change throughout time.

If you come to dormitory outside the office hours, you have to check-in at the Reception (recepce) and provide your Passport/ID and Dormitory contract as well. They will let you in, but you will have to visit the dormitory office the following day to arrange you stay and payment.

You will get the accommodation contract for one Academic year on the day of your arrival at the dorm.

**Starting from the 2nd year**, students have to **apply for the dormitory themselves** either through the Charles University on-line system <u>https://ubytovani.is.cuni.cz/zadosti/zadatel (</u>unfortunately the web page is only in Czech), or in the dormitory they are currently living in; depends on the dormitory. Students are advised to ask **a Student Representative** for her/his help. When moving out of a dormitory, students have to follow a "checking-out" procedure outlined by a dormitory.

#### Rooms

All rooms are double-rooms and basically furnished (bed, table etc.), bedclothes provided, sanitary facilities in the room, shared kitchen with refrigerator for each floor. Washing machines in the building to rent (the fee is 20 CZK per hour). Internet access upon request (WIFI should be available to all). Central European electricity plugs 220V.

#### Married student dormitory housing

It is possible for CERGE-EI to arrange housing for married couples or families. Please ask SAO for help. However, please note that CERGE-EI financial support and living arrangements are designed for individual students. CERGE-EI explicitly takes no responsibility for the support of spouses and other family members.

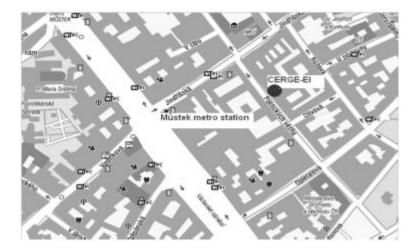
**General Conditions** of accommodation in Charles University dormitories are listed at <u>http://kam.cuni.cz/KAM-129-version1-OR\_Vseob\_ubyt\_podminky\_201112\_AJ.pdf.</u> Violation of the rules of the student dormitory can result in expulsion from that dormitory. In such cases, CERGE-EI cannot assist in locating or paying for alternative housing. For more details about Hostivař Dorms see also <u>www.czechcampus.com/Campus/Home.aspx?mid=prague&kolej=prague-khostivar&lng=en.</u>

#### **Private apartment housing**

Housing in private apartments is a possibility. Student who need visa/residence permit to study in the Czech Republic should however be aware that not every landlord might be willing to provide necessary documentation which the Foreign Police inspectorate requests in order to issue or prolong visa/residence permit.

## **CERGE - EI**

CERGE is located at Politických vězňů 7 in the center of Prague (Prague 1). Map: <u>http://g.co/maps/p4xjk</u>



The closest metro station is **Můstek** on the line A (green) and B (yellow). If you exit there, look for the signs on the walls saying **Václavské náměstí**. (From the yellow B line at this station you have to go through the green A line –follow the signs "A"). Walk in the direction of Václavské náměstí (Wenceslas square) and go up the escalator. Once you reach the top, you will be still underground. Find the exit **Jindřišská ulice, Hlavní pošta.** 

#### From the dormitory to CERGE-EI

From the bus station Nádraží Hostivař take the **bus No. 125** and get off at metro station Skalka. Take metro to the station Můstek (direction Dejvická), follow signs Václavské náměstí.

Or from the tram station Nádraží Hostivař take the **tram No. 26** to the tram station Hlavní nádraží (see on the map)

The quickest way to get to CERGE-EI is also to take **a train from the railway station Hostivař** to the Prague main railway station (Praha Hlavní nádraží). The monthly pass/regular ticket is valid for this connection. For information and connection see <u>http://www.cd.cz/spojeni/</u>

#### Access to the building

The building is open 24 hours a day and an electronic entering system is installed at the entrance into the institution.

A person without an entry card can enter the building only if accompanied by a person with a card & must be signed in at the check-in desk. The accompanying person is fully responsible for the visitor and has to stay with him/her during the entire time they are in the building.

#### **Electronic entrance cards**

As a student of Charles University you are eligible for the following card:

#### **Charles University student card/ISIC** that allows you:

- Entrance to the CERGE-EI building
- Access to the CERGE-EI library
- Access to the CERGE-EI Computer Department
- Network printing, copying and scanning
- Access to Charles University students' canteens with reduction for students
- Access to the dormitory
- Available after registration for about 180 CZK fee at Information and Advisory Services Centre of Charles University (Celetná 13, more information at http://www.cuni.cz/UKENG-200.html)

# NOTE: The Charles University card can be issued to you after the registration to the Charles University database (done by CERGE-EI) that may take up to two weeks after the official start of the Academic year.

In the beginning of your stay (before the Charles University card is prepared) you will get a temporary electronic card from CERGE-EI, available immediately for **200 CZK deposit** (to be returned against the card). This **card** will allow you:

- Entrance to the building
- Access to the CERGE-EI library
- Access to the CERGE-EI Computer Department
- Access to the dormitory

#### Network printing/copying/scanning

Students have an allowance of **150 single-sided copies per month** from the photocopy service on the third floor of CERGE-EI. When you log in the machine, the amount of copies/prints you make is automatically logged in into the system. The copies after the limit are charged.

**The usual CERGE-EI price is 1,75 CZK per double-sided page.** (If you print one-sided, the amount of pages spent is divided by two). The amount of copies/prints is checked every month and you will be asked to pay the corresponding amount in CZK at the financial department.

For further information contact the Photocopy Services office (see the CERGE-EI web site for contact details).

Another option is to use the printer in the Computer Lab (free of charge, your own paper necessery) or in the Library.

#### **Computer Lab**

Computer lab is open 24 hours a day and is situated on the ground floor. To access the Computer Lab, an electronic entrance card is needed. Students have access to <u>CERGE-EI internal pages</u> (type in CERGE-EI login details) and their CERGE-EI e-mail accounts are created at the beginning of the Fall semester.

The e-mail accounts are accessible via webmail service at <u>http://mbox.cerge-ei.cz/</u>. Network login allows for the access to the CERGE-EI computer network on every computer in the CERGE-EI building. Wi-Fi is also available at CERGE-EI.

#### Library

CERGE-EI Library (<u>http://www.cerge-ei.cz/library/welcome-to-the-library</u>) is situated in the ground floor, on the left side when entering the building. You will have access to the library catalogue and will be able to borrow all books necessary for your study at CERGE-EI. Please note that you have to follow the Loan Policy of the Library.

CERGE-EI Library is one of the most important libraries in the field of Economics in Prague and thanks to the students who respect its rules; it can keep the quality of its services and be helpful to many other students.

#### **Financial support at CERGE-EI**

Most students are granted a full tuition waiver and a stipend in the amount of **11 500 CZK a month**. The amount may increase (but also decrease) in time and depends on student's status and performed academic duties, like study performance, assistantship or attending seminars. Detailed rules for the financial support are described in the Students' Handbook. The stipends awarded are paid in the **beginning of every month** at CERGE-EI Financial Department. The beginning of the Fall and Spring semester, the stipend is paid in CASH only!

The first stipend for the 1<sup>st</sup> year students in the Fall 2013 will be paid out on **September 17** and **September 18** at the Financial department (**Office 412**).

NOTE: The full financial support is granted only to the students whose Masters diploma and transcript is going to be nostrified according to the admissions rules to the Czech PhD program.

# Medical Care

All students are required to have insurance coverage for medical expenses while in the Czech Republic and have their health insurance card with them all the time.

Students who are admitted into the program in the Fall who do not present satisfactory proof of insurance will be enrolled in a group policy of CERGE-EI's choosing. CERGE-EI has an agreement with Health Insurance Company (Pojišťovna VZP further only PVZP) in Czech Republic.

**CERGE-EI** provides complex care insurance that meets all the conditions of the Act on the **Residence of Foreigners on the Territory of the Czech Republic**. However, the insurance does not cover (list is not exhaustive, fully terms and conditions available at SAO):

- Non-urgent stomatological treatment
- Examination and treatment of innate defects and illnesses as of diagnosis
- Transplants
- Insulin treatment for diabetes
- Postnatal care for new born child
- Institutional care at specialist treatment centers, etc.

Insurance is already covered for you if you have:

• Czech nationality and student status at Charles University or another institution;

- Employment contract with the Economics Institute/CERGE EI and the receipt of Social Insurance associated with that contract
- Coverage under the Social Insurance scheme of your home country which explicitly provides for reimbursement of treatment while studying in the Czech Republic.

#### **Pharmacies**

In Pharmacies you can get medicines based on doctor's prescriptions as well as other freely available drugs. Pharmacies are marked with green cross sign and can be found all over the city. Many have staff who can speak English, and are used to offering advice to tourists (especially in the city center). Note that some medicines available over-the-counter in your home country need a prescription here, and for some common medicines you must provide an identity card. Non-prescription drugs and medicines are sold only in pharmacies.

#### **List of Emergency Pharmacies:**

http://www.praha.eu/jnp/en/life in prague/health social care/list of non stop service pharmacies.h tml

#### List of some hospitals and doctors (English speaking):

#### **HOSPITAL NA HOMOLCE**

Roentgenova 2, Prague 5, Phone: 257 273 058 or 257 272 860 http://www.homolka.cz/en-CZ/home.html

HOSPITAL FN MOTOL - 300 CZK fee for any medical examination

V Úvalu 84, Prague 5, Phone: 224 433 681 or 224 433 682 or 224 433 674 http://www.fnmotol.cz/uk.html

#### **CENTRAL MILITARY HOSPITAL PRAGUE**

U Vojenské nemocnice 1200, Prague 6, Phone: 973 208 333 or 973 203 023 http://www.uvn.cz/index.php

#### **Emergency contacts:**

#### **112 – General Emergency Number**

112 is the general emergency line throughout the European Union (similar to 911 in the U.S.) It should be used for large-scale emergencies, especially for those who don't speak Czech – operators will speak English and German as well as Czech. The number can be dialed from any phone, and the call is free. The number can be used for urgent help from Police, Fire Brigade or Emergency Medical Assistance, though these numbers can also be dialed directly:

150 – Fire Brigade 155 – Medical Emergency (Ambulance/First Aid) 156 – Prague City Police 158 – Police

#### **VISA/Immigration**

DETAILED AND UP-TO-DATE INFORMATION ABOUT VISA MATTERS MAY BE FOUND AT the web page of Ministry of foreign affairs and Ministry of Interior of the Czech Republic:

http://www.mzv.cz/jnp/en/information\_for\_aliens/index.html

#### http://www.mvcr.cz/docDetail.aspx?docid=21667282&doctype=ART

#### **Information** (English spoken): + 420 974 832 421, + 420 974 832 418

www.mvcr.cz/mvcren/article/third-country-nationals-third-country-nationals.aspx

#### Main Prague OAMP branches:

Chodov office: <u>objednavani.chodov@mvcr.cz</u>, +420 974 820 666 Konevova office: <u>pobyty.konevova@mvcr.cz</u> +420 974 820 409, +420 974 820 415 (your actual branch depends on your address in Prague)

#### **Registration of Foreigners**

All foreigners (including EU citizens) are required to register at the **Foreign police inspectorate in Olšanská 2, Prague 3** 

**Non–EU citizens:** A foreigner from outside EU is required to report the place of his/her residence in the Czech Republic to the Foreign Police **within 3 working days** from his/her entry to the Czech Republic. The health insurance proof and proof of address needed.

**EU citizens:** A European Union citizen is obliged to report the place of his/her residence in the Czech Republic to the Foreign Police **within 30 days** from his/her entry to the Czech Republic, **if** the anticipated length of his/her stay is **longer than 30 days**.

#### **TYPES OF STAY**

- 1. EU citizens unlimited stay without a visa
- 2. citizens of selected countries (see below) stay up to 90 days without a visa
- 3. other non-EU citizens stay only with a visa
  - a) short-term visa (visa up to 90 days)
    - b) long-term visa (visa over 90 days), max. for 6 months
    - c) long-term residence permit (for stay longer than 1 year)

#### **EU citizens**

Students from the European Union do not need any kind of visa to enter and to stay in the Czech Republic. As an EU citizen you should report your stay in the Czech Republic within 30 days after your arrival at the Foreign Police if your stay is longer than 30 days.

#### Non-EU citizens not subject to a visa requirement

Students from states whose citizens are exempt from a visa requirement (for example Albania, Japan, Serbia) can stay in the Czech Republic up to 90 days, but in order to study they have to have a long-term visa/permit.

For full list of these states see

http://www.mzv.cz/jnp/en/information for aliens/list of states whose citizens are exempt/index.ht ml

#### Short-term visa – visa up to 90 days

This visa is only for a short stay in the Czech Republic, no longer than 90 days. It is not possible to prolong such a stay in the Czech Republic. This visa is not for study purposes.

#### Long-term visa – visa over 90 days

This visa is the most common when initially coming to the Czech Republic for study purposes. This visa is valid up to six months, and it is not possible to prolong (the next step is residency permit).

#### Long term residence permit/prolongation of the permit

When the long-term visa validity is coming to an end, you have to apply for a long-term residence permit and then to periodically prolong it to cover the rest of your study.

#### You have to apply for the permit/prolongation no earlier than 90 days and no later than 14 days before the expiration of the preceding long-term visa/permit.

Applications can take up to 60 days to process. When your application is approved, you can find it in the table at http://www.mvcr.cz/mvcren/article/status-of-your-application.aspx. You should then contact your OAMP branch for the biometric data (photo and fingerprints) to be collected; after that the card is ready in about 2 weeks.

#### Social Life at CERGE-EI

CERGE-EI students form a very special community. Classes are small and students know each other well. The CERGE-EI experience is that of a close-knit family with a diversity of interests. You will always find someone with whom to study or to share your interests outside of class.

#### **Coffee breaks in the Student Club**

The student's club hosts regular Coffee breaks, prepared by our students. It is a great opportunity to meet your future classmates, chat with professors and share your Prague experience with the others. Come and join us every Tuesday from 10 till 10:30 a.m.

#### **Beer parties**



#### CERGE-EI BEER PARTIES

Czech Republic is famous for its beer. Several times each semester, an evening event is organized in a typical Prague pub to enjoy good beer in an informal atmosphere with friends, professors, and alumni.

#### **CERGE-EI Food Party**



It is a good tradition at the beginning of the Academic year that students organize International Food party in the CERGE-EI courtyard. As we have students from more than 25 countries all around the world, the variety of typical national cuisine is astonishing!

#### Find more about CERGE-EI community:

Join our Facebook: https://www.facebook.com/pages/CERGE-EI/139664717571?fref=ts **Read our Blog**: http://blog.cerge-ei.cz/ And see what our students say about us: http://www.youtube.com/playlist?list=PL3C2220C3AD82EB92&feature=plcp

# **General information**

#### **About CERGE-EI**

CERGE-EI is a joint workplace of Charles University in Prague and the Economics Institute of the Academy of Sciences of the Czech Republic.



A unique partnership is designed to promote modern education and research in economics.

The MA/PhD program leads to an MA degree which has an absolute charter issued in the USA and to a PhD degree which has an absolute charter issued in the USA, and is fully accredited in the Czech Republic. PhD Graduates receive both, American and Czech degree, while MA graduates receive American degree only.

#### **About Czech Republic**

- Location: landlocked country, situated in the Central Europe,50th parallel
- Neighbors: Germany, Austria, Poland, Slovakia
- Area: 78,864 km2.
- **Language:** Czech(West Slavic Language)
- **Population:**10,3 million
- **Capital city:** Prague (Praha), 1,3mil inhabitants
- Establishment of Czech Republic: 1.1.1993 (from former Czechoslovakia)
- Membership: EU(2004), NATO, WTO, OECD
- **State structure:** historically divided into three lands: Bohemia, Moravia, Silesia administratively divided into 14 regions
- Form of government: Parliamentary democracy
- **Religion:** Atheistic and Roman Catholics
- **Currency:** 1 crown (koruna česká Kč CZK) = 100 hellers (haléřů hal)
- **Exchange rate:** 1 EUR = 25 CZK
- **Time:** GMT + 1 hour
- **Electricity:** 220 volts, 50 cycles
- Weather: mild conditions with four seasons, oceanic rainy weather all over year temperature in lowlands: winter 0 °C (snow, rain, fogs) summer 23 °C (rain, sun, hot waves with short lasting)

#### **Useful links:**

Learn more about the life in the Czech Republic: <u>http://www.czech.cz/en/Discover-CZ</u> Learn more about Prague: <u>http://www.praha.eu/jnp/en/home/index.html</u>; <u>http://www.expats.cz/</u> Local maps: <u>www.mapy.cz</u>; <u>http://www.use-it.cz/</u>

Local transport connection: <u>http://www.dpp.cz/en/, http://jizdnirady.idnes.cz/vlaky/spojeni/,</u> Czech language: <u>http://www.locallingo.com/</u>

# Academic Calendar 2013/2014

Month	Sej	tem	ber	October				er N			November			D	ece	ecember							Februar			ry March				April				May					June						Т		July					ıgu	IS					
Week	2 - 6 9 - 13	16 - 20	23-27	4- DC	11 - /	14 - 10 21 25	1 00	1 - 07	4 - 8	11 - 15	18 - 22	75-20	14 - 04	0-7	CI - 6	10 - 20	23 - 27	30 - 3	6 - 10	13 - 17	10 00	20 - 24	27 - 31	3 - 7	10 - 14	17 - 21	86-16	3 - 7	1 - 1	10 - 14	17 - 21	24 - 28	31 - 4	7 - 11	14 - 18	21 - 25		5-9	17 - 16	10.02	07-21	NC - 07	2 - 6	9 - 13	16_20	10 - 20	23 - 27	30 - 4		7 - 11	14 - 18	21 - 25		1 - 07	4 - 8	11 - 15	18-27	18 - 22
1st year	н		Fall Semester									1	Holidays								Spring Semester								F	ł				Sum		ner(	Se	me	ste	r																		
students						N	1	*						]	F		*	*							м								F			*	*	*			D	M						Γ	T		F				G	G	¢	3
2nd year	н		Fall Semester									1	Holidays				Spring Se					em	emester					E	н	Γ		Γ													1	RN	IS					-						
students		A/I	)*			N	1	*		I				1	F		*	*	U	/D					м				I				F			*	*	*		0	3 (	G							T							U	τ	U
3rd and 4th year students	н			Research Se				Seminar			inar Series				1	Holidays		ys	Res		Reso	earch Sen			minar Se			eries				н		Res		search Ser			miı	nar	r Series						Ť									-		
							;	*			DP۱	v					*	*																		*	*	*			1	P	DW						T								Γ	
Preparatory semester																																			_			1		•	rat est		•															
	A/D	-	add	/ d	roi	2 104	aric	h	-	-		-	+	-	-	-	-	_	-	-	+	-	_	-	-	-	+	-	-	-	-	_	_	-	-	-	-	+	-	+	-	-		-	-	-	_	-		-		L	-	-	_	L	┶	-
	G		gen		_	_			ek	+		+	t	+	+	+					t						t	+	+	+	+						ŀ	t	t	t	+	+		ŀ	t	+			+			ŀ	+	+			t	
	F		fina									1	t	+	Ť	1				t	t						t	+		Ť							t	1	t	t	+	Ť		t	t	Ť			t			t	t	Ť			t	
	М		mid	teri	n-e	xai	ns	we	eek				T	T	T	1				T	T						T	T		T							T	T	t	T		T		T	T	T			T			T	Ť	Ť			T	
	U		mal	e-1	ıр	gen	era	ıl-e	exa	ms	we	ek															T			T														Γ														
	Р		grad	lua	tio	1 CE	rei	mo	ny																		Γ																	Γ														
	Н		offi	ial	CI	ERC	ĴΕ	ho	lida	iy																																																
	DPW		diss	erta	atic	n p	roj	pos	sal	wo	orks	hoj	os	we	ek																																											
	DW										veel																																									L						
	*					-					l pu										ep	ub	lic)	-	cla	sse			_															re	-sc	ch	edı	ule	<u>ed</u>	:		L	_	_			Ļ	
	_		28 September - Czech Statehood Day (Saturday)													1 January - New Year's Day (Wednesday)																																										
	_		28 October - Establishment of the Czechoslovak Republic (Monday): 17 November - Freedom and Democracy Day (Sunday)													y) 21 April (Easter Monday) 1 May - Labor Day (Thursday)																																										
	_																	ay	(S	Sun	ıda	ıy)	)																					-		_	_		+	_		L	_	_	_		_	
	_										as !								_	-	+	_			_	_	_							n fi								da	y)	-	-	+	_		÷	_		L	+	+			+	
	_		25   26																										5 July - Cyril and Methodius (Saturday) 6 July - Burning at Stake of Jan Hus (Sunday)													4	_	L	+	_	_	L	+	4			1					

# Fall 2013

Monday, Sept. 16	Classes Begin
Friday, Sept. 27	Last Day to Add or Drop Classes
	(2nd year students only)
Monday, Oct. 21 - Friday, Oct. 25	Midterm Exams
Monday, Oct. 28	NO CLASSES: State Holiday (Classes will be rescheduled)
Monday, Nov. 25 – Thursday, Nov 28	DPW: Dissertation Proposal Workshop
Friday, December 6	Last day of classes
Monday, Dec. 9 - Friday, Dec. 13	Final Exams
Monday, Dec. 16 – Friday, Jan. 3	WINTER RECESS

# **Spring 2014**

Monday, Jan. 6 Monday, Jan. 6 – Friday, Jan. 10

Friday, Jan. 17

Monday, Feb. 10 – Friday, Feb. 14 Friday, Mar. 28 Tuesday, Mar. 31 – Friday, Apr. 4 Monday, Apr. 7 – Sunday, Apr. 18

# **Summer 2014**

Monday, Apr. 21 Tuesday, Apr. 22 Tuesday, May 1 Tuesday, May 8 Monday, May 19 – Friday, May 30 Monday, May 26 – Friday, May 30 Friday, May 30 Monday, June 2 – Thursday, June 5 Monday, June 23 – Friday, Aug. 22 Monday, July 21 Monday, July 14 – Friday, July 18

Monday, Aug. 4 – Friday, Aug. 22 Monday, Aug. 25 – Friday, Aug. 29 Classes begin Core General Exams: Make-up (2nd year and above students only) Last Day to Add or Drop Classes (2nd year students only) Midterm Exams Last day of classes Final Exams SPRING RECESS

NO CLASSES: Public Holiday
(Classes will be rescheduled)
Classes begin: MAE and 1st year PhD students
NO CLASSES: State Holiday
(Classes will be rescheduled)
NO CLASSES: State Holiday
(Classes will be rescheduled)
General Exams: 2nd year PhD students
Midterm Exams: MAE and 1st year PhD students
Graduation Ceremony
Dissertation Workshop (DW)
Research Methods Seminar: 2nd year students
Prep Semester Begins
Final Course Exams: 1st year students
PhD General Exams: 1st year students
Final Exams: Prep Semester students