

STUDENTS GUIDE 2025/26

Faculty of Medicine in Pilsen, Charles University

Study Guide for First Year Students, Charles University, Faculty of Medicine in Pilsen (Charles University in Pilsen); alej Svobody 76, 323 00 Pilsen; www.lfp.cuni.cz.
Prepared by a team of authors of the Faculty of Medicine, Charles University in Pilsen.



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Let us welcome you at the Faculty of Medicine in Pilsen, Charles University. We appreciate that you have chosen our faculty, which is part of one of the oldest universities in Central Europe.

The Faculty of Medicine in Pilsen was established in 1945 and from humble beginnings it has grown into a modern university, where almost 10,000 physicians working throughout the country and abroad have already graduated. Currently, more than 2,000 students study at the faculty, of which about 500 are foreigners.

Every start could be difficult. The guidebook is intended to make it easier for you to find your way around the Faculty of Medicine in Pilsen, Charles University in the first days, weeks and months of university studies. We believe that it helps you to solve new situations for you and save your time and nerves.

We hope that you will study and live well at our faculty and that you will be happy to remember the years spent here. We wish you a lot of strength, perseverance, success and joy in your efforts!



Charles University

The Charles University is the largest and oldest Czech university and at the same time the best known and best internationally rated Czech university. It has 17 faculties - 14 of them are in Prague, one is in Pilsen (Faculty of Medicine) and two are in Hradec Králové (Faculty of Medicine and Faculty of Pharmacy) - and a number of other workplaces for educational, research and other creative activities and for the provision of services.

The Charles University has more than 7,000 employees, of which 4,000 are academics and researchers. About 1/6 of all university students in the Czech Republic study here - almost 54,000.

The university is headed by the Rector. It acts and decides on all matters concerning the university, with the exception of those which the Higher Education Act gives to the competence of other university bodies or faculties. The rector's agenda is led by the Chancellor. In the entrusted areas, the Rector is represented by Vice-Rectors - e.g. the Vice-Rector for Academic Affairs, the Vice-Rector for Scientific Activities, the Vice-Rector for Development and others. The Vice-Rectors, together with other advisers, form the so-called Rector's Board - an advisory body for resolving issues concerning the university.

The highest self-governing academic body of the University is the Academic Senate of Charles University. Senate elections are held every three years. Each faculty has two representatives from the ranks of teachers and two from the ranks of students in the Academic Senate.



Matriculation ceremony is an academic ceremony in which a student is solemnly admitted to the academic community of the university. It is compulsory for first-year students.

Faculty of Medicine in Pilsen

[Faculty bodies overview.](#)

At the Faculty of Medicine in Pilsen, it is possible to study in two study programs taught in English - General Medicine and Dentistry. The first two years of medical study are devoted to theoretical disciplines, in the third and part of the fourth year, preclinical subjects are studied, and clinical teaching begins. The highest years of study are fully dedicated to clinical disciplines. The study begins with a matriculation ceremony and ends with a graduation ceremony in Prague at the historic residence of Charles University – Karolinum.

As the teaching of medicine is closely connected with clinical practice, clinics and departments are in most cases joint workplaces of the Faculty of Medicine and the University Hospital Pilsen. Students of the 6th year of General Medicine also complete practical internships before State Exams in hospitals in their home countries.

The dean is the head of the faculty who decides on admission to study, on dismissal in case of non-admission or on the awarding of scholarships. The individual areas of operation of the faculty are managed by vice-deans.

The self-governing representative academic body of the faculty is the Academic senate. Its members are elected from among the academic community of the faculty (ie students and teachers).

The study department and other support departments of the faculty (e.g. for science and research, for international relations and others) are part of the Dean's office. There is also a secretary who is in charge with the management and internal administration of the faculty.

Academic Degrees

Universities in the Czech Republic award more than forty different degrees. Some of them are put in front of the name, while others behind it, some of them have a higher validity and others are not used in addressing.

As a student at the university, you can be recommended to make a proper use of Academic Degrees when addressing not only your teachers and lecturers, but also all the members of the academic community, and the faculty and university representatives. And how to use the degrees correctly?

Your teacher will most likely address you "dear colleague", but you will better address your teachers by their highest

achieved degree, e.g. "dear professor" (prof. MUDr. Petr Kraus, Ph.D.), or "dear doctor" (MUDr. Petra Krausová). If you are in contact with higher academic dignitaries, such as the rector, vice-rectors, deans or vice-deans, it is more appropriate to use the name of the position, i.e. "dear Dean", "dear Rector" or "dear Vice-Dean".

Beside the academic and scientific degrees, there are also degrees which are used during the Academic Ceremonies at the University. These are the Magnificence for Rector, Spectabilis for Vice-Rector or Dean, Honorabilis for Vice-Dean and Honestus for Promotor.

Basic Campus Orientation

Building U1

SIMULATION CENTER		6
DEPARTMENT OF LANGUAGES CENTER OF INFORMATION TECHNOLOGIES MAINTENANCE DEPARTMENT – MANAGEMENT SIMULATION CENTER		5
DEPARTMENT OF PUBLIC HEALTH AND PREVENTIVE MEDICINE DEPARTMENT OF SOCIAL AND ASSESSMENT MEDICINE DEPARTMENT OF SPORTS MEDICINE AND ACTIVE HEALTH SCIENCES		4
DEPARTMENT OF MEDICAL CHEMISTRY AND BIOCHEMISTRY FACULTY MANAGEMENT – BACK OFFICE STUDENTS' AFFAIRS DEPARTMENT (ENGLISH)		3
DEPARTMENT OF ANATOMY – MANAGEMENT DEPARTMENT OF MICROBIOLOGY FACULTY MANAGEMENT – DEAN'S OFFICE STUDENTS' AFFAIRS DEPARTMENT (CZECH)	LECTURE HALLS	2
DEPARTMENT OF ANATOMY – CLASSROOMS DEPARTMENT OF HISTOLOGY AND EMBRYOLOGY CAFETERIA	BUILDING 2 ENTRANCE	1
DEPARTMENT OF ANATOMY – LABORATORIES CENTER OF SCIENTIFIC INFORMATION (LIBRARY) MAINTENANCE DEPARTMENT – SERVICES CANTEEN		-1
PARKING		-2 -3

Building U2: 5 - Dpt. of Biophysics, 4 - Dpt. of Biology, 3 - Dpt. of Physiology, 2 - Dpt. of Pathological Physiology, 1 - Dpt. of Pharmacology and Toxicology, Blue Lecture Hall

Teaching Hospital Bory | Clinical teaching | Dr. E. Beneše 13

Teaching Hospital Lochotín | Lecture Hall, Clinical Teaching | alej Svobody 80



You can connect to the [Eduroam](#) Wi-Fi network in the faculty buildings, the access to the network can be used europeanwide in all institutions that are connected to it.

Student Card

It is required to enter the buildings of the faculty, the student proves himself with it in the library when borrowing books, at the study department and when using self-service copiers. During practical exercises in the hospital, the student is obliged to wear the card as a tag on their white coat.

Standard card – without ISIC licence, issued free of charge (reissue is paid).

ISIC card – holders of ISIC are allowed to use students' discounts (e.g. for fly tickets, bus

tickets, for entry to exhibitions, museums, etc.). Every year it is necessary to prolong the ISIC licence, the card without a valid licence is automatically discarded from the ISIC database.

Student card is issued upon the previous request submitted through the [Student and employee identity card portal](#), collecting the new card is possible only in person in the [Card service center](#).

Student Information System ([SIS](#))

An internet application that contains all the information about your study. Here you will find, and you can set or change following:

- your personal data (address, contacts, bank details for the payment of scholarships, etc.),
- enrolment of core-elective subjects and compulsory optional subjects,
- registration for exam dates,
- evaluation of teaching,
- timetables.

You will receive the student number and password into the system when issuing the student card at the Card Service Center. However, the first password is only temporary and for security reasons you must change it within five days. The password, which the student already creates himself, is then valid for a year before it needs to be changed or extended again.

Study Department

contacts	e-mail	phone
General	medstudy@lfp.cuni.cz	
Ing. Markéta Karlová	marketa.karlova@lfp.cuni.cz	+420 377 593 458
Šárka Šnebergerová	sarka.snebergerova@lfp.cuni.cz	+420 377 593 461

Office hours

Mon | 08:30–11:30

Tue | 08:30–11:30 and 12:30–14:30

Wed | closed

Thu | 08:30–11:30 and 12:30–14:30

Fri | closed

Contact person for non-study activities:

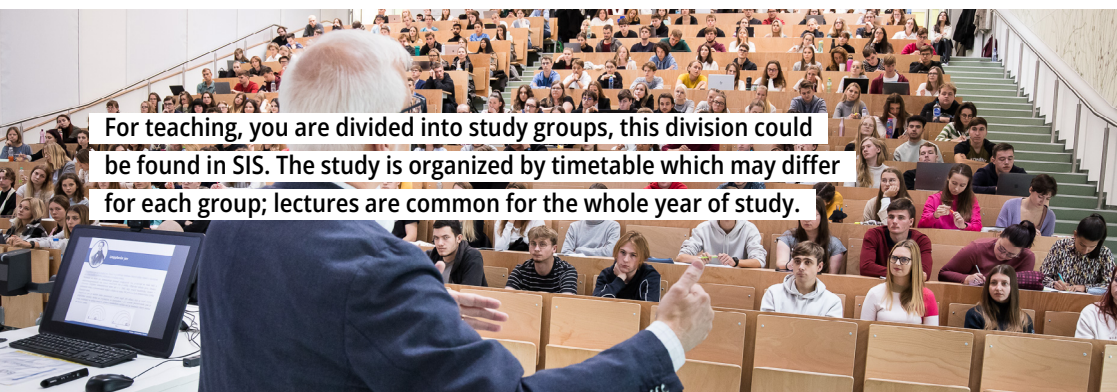
prof. MUDr. Dana Müllerová, Ph.D.

dana.mullerova@lfp.cuni.cz

+420 377 593 131

Study Fees

Include a fee for the admission procedure, a [fee for studying in a foreign language](#), etc.



For teaching, you are divided into study groups, this division could be found in SIS. The study is organized by timetable which may differ for each group; lectures are common for the whole year of study.

Credit System

study year	normal number of credits		minimum number of credits	
	GM	DY	GM	DY
1.	60	60	40	42
2.	120	120	98	104
3.	180	180	179	179
4.	240	240	227	229
5.	300	300	295	300
6.	360		360	

Normal number of credits is the recommended number of credits that you should have at the end of each section of study,

minimum number of credits is the smallest possible number of credits required for you to continue studying in the next year.

You can enrol in the next section of study if meeting the normal number of credits or even if meeting only the minimum number of credits, but all the prerequisites settled by the study plan ([curriculum GM](#) / [curriculum DY](#)) has to be fulfilled. Credits still add up throughout the study.

Subjects

All taught subjects are awarded credits. The credit system (ECTS) allows each subject to be assigned a certain number of points. At the end of each section (year) of study, you must collect a certain number of credits.

Compulsory subjects prescribed by the study plan must be fulfilled by you in order to progress in the study.

Compulsory elective subjects are courses that you enrol in together with compulsory ones. At our faculty, these are courses offered by the Department of Languages.

There is also a wide range of core-elective courses, which can be [enrolled through the Study Information System \(SIS\)](#). During the study, you must enrol in core-electives in or-

der to be able to achieve normal numbers of credits (it is always based on 1-2 core-electives per the academic year). Selection from the offer and registration of the courses via SIS is always possible from the beginning of June until the date of registration for the next year. Core-elective courses are enrolled by students of the 2nd - 5th year of GM and students of the 2nd - 4th year of DY. You have to collect at least 18 ECTS points (GM), resp. 15 ECTS points (DY) from core-elective courses throughout the entire study. You can choose to study core-electives from another faculty of Charles University if this faculty allows enrolment of core-electives from foreign faculties.

Recognition of Subjects from Previous Studies

In certain circumstances, the faculty makes it possible to recognize the fulfilment of study obligations on the basis of previous studies.

If you have completed the subject in a previous study at LFP, submit an application for recognition of study obligations to the study department. You do not provide a transcript of these duties; the employee of the study department will prepare a transcript of records themselves.

If you have completed the subject at another university (usually other medical facul-

ties of the CU) whose study program is the same as at LFP, it is necessary to submit an application for recognition of study obligations to the study department and attach the original transcript of records.

If you apply for recognition of a course completed at a university whose study program is different from the study program at LFP, you shall in addition document the syllabus of this course and the statement of the subject guarantor.

Recognized is only fully completed subject (finished by credit or exam - according to the study plan), classified with marks 1, 2, 3. Completed study obligations must not be older than the standard period of study increased by two years. The student can apply for recognition of courses only after enrolment in the 1st year, no later than the beginning of the new Academic year.

Repeated Enrolment of Subjects

Repeated enrolment of a compulsory or compulsory optional subject is possible only once. You are entitled to enrol in the course repeatedly only in the next following section of study, in which the given course can be enrolled. Repeated enrolment of a core-elective subject is excluded, unless otherwise stated in the annotation of the course.

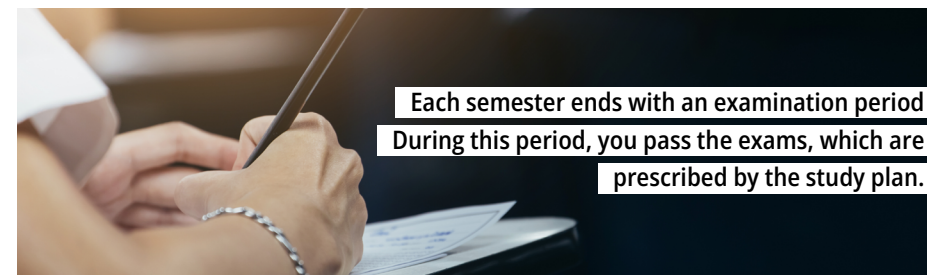
Prerequisites are conditions (i.e. completed courses, credits, successful exams), under which you can enrol in a certain other course or exam. Prerequisites ensure that you complete the teaching in a logical order.

Credit is a confirmation of fulfilment of study obligations in the subject. By default, all taught subjects end with it. The teacher enters it in the SIS. Credit is usually a condition for admission to the exam. The conditions for obtaining credit are different and you are informed about them at the beginning of the semester.

Some subjects end with an **exam**. Exam dates are listed in the SIS. If a student registers for the exam date, it is binding. Students will receive questions for the exam from teachers or on the website of relevant department. In case of failure of the exam, you have the right of two resit dates - three attempts for each exam in total (provided that you manage to complete all three during the examination period).

Individual Study Plan

It allows e.g. to adjust the length, course and deadline for checking the study. It is allowed mainly for these reasons:



Each semester ends with an examination period
During this period, you pass the exams, which are
prescribed by the study plan.

- demonstration of exceptional talent,
- concurrent study at another faculty of a university or other higher education institution,
- complicated health or social situation (e. g. pregnancy, childcare, etc.),
- if the study plan makes it impossible, by the conditions set for the enrolment of other subjects, to obtain in the following section the minimum number of credits for enrolment in the next section of study,
- another serious situation.

ISP can always be allowed only for the section of study in which the student is currently enrolled, or at the same time with this section also another immediately following.



At the beginning of the winter semester, students also organize a study materials exchange, where it is possible to purchase used study materials for a favourable price.

Study Literature

Recommended study literature is available in the SIS for each subject. In addition to purchasing new textbooks, it is possible to borrow textbooks in the faculty library ([Center of Scientific Information](#)). The library is located right next to the Canteen. You will find a large number of freely available books and magazines and models of bones. You can study in three public study rooms and six private study rooms.

Library opening hours

Monday – Thursday: 8:00 AM – 6:00 PM

Friday: 8:00 AM – 4:00 PM

Electronical Learning Sources

[Moodle](#) is dedicated to support present and distance form of teaching via online courses. It contains tools for communication between students and teachers, and tools for testing knowledge.

[Mefanet](#) is a portal of electronic educational materials. It is a unified internet source of study materials for all students of Fa-

culty of Medicine in Pilsen with the access for authorised users (students, teachers) only. The access is possible via CAS account (obtained by the 1st year enrolment and validated by the student). All materials are published in a modern format in a clearly structured system unified for all Medical Faculties in the Czech Republic and Slovakia.

Language Teaching

The main goal of the **Department of Languages** is to mediate the professional language training of future physicians. First year foreign students, in addition to the course **Medical Terminology - Latin**, study the compulsory subject **Medical Terminology - Czech**, the content of which is work with professional texts and practice of communication skills needed for study and practice in the hospital. In the third study year, foreign students study subject **Czech for Medical Practice in Hospital** which focuses on using professional Czech language in hospital, understanding the patient, the ability to ask them questions and giving instructions.

Teaching and Learning Center

Is here to support your academic success. The main mission of the Teaching and Learning Center is to support you in your efforts to manage your studies at the Faculty of Medicine. We will help newly arrived students in a faster and more efficient transition to university. [More information here >](#)

1st year **GM** Courses and Exams

Subject	Lectures/Practicals Credit/Exam		No. of EC
	Winter semester	Summer semester	
Anatomy	6/3 C	3/6/13hrs per semester C+E	22
Biophysics	3/3 C+E	-	6
Medical Biology and Genetics	2/2 C	2/2 C+E	9
Medical Terminology - Latin	-	0/2 C	1
Medical Terminology - Czech I	0/4 C	0/4 C+E	4
Histology and Embryology I	-	2/3 C	4
Basics of Clinical Medicine I	12hrs/14hrs per semester C	-	3
First Aid	12hrs/14hrs per semester C	-	4
Basics of IT	0/6hrs per semester C	-	1
Medical Chemistry and Biochemistry I	-	3/6/13hrs per semester C	4
Technical Equipments in Radiology, Nuclear Medicine and Radiotherapy	13hrs per semester (e-seminar) C	-	2
Total no. of EC			60

1st year **DY** Courses and Exams

Subject	Lectures/Practicals Credit/Exam		No. of EC
	Winter semester	Summer semester	
Anatomy and Topographical Anatomy	6/3 C	3/3 C+E	21
Biophysics	-	2/2 C+E	7
Biology and Genetics I	-	2/2 C	3
Medical Terminology - Latin	0/2 C	-	1
Medical Terminology - Czech I	0/4 C	0/4 C+E	4
Histology and Embryology I	-	2/1 C	3
Chemistry and Biochemistry	3/3 C	3/3 C+E	8
Informatics in Dentistry	0/1 C	-	2
Preclinical Dentistry I	3/3 C	3/3 C+E	9
First Aid	1/1 C	-	2
Total no. of EC			60

Students with special needs

A student or applicant with special needs is considered to be the one who, due to the innate or acquired nature of their state of health, requires a modification of the admission procedure, study conditions, removal of physical obstacles, or other special adaptations of the premises for the purpose of successful study. The faculty offers support to students who require care both for a limited period of time (eg after an injury, long-term illness, etc.), as well as to students who need this help throughout

their studies. Students with special needs are students with physical, visual, hearing disabilities, students with chronic physical illness, mental illness and specific learning disabilities.

All information
about Students
Support Service >



The faculty and university offer their students support services that help them cope with challenging studies, crisis moments, or conflict with another member of the academic community.

Faculty Ombudsperson

The ombudsperson protects the rights of students and helps create a safe, fair and respectful environment. At the Faculty of Medicine in Pilsen, this function is performed by doc. MUDr. Jitka Švíglerová, Ph.D., contact: ombudsmanka@lfp.cuni.cz, +420 377 593 346. There is also a possibility to use a notification system [Don't let it be \(Nech to být\)](#).

Counselling

The student counselling center offers discreet, anonymous and free short-term support (1-5 sessions per year) to all students who are dealing with academic difficulties, relationship problems, trauma, low self-esteem, fears about the future, difficult life situations or want to develop themselves. The center does not provide pharmacotherapy or comprehensive psychological diagnostics, and if necessary, recommends appropriate professional workplaces.

PilsMed | Student Activities at the Faculty

A non-profit student-based organization which not only aims to help current students at the University but also to promote social events to give a broader experience during their life at the University. PilsMed is divided into several departments such as Sports, Science, Culture, Welfare, Media and Marketing, Social Events and Archives. In addition to the activities organized by each

department, it is also responsible for communication between students and the faculty. PilsMed is an important organization for the medical students in Pilsen while it has also hit several targets through its social, scientific and cultural activities among others. [All Student Associations >](#)



Accommodation (dormitories)

In Pilsen, it is possible to choose from the dormitories in Bolevecká or Heyrovského. Before booking and choosing accommodation in the dormitory, please read and follow the Principles of Accommodation in Dormitories of Charles University, which are available on the website of [Dormitories and Refectories](#).

The fastest and most convenient way in which you can book accommodation is through the [web electronic sales portal](#) or directly in the accommodation offices of individual dormitories (in both cases until the accommodation capacity is filled).

Meals

You can find both the [canteen and the café](#) right in the campus. The canteen offers a non-order mode, choice of three meals (one of which is meat-free) + cold and hot buffet. Specialities are also available. The café offers coffee of many varieties, fresh juice, sandwiches, wraps, baguettes and desserts - all made in-house. In both facilities, it is possible to pay by cash, by card or by ISIC card. The ISIC card can be charged at the canteen cash desk or via the [ISKAM 4 platform](#).



Health issues

In case of need of a medical care, our English program students can visit general practitioner in the University Hospital Lochotín or Bory. All details are available [here](#).

During the 1st year of your study, you are asked to submit the certificate of medical fitness to study to the study department, as well as the certificate of vaccination on Hepatitis B and Measels. All certificates must be submitted latest until the March 31st of the relevant academic year.

During the last year of study, you are required to complete a medical examination and provide confirmation of it at the end of your studies at the study department. You will submit the confirmation no later than on the day of fulfilment of all study obligations given by the relevant study plan.

Health insurance

All students are obliged to have a valid health insurance during their stay in the Czech Republic.

Students from EU countries holding a "Blue European Insurance Card" should register their health insurance cards at the [VZP Insurance Company](#): Sady 5. Května 59, Pilsen, tel.: +420952222222. This registration is for free, and it is necessary and obligatory in order to get a medical care in the Czech Republic.

Please bear in mind, that your European health card insurance (or with the E111 form and Provisional certificate) do not cover non-urgent treatment, or medically assisted transport home following serious illness or injury entitles and for these eventualities we recommend you take out extra medical

or commercial travel insurance with an insurance provider in your home country.

Students from non-EU countries do not register their insurance cards. They solve the payment for medical services directly with their insurance company according to their insurance conditions. The Act on the Residence of Foreigners determines the obligation for foreigners to take out travel health insurance in the scope of comprehensive health care exclusively with Pojišťovna VZP, a.s.

The Ministry of the Interior of the Czech Republic will actually require this insurance for applications for long-term visas or stays and their extension, any other insurance than the VZP is not accepted to support the application.



Internship Abroad

Students of the Faculty of Medicine in Pilsen most often go abroad through Erasmus+ (EU program to support education, training, youth and sports). This program allows you to participate in either a study stay (for one or two semesters) or a practical traineeship (for at least two months) at partner institutions. Those interested in a study stay can currently choose from 31 universities in Germany, Austria, France, Finland, Belgium, Poland, Hungary, Lithuania, Latvia, Sweden, Portugal, Spain, Italy, Greece and Turkey. Thanks to the 4EU + alliance, partner universities such as the Sorbonne University and Heidelberg University are among the partner universities. For traineeships, you can choose from nineteen workplaces, mostly university hospitals. During these stays, you are financially supported from the budget of this program. You are awarded a scholarship, the amount of which depends on the length of stay and destination. In order for you to go to Erasmus, you must

go through a selection procedure. It takes place every year from mid-February to the end of March. Selected students are then nominated to foreign universities and begin to prepare for the actual stay. An important part is the compilation of a study plan, which must correspond to the study plan at our faculty. On the basis of the approved plan, the subjects completed abroad are then recognized to you upon your return.

You also have the opportunity to travel through inter-university agreements of the Charles University or as „free movers“. These activities are supported by the Mobility Fund of Charles University, Support for the Internationalization of Charles University (POINT), the Institutional Development Plan of the Faculty to support mobility and other financial resources of the Faculty of Medicine in Pilsen in the form of scholarships.

Scholarships

Charles University provides its students with financial support in the form of scholarships. These can take various forms and are used in different situations - for example, as a social benefit when you are in a difficult situation, or as a reward for exceptional quality results in various activities related to study. Depending on the type, scholarships are either one-time or regularly repeated.

The types of scholarships provided at the Charles University are for example:

- scholarship for excellent study results
- scholarship for participation in research or other activities representing the faculty
- doctoral scholarship
- scholarship to support accommodation
- social scholarship
- scholarship to support study abroad

Pursuant to the provisions of Section 91 of the Higher Education Act, scholarships are awarded by a university or faculty in accordance with the scholarship regulations. [Scholarship regulations](#) and other information about scholarships are posted on the CU website.

[The rules for awarding scholarships at LFP.](#)

To pay scholarships, it is necessary to have a bank account detail set up in the SIS (set in personal data; the bank account must be held at a Czech bank).

Students of the
faculty can use the
services of Cesnet
free of charge.

Are you studying, researching, programming, or just need a stable and fast internet connection? No problem, CESNET can help you with all this.

We'll connect you to the network, store and protect your data, and enable you to share materials or collaborate on projects efficiently remotely.

Make the most of the services CESNET has to offer. They're secure, backed up, ad-free, and with unlimited speed.

What can you get?



Store, back up, stay synced.
Get 100 GB of free cloud storage.



Send fast and safe.
Upload, share – up to 500 GB.



Meet online, hassle-free.
Just open your browser, no install needed.



Feel free to count big.
We handle even the most massive computing.



Connect anywhere. eduroam works
on campuses here and in 100+ countries.



MORE INFORMATION:
WWW.CESNET.CZ/STUDIUM

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