

# FRESHMEN'S GUIDE



Counselling and Career Centre  
UCT PRAGUE



IAESTE  
UCT PRAGUE

TUTORS

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Welcome!

You probably have a lot of questions – How do things work here? What is expected of me? What do I have to arrange? Whom can I contact in different situations? That and much more should be answered by this handbook you have in your hands (or you are looking at it online ( [vscht, freshmen's guide](#))).

At UCT you will experience big successes as well as failures. That is how it should be because that is how life works. Success is a journey, not a destination.

Don't forget that results are not everything. The most important thing will be how you face the challenges that will come.

Keep in touch with people around you and try to find new contacts – that is a sure way to succeed. The more friends you make, the better you will be able to work and study in the future. You can work and study together, but also celebrate your achievements – like passing exams or written tests. Connections that you will gain in the upcoming years will last forever. At the same time, you should also learn to tolerate and hear other people. Who better than university-educated people should help achieve agreement in a divided society?


We look forward to seeing you!

Love is chemistry, and chemistry is UCT.

We wish you much success, luck and love!

Freshmen's Guide Team

**Tutor's tip:** Who are the Tutors? They are students just like you. They help younger students, especially freshman, because until recently they were in your skin, and they know what it's like. They are trained in the most important issues of study. In these bubbles, you will find important additional information that the Tutors have prepared for you.

 This symbol is for ECONOMIC STUDENTS! If you come across this symbol and you're studying an economy major, pay attention! Next to it, you will find important information concerning your studies. But pay attention to other information in this guide, too, they will come in handy.

# Dealing with student affairs



Each faculty has its own Dean's Office (School of Business has a Student Affairs Office), which you will certainly visit before each semester, whether for enrolling in the next semester or for the confirmation of study. An assistant for studies will be available for you at the office. The office basically functions as an office for the given faculty where you will handle all study matters.

When visiting the office for enrolment, your previous study requirements will be checked, and you will be registered for compulsory and optional courses for the next semester.

You should arrange everything related to the organization of the study on time and respect the office hours of each of the offices. Also, don't forget to check the official bulletin board, where useful information may appear during the semester.

## Faculty of Chemical Technology

Dean: prof. Ing. Petr Zámotný, Ph.D.

Location: Building B, 2<sup>nd</sup> floor, B2413–B2418

Study officer: Petra Kohoutová (B2418)

E-mail: [petra.kohoutova@vscht.cz](mailto:petra.kohoutova@vscht.cz)

Monday	9.30–11.30	13.00–15.00
Wednesday	9.30–11.30	13.00–15.00
Thursday	9.30–11.30	13.00–15.00

## Faculty of Environmental Technology

Dean: prof. Ing. Pavel Jeníček, CSc.

Location: Building B, 2<sup>nd</sup> floor, B2314–B2317

Study officer: Šárka Dintarová (B2316)

E-mail: [sarka.dintarova@vscht.cz](mailto:sarka.dintarova@vscht.cz)

Monday	9.00–11.00	
Wednesday	9.00–11.00	14.00–15.00
Thursday	9.00–11.00	

## Faculty of Food and Biochemical Technology

Dean: prof. Ing. Jan Masák, CSc.

Location: Building B, 2<sup>nd</sup> floor, B2303–B2308

Study officer: Dana Brzoňová (B2305)

E-mail: [dana.brzonova@vscht.cz](mailto:dana.brzonova@vscht.cz)

Wednesday	9.00–11.30	12.30–15.00
Thursday	9.00–11.30	12.30–15.00

## Faculty of Chemical Engineering

Dean: prof. Ing. Michal Příbyl, Ph.D.

Location: Building B, 2<sup>nd</sup> floor, B2401–B2405

Study officer: Mgr. Anna Vaněčková (B2402)

E-mail: [anna.vaneckova@vscht.cz](mailto:anna.vaneckova@vscht.cz)

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Monday	9.00–11.30	
Wednesday	9.00–11.00	13.00–15.00
Thursday	9.00–11.00	

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## School of Business

Supervisor: doc. Ing. Lenka Švecová, Ph.D.

Location: Jankovcova 1114/23, Praha 7, 4<sup>th</sup> floor

Study officer: Martina Hlinková MSc (C313)

E-mail: [martina.hlinkova@vscht.cz](mailto:martina.hlinkova@vscht.cz)

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Monday	9.00–11.00	
Thursday	9.00–11.00	

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**TUTORS**

tutori@vscht.cz

Dean's Office  
Student Affairs Office

...you need  
an individual  
study plan?

...you need your  
personal information  
changed?

...you need to change  
your list of courses?

**To whom  
to write when...**

...you have questions  
regarding accommodation?

The Administration  
of University Facilities

...you have lost  
your SIS password?

Computing  
Centre

...you need to change  
your schedule?

Department of International  
Relations (after enrolments  
for the next semester end,  
contact the responsible  
institute)

...you need  
tutoring?


...you need  
any other  
advice?

# **How to write an e-mail correctly**

The preferred form of communication at university is e-mail. You will use it e.g., when you need to excuse yourself from a class or an exam, or if you need to set up a consultation. Be wary of the content and text structure, you don't want to make a bad first impression. We advise you to follow the advice given here, which should make it easier for you.

To communicate within the school, you are required to use an assigned e-mail address. If you use your personal e-mail, you might not get a reply, because the teachers react only to e-mails coming from the school addresses.

If you wish to discuss a problem related to a course, contact your teacher first. They will alternatively refer you to someone else. You should always follow the following order: teacher → course guarantor → study programme guarantor → dean for pedagogy → rector for pedagogy – they should be the last ones you try to contact, only in extreme cases.

Contact information (e-mails, phone numbers) for teachers and other employees can be found online ( [vscht, phonebook](#)).

## Tips

- Beware of spelling! If you do not excel in English, contact your nearest “grammar Nazi” or check the Internet.
- Put each point you would like to discuss in a separate paragraph. Also, insert a space between paragraphs to make the text easier to read.
- If you want to link to a website and the URL is too long, use websites that offer shortening it (goo.gl or bit.ly), or you can also attach the link as a hyperlink directly in the e-mail.



To:

Subject:

### Subject

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

### Greetings

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

### Main message

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

### Regards

End your e-mail with a polite phrase like "Kind regards", "I look forward to meeting you" or "Thank you for your answer".

### Signature

Lastly, but also an important part. Sign the e-mail with your full name and your class group number.



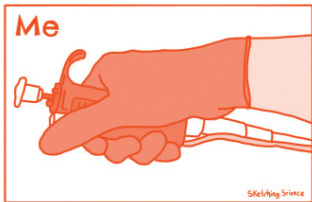
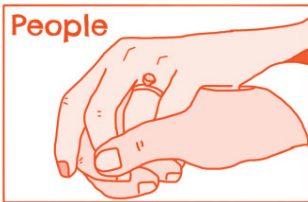
**Send**

# How to address teachers

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

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


If a teacher has more titles, you should always call them by the most important one. By importance: Professor, Associate Professor, and Doctor or Assistant Professor. In case of Bc. (bachelor) and Csc. (candidate of sciences) titles are not used when addressing teachers, other titles are used.






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

# Enrolment in the first year

Enrolment for first-year students is usually in September. The exact date, time and what you need to bring will be mentioned in your invite; the documents needed for enrolment can be found online ( [vscht, enrolment for studies](#)).



All important dates can be found in the “Academic school year calendar”( [vscht, organization, academic year](#)).

## What else do you have to arrange?

- ☒ *for your satisfaction, you can check off each completed task*
- ☐ get your student card (ISIC or UCT card)
- ☐ change the password in the school e-mail and eventually forward all incoming e-mails to your private e-mail address; always write to your teachers using the official school e-mail
- ☐ enter your Czech bank account number in the study information system (SIS)
- ☐ check your schedule and, if needed, enrol in a PE class (you will be notified about the date of enrolment in time)
- ☐ download the “VŠCHT EMIL” app, so you don’t get lost
- ☐ arrange a long-term public transport coupon
- ☐ enrol in a Czech language course

- ☐ register in the National Library of Technology (NTK, in front of building A)
- ☐ you can join the faculty and first-year Facebook groups (join the UCT-Prague Degree Students)

### **if needed:**




- ☐ index for your study results
- ☐ confirmation of study document (e.g. for parents for tax reasons or for public transport)
- ☐ documents needed for students residing at the dorms ( vscht, applications for accommodation)
- ☐ application for an accommodation scholarship ( vscht, scholarship)

### **Identification card of UCT student**

With your student ID card, you will have access to UCT buildings, to computer classrooms and after registration to the National Library of Technology (NTK). In addition, you can take advantage of student discounts. You can arrange your student ID in the card centre (building B, basement).


You can choose from two variants: a student UCT card (free) or ISIC (250 CZK). With the ISIC card, you can take advantage of student discounts all around the Czech Republic and abroad. The ISIC card is valid until the end of the next calendar year, and you can renew it from a certain date forward in the card centre. Extending the validity of an ISIC card costs 200 CZK. You must bring Czech bank note currency with you, as payment by card is not possible. Please note that you aren't entitled to an ISIC card if you are studying in the lifelong learning programme and/or you don't have "Recognition of previous education".

## Long-term public transport ticket

For a public transport ticket, you have two options. You can register for a PID “Lítačka” card ( [litacka](#)) or have a paper coupon. You can buy Lítačka online, to get the card you must pick it up at a point of sale ( [pid, points of sale](#)). Set up your account and choose your identifier. It can be a card or your phone. For your picture, you can upload any picture of your head and part of your shoulders that follows parameters found on the website ( [litacka, how should the photo look](#)). As a student you're entitled to a discount; to get it, you need an ISIC card or a Confirmation of study.

**Tutor's tip:** To get a yearly public transport ticket, you need to arrange it in the time period from September to November.

## Bank account

A Czech bank account number is required, otherwise you will not be able to receive scholarships. You can open a student's bank account in almost any bank in the Czech Republic completely for free. Your account number should be entered into the Study Information System ( [vscht, bank account](#)).


## Index

The index is a small red booklet, in which teachers write your exam grades. You can pick it up at Respirium or the Dean's Office (the exact place will be given by your group tutor). It is optional; however, it serves mainly as an overview of your grades as well as proof that you have received the grades. We are only humans, so even professors can make mistakes and write a different grade in the SIS. It may not seem so important to you, but due to an error in the SIS, you could miss a scholarship or a degree with honours.


## **Registering with the Czech National Library of Technology (NTK)**

You can register with the NTK directly in the library, it is free for UCT students. What you will need:


- proof of identity,
- an ID card with your photo and name (ISIC, student card...).

You can speed up this process by filling in your personal data online ( [ntk, pre-registration](#)). They will then check your information at the desk. The pre-registration remains valid for 30 days.

## **EMIL app**

EMIL is a school app that contains your schedule with links to the rooms, school calendar, UCT buildings maps, and canteen menus. The app will also notify you of important updates related to your studies (e.g., new exam grades, changes of exam dates, Rector's Day...). It is available for iOS, Android, as well as in a desktop version ( [vscht, emil](#)).

## **Video tutorial for SIS**

The student information system (SIS) is sometimes a mystery even for older students. That is why you can use a series of video tutorials (in Czech only, for now), that will guide you on how to e.g. enrol for a PE class or to find where your lecture room is located ( [vscht, pkc, tutors, video tutorials](#)).

# **Textbooks and study materials**



# What study materials will you need?

Go to the first lecture before you buy any course textbooks or study materials. There, the teacher will provide all the necessary information about the course including the required study literature.

**Tutor's tip:** Before you start studying for exams, make sure that the content of the literature fits the scope of the course. You do this by looking at the syllabus, which is basically the study plan of the course. You can find the syllabus in the SIS on the pages for each course.

## Textbooks


You will usually find the total scope of the curriculum required to pass the exam in the textbooks. Where can you find them?

- buy from the textbook shop in the National Library of Technology (NTK)
- borrow in the NTK
- online ( [vscht, vydavatelstvi](#))
- textbook swap ( on Facebook: burza skript)
- from older students

## Lecture notes

Lecture notes are an important part of your studies because they provide an overview of the content of the lectures as well as the content of the exams.


## E-learning and Moodle

E-learning and Moodle are web interfaces to which teachers upload class materials and presentations. We advise you to print out the presentations before the lectures and write notes in them. You can log into both of them using the school login ( [vscht, e-learning / vscht, moodle](#)).

## MS Teams

In MS Teams you can communicate with your classmates (and teachers) using videoconferences and private chatrooms. Additionally, you can share files for group work or hand in homework. Anyone with a UCT login information has access. A large part of online classes takes place here.

## Shared “S drive”

S drive is a universal temporary cloud, accessible to everyone logged into a domain PC. Remember the name of the folder where your teacher saved the files. There are a lot of other files on the drive, so remembering this information will make it easier to find your way around. Connection instructions can be found on the CC website ( [vscht, computer centre, shared s drive](#)).

**Tutor's tip:** As a university student, you should also think about respecting copyright law when working with study materials. If you want to record a lecture, for example, ask the teacher if he/she doesn't mind!



# Free software and other useful online tools

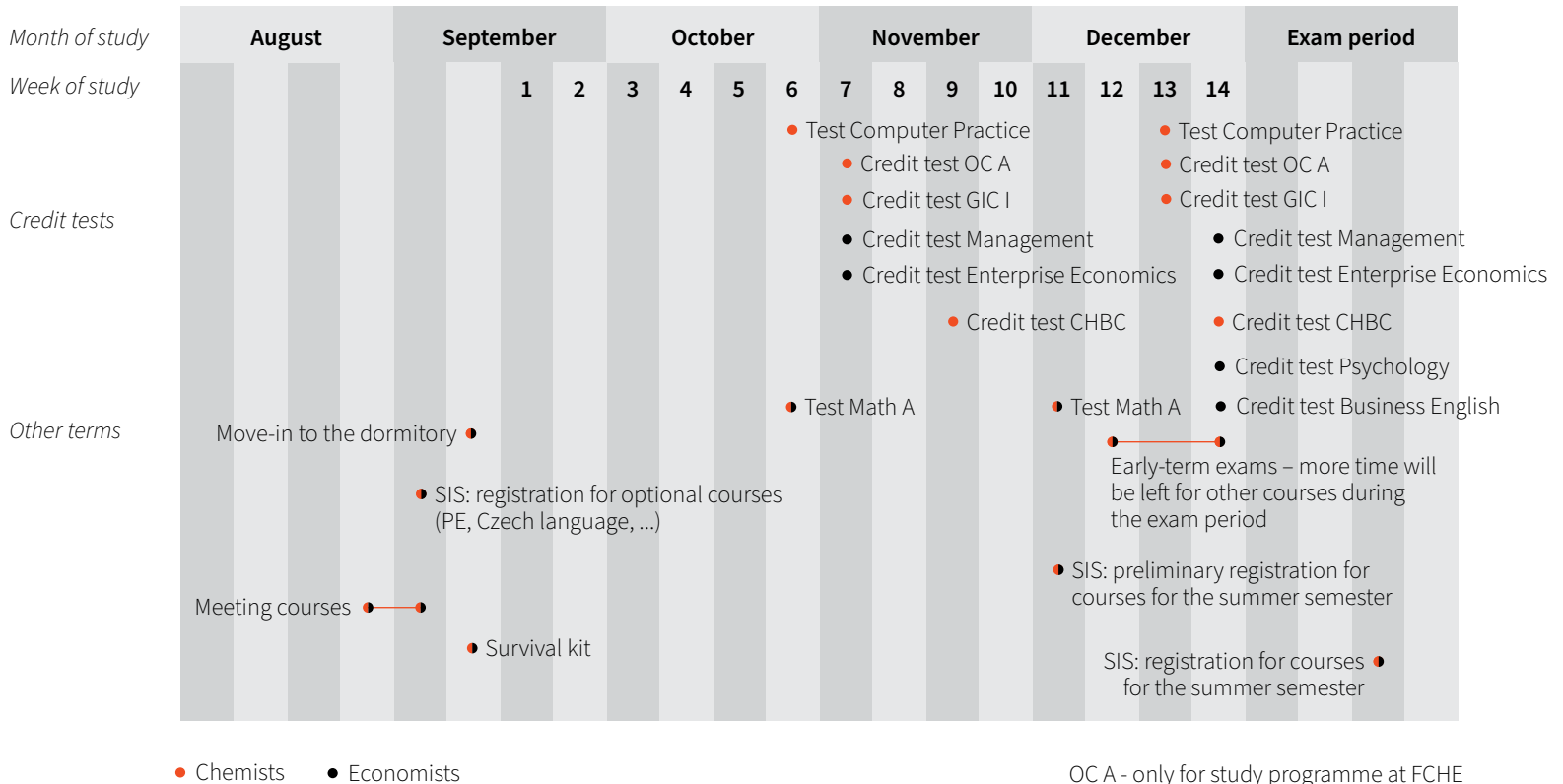
The university offers a lot of software, that should make your future work easier. You will get acquainted with most of them during the Computer Practice course. For now, you can go through this table and find what each software is used for.

Utility	Where to find it, how to use it	Description
VPN	<a href="https://vc.vscht.cz/vpn">vc.vscht.cz/vpn</a>	Remote access to school net
Virtual classroom	<a href="https://vc.vscht.cz/software/virtualni-ucebna">vc.vscht.cz/software/virtualni-ucebna</a>	Remote access to software like Matlab, Maple etc.
Wifi + eduroam	<a href="https://vc.vscht.cz/wifi">vc.vscht.cz/wifi</a>	Internet everywhere
ownCloud	<a href="https://owncloud.cesnet.cz">owncloud.cesnet.cz</a>	Cloud storage (up to 100 GB)
Filesender	<a href="https://filesender.cesnet.cz">filesender.cesnet.cz</a>	Tool for sending large files (up to 500 GB)
ChemTK	<a href="https://chemtk.cz/en/">chemtk.cz/en/</a>	Access to scientific articles and chemical databases
University e-mail	<a href="https://mailex.vscht.cz">mailex.vscht.cz</a>	Your own university mailbox
Microsoft 365 (formerly Office 365)	<a href="https://portal.office.com">portal.office.com</a>	MS Office, Teams
ChemDraw	<a href="https://chemtk.cz/cs/82971-chemdraw">chemtk.cz/cs/82971-chemdraw</a>	Draw chemical structures
Maple	<a href="https://vc.vscht.cz/software/studenti/maple">vc.vscht.cz/software/studenti/maple</a>	For simplification of complex math formulas
Matlab	<a href="https://vc.vscht.cz/matlab">vc.vscht.cz/matlab</a>	Calculations, visualization and analysis of data
Statistica	<a href="https://vc.vscht.cz/software/statistica">vc.vscht.cz/software/statistica</a>	Programme for statistical calculations
Mathematica	<a href="https://vc.vscht.cz/software/studenti/mathematica">vc.vscht.cz/software/studenti/mathematica</a>	Mathematical calculations and graph drawing (e.g. integrals and derivations)
EndNote	<a href="https://vc.vscht.cz/software/studenti/endnote">vc.vscht.cz/software/studenti/endnote</a>	Manager for making and managing citations
Writefull	<a href="https://chemtk.cz/cs/83106-writefull">chemtk.cz/cs/83106-writefull</a>	Tool for correction of technical texts written in English
ClaroRead Plus	<a href="https://vc.vscht.cz/software/claroread">vc.vscht.cz/software/claroread</a>	Support tool for reading and writing (e.g. it will read the textbook out loud for you)

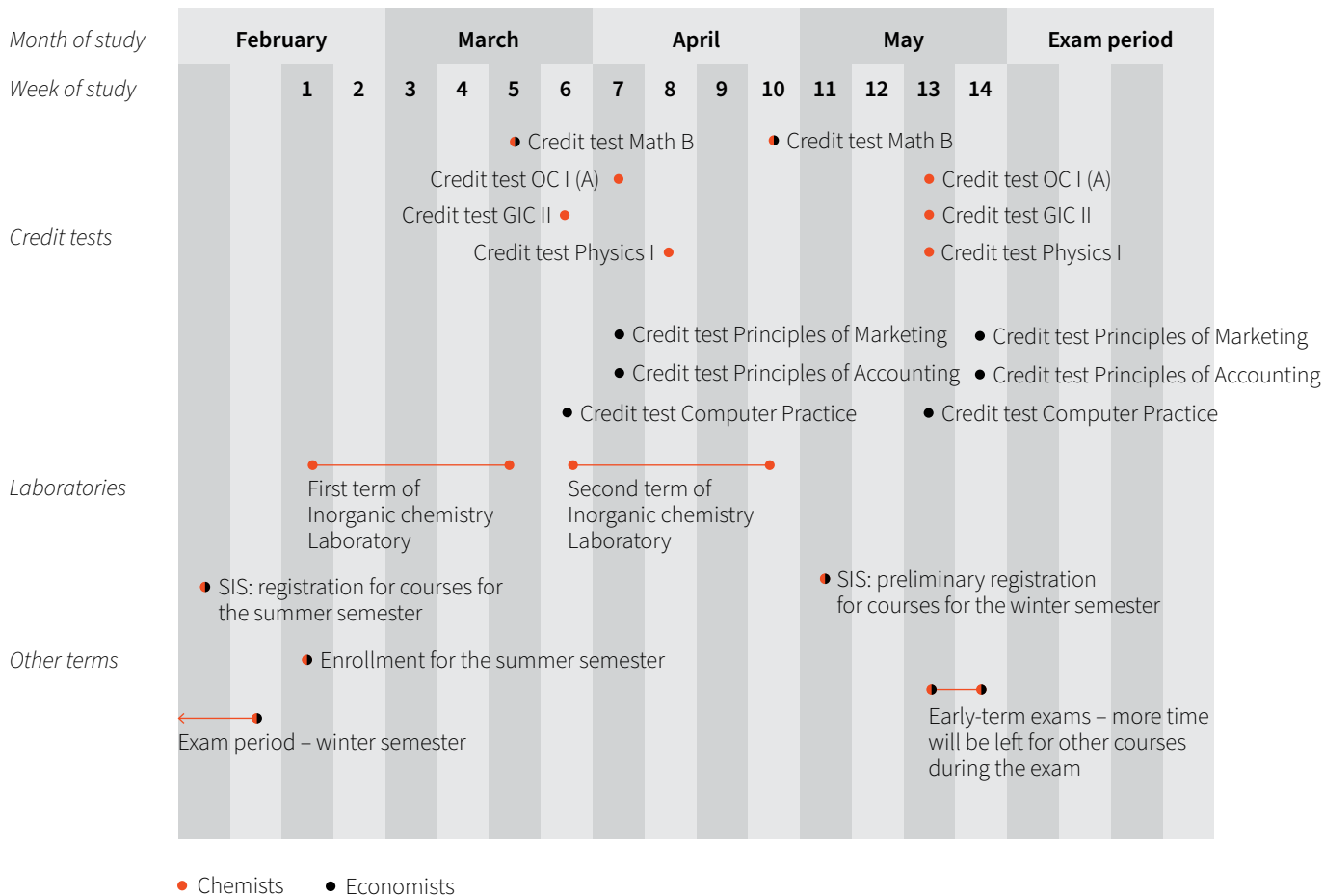
**Fulfilling  
study  
require-  
ments**

# Timetable for the winter semester

Here you will find an overview of credit tests and other important matters for the winter and summer semesters. But watch out! Everything is indicative, the exact dates will always be communicated to you by your lecturer/trainer.



## Timetable for the summer semester



# Glossary

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

## Lectures


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

## Seminars

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

## Laboratories

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

**Tutor's tip:** To succeed at exams and while studying, check out Survival kit ( [vscht, pkc, survival kit](#)).

## Course-credit (Z)

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

## Marked course-credit (KZ)

Marked course-credit is a credit without passing the exam. You can receive this by fulfilling study obligations during the semester, for example, by completing laboratories, developing a project, or completing tests during the length of the course.

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

## Comprehensive test

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

**Tutor's tip:** You should spend at least a few days studying before each exam. It is useless to go to the exam unprepared and in most cases, you will have to go there again. Go to bed early in the evening before the exam. In the morning, revise what you least know on the way. You can do it!

## Exam (Zk)

An exam is often composed of both written and oral parts. Unless otherwise stated, you always take exams with your lecturer. You have a total of three attempts at the exam. Lecturers often also offer exams in the so-called early terms, i.e., in the last week of the semester. Be sure to take advantage of these early options to take the exam, it will come in handy during the exam period! If you are registered for the exam, wait too long, and find that it is no longer possible to cancel your registration, please write an e-mail stating the reason to either the lecturer or another contact person listed in the SIS (exam dates). The exam is graded A – F. F means that you did not pass the exam.

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

## Grupíček

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

# Information on courses


Why do you have so many “unnecessary” courses? The goal of UCT is to educate chemists who are not only experts in their field but can also be versatile (at least in the field of chemistry). In order to understand the connections between individual fields, it is necessary to go through all these basic courses. And why do you have so much math? Now mathematics may seem like a completely useless thing to you, and you’re thinking, “What am I going to use it for?” But mathematics makes up 80% of courses at the UCT. Without mathematics, you will not be able to solve even the basic problems from physical chemistry, physics, or chemical engineering.


As already mentioned, in courses you will write credit tests and written exams. In the following pages, you will find a summary of all the conditions for completing individual courses and a summary table. Up-to-date information and specific requirements will always be disclosed by your lecturer at the start of the semester. If you don’t understand something, don’t hesitate to ask!


**Tutor’s tip:** Study continuously and try to get the credit through credit tests written during the semester. The comprehensive test is really just an emergency brake.



## PE classes

During bachelor studies, you have to acquire 4 credits from PE classes. A credit is given for at least 75% active participation in the class during a semester. You can obtain credit by attending a sports course, but only once. Current information and list of courses can be found on the Department of Physical Education and Sport web ( [vscht, ktv, courses](https://www.vsch.tu-berlin.de/en/department-of-physical-education-and-sport/courses)).

**Tutor's tip:** PE classes all happen in different locations. Therefore, find the address beforehand and ask older classmates how to get there. All addresses can be found online ( [vscht, ktv, sport facilities](https://www.vsch.tu-berlin.de/en/department-of-physical-education-and-sport/sport-facilities)).

**Tutor's tip:** The Department of Languages also offers you a wide selection of optional courses and preparatory courses for obtaining FCE and CAE certificates. Have a look at their website ( [vscht, department of languages](https://www.vsch.tu-berlin.de/en/department-of-languages)).

# 1<sup>st</sup> semester for chemistry students

## Mathematics A

Attendance at seminars is mandatory and to receive the credit you must complete two credit tests, that are written during the semester. Both are max. 100 points; to get credit you must obtain 100 points from both tests, combined. If you get 60-99 points you must take a comprehensive test, from which you must get 50 points out of 100 total. You get only one attempt for the comprehensive test. If you get less than 60 points combined from the credit tests, you won't receive the credit and you need to repeat the course in the summer semester. The course is concluded with an exam (test, from which you must get at least 50 points + oral examination). The course guarantor can also announce specific bonuses at the start of the semester, that should motivate you to do your exercises on the fly.

**Tutor's tip:** The exam test is harder than the credit tests. Therefore, it is necessary to practice and do your exercises regularly!

## General and Inorganic Chemistry I

To check your knowledge before classes start, you can take an online test, found in e-learning. During the semester you will take two credit tests. Caution! These tests cannot be substituted in any way!

The comprehensive test has two parts (part A and part B). You can get a maximum of 102 points from part A and 98 points from part B. To pass, you must get at least 60 points from part A and in total (A + B)

80 points. Caution! You can take the test only if you got 50 points in total from the credit tests, it can be taken only once and not later than the second week of the exam period.

The exam consists of a written part (exam test) and an oral part. The test also has two parts (part A and part B). You can get a maximum of 50 points from each. You must get at least 33 points from part A and you have to get at least 50 points in total (A + B).

**Tutor's tip:** Come to the exam decently dressed. Do not forget a form of identification (student ID card or ISIC card), enough writing utensils, paper to write on, and most importantly your knowledge. Leave the cheat sheets and all the nervousness at home!

## 2<sup>nd</sup> semester for chemistry students


### Mathematics B

[See Mathematics A](#)

### Organic Chemistry I (A)

Caution! To pass Organic Chemistry I, you must pass General and Inorganic Chemistry I. During the semester you will take two credit tests.

The exam has two parts (A + B). Both parts are evaluated by 50 points. If you obtain at least 35 points in part A and at least 50 points from the whole test, you can then continue to the oral exam. Caution! If you do not pass the oral exam, you must take the test again.

You can find syllabi, sample tests, and other materials on the website of the Department of Organic Chemistry ( [vscht,  
department of organic chemistry](https://www.vsch.tu-berlin.de/departments/organic-chemistry)).

## **Physics I (A)**

To receive credit, you must get at least 50% of possible points from two credit tests during the semester (max. 100 points for each test) or from the comprehensive test (max. 200 points). The exam is both written and oral. You must receive at least 50% of the available points from the written part to continue to the oral exam.

## **Inorganic Chemistry Laboratory**

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

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

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

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

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

Caution! If you don't come to the laboratories without justification, you must repeat the whole laboratory again!

### **What to take with you?**

- ☐ student ID card (the first day for checking prerequisites)
- ☐ lab coat
- ☐ calculator and writing utensils (alcohol marker)
- ☐ notebook or laboratory diary (can be purchased already pre-printed in the NTK bookstore)
- ☐ laboratory manuals – textbooks
- ☐ matches
- ☐ scissors
- ☐ dishtowel or cloth

### **What to wear?**

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

### **Where to find information?**

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



# **1<sup>st</sup> semester for economic students**

## **Mathematics A**

See “1<sup>st</sup> semester for chemistry students”

## **Enterprise Economics**

To receive credit you need to get a minimum of 60 points out of 100. You can get 10 points by filling in mini tests on e-learning, 20 points for credit test during the semester, and 70 points for a final test. The exam is oral.

## **Business English 1a**

During the semester you will work on developing a portfolio made of different topics. At the end of the semester, you must get at least 50% of the available points from a final test. The course is finished by obtaining credit.



# **2<sup>nd</sup> semester for economic students**

## **Matematika B**

See “2<sup>nd</sup> semester for chemistry students”

## **Principles of Accounting**

To receive credit, you must get at least 20 points in total out of 40 in two tests. Afterwards, you must get at least 40 points out of 80 in a written exam.

## **Business English 2a**

See “Business English 1a”

## **Principles of Project Management**

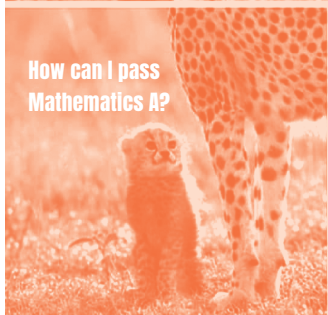
To complete the course, you must take a test every week (max. 20 points), work on and present a seminar paper with your classmates (max. 30 points), and obtain at least 15 points (out of 30) from a final test. Afterwards, the exam is oral, and you must get at least 10 points out of 20.





**Lost freshman  
at the UCT  
for the first time**

**Older students  
full of wisdom**



**How can I pass  
Mathematics A?**



**I am only a kid,  
god dammit!**

# Requirements for passing courses

## – chemistry students

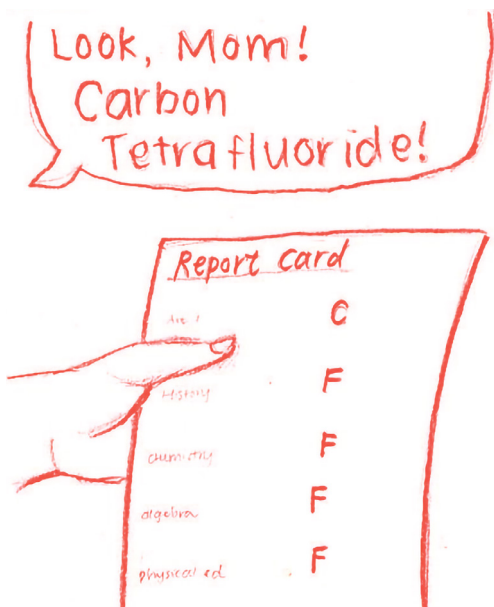
Credit test				When can I take the comprehensive test?	Comprehensive test		Exam		Oral exam	ECTS credits
Course	Amount	Points	Time	The spread	Points	Time	Points	Time	—	—
Winter semester										
Mathematics A	2	Max. 100	60 min.	60–99	50/100	60 min.	50/100	100 min.	Yes	8
General and Inorganic chemistry I	2	80/200	90 min.	50–79	80/200	120 min.	50/100	100 min.	Yes	8
Computer practice	2	50% from each	60 min.	Unconditioned	—	—	—	—	No	3
Chemical and balance calculations	2	60% from each	60 min.	Unconditioned	—	—	—	—	No	3
Toxicology and Ecotoxicology I	—	—	—	—	—	—	50/100	60 min.	Yes	3
Summer semester										
Organic chemistry I (A)	2	100/200	60 min.	0–99	50/100	100 min.	50/100	120 min.	Yes	6
Physics I (A)	2	100/200	60 min.	0–99	100/200	100 min.	50/100	100 min.	Yes	6
Mathematics B	2	Max. 100	60 min.	60–99	50/100	60 min.	50/100	100 min.	Yes	7

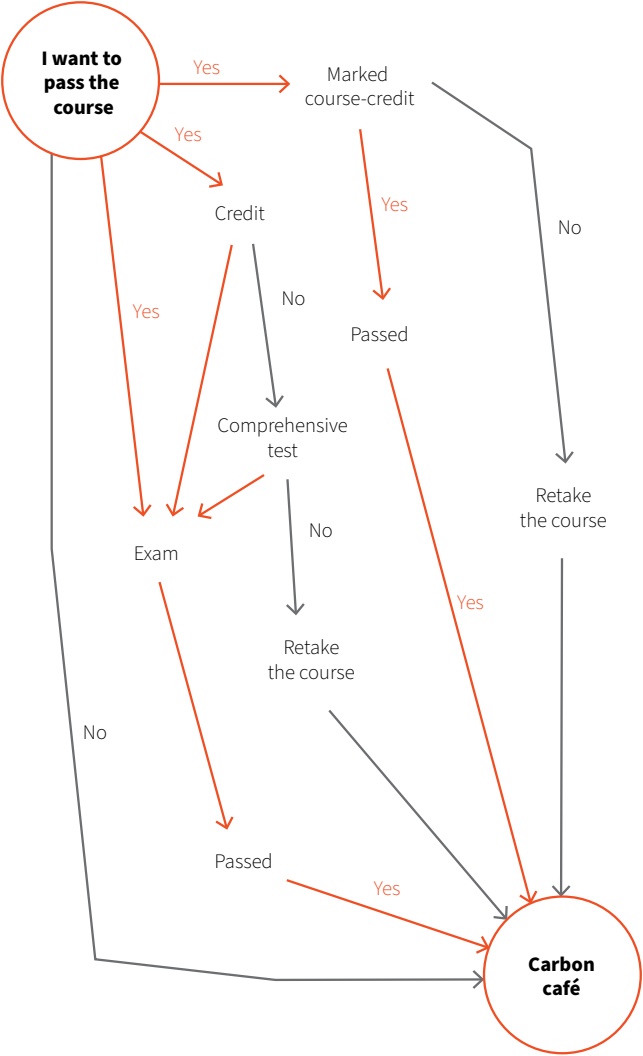
**Tutor's tip:** You must complete some courses to be able to attend ones in the next semester. These prerequisites are therefore very important and should be a priority for you. How to find out which courses these are? Have a look at the following semester's courses in SIS. Prerequisites can be found in the course description.



# Retaking a course

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





# Enrolment in the next semester/year

## ECTS credits

You will receive a predefined number of ECTS credits (points) for each completed course. The number of credits corresponds to the difficulty of the course (time spent in lectures or seminars and preparation for the exam).

## Enrolling in the next semester

To enrol in the next semester, you must obtain at least 15 credits from compulsory and optional courses in the previous semester (we recommend you complete at least General and Inorganic Chemistry I or Mathematics A !!!).

## Enrolling in the next year

For enrolment in the next year, you may lack a maximum of 15 credits out of  $30 \times n$  credits, where  $n$  is the number of completed semesters.

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

## How do I enrol in the next semester/year?

- ☐ You have met the conditions for enrolment.
- ☐ The dates and grades in the index match the data in the SIS.
- ☐ You have registered for compulsory and optional courses in the SIS for the next semester

Enrolment is done electronically through SIS. The Dean's Office/ Student affairs office of the relevant faculty/departments will inform you about the process of enrolment in the semester/year, so check your school e-mail regularly. If you don't receive any information, do not be afraid to contact the study assistant or tutor.

## Feedback polls


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

The Feedback polls can but don't have to be anonymous, depending on what signature you choose:

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

**Tutor's tip:** Do you have problems with studying? Don't despair, look at the chapter: Having difficulties.

# Some motivation – scholarships

There are various types of some financial support of your studies. For most of them, you have to submit an application, so do not hesitate and learn about your options. The information about scholarships can be found on the website. ( vscht, bachelor studies, scholarships)





# UCT buildings

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


## Classrooms

Classroom labels indicate in which building (A, B or C) and floor (S – basement, 0, 1, 2, 3, 4) it is located. For example, room B32. Whether to go right or left from the main staircase you can find by looking at the chart with the sign opposite the staircase. In building A, you can also come across rooms with different letters (F–P). These are in crosswise hallways. Large auditoriums AI, AII (BI, BII) are located directly behind the entrance to the buildings, or one floor up the main staircase. Lecture room BIII is located at the side entrance to building B.

Some classrooms (e.g. B14, B22) are located inside of the Klokner institute, to which access is possible only via the third floor of building B. From the main staircase, you turn right and then go down the stairs. These classrooms hold the labels ZB1–ZB3. There is also an extension named X in building B, which you can get to from the third floor of building B – from the main stairs to the left and straight ahead. Extension X is then accessed through a glass tunnel on the roof. You can also get there by elevator, which is on the right side of the side entrance of building B (3<sup>rd</sup> floor), or by stairs from the left side of lecture room BIII.

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

Not only in chemistry, but also in classroom names, you will find exceptions confirming the rule. These are, for example, classrooms B24, B35, BS1, BIII, A31. In EMIL, these rooms have a special description of how to access them. You can read it by clicking on the room.

 Classrooms in Maniny are labelled always by the floor number and a letter designating which room it is – e.g. 1A, 2B, 3C.

**Tutor's tip:** All students and lecturers know that the school is a real labyrinth. Therefore, don't be afraid to ask anyone in the hallways for the way! Or you can try to find the room the day before.

# Interesting places (not only for studying)

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


## **Respirium**

Located in building B on the right side of the main entrance. Here you can spend time, leave your bags in the cloakroom, heat your food in the microwave, buy school merchandise items or study.

## **Computer Classroom**

One is located opposite the Respirium, the other is located in the room B15 (if you do not know, use EMIL), you have free access to it via ISIC.

## **Reserving a classroom**

If you're looking for a place to study with your classmates in quiet, you can reserve room B09. This is done via e-mail; the whole tutorial can be found on the web ( [vscht, room reservation, B09](#)).

## **Access to AI and All**

At the entrance to the AI room, there are tables with chairs and power sockets for laptops or phone chargers. The All has a few small couches nearby where you can sit for a while as well.

## **Apsida**

It is in the courtyard of building A. Near Miláček (buffet in building A) go one floor down the stairs, go to the left and you are there.

## **The Chimney Courtyard**

At the gatehouse of building B, go down the stairs, then go straight through the glass door (landmark: chimney).

## **National Library of Technology (NTK)**

It is located opposite the building A, you can register with your school identification card.

## **Toilets and showers**

There are several toilets in all buildings on each floor. The nearest women's toilets are in building A to the left of the turnstiles, men's on the other side. In building B it is vice versa. At UCT, there are also showers in each building, which you can use.


If you still don't know what to do and wander hopelessly around school with a full bladder, open EMIL. You can easily find toilets and showers there by specifying the room type on "Sociální zařízení".

# **Where to eat/drink?**

In Dejvice, you can eat in canteens that fall under the Czech Technical University (CTU). You can set up an account on your ISIC/school identification card that can be afterwards used as a payment method in all CTU canteens. Money can be transferred to your ISIC account via any CTU canteen cash register.

**Tutor's tip:** To have a student discount, you must pay using your card (UCT student card or ISIC card). You can only add money to your card via cash payments. Otherwise, you can also pay for your food via a credit/debit card.

## Canteens

Opening times and menus can be found online ( [cvut](#), [menzy](#), [menu](#)) and in the Menzy ČVUT or EMIL apps.

### **Canteen Studentský dům or “The Red”**

It is located behind the Faculty of Architecture of CTU, 300 meters from building A. Six meals each day are offered, with at least one vegetarian option. You will find all available meals displayed on the screens.

### **Technická canteen or “The Blue”**

The renovated canteen, located directly opposite the Lotyšská tram stop, offers a wider selection of desserts and snacks. If you're going to lunch in a larger group, expect that you probably won't sit down together. You can even have breakfast here from 07:30 until 10:00.

### **Masaryk dormitories or “Masaryčka”**

It is located about 500 meters from our school towards Evropská Street. The menu is more modest here and, in terms of capacity, this canteen is significantly smaller.

### **Volha dormitory (UCT)**

It is entered either through the rear entrance of Volha or through a glass door from the entrance hall. The same system of payment using ISIC applies to it, but the account is not identical to the CTU canteens. It's, therefore, necessary to charge the card separately in this canteen.

## **Smaller refreshments**

### **Carbon Café**

At the gatehouse of building B, go down the stairs, then to the right, and then down the stairs again. Here you can get a coffee, dessert, or beer. The advantage is that it is located directly in the school building, so you don't have to go far!


### **School buffets**

There are two snack bars at the school: one in building B, just behind the main entrance, and the other in building A (U Miláčka). You can get to the U Miláčka buffet by going to the right behind the turnstiles in building A, then you will continue down the corridor to the side staircase, where you will find it. You can buy a caffeine booster and something good to eat.

### **Café Prostoru**

Opposite the building A in the NTK building, there is Café Prostoru, where you can get a coffee, lemonade, beer, or something good to eat.

## **You won't starve in Holešovice either!**

Around the building, you can find many spots, where they have student discounts (based on presenting an ISIC/identification card). Many more can be found on the “Holešovice for students” map ( [maps, Studentské Holešovice](#)).

### **Čtyřka** (Komunardů 30)

It is located near the LaFabrika theatre and offers Czech and international cuisine for affordable prices (10% discount).

### **Il Bistro** (Jankovcova 1566)

Excellent international cuisine, but mainly Italian cuisine is offered there (15% discount).

### **Naše Toustárna** (Dělnická 1565)

Toasts done in many ways from local ingredients paired with a delicious coffee (10% discount).

### **Phill's Twenty7** (Přístavní 27)

Cozy bistro with excellent international cuisine (10% discount for takeaways and food outside of lunchtimes (11–15h)).

### **Phill's Corner** (Komunardů 26)

The second branch of Phill's Twenty7 offers breakfasts, lunches or something to snack on in the afternoon (10% discount for takeaways).




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



**I AM GOING ON AN ADVENTURE**


**Having  
difficul-  
ties?**

# Looking for tutoring?


If you're having trouble with a course, for whatever reason, you might want some tutoring. Tutors have a database of tutors on their site ( [vscht, tutors](https://vscht.com/tutors)), so do not hesitate to look there. You can also approach them about any other school-related problems by e-mailing them at [tutori@vscht.cz](mailto:tutori@vscht.cz).

# Having trouble with money?


If you find yourself in a financially difficult situation, that would make it impossible for you to continue studying, you can apply for an exceptional scholarship for students in difficult financial situations.

More information and forms can be found online ( [vscht, scholarships](https://vscht.com/scholarships)).

## **Social and legal counselling**


If you find yourself in a difficult life situation (e.g., loans, alimony disputes, etc.), turn to the professionals in the social and legal counselling team. Experienced lawyers will advise you on what you have a claim to and how to proceed. What you can discuss with them and how to contact them can be found on the website of the Counselling and Career Center (PKC) ( [vscht, pkc, social and legal counselling](https://vscht.com/pkc-social-and-legal-counselling)).

# Feeling down?

Studies (and life itself) can sometimes lead you to a situation, that can feel unpleasant and difficult to handle or deal with. Problems while studying and uncertainty when entering the job market can be solved. In a difficult life situation, you can talk about it with professionals in counselling and search for a solution together. The counselling motto is “Hear out, Stay on top of things, Kind help”. The service is provided by the Counselling and Career Centre. You can find all the information and the tutorial of how to arrange a consultation with the psychologist online ( [vscht, pkc, psychological counselling](#)).

Counselling is also open to everybody who has been subjected to any form of discriminatory behaviour (sexual, gender, racial related, or any other), be it from your classmates or university employees.

# Having trouble studying? (dys-)


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

# Haven't earned enough credits?

If you do not get enough credits from compulsory and optional courses and you do not meet the conditions for enrolment in the next semester or year, you will have to end your studies.

## How to terminate your studies?

### Terminating your studies by yourself

Fill in the Output Sheet and the Notice of Termination of the studies ( [vscht, ending your studies](#)) and take it to the Dean's Office of your faculty/department. Subsequently, the Dean will issue a decision to terminate your studies and thus your student status will expire. Afterwards you'll receive a certificate of study time, which will be useful for you, for example, for a health insurance company, dormitory, or a certificate of taxable income. You lose the student status upon delivering the Notice of Termination to your study officer. If you terminate your studies yourself, you won't lose the time during which your studies are paid for by the country (for bachelor's studies it is 4 years).

**Tutor's tip:** If you have problems during your studies (family, health...), do not waste time and start dealing with them as soon as possible. Contact your study officer, who will advise you on what to do next. You have options like prolonging the exam season or study year or even suspension of your studies.


### **The school terminates your studies**

After the expiration of the time when you can enrol in the next semester/academic year, your studies will be terminated by the school according to the Study Regulations. If you wait for the termination, you lose precious time, that is paid off by the country. If you apply for a new school, you will therefore have a claim to the free amount of studies shorter by that time.

**Soft skills  
– when the  
curriculum  
isn't  
enough**

Do you know the feeling when you must call someone you don't know, and you can't find the courage? Did it ever happen to you that you worked on a group project, and it was difficult to agree with others, for example on the organisation of the prom? Can you imagine negotiating a better grade for the exam? And what about communication in a foreign language? At first glance, it seems that these things are easy compared to chemistry, but most of the time it is not the case. Soft skills will be an important part of your daily life, so you need to work on them constantly. That is why our school offers you a helping hand.

## **Survival kit – adapting to the university system**

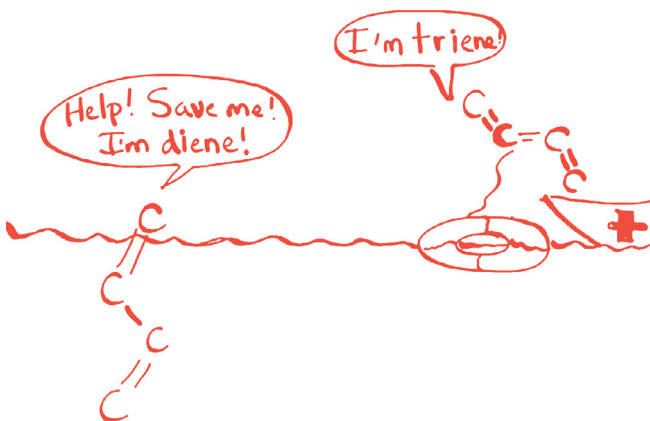
A series of lectures made specifically for first-year students, that covers the basic know-how of managing university life. You will come across topics such as effective learning, managing your time, the importance of planning, regular work, but also relaxing, or how to survive your first exam season. This should help your transition from high school to university life. Attendance is not mandatory, but greatly recommended – older students confirm, that this information sometimes “saved their life”! ( [vscht, pkc, academy, survival kit](#)). For now, it is held in Czech only, so you can come practise the language too.




# Study abroad

You can experience how things are done outside the Czech microcosm, and this will give you an irreplaceable inspiration for the rest of your life. You can't even imagine how many problems in companies, science, or even politics, one clever "I saw it like this in a foreign country" solution can solve. Those who have travelled abroad agree, that this is perhaps the best decision they made during their time at school.

You'll meet people from around the world and you'll get a new home, where you'll return with enthusiasm and new perspectives. And the main thing... There is nothing to fear! Even the most timid of people will eventually find out that it all goes smoothly.




## **IAESTE internships**

IAESTE internships can take you to more than 80 countries around the world. You will be paid well for the internship, so you don't have to save up for your stay. You will also find out what it is like to work in the field. An internship can also count towards your compulsory internship, which would await you at school anyway. The length of internships varies, from 6 weeks to 12 months, and you can even go during the summer break. You can find more details and dates on their website ( [iaeste](https://www.iaeste.org)).

## **Erasmus+ and MOBI**


Erasmus+ and MOBI will take you to other universities of Europe and the rest of the world. You can see your field and ways of teaching from a different angle, in a different form. You can't even imagine how refreshing this will be for your worldview! You'll also get to know the culture and student life, friendships or nightlife from a different perspective, and friends from all over the world will come in handy when you are considering where to go on holiday in the summer.

## **But that's not the end of opportunities!**

There are A LOT of exchange programmes at UCT! The most important decision is that you go for it. Choosing how, where and through what programme is just a formality ( [vscht, study abroad, cooperation](#)).

# Student associations

Already in elementary school, you had the opportunity to go to clubs and groups to pursue your interests. Whether it was singing, climbing, or playing chess, it was a pleasant break from study duties and a welcomed opportunity to make new friends. You may be thinking that in college you no longer find these because you have to be an “adult”. The opposite is true, we just call them student associations, so it’s not so conspicuous. For clarity, we have created a simple map for you.

**Tutor’s tip:** More information on student associations can be found online ( [vscht, aktivni](#)), where you can also set up your own association. If one of the associations has caught your eye, don’t hesitate to contact them!

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

**Me who studies  
organic chemistry:**




## **K3S (College of Student Associations and Senators)**

K3S brings together all active students, whether they are student senators or representatives of student associations. The main importance of K3S is to unite student forces in the realisation of common interests.

## **Senate**

Do you want to take an active part in school leadership? As a member of the academic senate, you can decide on the management of the school, equipment, or the structure of studies. If you have the desire and motivation to change or push for something, go for it!

## **The Battle of Faculties (Šípkův pohár)**

Every year faculties compete against each other for the title of the best faculty during the year-around competition called Šípkův pohár. Every month there's an event containing a special discipline. Faculties are represented by a captain and their team is comprised of students from the faculty. Disciplines may vary. One can find here a tug-of-rope, a pub quiz, a school labyrinth, or even a chess tournament. If you are interested in competing, contact your faculty's captain or check the website for additional info ( [vscht, sipek championship](#)).



# I am studying, what's next?


Do you think that the questions of your career don't concern you yet, and that you have only just come to school? Wrong! You're already living your career now! You don't write "student" in the "job" field for nothing. What you're going to do in the future has already begun here, with your studies, and you will continue to learn for the rest of your life. It's all one process. Getting a degree in five years is just another step.

Choosing a field determines your future job much less than you would think. There are many possibilities. Your great task is to discover yourself through study, to look out for what you enjoy and what you are doing, to develop and to continuously correct your direction.

**Tutor's tip:** The most common problem for graduates is that they become interested in their careers too late. You must think about where you want to go continuously.


## I think, therefore I am


Ask yourself the right questions and look for answers. Find out through various activities who you are, and what makes you different from others. Confrontation with the world outside will help you the most – try student associations, go abroad. You'll find out what paths you're looking for and what you enjoy!


But such searching can sometimes give you headaches. Career coaching at the Counselling and Career Centre will help you find your way. They'll help you find the right questions. Such a service normally costs a lot of money – but for UCT, your motivation and certainty of direction are highly important, therefore it's for free. Don't hesitate to use it ( [vscht, pkc, career counselling](#)).

**Tutor's tip:** It's not shameful to find out that you want to do something else and change your direction. Consult about your options during career coaching. We recommend that you visit a counsellor at the turn of the first and second years.

## What's out there?

You'll also need to find out what people are doing in your chosen field. There's so much more to this than just working in the lab, and there's such a wide range of roles and occupations! What are different employers like? What's it like to work in a huge corporation, versus in a start-up or a family business? What's it like to do research? Or to make a product? The Chem-iK summer semester job fair will help you uncover what's "out there". Even if you aren't looking for a job, go there every year to see what the possibilities are ( [vscht, job fair, chem-ik](#)).

In time, you will also be able to access Mentoring ( [vscht, pkc, mentoring](#)), where you can observe someone from the work field, who has achieved what you desire.

**Tutor's tip:** It may be annoying, but the most important thing is to be actively interested and ask questions! That's how it works in the world, this is no longer high school! You can try temporary jobs in your work field (e.g. in school departments), do internships or go on an excursion. We recommend starting on the Career and Counselling centre's website ( [vscht, pkc, job offers](#)).

**Tutor's tip:** If you are interested in meeting new people from other countries go to ESN UCT Facebook page. They organize trips and get-togethers, and they can also help you with admission proceedings.



# Campus Dejvice map



UCT Prague



Bus



Tram



Subway



Buffet



Cafe



Cafeteria



Sport place



Library



Swimming pool



Parking



School doctor

## Other institutions

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

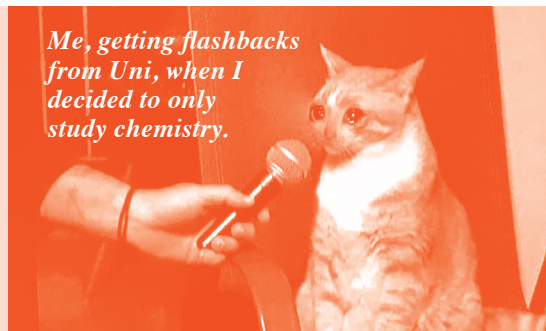


## Job offer

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



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



## Student events – when UCT is truly alive

September	October	November	December	January	February	March	April	May	June
<ul style="list-style-type: none"><li>• Welcome party</li></ul>		<ul style="list-style-type: none"><li>• Rock 4 Students</li></ul>		<ul style="list-style-type: none"><li>• Exam period</li></ul>		<ul style="list-style-type: none"><li>• KaCheKRan</li></ul>		<ul style="list-style-type: none"><li>• Exam period</li></ul>	
<ul style="list-style-type: none"><li>• Kampus Fest</li></ul>		<ul style="list-style-type: none"><li>• The ball of the chemists</li></ul>	<ul style="list-style-type: none"><li>• Advent in Campus</li></ul>				<ul style="list-style-type: none"><li>• Hanami</li></ul>	<ul style="list-style-type: none"><li>• Jižák LIVE</li></ul>	
	<ul style="list-style-type: none"><li>• Through the school labyrinth</li></ul>					<ul style="list-style-type: none"><li>• Cross Campus</li></ul>			<ul style="list-style-type: none"><li>• KOMÍN / The Chimney</li></ul>
	<ul style="list-style-type: none"><li>• The Christmas party of the chemists</li></ul>							<ul style="list-style-type: none"><li>• Lesamáj</li></ul>	

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