



# ESN

Erasmus Student Network  
**UCT Prague**

# BUDDY GUIDE



**VYSOKÁ ŠKOLA  
CHEMICKO-TECHNOLOGICKÁ  
V PRAZE**

# BUDDY!

## How to become a Buddy?

- Sign up for Artemis at <https://esn-uct.artemis.esnhk.cz>
- Choose an Erasmus student according to your preferences and arrival date
- Contact them!

## What is the essence of the buddy program?

The Buddy Program (like the whole ESN organisation) is run by volunteers. The idea is to help students and connect people. As a Buddy, you'll be there to help new students find their way around the city and university. As a reward, you'll make new friends, improve your foreign language skills, gain international contacts, and feel good about helping people. Who knows, maybe one day you'll visit them in their country and have a free guide and not have to worry about accommodation! You'll also be able to join the UCT Buddy community and take part in the events we organise.

Link to the UCT Buddies Whatsapp group:

<https://chat.whatsapp.com/lvbGNzrdDa11FQYXWBfOWV>

## Before arrival:

- **Get in touch with your Erasmus colleague** and see if there's anything they need. Make sure everything's in order.
- Make sure they've got somewhere to stay sorted.
- Get them a confirmation of study from the foreign department (just say you're their Buddy and give their full name). That way they can arrange a monthly ticket for public transport if they arrive in Prague a few days before the administration day. You'll also need to get a passport photo for this. If your Erasmus student arrives after the administration day (Monday, the 10th of February 2024) or on an unusual date, just read the instructions below.
- It'll be a big help to them if you're there to **meet them at the airport or train station**. Agree on the exact time and place of arrival to avoid any confusion. If you can't make it to the airport, make sure you explain everything they need to know in advance. It'd also be a good idea to be reachable on the phone when they arrive so that you can help

them out if there are any problems. Joint pick-ups or stand-ins can be arranged in the Buddies UCT WhatsApp group.

- **Make sure you can make it from the airport to the dorms together.** If the Erasmus student brings seven suitcases, it's unreasonable to expect to make it on public transport in two. If that's the case, just explain it to them nicely and let them know they'll have to use a service like Bolt (it's a cheaper option, around 500 CZK) or Uber (that's the official airport transportation). You can still help them out, but they'll have to cover the costs themselves.
- The buddy programme is optional, and as volunteers, we have to look out for ourselves. We do our best to help the students as much as we can (just imagine you were in their situation), but if, for example, the flight lands at midnight, it's understandable that you won't be able to come for them. But make clear arrangements in advance.

## Arrival:

- You picked up an Erasmus student.
- They might have forgotten to bring their passport photos and might ask you to help get them. The simplest solution is to use the photo machines in the metro stations.
- Make sure they have enough cash to pay the dormitory fees. If not, you'll find plenty of ATMs along the way where they can withdraw cash. If they want to exchange money, don't do it at the airport as the exchange ratio is unfair. A good option is the exchange office on Kaprova Street, near Staroměstská, or the exchange office in the Chodov Shopping Centre.
- Once you get to the dorms, help them get settled in (they'll have to pay a deposit of 3000 CZK and pay the first month's rent). The accommodation office is open every weekday.

Monday to Thursday 7:00 – 17:00

Friday 7:00 – 15:00

- Buy a monthly ticket for public transport (you'll need a confirmation of study from the foreign department to do this). If you can, it'd be great if you could bring the confirmation to the airport and get their ticket there. 😊

## If the arrival is after Administration day (9. 9. 2024):

- Ask if they're doing an internship and, if so, check how the formalities (ISIC, etc.) are arranged. The supervisor will often take care of this. If not, read on.
- First, head to the international department to fill out all the necessary forms.
- Take them to the Card Centre to get a school card. He can choose between a regular uni card and an ISIC card. The latter can also serve as a public transport pass and proof of study in one, ISIC owners have often discounts in shops, restaurants, etc.
- If you're already at the Card Centre, ask for the uni account password and help them change it. Just a heads-up: **you can only change passwords on uni computers.**
- You can also show them around the university and campus and point out some of the key locations (Mensa, Techlib).

## After arrival

Erasmus students also need to let the foreign police know where they're living. If they're from an EU country and won't be living in dorms, they should let them know where they're staying within 30 days. If they're from outside the EU, they need to let them know where they're staying within three days of arriving. In that case, they should pop by the International Relation Office with their passport and ask for Adéla Habartová.

At the same time, if they're from an EU country, they should register their health card (EHIC) with the Czech health insurance company to make sure they get the care they need (if such a situation occurs, God forbid). We'd suggest going with VZP, which has the widest coverage of medical care in the Czech Republic. There are a few branches in Prague, with the closest one to the dorms being near the Budějovická metro station. You can find a list of branches here:


<https://www.vzp.cz/kontakty/pobocky>

We'll also need to help them set up an account for their scholarship. If you're looking for the cheapest banks, mBank and Fio Banka are your best bets. We mainly use the Dejvice branch. The address is Československé armády 785/22.

## Orientation Week

From 9th to 15th September, we're running an ESN UCT Prague Orientation Week for our international students. During that week,





Erasmus students will get to know the Dejvice campus and the centre of Prague, as well as take care of any administration regarding their studies. We'd love to see you at some of the events this week.

**We will keep you informed about all events during Orientation week in the Buddy Group!**

### **Trips and other events ESN UCT Prague:**

The club (**ESN UCT Prague**) organizes many events during the semester, especially trips to various parts of the Czech Republic and beyond. We try to show them as much as possible of what our country has to offer.

If you would be interested in getting more involved with our club, the best way to get started is to help organize one of the trips. So don't be afraid to get in touch at [hr@esnuct.cz](mailto:hr@esnuct.cz).

### **During the semester:**


Needless to say, your buddy status doesn't change just because Erasmus student makes new friends and you start the semester. Our main aim is to connect people and create new friendships, so we'd love for you to stay in touch. You can show them your favourite places in Prague and they'll still have someone to turn to. For instance, you could go to a concert or an exhibition, show them a nice pub in Prague, or take them to the Petřín Maze. From now on, it's up to you. You can also plan smaller events that are more fun with more people (volleyball, book club, spike ball) in a buddy group.

Tips for pubs from buddies to buddies:

- Klubovna
- Carbon
- Pivní Jistota
- U Vejvodů
- A pub near the train station Praha-Dejvice (Hradčanská metro station)

### **Important contacts:**

If you're stuck or have a question about the Artemis booking system, feel free to reach out to our Buddy group on WhatsApp or our Buddy Coordinator Adél at [buddy@esnuct.cz](mailto:buddy@esnuct.cz).



If the Erasmus student has an administrative issue (like with SIS) that you can't resolve, your best bet is to reach out to Adela Habartová (adela.habartova@vscht.cz) from the International Relations Office.

## Buddy Checklist

There's a lot of information here, so we've put together a quick checklist to help you get through it.

Activity	Done?
<b>Pick up your Erasmus at the airport</b>	
<b>Get them to the dorms, help with accommodation</b>	
<b>Show them where to eat and buy the things they need (mainly Albert, pharmacy, catering floor in the shopping centre, possibly pubs around, canteen on the Volha)</b>	
<b>Pick up Erasmus' student's confirmation of study (not necessary if he wants an ISIC instead of a student card, but it depends on how long he would have to drive around Prague to get tickets)</b>	
<b>Go to the card centre to get the school card / ISIC</b>	
<b>Change the one-time password for the school account</b>	
<b>Arrange the public transport ticket</b>	
<b>Notify the immigration police if not living on campus</b>	
<b>If they have an EHIC (European) insurance card, help with registration with the EHIC</b>	
<b>Help with setting up a bank account</b>	
<b>Take them out</b>	