



FIR Study Guide

VŠE / FACULTY
OF INTERNATIONAL
RELATIONS

/ IBB

/ IB

/ IDS

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Introduction

Dear students,

You are about to read the FIR Study Guide, which has been made for all IBB, IB, and IDS students as part of the Faculty of International Relations at the Prague University of Economics and Business.

This manual has been written by the Student PR team of the Faculty of International Relations, drawing from their own experiences and information provided by programme coordinators. The FIR Study Guide is designed not only to assist you during your first year of studies but also to guide you through Prague and the Czech Republic. It will help you with visa and health insurance matters, familiarize you with all VŠE campus buildings, provide information about course registrations and study plans, offer advice for day-to-day university life, and shed light on extracurricular activities and social life at the Prague University of Economics and Business.

We believe that you will discover a wealth of valuable information and advice in this manual, which will aid you in quickly orienting yourself, not only in your studies at FIR but also in your university life as a whole.

Finally, we wish to emphasize that the nature of this manual is informative. In cases of conflicts or ambiguities, the Study and Examination Regulations, along with other binding regulations issued by the Prague University of Economics and Business, take precedence.

We extend our best wishes for success, not only in your studies but also in all aspects of your university journey.

Student PR team of the Faculty of International Relations



1 Basic information about the University and Faculty

1.0 VŠE Faculties

The Prague University of Economics and Business (Czech abbreviation: VŠE) is the largest public university with an economic focus in the Czech Republic. VŠE is divided into 6 faculties, where almost 14,000 students currently study. VŠE consists of the following faculties:

- Faculty of Finance and Accounting (F1, FFA)
- Faculty of International Relations (F2, FIR)
- Faculty of Business Administration (F3, FBA)
- Faculty of Informatics and Statistics (F4, FIS)
- Faculty of Economics (F5, FoEcon)
- Faculty of Management (F6, FM)

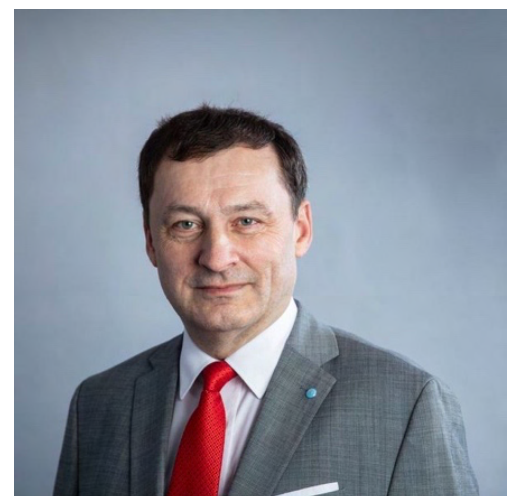
The first five of them are located in Prague, the sixth faculty (Faculty of Management) operates in the city of Jindřichův Hradec, which is about 150 kilometers south of Prague.

1.1 About the University

The head of the Prague University of Economics and Business (Czech abbreviation: VŠE) is the Rector. Since 1st April 2022, the Rector of VŠE is **doc. Ing. Petr Dvořák, Ph.D.**

As a whole, the VŠE is managed by the Rector, but the individual professional departments are managed by Vice-Rectors. VŠE has five Vice-Rectors and one Bursar.

You can learn more about the members of the university management [here](#).



1.2 Basic information about the Faculty of International Relations

The Faculty of International Relations (abbreviation: FIR; Czech abbreviation: FMV) is the home to the IBB, IB and IDS English-taught Degree programmes. The Faculty of International Relations /FIR/ was established in 1991 as a continuation of one of the founding faculties of the University of Economics, the Faculty of Business. FIR is one of the largest of the 6 faculties at VŠE, with more than 4,000 students out of a total of roughly 14,000 studying there.

The Faculty of International Relations offers following bachelor and masters programmes:

- **International Business** (EN, CZ)
- **International and Diplomatic Studies** (EN, CZ)
- **Tourism and Hospitality Management** (CZ only)
- **Entrepreneurship and Law** (Master programme in CZ only)
- **European Economic Integration** (Master programme in CZ only)



1.3 Faculty management and organizational structure

Now you know what the basic structure of VŠE looks like, so we can present our Faculty in more detail.

The Faculty is headed by the Dean **doc. Ing. Martina Jiráňková, Ph.D.**

The Dean, as well as the Rector, leaves the management of individual specialist departments to the appointed staff:

- Vice-Dean for Research and Doctoral Studies
- Vice-Dean for International Relations and Finance
- Vice-Dean for Education and Development
- Financial Manager

Have a detailed look at our Faculty management:



Each Faculty is further divided into departments headed by a department head. The departments are staffed by lecturers who are individually available to students during consultation hours. Each lecturer has them listed on their profile in the InSIS, in the Contacts tab.

Overview of departments:

- Department of International Economic Relations
- Department of International Business
- Department of International and Diplomatic Studies
- Department of Business and European Law
- Department of Tourism
- Department of English
- Department of German
- Department of Romance Languages
- Department of Slavic languages

1.4 Office Teams

Each degree programme has its own Office Team.

IBB Office

Name	Room	Phone	Email
Mgr. Bc. Petra Pražanová – Administrative Coordinator	NB 382 (New Building, 3rd floor)	+420 224 095 242	ibb@vse.cz
Ing. Radek Čajka, Ph.D. – Academic Director	NB 216 (New Building, 2nd floor)	+420 224 095 218	radek.cajka@vse.cz

IB Office

Name	Room	Phone	Email
Ing. Ivana Krejčí – Programme Coordinator	RB 524 (Rajská Building, 5th floor)	+ 420 224 098 524	ivana.krejci@vse.cz
Ing. Radek Čajka, Ph.D. – Academic Director	NB 216 (New Building, 2nd floor)	+420 224 095 218	radek.cajka@vse.cz

IDS Office

Name	Room	Phone	Email
Ing. Eva Grebe – Programme Coordinator	NB 267 (New Building, 2nd floor)	+420 224 098 824	eva.grebe@vse.cz
Ing. Jan Martin Rolenc, Ph.D. – Academic Director	NB 267 (New Building, 2nd floor)	+420 224 095 637	jan.rolenc@vse.cz



If you have any inquiries, kindly reach out to the Programme Coordinator of your degree programme initially, prior to contacting the Academic Director.

1.5 Tuition fee

The tuition fee for the newly admitted English-taught degree programme students enrolling for the academic year 2023/2024 and later is set at 5.000 EUR per academic year.

Students can pay the tuition fee:

- online by card/directly via student profile in the InSIS, section Study financing
- by bank transfer – QR code available in student profile in the InSIS, section Study financing (for the internet banking of the Czech banks ONLY!)
- by international bank transfer



If you choose the option of an international bank transfer, please insert the Variable symbol. This unique code is available in the InSIS system, specifically in your Study financing section. Additionally, include your name and surname in the transfer details. This information will help us identify and match your payment with your InSIS profile.

Tuition fee payment in CZK instead of EUR:

If you wish to make a transfer in the CZK, you have to calculate the amount using the exchange rate specified by the [university](#).

This is the only acceptable exchange rate!

1.6 Academic Year

The academic year at VŠE consists of two semesters - Winter and Summer. The Winter semester starts at the beginning of September.

Classes in the Winter semester last 13 weeks. This is followed by an examination period that lasts 6 weeks. There are always several exam dates for each course and the dates are usually published well in advance, which allows you to plan your exams according to your own ideas and spaced so that you have enough time for each exam.

At the same time, during the Winter exam period, you create a timetable for the following Summer semester.

Summer semester classes start usually around the third Monday of February and end again after 13 weeks. The end of the Summer semester is immediately followed by the exam period, which lasts again for 6 weeks.

After passing all the exams, you can start looking forward to the holidays.

The schedule of the current academic year of VŠE can be found [here](#).



While Winter and Summer semesters exist, they can also be referred to as the Fall semester and Spring semester, respectively.

As you already know, the semester at VŠE is divided into 13 weeks. However, it is customary that mid-semester tests are written. Therefore, we advise you not to plan a holiday during this period, as it is more than likely that you will have to take some kind of mid-semester test. In the 13th week, the final tests are often written. However, each course has different conditions for passing, you can find them in the InSIS in the syllabus of the course, and you will also learn more about it during the first lesson of each course.

1.7 Teaching Innovation Week

In this week, teaching will not be scheduled and the week will be used for modern forms of teaching (project week, programme-level lecture cycle, student association workshops, practical seminars and workshops, field trips or completely asynchronous online events and assignments).

The goal is to expand the horizons of current students and to connect them more with practice.

FIR offered its students more than 70 lectures, excursions, workshops and other events from various thematic areas.

E.g. lecture by the Japanese ambassador, excursion to Prague Airport, lecture with the director of the RegioJet railway and bus company, excursion to a zero-waste store, visit to the Ministry of Foreign Affairs, visit to the District Court for Prague 1, mock Cambridge exams, Pub Quiz, visit to the German Embassy, workshop on the topic of Artificial Intelligence in business, speed dating, ...

Teaching Innovation Week is scheduled for two periods: first, from 6th November to 10th November 2023, during the Winter semester, and second, from 8th April to 12th April 2024, during the Summer semester.

1.8 Get to know Czech academic titles

Prof. (Professor) and **Doc. (Docent)** are academic-pedagogical titles granted by the scientific board of a specific university. It is worth noting that the title of Professor holds a higher rank than that of Docent.

JUDr. (Doctor of Law)

Ph.D. (Doctor) – written after the name

Ing. (Engineer), Mgr. (Master)

Bc. (Bachelor) – this is not used when addressing someone

Students are welcome to either visit the lecturer or book a slot for in-person or online consulting hours. More information on consulting hours will be provided during the first weeks of classes or can be found in the InSIS system.



Please be aware that while some of these titles are written in front of the name, others are written after it. It is important to note that these title placements are not considered part of the individual's first name or surname.

1.9 FIR Academic Senate

The Academic Senate of a Faculty is its autonomous representative academic body. FIR Academic Senate has 18 members. 12 of them are lecturers, 6 are Faculty's students.

The academic community of a Faculty elects the members of the Academic Senate of the Faculty from among its ranks. The election is direct, by secret ballot. What are the powers of the Academic Senate and who are its members? Read more [here](#).

1.10 Disciplinary Committee

The Disciplinary Committee of a Faculty deals with the disciplinary infractions of students who are enrolled at the Faculty. The Disciplinary Committee presents the Dean with its proposal for dealing with the infraction in question.

Disciplinary proceedings at the FIR are governed by the Faculty Disciplinary Regulations, the VŠE Study Regulations, the Higher Education Act and the Administrative Code. The student has the right to express their opinion on the matter, to consult the disciplinary file, to be represented, and if they declare that they do not understand Czech, they may obtain an interpreter at their own expense.

1.11 Student Card

Students must possess a valid VŠE Student card. These cards are essential for various purposes, such as accessing the library, dining in university canteens, or confirming the identity of a specific student (e.g. when entering the VŠE building or before an exam). VŠE offers a combined ID card with the ISIC advantages.

VŠE student card is valid during the whole active study, the ISIC validity must be extended annually by the revalidation sticker. Students can buy the sticker via VŠE ID card department.

Find out more about how to get your card or revalidation sticker [here](#).



2 Life in Prague

2.0 Living costs

Prague is well known for affordable costs of living. You can live comfortably while studying here for around 700 Euros a month, which will be enough to cover your accommodation, food, and transportation, and you will still have enough left for culture or nights out in the pubs too.

2.1 Public transportation

Prague's public transportation is simply the best. It is reliable, cheap and it operates with day&night service. Our trams, buses and metro run every few minutes and you can travel all over the city.

Lítačka is a contactless smart card used for public transportation in Prague that is valid for use on buses, trams, and the metro within the Prague integrated transportation system.

The easiest way to get a Lítačka card is to create an online application and have the card sent to one of contact points or by post to the address of your choice. The Lítačka card can also be obtained express (while waiting) in the Škoda Palace Customer Center in Prague.

It is not necessary to have a physical card, it is possible to have it in your mobile phone. In the mobile app, you can conveniently buy tickets for yourself, family members or friends, manage your account, search for the fastest connection and suitable tickets for your chosen route, receive notifications about road closures and traffic emergencies and much more.

To use the discount for students, you must have a valid ISIC student card!

Learn more about the Lítačka card and app: <https://app.pidlitacka.cz>

Fare pricelist: <https://www.dpp.cz/en/fares/fare-pricelist>

Public transportation timetables: <https://idos.idnes.cz/en/vlakyautobusymhdvse/spojeni/>

2.2 Transportation in the Czech Republic

When it comes to traveling within the Czech Republic, you have the convenience of choosing between bus and train transportation. Both options offer efficient and reliable services, allowing you to explore the country's beautiful landscapes and vibrant cities. Let's take a closer look at the bus and train companies available to you.

Bus travel in the Czech Republic is made accessible by several reputable companies. One prominent player in the bus industry is RegioJet, known for its modern fleet, comfortable seating, and excellent customer service. RegioJet offers a wide range of domestic and international routes, connecting major cities and popular destinations throughout the country.



Flixbus is another well-established bus company operating in the Czech Republic. With its extensive network, Flixbus provides affordable and convenient travel options, giving you the flexibility to reach various destinations within the country and beyond. Flixbus focuses on comfort and accessibility, ensuring a pleasant journey for passengers of all ages.

In addition to these major bus operators, you may come across other local and regional companies that provide bus services in specific areas. These companies contribute to the diverse range of options available, offering additional flexibility and connectivity to travelers.

For those who prefer train travel, the Czech Republic offers an efficient and comprehensive railway system. Czech Railways (ČD) is the national railway company, operating a vast network that connects major cities and towns across the country. With its frequent schedules and comfortable train cars, Czech Railways ensures a convenient and enjoyable travel experience for passengers.



RegioJet, a well-known bus company, also operates train services within the Czech Republic. RegioJet trains provide an alternative to Czech Railways, offering modern amenities, such as onboard entertainment and comfortable seating, to enhance your journey.

Another notable train operator is LeoExpress, which specializes in regional and international routes. LeoExpress offers a combination of high-speed trains and modern coaches, providing a seamless travel

experience for passengers. With its commitment to quality service and passenger comfort, LeoExpress has gained recognition as a reliable option for train travel in the Czech Republic.

Whether you choose to travel by bus or train, both options offer efficient and comfortable transportation throughout the Czech Republic. Bus companies like RegioJet and Flixbus, along with train operators such as Czech Railways, RegioJet, and LeoExpress, ensure a well-connected and accessible network, allowing you to discover the beauty and cultural richness of the country.

2.3 Other transportation options

Prague, like many other major cities, offers a wide range of taxi services to cater to the transportation needs of residents and visitors. In addition to traditional taxi companies, the city is home to several popular regular and alternative options, including Bolt, Uber, and Liftago.

When it comes to getting around Prague, these well-known platforms have gained popularity for their convenient and user-friendly services. Bolt, Uber, and Liftago provide an alternative to traditional taxis by utilizing innovative technology and modern mobile applications to connect passengers with drivers. These platforms offer a seamless booking process, transparent pricing, and the ability to track your ride in real-time, enhancing the overall taxi experience.



Please note that when using any taxi service, it is important to prioritize your safety by ensuring that the service is reputable, the drivers are licensed, and the vehicles are properly registered. Additionally, familiarize yourself with the local regulations and pricing guidelines to avoid any misunderstandings during your ride.

Bike sharing presents another convenient option for navigating Prague. While there are exceptions, the primary emphasis of companies is on serving the central city area and its most densely populated regions. The availability of bikesharing options is somewhat reduced during the winter months compared to the warmer seasons of summer, spring, and autumn. Several brands are accessible, including Rekola, Lime, Bolt, and Nextbike.

2.4 Culture

Prague stands as the cultural hub of the Czech Republic, offering an abundance of theaters, dramatic societies, music clubs, art galleries, and multiplex cinemas. However, beyond these, there exists a plethora of other recreational options available. If you hold a penchant for culture, boredom will be far from your experience in Prague, thanks to a diverse range of cultural events held throughout the entire year.

Do you want to learn more about the Czech mentality or culture? Have a look at these videos.

- https://www.youtube.com/watch?v=3C_yh90FLFQ
- https://www.youtube.com/watch?v=xrZO8szS_o8

2.5 Tourism

Prague has a great location in the heart of Europe. You can travel to Vienna, Berlin or Budapest within one hour by plane or just a few hours by bus or train. But you can also visit local monuments and towns.



Did you know that the Czech Republic hosts 16 UNESCO-listed sites? You can discover more about them by visiting the following link:
<https://whc.unesco.org/en/statesparties/cz>



3 Visa and Health Insurance

As you embark on your journey to study in Prague, it is essential to familiarize yourself with the visa requirements and health insurance regulations in the Czech Republic. Understanding these crucial aspects will ensure a smooth and hassle-free transition to your academic pursuits in this vibrant city.

3.0 Visa

Before arriving in Prague, it is important to determine whether you are required to obtain a student visa to study in the Czech Republic. Students from certain countries may need to obtain a long-term visa or a residence permit to legally reside in the country for their studies.

Read more about Visa here: <https://admissions.vse.cz/prospective-students/before-you-apply/visa/#Insurance%20EU>

3.1 Insurance and Health Insurance

Health insurance is a vital consideration for all international students studying in Prague. The Czech Republic has a mandatory health insurance requirement for students, ensuring that you have access to quality healthcare during your stay. It is essential to obtain comprehensive health insurance coverage that meets the specific criteria outlined by the Czech authorities. This insurance should cover any necessary medical treatments, emergencies, and hospitalization.

3.1.1 Insurance – EU Citizens

EU citizens, along with citizens of Norway, Iceland, Liechtenstein, and Switzerland, who possess a [European Health Insurance Card](#), are entitled to receive necessary and urgent healthcare free of charge. However, it is strongly advised to also have supplementary travel health insurance in place. This insurance should be arranged in your home country before your arrival in Prague.

3.1.2 Insurance – Non-EU Citizens

Non-EU citizens who plan to stay in the Czech Republic for more than 90 days are required to arrange comprehensive health insurance with the state insurance company Pojišťovna VZP within 90 days of their entry into the country.

There are two options available:

- Contract comprehensive health insurance with Pojišťovna VZP for the entire duration of your stay (recommended).
- Initially, contract comprehensive health insurance with any insurance company for the first 90 days of your stay, and subsequently, arrange comprehensive health insurance with Pojišťovna VZP for the remaining period.

The insurance contract can be conveniently carried out online. For more detailed information and conditions, please visit the [Pojišťovna VZP website](#).

Exceptions: As result of being parties to the International Treaty on Cooperation in the Area of Health and Social Security, medical travel insurance is not required from citizens of Bosnia and Herzegovina, Croatia, Cuba, Japan, Macedonia, Montenegro, Turkey and Serbia. The same exception applies to participants of the Erasmus Mundus programme, Fulbright scholarship programme, European Voluntary Service of the EC Youth in Action programme, as well as holders of the European Health Insurance Card (EHIC) issued by another EU member state and a GHIC card issued by the UK. Detailed instructions to these exceptions are published [here](#).

3.2 Emergency contacts

European Emergency Number (Police, Fire Rescue Service, Medical Service) **112**

Fire Rescue Service **150**

Emergency Medical Service **155**

Police **158**

Municipal Police **156**



To quickly provide the emergency operator with your location, feel free to tell the nearest streetlamp code.



4 VŠE campus orientation

4.0 Žižkov campus

The **Žižkov campus** consists of four interconnected buildings, for which the abbreviation in parentheses is commonly used:

- Old Building (SB) – in Czech: Stará budova
- New Building (NB) – in Czech: Nová budova
- Rajska Building (RB)
- Italská Building (IB)



4.1 Jižní Město campus ("South City" campus)

The university has more than one campus in Prague. Second campus is located in the Jižní Město neighbourhood, also known as "South City". It is worth noting that your classes are unlikely to be held there. This campus primarily serves some Czech-taught Degree programmes.



When enrolling for optional courses, please be mindful of the room numbers. If you notice "JM" in the room number, it indicates that the teaching will take place at the Jižní Město campus. It is important to be aware that this campus is located approximately 40 minutes away from the Žižkov campus.

Address: Ekonomická 957, 148 00 Praha-Kunratice

<https://goo.gl/maps/SUiuV2ypM674Y1vo6>

4.2 Campus in the city of Jindřichův Hradec

There is one Faculty that operates in the city of Jindřichův Hradec, which is about 150 kilometers south of Prague.



When enrolling for optional courses, it is crucial to note that if the room number begins with "JH," it signifies that the course will be taught at the Jindřichův Hradec campus. However, please be aware that this campus is located outside of Prague and attending courses there is not feasible. Despite the InSIS system allowing enrolment in these courses, it is not possible for you to physically attend them due to the distance!





5 ECTS Credit System, Course Enrolment and Course Groups

5.0 Specifics for 1st year students



The timetable for the 1st semester will be provided to all **bachelor and masters** students by the Faculty of International Relations.

During the 1st year of bachelor studies, it is advisable not to use the majority of ECTS for optional courses. These ECTS are typically best utilized when students wish to participate in an Exchange programme abroad.

First-year students, encompassing both Bachelor's and Master's programmes, have the responsibility of independently registering their courses starting from the 2nd semester onwards.

Definition of terms

- **CREDIT** = a unit of evaluation of study obligations in Bachelor's and Master's Degree programmes, except for sports activities, which expresses the student study load from participation in lessons and preparation for the fulfilment of study obligations related to their participation in lessons and preparation for or completion of study obligations. The student is awarded credits upon the successful completion or recognition of completed study obligations.
- **CREDIT VOUCHER** = a voucher allowing the student to enrol in or get recognized study obligations in Bachelor's and Master's Degree programmes.
- **ENROLMENT FOR STUDY OBLIGATIONS** = the student's enrolment for the performance of obligations in the study in compliance with the rules and the acceptance of such requirements. If the relevant study obligation is a course, the term "enrolment for a study duty" means "enrolment into a course".
- **COURSE REGISTRATION** = demand for the course, the student only expresses their interest, their place/enrolment in the particular course is not confirmed.

5.1 Credit system

The Prague University of Economics and Business uses the European Credit Transfer and Accumulation System (ECTS). Each course is evaluated by a certain number of credits according to its study workload.

How many credits can I use during my studies?

At the beginning of the Bachelor's programmes, each student gets 216 credit vouchers, i.e.:

- 180 credit vouchers required to complete the curriculum;
- 36 reserve credit vouchers.

At the beginning of the Master's programmes, each student gets 144 credit vouchers, i.e.:

- 120 credit vouchers required to complete the curriculum;
- 24 reserve credit vouchers.

Current statistics of your ECTS credits is displayed in the InSIS system ("Student's Portal" - "E-study record".)

How can I draw credits?

- By successful completion of study obligations (the corresponding number of credits will be moved to the InSIS section "Acquired Credits");
 - by unsuccessful completion of study obligations (the corresponding number of credits will be moved to the InSIS section "Lost Credits". Credit vouchers are deducted for each attempt to complete a course, with the exception of state exams.);
 - by recognition of study obligations (for recognition, a "recognition fee" at the value of one fifth of the recognized credit vouchers are deducted, with an exception for stays abroad or courses from the cVOR course group);
 - by the so-called correction of credit vouchers.
 - credit voucher correction is a tool to maintain an appropriate study duration;
 - it is performed at the beginning of each semester by deducting as many credit vouchers as missing up to a twenty-fold of the number of the student's finished semester (i.e. after the first semester, the student must complete at least 20 credits, after the second semester 40 credits, 60 credits after the third semester, etc;).
 - for distance studies, this requirement is reduced to multiples of 15
- please see Article 13 (2) of the Study and Examination Rules of the Prague University of Economics and Business;
- the correction is made until the student completes the entire study plan, except for the thesis defence and state exams.



Recognized credits e.g. for cVOR courses can be found in the InSIS system, in the section "Credits recognized outside a study period" - these credits are not included into "Acquired Credits"!

What are the reserve credit vouchers and how are they used?

Reserve credit vouchers can be used to repeat unsuccessfully completed courses or to study beyond the curriculum.

At a time when the number of free reserve credit vouchers is lower than the number of credit vouchers required to complete the curriculum, the student cannot continue studying. Such a situation arises when a student withdraws all their reserve credit vouchers through:

- unsuccessful attempts to complete courses;
- credit vouchers corrections;
- recognition fee;
- drawing of credit vouchers beyond the curriculum.

What happens when I have withdrawn all my credit vouchers?

Terminating students with a lack of credit vouchers to complete their studies takes place at the beginning of each semester. Such students are sent official notification via InSIS and then student's exclusion is displayed in the InSIS system. During the following 30-day period, the student can appeal against the termination. If the reasons in the appeal letter are found insufficient, the student's termination is confirmed.

The Dean has a right to assign additional credit vouchers. However, this is a very exceptional tool and its use is very carefully considered.

Assignment of additional vouchers can be requested electronically via the InSIS Contact Center. The condition is a completed current semester, i.e. the student has all courses closed in the InSIS system. Issue is dealt with by the Vice-Dean for Study Affairs.

5.2 Course registration

The process of creating a schedule for the new semester begins with the registration period, which you will handle independently starting from your second semester. The start and end of registration period are governed by the valid semester schedule. It is valid that the registration of courses for the Winter semester takes place during the summer holidays and the registration of courses for the Summer semester takes place during the month of January.

During registration period, you choose not only individual courses, but also the place and time of each course and specific lecturer. If you only register the course and do not select the place and time of the event, including the lecturer, your choice will not be recognized.

As part of the registration, you can choose a course even beyond its capacity. This means that if you have a class with a capacity of 25 students and it is fully booked, you can register for that course as the 26th or next student. However, this step does not guarantee that you will be assigned the course.

- first priority is given to students who require the course in a higher class
- I. class - compulsory course group - oP, hP, sP, fJV, fJP, oJP, oJV
- II. class - compulsory optional course group - fVB, hV, sV
- III. class - optional course group - cVB, cVM, cVOR

- if there is an excess of interest in the course over the capacity (i.e. the case when you register as the 26th in the order for a course for 25 students) even within one round (the course will be in the same class), then the following have priority:

- students with a higher number of acquired credits
- in case of equality, the number of lost credits decides
- in case of equality of both numbers, a random selection decides



Once the automated enrolment has concluded, should you decide to enrol for an additional course, what steps should you take? You will need to await the third round of manual enrolment. This period extends until all students who have initially registered for the course are enrolled. It is essential to note that there are limited spots available in the third round. Consequently, it is highly recommended to register for the courses you intend to study right during the registration period.

After the registrations, the schedules are adjusted by the departments according to the real interest of the students. At the same time, it applies that:

- For compulsory courses, departments try to accommodate all registered students (they may cancel or add some other times when the course will be taught)
- For optional courses, a course for which not enough students have registered may be completely cancelled

In order to prevent the speculation of students who, fearing that they will not be allocated enough credits, enrol in a large amount of courses, the following system is in place:

- if, for example, you enrol in 8 courses for 48 credits and all courses are assigned to you in automated enrolment, then you must study all 48 credits per semester
- you can change courses in subsequent rounds of enrolment, but the obligation to study the 48 credits allocated in automated enrolment remains
- if you do not pass this number of credits, the corresponding numbers of credit vouchers will be moved to "Lost credits"



Always register only the number of courses for a certain number of credits that you really want to study.

5.3 Study plans and groups of courses

You have probably already come across a Recommended study plan for your programme. If you do not know what it is about or you do not know where to look for the file, then use these links.

- [IBB Study Plan](#)
- [IB Study Plan](#)
- [IDS Bachelor Study Plan](#)
- [IDS Master Study Plan](#)

Studying at FIR, as well as at VŠE as a whole, is based on the obligation to complete a certain number of credits in given course groups. If you want to avoid unnecessary complications in the organization of your studies, we strongly recommend to follow the Recommended study plan.

5.4 Course enrolment

The creation of the timetable at VŠE takes place in three rounds with precisely defined dates. Enrolment always follows the current [Schedule of course registrations and enrolment](#).



When enrolling in a course, ensure that you choose not only the time slot and classroom but also the lecturer; otherwise, your course will not be enrolled.

During automated enrolment, your chosen timetable can be completely enrolled, in which case you have no further worries. But it may also happen that one of the courses will not be assigned to you.

For example, if the following situation occurs:

Failure to assign the required seminar date

You register for a course that consists of a lecture and a seminar. There will be sufficient capacity at the lecture, but you will choose the time and room of the seminar, where several participants will be registered over the capacity of the scheduled course.

- at this moment, the automated enrolment will evaluate the list of registered students according the above-mentioned priorities
- If other registered students get priority, then you will not be assigned this course

What to do now? If you are still interested in studying the given course, you will have to edit it manually in your timetable in the InSIS system after the end of the relevant round of automated enrolment.

There are three rounds of automated enrolment in total. Each of them is followed by one round of individual manual enrolment.

First round of automated enrolment

- first-class courses (compulsory courses) are evaluated, registered students are ranked in order (according to the enrolment priorities) and those who are over the course capacity will not be enrolled in the course
- if you are among those who have exceeded the capacity and the course was not assigned with the timetable, you can try to enrol the course in the first round of manual enrolment

First round of individual manual enrolment

- is made available after the first round of automated enrolment is closed
- now you can make changes and enrol in Class I courses (but only those compulsory courses that you have registered for during the registration period)
- if you have not been assigned a scheduled course, in this round it is time for you to choose a new time, room and lecturer of the given course (as a rule, there will be free places left to choose from at less attractive times)
- if a scheduled course has been assigned to you, but you would like to study the course at a different time, in a different room, with a different lecturer, then you can still change your timetable taking into account the available capacity

Second round of automated enrolment

- Class II courses (compulsory optional) are evaluated
- registered students are ranked in order (according to the enrolment priorities) and those who are over the capacity will not be enrolled in the course
- if you are among the students who were not enrolled in the course due to the capacity of the schedule event, you can enrol in the next round of manual enrolment (depending on free capacity)

Second round of manual enrolment

- is made available after the second round of automated enrolment is closed
- in this round you can make changes and enrol Class I and II courses (but still only those you have registered during the registered period)

Third round of automated enrolment

- Class III courses (optional courses) are evaluated
- this round works the same as the previous one

Third round of manual enrolment

- is made available after the third round of automated enrolment is closed
- now you can make changes and enrol courses of all classes, you can also enrol courses that you had not registered during the registration period if there is a free capacity

Some important information to conclude this subsection:

- if, even after the third round of manual enrolment, you are not satisfied with your current schedule, do not despair - the possibility of adjusting the schedule usually lasts for the first week of classes (however, you cannot change your schedule from the second and subsequent weeks of classes)
- a programme coordinator can be requested to correct an incorrectly selected course group by sending an electronic request via InSIS. However, only those requests will be granted where the studied course falls into both groups (for example, courses from other faculties than FIR cannot be recognized in the group of faculty optional courses)
- if you are not enrolled in the course even after all rounds of enrolment, the credit vouchers for it will not be deducted from your reserve credit vouchers and you may have to enrol in the next semester.
- closely monitor the number of credits that the automated enrolment will recognize in the first, second and third rounds!
 - o the rule is that you must complete the assigned number of credits after automated enrolment
 - o at the same time, you do not have to adhere to the exact number of credits recognized in individual classes during automated enrolment
 - o so if, for example, you get 15 credits for first-class courses, 12 credits for second-class courses and 3 credits for third-class courses through automated enrolment, then it does not matter if you follow the 15-12-3 combination or, for example, enrol a third-class course for 3 credits and you unenrol a 2nd class course for 3 credits. Remember that only the final total of credits is important!
- if you register for a course that will consist of a seminar and a lecture, and it happens that the lecture will be recognized for you, but you will not be assigned a specific seminar you chose due to capacity, you have two options:
 - o in the nearest corresponding round of enrolment, choose a seminar from the course in which there will be a free place
 - o enrol another course for the same or higher number of credits in the third round of manual enrolment
 - o since the automated enrolment has recognized this course (and thus the corresponding number of credits), please note that you will have to study these credits (otherwise you lose corresponding number of the credit vouchers)



How do you go about registering for an exam? Within the InSIS system, navigate to the Student's Portal section, where you'll locate the Exam Registration column. Note that various departments tend to announce exam dates at different intervals, influenced by the capacity constraints of VŠE classrooms. Thus, it is crucial to stay vigilant and monitor these dates for each course you are studying.

Final tips

- if you have reserve credit vouchers left at the end of your Bachelor's Degree (and at the same time you have a maximum of 30 credits left to complete your studies according to the study plan), then you can enrol in Master's Degree courses beyond the scope of the study plan and, if they are successfully completed, in the first semester of the Master's programme ask for their recognition
- to check your study plan, we recommend the corresponding tab in the InSIS system (Student's Portal → Plan Progress Check). Here you will find an overview of which courses, from which course groups, you have already completed and which you are missing.

5.5 Intensive and extra-semestral courses

Every semester, a considerable number of foreign visiting lecturers come to FIR. They offer courses known as intensives, typically spanning 3-5 days. As per Faculty regulations, these courses are integrated into registrations, making them accessible in the InSIS system alongside other courses taught throughout the semester. Pertinent information about the actual timing and location of these intensive courses is available in notes accompanying the scheduled class in Course catalog.



If a course is arranged at short notice, preventing inclusion in the regular registrations, the course will be categorized as an extra-semestral course. In this scenario, locate the course for enrolment among the extra-semestral courses and adhere to the designated timetable.

Information about new interesting intensive and extra-semestral courses can be found on the FIR website.

We recommend that you enrol in at least one during your studies, as you will be able to experience how foreign lecturers approach different academic styles and approaches. In addition, these courses are usually held in English (courses in French or German are no exception), so you will practice the language at the same time.



If you choose to enrol in an intensive course during the semester, please be mindful that it could potentially clash/overlap with your regular courses. Should such a situation arise, it is important to proactively notify the lecturer in advance and provide an explanation for your absence.

5.6 Grading system

Our courses are completed by 2 modes - a pass credit or a graded course. If the course is a graded course, you will acquire specific number of credits, if you get at least 60% of the maximum.

You can then get the following grades from the exam:

- **excellent (1)** – at least 90% of the maximum points from the entire course
- **very good (2)** – at least 75%, but less than 90% of the maximum points
- **good (3)** – at least 60%, but less than 75% of the maximum points
- **failed with the possibility of repetition (4+)** – 50-59% of the maximum points, or this grade is awarded at the discretion of the lecturer, or when the student refuses a better grade – however, this grade cannot be awarded in the same course twice in a row.
- **failed (4)** – not even achieving 60% of the maximum points and at the same time not awarding grade 4+



If you get a 4+ on the exam, you can use the next available date to take the exam again. This grade gives you a second attempt. However, be careful if your first attempt is taken on the last listed date in the given examination period, you lose the chance to retake the exam in case of 4+ result!

You cannot get a 4+ repeatedly during one examination period. During the second attempt you will either receive a grade of 1-3, or if you score less than 60% on the exam, you will automatically be given a grade of 4.

A grade of 4 means that you did not manage to pass the course in the given semester. If it is a course that is part of the Recommended study plan, you must retake and pass it during your studies. For example, if you failed to pass a university or faculty optional course, you do not have to repeat this course. It is sufficient if you choose another university or faculty optional course and thus fulfill the obligation to complete the appropriate number of credits from this course group.

5.7 Excusing courses and exceptional cases during studies

The lecturer has the right to excuse a student from their course. In this case, you will neither acquire nor lose credit vouchers. Therefore, please refrain from contacting the Office Team with this request.



6 Study abroad

At the Faculty of International Relations, studying abroad is a valued component of both bachelor and master level studies. The extensive network of partner universities and a large number of outgoing students place the Faculty in a distinctive position within the Czech educational system. The Faculty provides comprehensive support, both organizationally and financially, to students undertaking study abroad programmes.

Reasons to consider studying abroad:

1. Gain unique and valuable experiences.
2. Form meaningful connections and make friends from diverse backgrounds.
3. Be exposed to different academic styles and approaches.
4. Immerse yourself in new cultures and broaden your perspectives.
5. Enhance language proficiency and develop essential personal skills.
6. Drastically improve your employability prospects with international exposure and skills.

Learn more [here](#).



Please note that there are certain criteria that each student has to meet in order to qualify for Exchange or Double Degree programme.

6.0 Exchange

More than 90% of all trips for study stays abroad are of the exchange type. This exchange programme is founded on the principle that VŠE accepts a student from a partner university for each student it sends abroad.

Regarding financing, the exchange programme can be categorized into two groups:

1. Study stays within Europe, which receive funding from the ERASMUS+ programme.
2. Study stays outside Europe, which are financially supported by the VŠE scholarship fund.

6.1 Double Degree

Students who choose this option have the opportunity to graduate with two degrees, one from VŠE (Prague University of Economics and Business) and the other from a partner university, earning a double degree.

Here's how the process works:

1. Tuition fees are paid only at VŠE, and students receive scholarships for both semesters through the Erasmus+ programme.
2. Students spend two semesters at the partner institution, where they study selected courses related to the programme studied at VŠE.
3. Upon completion of the programme, students are awarded not just one, but two degrees.

For International Business (IBB) Bachelor students in their 3rd year, spending a year at the partner institution is an option. To make the most of this opportunity, it is highly recommended that students complete all compulsory courses within the first two years and ensure they have sufficient credits left for optional courses during the last year.

Learn more [here](#).

Furthermore, International Business (IB) Master students also have the option to spend their second academic year at one of the double degree partner universities.

Learn more [here](#).



Please note that the Double Degree programme is currently NOT available for International and Diplomatic Studies students.



7 Scholarships

FIR spends a large amount of money every year to pay scholarships. Part of the money goes to a merit scholarship and if your study average does not exceed 1.20, you might be entitled to it.

The Faculty also provides financial support to students during their study stays and internships. In addition, the Faculty offers extraordinary scholarships to students who enhance its reputation through exceptional academic or sports achievements or who represent it at various international competitions and simulations of meetings held by international organizations. These scholarships are typically awarded as one-time grants or may be used to cover some of the costs associated with participation.

7.0 Financial support for language certificates

The Faculty of International Relations extends the opportunity to its students, as well as all other VŠE students, to prepare for various language certificates. To incentivize FIR students, financial support is provided upon successful attainment of these certificates. Further details regarding the financial support for language certificates can be accessed on the websites of respective language departments.

7.1 Accommodation scholarship

As full-time students at VŠE, you have the opportunity to apply for an accommodation scholarship. The payment is made retrospectively at the end of the calendar quarter when the eligibility for payment was established. Therefore, the accommodation grant is typically paid on 31st December, 31st March, and 30th June, although the funds may arrive in your account slightly later.

The specific amount may vary depending on the number of students who apply for the scholarship during a given period. All requirements can be found in the VŠE Scholarship Regulations.

To apply for the Accommodation Scholarship, please access the InSIS system by following this path: My College -> Student's Portal -> Study Financing and Scholarships -> Accommodation Benefit Application Form.

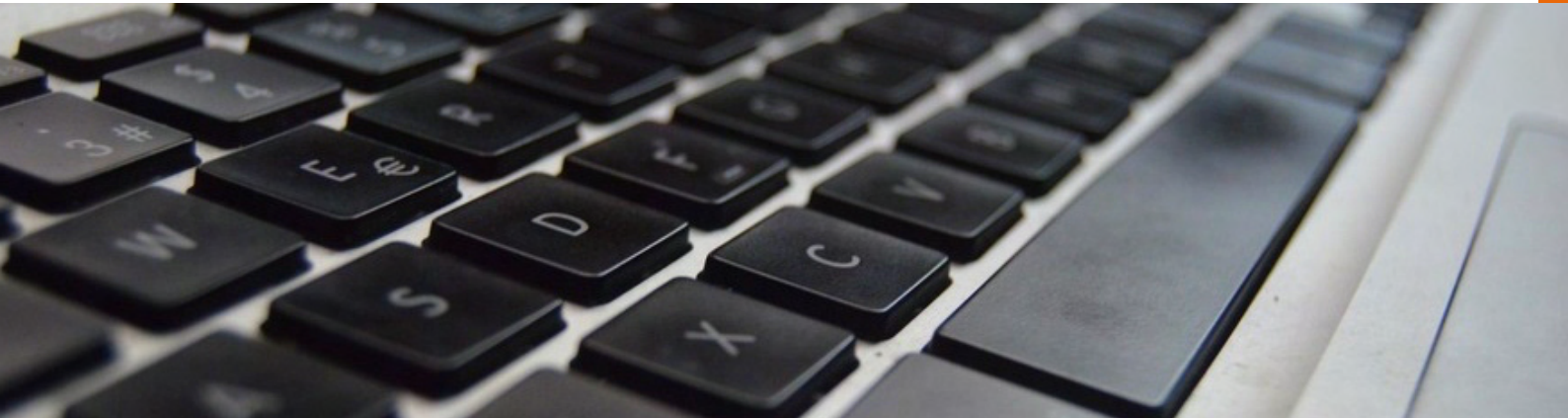


The scholarship is paid in Czech crowns (CZK) only and the student must have an account with a Czech bank!

7.2 Merit scholarship

The Dean can grant a merit scholarship to a student enrolled in a Bachelor's or Master's study programme at the Faculty. Similarly, the rector can award a merit scholarship to a student in a Bachelor's or Master's study programme at the Prague University of Economics and Business. This scholarship is given in recognition of outstanding academic achievements during a specific study period.

The current eligibility criteria and the scholarship amount are detailed in the Dean's Measure on Scholarships.



8 VŠE Computer network

VŠE uses its own computer network, which we will introduce you to in the next chapter. The good news is that you can be connected anywhere within the VŠE premises, and there are also public computers with printing capabilities.

8.0 Eduroam

Your initial query will likely revolve around connecting to WiFi. VŠE uses the Eduroam wireless network, allowing you to connect using your personal WiFi-enabled devices not only on campus and within the dormitories but also at VŠE sports facilities, spanning all VŠE campuses. To begin, you must be acquainted with your login credentials.



Where can you obtain these details? **All the necessary information is available on the website of the Network Infrastructure Department of the Prague University of Economics and Business.**



Do not forget that when you log in to Eduroam, it is not enough to enter only xname, but the entire email address in the form xname@vse.cz!

8.1 Computers at our University

You can also use publicly accessible computers in the buildings of VŠE, which are available both in the Žižkov and in the Jižní Město campus ("South City").

Žižkov campus - computer rooms are located in the Old Building on the 1st - 3rd floor. You need a login and password to use these computers. You can find them in the InSIS system after logging into the Electronic application to study at VŠE. These data will be unique - each student and employee owns exactly one. It is advised to change the generated password within 2 to 14 days. If you have forgotten your password, you will need to go to the university and ask for a new one to be generated - [more information here](#).

8.2 Moodle

The Prague University of Economics and Business (VŠE) has fully implemented LMS Moodle and, within the funds from the National Recovery Plan, has created Methodical Support, which will provide support related to online teaching, distance education and blended learning. The goal of LMS Moodle is the development of a university infrastructure to ensure digital forms of teaching, digitization of study agendas and overall adaptation of the study environment to the demands of modern teaching and collaboration.



Still do not know how to use LMS Moodle? Visit the manual on the intranet.

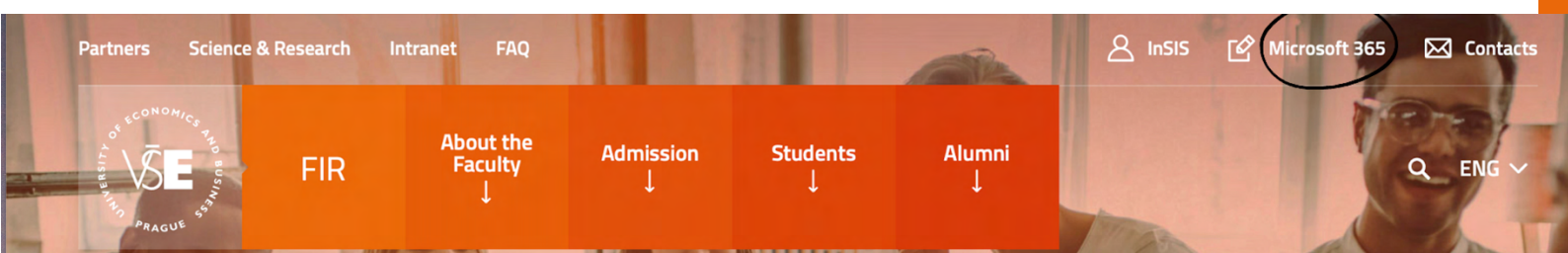
8.3 Printing

Wherever publicly accessible computers are available at VŠE, paid printing services can also be utilized. To print on campus, it is essential to have funds loaded onto your ID card.

At the Žižkov campus, you can conveniently replenish your ID card balance at the library counter. The library also houses computers and printers. Black and white printing is offered at a rate of 1.50 CZK per page, and scanning or copying services are also accessible there. For color printing, a visit to the SB 100 classroom is required, where single-sided documents can be printed for 8 CZK per page and double-sided documents for 16 CZK per sheet.

8.4 Office 365

As students of VŠE, you can also use the options of the online service Office 365 from Microsoft. You can access the Office 365 system in two ways: either through the [FIR website](#) by clicking on Microsoft 365 button, where to log in you need to enter your VŠE e-mail (in the form xname@vse.cz) and the password you use for access to the InSIS system (this means the same data you use to log in to the InSIS), or via the o365.vse.cz website.



Office 365 has several features:

- email box
- Intranet
- calendar, tasks, contacts – the possibility of sharing calendars with each other, sending invitations to joint meetings, records and sharing contacts
- OneDrive - Network storage for individuals at 1 TB per user. You can install a data synchronization client on your computer, but it is also possible to view or edit files online
- online project management
- Office 365 ProPlus – as VŠE students, you can install MS Office applications (Word, Excel, PowerPoint, Outlook, OneNote, Teams etc.) and use them for free during your studies

Some lecturers utilize Microsoft Teams not only during their courses but also for online consulting hours, which are available to students when needed.

8.5 Intranet

A singular Intranet system serves the entirety of the Prague University of Economics and Business. Furthermore, the Faculty of International Relations maintains an independent intranet. This particular faculty-oriented platform is reserved exclusively for the access of FIR students and faculty members. Within this domain, a plethora of information is made available.

8.6 Multi-factor authentication

Multi-factor authentication (MFA) is a security measure implemented in both the InSIS system and Office 365. It involves a two-step login process: first, entering a username and password, and second, confirming the login through Microsoft Authenticator, SMS code, or a time-limited verification code from the application. The primary goal of using MFA is to enhance cyber security at VŠE and significantly reduce the risk of unauthorized access to login credentials.

It is crucial to clarify that configuring multi-factor authentication at VŠE does not entail the necessity of entering an extensive code each time you log in. On your device, this code input is only required when accessing the InSIS system twelve times a year and Office 365 four times a year, all within the same application. This process is straightforward and typically takes around three minutes to establish.



For compliance with cyber security standards, all students and academic staff are required to set up multi-factor authentication!

This measure is essential for the proper functioning and protection of the university systems.

More information and the procedure for setting up MFA can be found [here](#).

8.7 InSIS

InSIS serves as an Integrated Study Information System, providing students with various functionalities. It allows students to register for courses, access their e-index and timetables, enrol for exams, find contact information for university lecturers and staff, and obtain electronic confirmations of their studies.



9 Libraries and literature

As university students, a substantial portion of your time will be dedicated to utilizing library resources for studying and gathering materials necessary for seminars and various academic papers. Within VŠE's libraries, you have the option to select books for borrowing, enabling off-site study, or study literature and magazines in place directly within the study rooms.

The network of VŠE libraries and study rooms consists of:

- Center for Information and Library Services (CIKS)
- Žižkov Library (central library)
- South City Study Library (SKJM)
- Library of the Faculty of Management in Jindřichův Hradec
- Reference libraries of departments and other workplaces of the Prague University of Economics and Business

9.0 Access and registration

In order to fully utilize the library's services, you must possess a valid identification card (ISIC) and bring your ID. With these documents, you can proceed to register at the library, and the registration remains valid for the entire academic year. During registration, it is necessary to provide a valid identity document, a multifunctional identification card, and complete the Application and User Declaration. A fee of 20 CZK is applicable. Following successful registration, you will also have the option to reserve and borrow books, enabling:

- short-term loan - for a week, can be extended twice
- books and scripts - for a month, can be extended twice



If the book/document is already reserved by another user, extension is not possible.



9.1 Operating Regulations

All VŠE libraries enforce rules that every visitor must adhere to. Familiarizing yourself with the typical library practices is recommended. This includes the following: Upon entering the library, specifically the Main Study Room (located at the Žižkov campus, opposite the entrance door), you're required to obtain the keys to a locker. You'll stow your personal items, primarily coats, jackets, and bags, in this locker using your identification card. Only your own study materials and aids (e.g., laptops) are permitted within the library premises. The locker keys must be returned each time you exit the library!

- Consumption of food or beverages is prohibited within the library. Only closed bottles of water are allowed.
- You are not permitted to take any book home, except those labeled with a spine marked "K" or "M."
- Computers in study rooms are solely designated for academic purposes.
- Utilizing library equipment (printer, scanner) for self-service copying from books, magazines, and other informational sources is permissible solely for personal use.

For more comprehensive details regarding VŠE libraries, you can refer to the website library.vse.cz.

9.2 IBB & IB Libraries

The IBB and IB libraries are exclusively reserved for programme students. To access these libraries, students must be registered in the VŠE Main Library, which creates an account for them in the VŠE librarian system. For the current operating hours, please refer to the following links.

- [IBB library](#)
- [IB library](#)

9.3 Electronic information sources

In addition to printed book resources, VŠE students can also utilize electronic information resources for their studies and the preparation of seminar papers and other academic theses. VŠE offers an extensive range of highly useful paid resources, which are entirely accessible to VŠE students at no cost throughout their academic journey. One notable example is the comprehensive statistical database OECD iLibrary, providing detailed economic statistical data for all member and OECD candidate countries. For comprehensive article and publication searches within the Czech media (including print, internet, radio, and television), you can utilize Anopress IT. Similarly, online archive platforms like ProQuest Central and JSTOR offer access to media content from around the world.

For help with citations, VŠE offers citation indexes Scopus, Web of Science and Journal Citation Reports. Other full-text specialized and factual sources can also be used.



Given that these resources are typically subscription-based, they provide a depth of information beyond what is accessible via common search engines like Google or Yahoo. When working on assignments, consider leveraging these free electronic information resources to enhance the quality of your work.

To explore the full array of available electronic information sources, please visit the [following website](#)

9.4 Procurement of literature

Visiting the library alone won't suffice; you'll also need to purchase certain study materials for home study. At the VŠE Žižkov campus, there's a shop from the script publishing house Ekopress (located on the ground floor of the Old Building, adjacent to the entrance). Here, you can acquire all the necessary books for your VŠE studies, along with notepads, pencils, VŠE t-shirts and sweatshirts, as well as other VŠE promotional items and FIR merchandise.

It is advisable for students to acquire their books and scripts after the first week of the semester.



10 Canteen

Throughout a day filled with seminars and lectures, it is natural to feel hungry. To ensure you can enjoy a meal without needing to venture into the city, there are several canteens available on the VŠE campus. Additionally, canteens can be found in the university dormitories.

For comprehensive information about dining options at VŠE (including price lists, opening hours, menus, and contact details), you can visit [this link](#).

At the Žižkov campus, you will find these canteens:

- VŠEm Pizza (as the name suggests, they specialize in pizza and pasta)
- “Zdravá výživa” (“Healthy nutrition”) – (offering meals tailored for vegetarians and those embracing a healthy lifestyle)
- Menza AV Gastro (providing mainly classic Czech cuisine, along with grilled options, such as tortilla-wrapped gyros, hamburgers, ...)
- Academic Club (pleasant and quiet environment with a view of Prague)
- Umbrella Pizza Bar (formerly Café bar Deštník; a wide range of Mediterranean cuisine, salads, meat, but also breakfast and good coffee)
- Café in the Rajská Building

Both the Umbrella Pizza Bar and Academic Club offer a daily menu, which is priced slightly higher than the canteen.



At the Žižkov campus, you have the option to warm up your own lunch in the microwave. A microwave can be found in the study corner on the ground floor of the Rajská Building.





11 Sport facilities and events

11.0 VŠE gym

If you're someone who enjoys working out and prefers the convenience of staying close to your academic environment, we have great news for you! Our university offers a fully equipped gym right on campus, allowing you to stay active without the need to travel far. Whether it is during breaks between lectures or whenever you have some free time, take advantage of the gym facilities just a few steps away.

All you need to do is make a quick reservation a few minutes in advance, ensuring that you secure a dedicated time slot to focus on your fitness goals.

Located in room IB 306 of the Italská Building, on the 3rd floor, our gym is easily accessible within the campus premises.

You will not have to worry about commuting or wasting time traveling to external fitness centers. Simply head over to the designated location and make the most of your workout session.

To utilize the gym, there is a nominal entrance fee of 80 CZK per hour. This affordable price ensures that fitness remains accessible to all students, encouraging a healthy and active lifestyle within our academic community. So, you can enjoy a fulfilling workout session without straining your budget.

There are also several gyms in the Jarov Dormitory complex, have a look here: <https://accommodation.vse.cz/sports-field/sports-field-on-vse-campus/gyms/>

11.1 Rector's Sports Day

Every academic year, our university hosts a highly anticipated event – the Rector's Sports Day. This special day, organized by the Center for Physical Education and Sports, is a favorite among students for many reasons. It provides a fantastic opportunity to participate in a wide range of sports activities alongside fellow students and faculty members.

The Rector's Sports Day is packed with various sports tournaments and exciting events. For example, during the Summer semester, you can participate in thrilling competitions such as volleyball, basketball, floorball, or football. Additionally, the day offers organized trips to unique locations, combining activities like roller skating with refreshing swims in the pool at Podolí. You can also enjoy outdoor excursions and take part in demonstration classes of non-traditional sports, including MMA, fencing, and Tae-BO. Running enthusiasts will find their stride as well, with plenty of opportunities to indulge in their passion.

The range of activities available on this special day is extensive, and it is advisable to register in advance for some of them to secure your spot. Do not miss out on this incredible chance to break away from your usual routine and immerse yourself in new and exciting experiences. The Rector's Sports Day provides a platform for you to engage in physical activities, try something different, and socialize with fellow participants, fostering new connections and friendships along the way.

As the date approaches, make sure to stay updated by following the [website of the Center for Physical Education and Sport](#). It will provide you with the latest information regarding schedules, registration details, and any other important announcements related to the event.

11.2 Sports classes

Participation in sport or PE classes is not obligatory for students enrolled in English-taught Degree programmes. However, the Prague University of Economics and Business (VŠE) provides optional sports classes for FIR students. It is essential to note that the availability of these classes might be limited, as the majority of sports courses are conducted in the Czech language. Therefore, we recommend that students interested in these classes contact the Centre for Physical Education and Sport at VŠE, as they oversee these activities.

Find out more [here](#).





12 Dormitories

12.0 Jarov Dormitories

The dormitories in Jarov are conveniently situated near the 'Kněžská Luka' and 'Chmelnice' tram stations in the Prague 3 neighbourhood. Spread across seven blocks, these dormitories offer both double and single rooms. Each room comes equipped with a private kitchen featuring a kitchen unit (kitchen utensils and dishes not included), an electric heater, and a refrigerator. Additionally, every room has its own bathroom complete with a shower, sink, and toilet. One of the advantages of staying in Jarov is its proximity, approximately 15 minutes by tram, to the VŠE campus in Žižkov. Furthermore, there is a football field located right in front of the dormitories.



12.1 Other Dormitories

The Prague University of Economics and Business offers its students the option to reside in alternative locations.

The Roosevelt Dormitory is situated in the Prague 7 neighbourhood, in close proximity to the “Výstaviště” tram station.

The Blanice and Vltava Dormitories are located near the Jižní Město campus (“South City”). These dormitories are primarily utilized by 1st-year Czech programme students. However, we advise against selecting these dormitories due to their approximately 40-minute distance from the Žižkov campus by public transport.





13 Extracurricular activities at FIR

13.0 Job Fair ŠANCE

The Job Fair ŠANCE holds a significant and longstanding tradition at the Prague University of Economics and Business. Each year, over 100 companies and organizations spanning various industries – including banks, consulting firms, IT companies, and many others – participate in the fair. This event provides students and graduates of VŠE with the opportunity to explore current job offerings, seek advice on career paths from experts, establish valuable contacts, or simply gain insight into the job market.

The fair takes place twice a year, in April and October, spanning three days (Tuesday, Wednesday, Thursday) from 10 AM to 4:30 PM. For fair attendees, an enriching accompanying programme is arranged, featuring activities such as competitions for valuable prizes.

Learn more [here](#).

13.1 Alumni Mentoring programme

Alumni Mentoring provides a valuable chance to connect with experienced professionals who were once FIR students themselves. Our mentors have at least 6 years of industry experience and will support you throughout your Master's studies and beyond. By carefully matching you with a mentor based on your profile, you will have the chance to share visions, gain insights from their experiences, and receive valuable advice. The official part of the Mentoring programme commences in October and extends for eight months, concluding in May. However, many mentor-mentee pairs often maintain professional relationships even beyond this timeframe.



To learn more about the Alumni Mentoring programme, please visit [this link](#).

13.2 Student Clubs

At Prague University of Economics and Business, a diverse range of student clubs and associations flourishes, bringing together various student initiatives. These clubs and associations serve as not only an avenue to make new, intriguing friends, but also as a platform for learning and, notably, establishing deeper connections with the business world. Our university stands out with one of the largest arrays of student clubs among Czech universities. Recently, these clubs have started fostering inter-club collaborations.

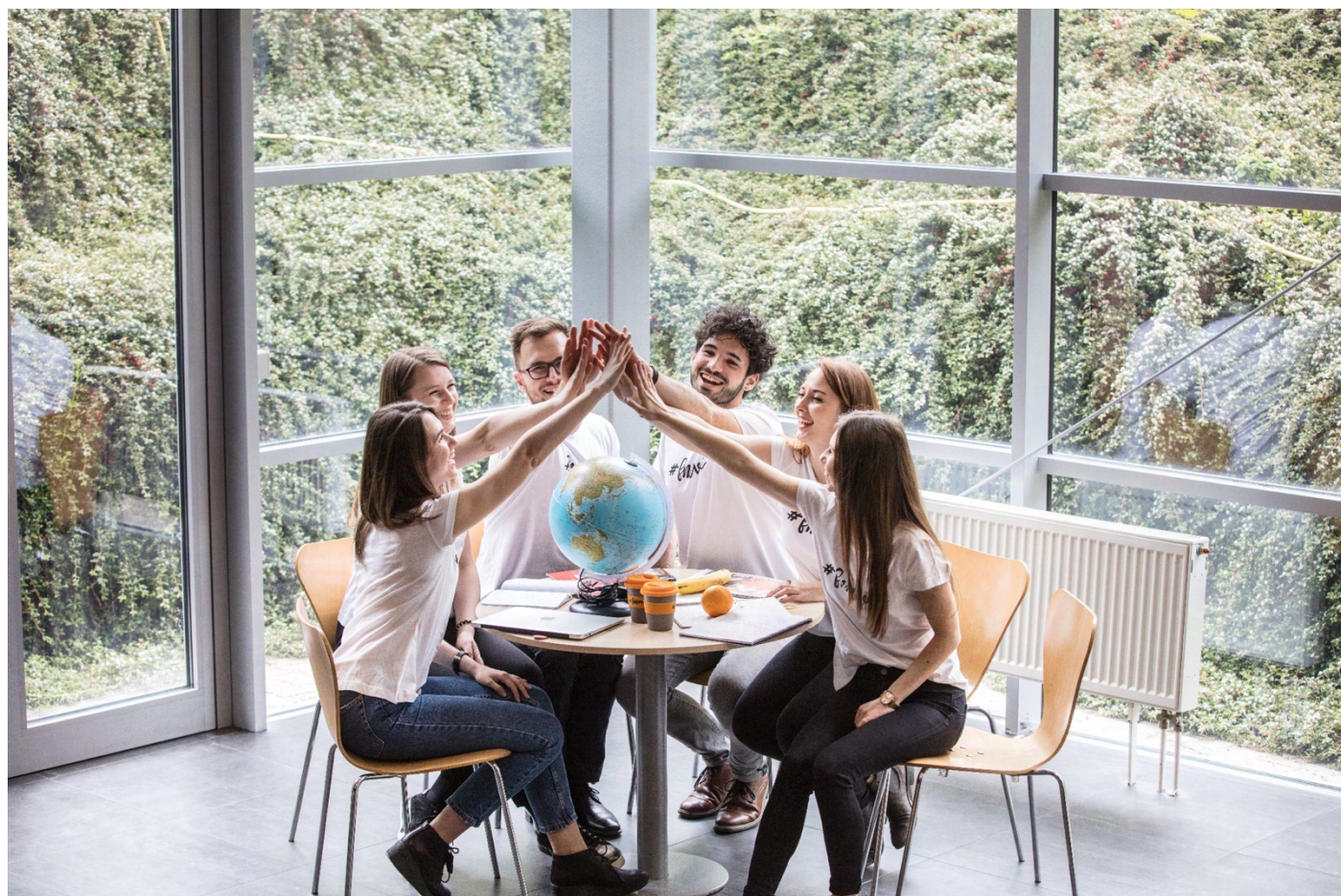


By joining an association, you'll not only engage with fellow students from different faculties but also amass experiences that will resonate with potential employers. While some student clubs may require proficiency in Czech, some are open to all.

Model United Nations Prague brings students together to discuss current and past global issues. MUN Prague annually organizes one of the largest international conferences in Europe. Members of the association have the opportunity to travel and participate in foreign MUN conferences with the support of FIR. Thanks to MUN Prague, members of the association can acquire various work skills and gain new contacts.

FRAC, also known as Le Club Français, was established in 2021 through the collaboration of four International Business students from FIR and the Department of Romance Languages. The club's objective is to enhance students' conversational skills. Twice a month, FRAC organizes conversational evenings that delve into a range of engaging topics.

AEGEE (Association des États Généraux des Étudiants de l'Europe) is one of Europe's biggest interdisciplinary student organisations. As a non-governmental, politically independent, and non-profit organisation AEGEE is open to students and young people from all faculties and disciplines.

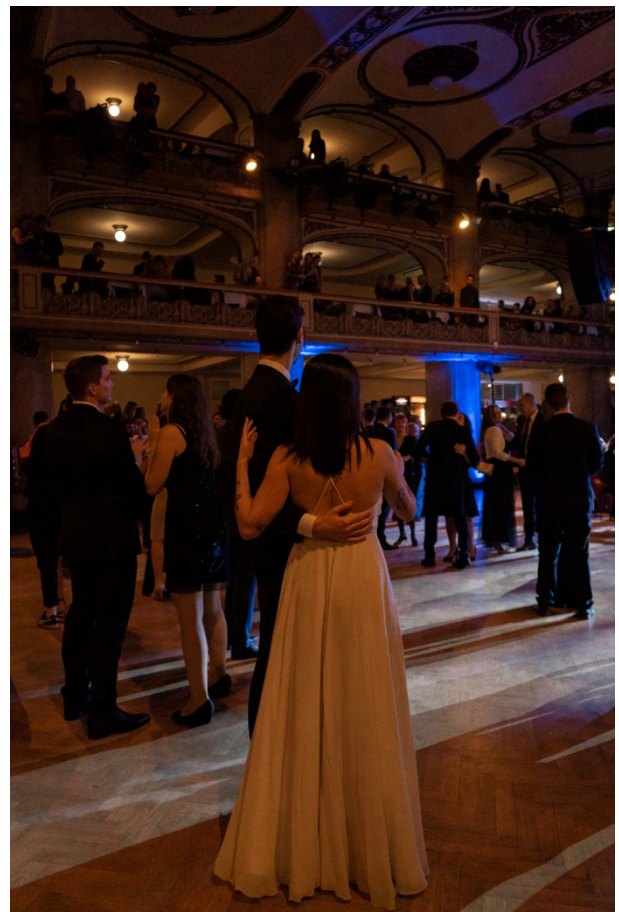


14 Social life at VŠE

Throughout the academic year, life at VŠE is enriched with numerous social and other events, enhancing the overall experience. While some events are directly organized by the university, others are initiated by students themselves. In this section, we will provide an overview of a few such events.

14.0 VŠE Ball

The VŠE Ball is an event you absolutely should not miss. It is a tradition to hold it in the magnificent Great Hall of Lucerna. This is where you will find your classmates elegantly attired in evening dresses and suits. The evening promises dancing and enjoyment at its finest. Therefore, it is advisable not to delay in purchasing your ticket! During this grand gala ball, the VŠE orchestra performs classical pieces, the results of various competitions are announced, the Big Band provides musical entertainment, and our Rector delivers a speech.



14.1 FIR Pub Quiz

Is quizzing your forte? Are you seeking an opportunity to gather with your peers from lectures and seminars? Or do you wish to acquaint yourself with new colleagues? If you answered 'yes' to any of these questions, the FIR Pub Quiz is tailor-made for you! The FIR Pub Quiz constitutes a casual and enjoyable rendezvous for both students and lecturers, who engage in team-based competition to achieve the best possible results in a knowledge-based game. It serves as an excellent chance to forge new connections and foster friendships.

The FIR Pub Quiz is conducted approximately once per semester. We strongly advise that you do not delay in registering, as the available slots tend to be occupied within minutes of its commencement.

14.2 University Hockey Battle

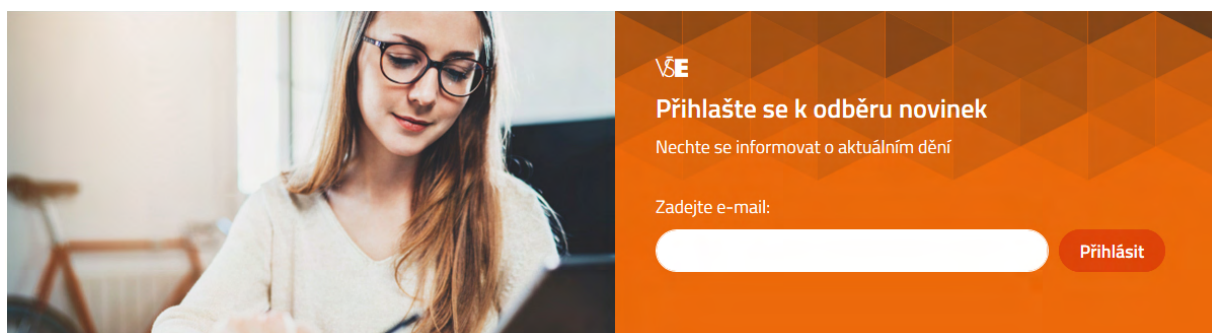
The Hockey Battle is an event that has garnered significant favor among our students in recent years. Spanning an entire evening, the four prominent universities of Prague engage in a friendly competition to determine which institution boasts the most accomplished hockey team. Each university has its own distinctive color, fan zone within the arena's corridors, and a designated sector in the stands. Furthermore, in recent times, fan marches to the arena, jointly organized by all participating universities, have gained notable traction. Throughout the years, the Hockey Battle has evolved into the most expansive sports-oriented student event in the Czech Republic. The event's objective is to fortify students' sense of allegiance to their respective universities and to invoke pride in their Alma Mater, if only for a single day each year.

You can find more information about the next event [here](#).

15 Stay informed during your studies

15.0 FIR website

The FIR website serves as a guidepost where you can access all the vital information for your studies. Additionally, important terms related to your studies and current events are posted here. To avoid missing out on intriguing off-semester courses, student competitions, extraordinary lectures, or other exceptional extracurricular activities, we recommend subscribing on the Faculty's main page to receive newsletter via email. This subscription box can be found approximately halfway down the main page.



15.1 Instagram FIR

Do you find yourself scrolling through Instagram? If you do and you want to stay up-to-date, make sure to follow FIR's account. In addition to photos from university events, you will also come across stories about important news. Remember to tag your photos from your experiences at FIR with the hashtag #firvse; your story or post might even get shared.

15.2 Facebook Group

The FIR Student PR team has set up a Facebook group for you, which is used for better communication between all IBB, IB and IDS students, answering questions about studies, living in Prague, promoting events and way more. Join the group and stay in touch with your peers. The beginning of your studies is difficult, so do not miss the opportunity to have someone to consult with!

15.3 Intranet

The student intranet is an important information channel for every student. After logging into the intranet with your data (the same as for logging into InSIS), here you will find all updated information about events at the Faculty, and not only at it. In the individual sections of the student part of the intranet, you can read important instructions for writing qualification papers, the Manual for the InSIS system and interesting articles about internship offers are also available here.

15.4 Facebook FIR

15.5 IBB / IB / IDS website

- IBB – <https://ibb.vse.cz>
- IB – <https://ib.vse.cz>
- IDS – <https://ids.vse.cz>

16 Ending

If you have reached this point, we believe you now possess sufficient information to embark on your studies at FIR, and navigating university life should no longer seem as daunting. Should you encounter any misunderstandings, please do not hesitate to reach out to us at studentifmv@vse.cz.

Now, all that remains is for us to wish you a successful journey through your studies at FIR, filled with wonderful experiences! We eagerly anticipate your presence at the events organized by FIR.

- Student PR team of the Faculty of International Relations



FIR MANUAL

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