

Exchange Student Guide at FME BUT

<http://www.fme.vutbr.cz/>

Faculty of Mechanical Engineering

Technická 2896/2

616 69 Brno

Czech Republic

What you have to do after arrival

- to enrol for accommodation at Students' Halls of Residence IMMEDIATELY
- to enrol for studies at the Department of Study Affairs – the starting day set up on your Student Application Form
- to arrange the time-table of the courses with the respective supervisors
Faculty supervisors: <http://www.fme.vutbr.cz/ustavy.html>
Clicking on the supervisor's name – you will see his/her room nr.
- to start attending the lessons in the actual academic year – according to your individual Learning Agreement - **changes into this are allowed during 2 weeks of each semester ONLY!!!**

Accommodation

<http://www.kam.vutbr.cz/english/>

Student must enrol for accommodation immediately after his/her arrival.

Before your arrival you can contact the International Student Club. They help students with accommodation and similar matters (for details see ISC below).

Documents necessary for accommodation at Student's Halls of Residence: passport, letter/e-mail from SKM – specifying the room being booked.

Students of ERASMUS who come for 3 months and longer will be provided with a financial support to cover the accommodation costs (approximately CZK 590 a month). Students have to fill in an application form, then will be inform by school e-mail about the date when they can collect the money upon submission of their passports at the Rector's Office BUT, Antonínská street nr. 1, Brno – center, viz. map.

Enrolment

Each student must appear in person for the enrolment the day after arrival at the Department of Study Affairs (see below)

Please bring the following documents:

- passport with valid Czech visa for whole period of your study where applicable

After checking your Learning Agreement, (and eventually making possible changes) you will be provided with list of teachers to obtain your individual Erasmus time table.

At the enrolment for study, each student will obtain the following:

- Student's identity card that can be used in the faculty library, in menza, i.e. =student's canteen, as well in cases you need to prove you are studying at FME BUT).
- Your ID, FSI user name and password for „Studis“= Information system of FME BUT at: <http://www.vutbr.cz/en/> - intraportal
- Password for Students e-mail using <http://mail.stud.fme.vutbr.cz/>

Local transport

<http://www.dpmb.cz/default.aspx>

Students under 26 years have right to obtain students' discount for public transport system in Brno.

Dopravní podnik města Brna, <http://www.dpmb.cz/default.aspx> (company for public transport system in Brno)

DPMB Královo Pole, Purkyňova 93 (menza building) is the nearest one

Office hours in working days only: 7:00 - 18:00

DPMB Novobranská 18 (behind hotel Grand), Brno - center

Office hours in working days: 6:00 - 19:00

Saturday: 8:00 – 15:30

One-month stamp for Student Discount Card (for zones 100+101) costs CZK 275 and three-month stamp costs CZK 685. You need: appropriate amount of money, photo and your valid Student identity card.

<http://www.dpmb.cz/Default.aspx?seo=prodejny>

With the students' discount card for public transport in Brno you can also travel cheaper within the Integrated Public Transport System of the South Moravian Region (abbreviated as IDS JMK) you have cheaper tickets for trains and buses in the Integrated Public Transport System of the South Moravian Region (abbreviated as IDS JMK).

Schedule of academic year 2014/2015

Winter Semester

Instruction:	22.9.2014 – 19.12.2014
Christmas Holiday:	22.12.2014 – 31.12.2014
Examination Period:	2.1.2015 – 6.2.2015
Winter Holiday:	9.2.2015 – 13.2.2015

Summer Semester

Instruction:	16.2.2015 – 15.5.2015
Examination Period:	18.5.2015 – 26.6.2015
Summer Holiday:	29.6.2015 – 31.8.2015

Visa

The student of EU member states studying in the Czech Republic is entitled to the temporary stay, if his/her stay is to exceed 90 days. The non-EU citizens studying in the Czech Republic have to apply for the temporary stay in the Czech Republic. According to the Act No. 326/1999 Coll., paragraph 60, article 2, about the stay of foreigners in the Czech Republic, this shall be completed by presenting “Application for Czech Visa” at the Czech embassy in their home country ONLY. The temporary stay is permitted for the time necessary to achieve the purpose of the stay, but for 1 year at the most.

Foreigners can apply for the extension of their temporary stay at the Department of Foreign Police in the Czech Republic ONLY.

Department of Foreign Police in Brno (Úřadovna cizinecké a pasové služby)

Address:

Kopečná 3

611 32 Brno

Phone No.: (420+) 974 620 229

E-mail: cppbrno@mvcz.cz

Office hours:

Mondays, Wednesdays: 8:00-17:00

Fridays: 8:00-12:00

Who can help you during your study

- Assoc.Prof. Vladimír Fuis, Vice-Dean for study.
You can contact him with your study problems.
E-mail: fuiv@fme.vutbr.cz
- Department of Study Affairs
Mrs. Alena Cupáková, Technická 2, Building A4, 2nd floor, door 206.
She will arrange your enrolment and other formalities connected with your studies.
E-mail: cupakova@fme.vutbr.cz

DEPARTMENT OF STUDY AFFAIRS IS OPEN IN OFFICE HOURS ONLY!!!

Monday: 8:00-11:00 12:00-15:00

Tuesday: 8:00-11:00 -----

Wednesday: 8:00-11:00 12:00-15:00

Thursday: -----

Friday: 8:00-11:00 -----

International Students' Club (<https://www.isc.vutbr.cz>)

The International Students' Club - office is located near Palackého dormitories, Kolejní Street, at the Faculty of Business and Management building. Their office is in room No.223, close to the snack-bar. Office opening hours: Tuesday and Wednesday 18:00 – 20:00.

Mr. Jan Hrubý

Public Relations

Email: info@isc.vutbr.cz

Emergency number of ISC: (+420) 733 690 488

EU emergency number: 112

Health problems/Insurance in Czech Republic

In case you are ill/*you have toothache* you can visit any general practitioner/*dentist* you choose. It is important to have a valid insurance for the Czech Republic. Students from EU have EU insurance card that shall be, prior visiting the doctor, activated for the Czech Republic – the activation is done at Insurance Company (Všeobecná zdravotní pojišťovna), Benešova 10, Brno (next to Grand Hotel). <http://www.vzp.cz>

Students who are not from the EU countries can go to the same address to arrange the insurance for the Czech Republic, in case they have not fixed it up in their country.

What you need at the Doctor's: Your EU insurance card (activated), passport and money.

Patients in our country pay CZK 30 at each doctor's visit and CZK 30 for the prescription. In case of visiting or using emergency you pay CZK 90.

General practitioner – speaks English

MUDr. Olga Nehybová, street Purkyňova 2640/93, (Block B04), 612 00 Brno-Královo Pole
Phone Nr: (+420) 541 210 285

Office hours:

Monday: 7:30 - 12:00 , 12:30 – 14:00
Tuesday: 7:30 - 12:00 , 12:30 – 14:00
Wednesday: 13:00 - 18:00
Thursday: 7:30 - 12:00 , 12:30 – 14:00
Friday: 7:30 - 12:00

Dentist – speaks English

MUDr. Anna Kuxová, Purkyňova 2640/93, (Block B04), 612 00 Brno-Královo Pole,
Phone Nr: (+420) 541 210 289

Office hours:

Monday: 8:00 - 16:00
Tuesday: 8:00 - 17:00
Wednesday: 12:00 - 17:00
Thursday: 8:00 - 17:00
Friday: 8:00 - 11:00

Dentist Doctor – speaks English

MUDr. Vladimír Konečný, Purkyňova 2640/93, (Block B04), 612 00 Brno-Královo Pole,
Phone Nr: (+420) 541 210 287; Mobile No.: 605 407 833 (for emergency only 8:00-18:00)

Office hours:

Monday: 8:00 - 13:00
Tuesday: 8:00 - 14:00
Wednesday: 8:00 - 14:30
Thursday: 13:00 - 17:30
Friday: 8:00 - 12:00

Dental Emergency - Trauma Hospital of Brno (Úrazová nemocnice) ,
Ponávka 6, Brno. Monday – Friday: 17:00 – 7:00, weekends and holidays 24 hrs.
Phone No.: (+420) 545 538 421

First Aid and emergency service - Trauma Hospital of Brno (Úrazová nemocnice),
Ponávka 6, Brno; Monday – Friday: 17:00 – 7:00, weekends and holidays 24 hrs.
Phone No.: (+420) 545 538 538

