



CU POINT

Information and Services
All in One Place

2020/2021



CHARLES
UNIVERSITY

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ABOUT US

That’s us – practically the entire CU Point team. Visit us to find all of the information and services relating to Charles University in one place.

If you are having difficulties with something, just contact us and we will do our best to assist you. Do you feel you haven’t been acquainted with all of the possibilities Charles University has to offer? Not sure what and how things work at the university? We will answer all of your questions, and we can advise you and point you in the right direction, either by e-mail, by phone, or in person.

We are here for you throughout your studies, and we also provide support for university employees. We do a lot of things, as you will find out in this brochure.

Do not hesitate to contact us. That’s why we are here.

We look forward to seeing you!

On behalf of the entire team,
Lída Součková
Head of CU Point



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Read our newsletter to find out what we are planning for the next month!

ukpoint.cuni.cz/newsletter

INFORMATION SERVICES

**We answer your questions:
from student cards to studying abroad.**

We'll answer all of your questions relating to Charles University. We'll present our study programmes to you, and we'll help you orient yourself during your first year of studies. We listen, consult and advise. Contact us by e-mail, by phone or have a look at our Facebook page.

CU Point seminars and courses

We tailor our courses to your needs. Whether you are in your first year of studies or a Ph.D. student – there's something for everyone. You will be guided through the techniques of self-development and personal growth. The courses will enable you to strengthen your learning competences and teach you effective ways to deal with stressful situations and to relax even in demanding periods of your study.

Download our app!

The app UK Point brings all the information about our services to your smart phone. It helps students, employees, alumni and our applicants.

You can download the app by scanning QR code which is valid for both iOS and Android devices.

Also, find the app in Google Play or an App Store by searching "UK Point".



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Study programmes in foreign languages and study abroad options

We provide students mainly from abroad with information and consultation on study programmes in foreign languages. You may meet us at the events we organise for international students. We are more than happy to consult also the Czech students who would like to experience studying abroad. Should you be one of them, come and join us for our Erasmus+ and other study abroad options seminars. Study abroad stays are open to all CU students. Come and meet us in person, call us on the phone or just send us an e-mail.



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Card service centres

Although you may not be aware of it, you have already visited us. We operate Charles University card service centres in Prague, Pilsen, and Hradec Králové. You can get your student card and log-on information for Charles University IT system. We also issue ISIC/ITIC or ALIVE cards, which can be used for a wide range of discounts.



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E prukazy@cuni.cz

Charles University in action

We know the university inside and out, and we provide that information to anyone who wants to study here. We also assist international students who are interested in studying at Charles University. We organize exhibitions for Charles University at domestic study fairs, information days for applicants and people interested in life-long learning. We organize social events and meetings for both Czech and international students, staff, alumni and friends of Charles University. We prepare events in cooperation with students. Come and join us!

Our events:

- Orientation Week for first-year students
- Welcome Day for international students
- Na Karlovku Tour
- Information Week for applicants
- Life-long Learning Day
- Career Day
- Alumni events
- Garden Party
- Advent at Charles University
- St Stephen Day alumni meetings
- Presentation of the university at study fairs
- Events for international students
- Seminars and lectures
- Workshops on relaxation of mind and body



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#STUDYLIKEAKING

CAROLINA CENTRE

We advise you on how to study, even when certain complications get in the way.

At the Carolina Centre, we offer a helping hand to all students who are faced with various complications when studying at the university. We focus in particular on supporting people with health or social disadvantages, but anyone who finds themselves in a situation where they need help during their studies can also use our services.

Students with special needs

We handle and coordinate all support for Charles University students with special needs. We would be happy to assist you and answer any of your questions. We can offer the following services in cooperation with the faculties:

- Digitalization of study materials
- Arranging assistance during studies
- Lending technical and assistive devices
- Learning study strategies and consultation
- A study room with free printing/copying of study materials
- Arranging training for spatial orientation and independent movement
- Educational seminars for students with special needs
- Interpreting, transcription, and recording services
- Modification of studies
- Individual curricula
- Sports activities



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Digitalization Centre, Study Room for Students with Special Needs

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E digitalizace@cuni.cz





Students with socio-economic disadvantages and students who are parents

We'll help you even if you get into a difficult social situation due to a lack of funds or if you need to study as a parent. We can advise you on social and accommodation grants and tuition fees, or we can even lend you a laptop for your studies. Contact us and we can come up with a solution together.



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Student clubs and societies

The Carolina Centre also keeps an official register of societies and clubs at the university. If you need help starting a new club or information about obtaining a contribution for your event, do not hesitate to contact us.



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Counselling services: legal, social, psychological, coaching

You can turn to us with whatever is troubling you, whether it relates to your studies, your health, or interpersonal relations. We provide you with basic support, we'll help you get a realistic outlook on your situation, and we'll offer you practical information for resolving your situation. All advisory services are free of charge for Charles University students, including the popular coaching.

We offer:

- Psychological counselling (also in English)
- Coaching and career counselling
- Social counselling

To arrange counselling or advisory services, please make an appointment in advance at centrumcarolina.cuni.cz



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CAREER SERVICES

We assist you in finding your ideal career path.

Have you always known what you want to be when you grow up? Maybe during your studies you realized that there are more areas you would like to explore or that your major is not really for you. We can help you better understand yourself and figure out what type of work is best for you. We provide personal consultation and organize a number of workshops where you can learn how to write a CV or present yourself.

We offer:

- Counselling
- Diagnoses of personal qualities and career prerequisites
- Workshops
- Events for starting up or advancing your career

To arrange personal consultation and diagnoses, please make an appointment in advance at centrumcarolina.cuni.cz



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SUPPORT FOR EMPLOYEES

We contribute to creating a great working environment at Charles University.

We make sure that not only students feel at home at Charles University but employees as well. When you decide to work with us, you can take advantage of the discounts and benefits designed specifically for CU staff. And if you would like to expand your team with a colleague from abroad, we can also help with the arrangements.

CU Staff Welcome Centre

The goal of the Staff Welcome Centre is to ensure that all incoming academics and researchers as well as their families have the easiest possible start in a foreign country. We provide our co-workers with counselling and give them a helping hand in the agenda of employing foreigners.

We offer:

- Arranging residency formalities before and after arriving in the Czech Republic



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- Social counselling (support in finding accommodation, medical care, school facilities for children, etc.)
- Arranging free Czech language courses
- Help with other practical issues relating to life in the Czech Republic
- Regular educational seminars at CU relating to internationalization
- Free translations of labour law documents into English
- Complimentary advertisement of free Scientific and Research job positions on the EURAXESS portal

Benefits for employees

We manage the benefit programme for UC employees. We arrange special discounts with external partners, and as a part of the university services, we offer language courses and fitness programmes at a special price (Multisport programme entry). We strive to satisfy culture lovers, athletes and travellers alike. You can find the up-to-date list of employee benefits on the university website.



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E info@cuni.cz

CHARLES UNIVERSITY ALUMNI CLUB

We would like to stay in touch even though you have just graduated.

We are interested in where life will take you after your graduation! Stay in contact with us and become a member of Charles University Alumni Club. Inform your friends and colleagues who are CU alumni about this opportunity. Members of the club are invited to social, cultural and educational events we prepare. There are also many discounts and benefits not only for university services, but also offers from external partners that you may use.



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**We look
forward to
seeing you!**

#STUDYLIKEAKING

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