



# Erasmus Student Handbook 2026/2027

[cevro.cz/en](https://cevro.cz/en)

 **CEVRO  
UNIVERSITY**

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# Welcome to Prague!

Before introducing you to life at CEVRO University, we would like to warmly welcome you to Prague! It's one of the most beautiful and vibrant cities in Europe. Known for its rich history, stunning architecture, and lively atmosphere, Prague offers the perfect environment for students from around the world. Whether you are exploring the historic streets of the Old Town, enjoying a coffee with friends, or studying in one of the city's many parks and cafés, Prague provides a unique blend of tradition and modern life.

Prague is a safe, convenient, and affordable city, making it an ideal destination for international students. Compared to many other European capitals, the cost of living is relatively low, allowing students to enjoy restaurants, cultural events, and public transportation without breaking the bank. The city is also easy to navigate thanks to its excellent public transport system, which includes trams, buses, and the metro network.

Young people from all over the world are drawn to Prague because of its welcoming atmosphere and exciting social life. From concerts and festivals to museums, sporting events, and cozy cafés, there is always something to do. Prague's central location in Europe also makes it a great starting point for travel, with cities such as Vienna, Budapest, Berlin, and Kraków just a few hours away. We hope that your time in Prague will be filled with unforgettable experiences, new friendships, and memories that will last a lifetime.



**TIP:**  
Prague is centrally located,  
making weekend trips across  
Europe easy and affordable.

# Welcome to CEVRO University!

CEVRO University is one of the leading private universities in the Czech Republic and is best known for bridging academic theory with practice. Our international partnerships contribute significantly to strengthening the University's global presence. Through its departments and specialized research centers, CEVRO University serves as a hub where public policies are shaped. We also actively support mobility for both students and academic staff.

Studying at CEVRO University will allow you to engage in small classes and interact directly with professors and fellow students; learn from policy experts, including former ambassadors, government ministers, and renowned authors who have decades of experience in their respective fields; experience the wonders of Prague, one of the most beautiful and historic cities in Europe; immerse yourself in a new culture and forge relationships that will last a lifetime; and explore other unique European cities and destinations such as Vienna, Budapest, and Berlin.

CEVRO University offers quality, affordable education in law, political science, economics, security studies, social services management, and public administration. The programs are taught by both academics and leading experts in their fields. The university offers undergraduate, graduate, and postgraduate study programs.

CEVRO University has a rich history, having produced over 3,000 graduates, with that number increasing each year. The university's Prague campus is located in the historic Měšťanská beseda building on Jungmannova Street, which has its own fascinating past. Founded in 1845 as the home of a prestigious Czech civic association, it later became the site of Czechoslovakia's first television broadcast in 1953. This storied building reflects the university's tradition of excellence, prestige, and distinctive atmosphere.



- Small classes.
- Personal approach.
- Experienced professors.
- International environment.

# International Office

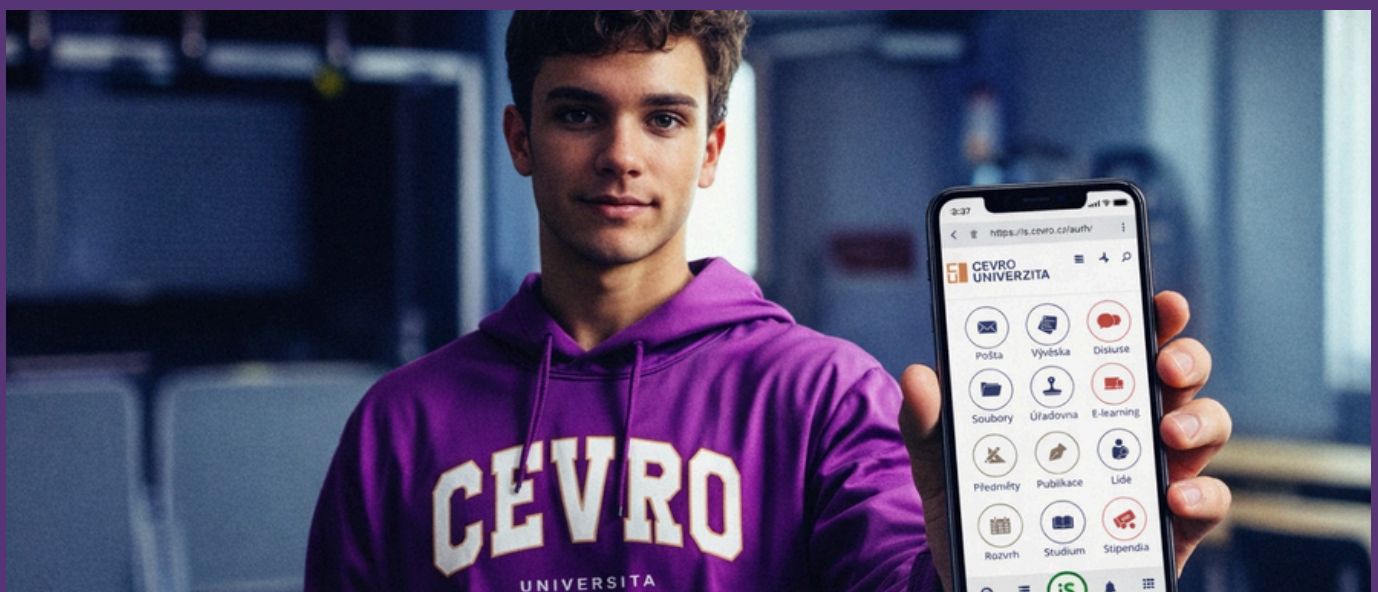
The International Office is involved in all activities related to the internationalization of CEVRO University, including Erasmus+ and Study Abroad programs.

The International Office is ready to assist you with all matters related to your study stay at CEVRO University.

The International Office is located in the main building of CEVRO University at Jungmannova 17, Prague 1. You can find the location on [Google Maps](#).



**Contact:**  
Mgr. Jiří Š. Cieslar  
Head of the International  
Department  
Telephone: +420 774 427 403  
E-mail: [jiri.cieslar@cevro.cz](mailto:jiri.cieslar@cevro.cz)



# Academic Year Schedule

The academic year schedule is a document that can be considered the “university calendar”.

You can also find it on the website ([www.cevro.cz](http://www.cevro.cz)) in the section CEVRO University - in the section CEVRO University – For Students.

Fall Semester	Spring Semester
<b>Lecture Period</b> September 29 – December 19, 2026	<b>Lecture Period</b> February 8 – April 30, 2027
<b>Exam Period</b> January 4 – February 6, 2027	<b>Exam Period</b> May 3 – June 26, 2027



# Nomination and Application Procedure

Students must be nominated by official representatives of partner universities, typically representatives from the international offices. Official nominations must be sent to: [jiri.cieslar@cevro.cz](mailto:jiri.cieslar@cevro.cz).

## Nomination Deadlines:

The deadline for nomination for the Fall semester is **May 27**.

The deadline for nomination for the Spring semester is **December 1**.

Upon nomination, students will be contacted directly at the email address provided by their international office with instructions on how to complete their online application. The application must be completed by the end of June for the Fall semester and by the end of December for the Spring semester. After completing the application, students will receive their acceptance letter.

### Timeline graphic:

Home university nomination



Receive instructions for the  
online application



Complete the online  
application



Receive acceptance letter

# Language requirements

Minimum:  
B2 level of proficiency in English



The following certificates are accepted:

- IELTS
- TOEFL
- Cambridge
- Official home university declaration



# Courses for International Students

The courses taught in English are designed for both international students, including Erasmus students, and CEVRO University students. The courses cover a wide range of topics and disciplines, such as political science, international relations, history, and applied economics. Upon completion, students are awarded easily transferable European credits. International students are advised to enroll in approximately three to five courses per semester.

Please note that some courses are designed exclusively for MA students. However, if a student has a strong interest in a particular course, it is possible to enroll in MA courses upon request.

## Topics:

- Political Science
- International Relations
- History
- Economics

[DOWNLOAD](#)  
[LIST OF](#)  
[COURSES](#)



# Accommodation

CEVRO University is a small university and does not operate its own housing facilities.

There are many housing options available. CEVRO University students may use any of the dormitories within the network of accommodation facilities in Prague, which are owned by Prague public universities and are open to all university students. Students may also choose to arrange their own housing in Prague through commercial agencies.

- **CEVRO University has a partnership with Student Room Flat Agency. If you provide the reference code CEVROSRF, you will receive a 10% discount.**
- CEVRO University also recommends DC Residence for students' housing needs. All agencies provide the necessary housing documents required for visa applications.
- CEVRO University also recommends the CZU external student halls of residence WEST.

## Signing the Accommodation Agreement:

Please read the agreement carefully before signing it and check the terms and conditions regarding its termination.

Moreover, pay close attention to the deposit, which is a standard practice in the Czech Republic. Usually, the deposit is equal to one month's rent.

Do not pay the deposit before seeing the apartment and meeting with the landlord. While the Czech Republic is a very safe country, there have been cases of fraudulent housing offers. Therefore, do not make any payments before actually viewing the apartment in order to avoid further problems.



**Tip:**  
Never pay a deposit before viewing an apartment.

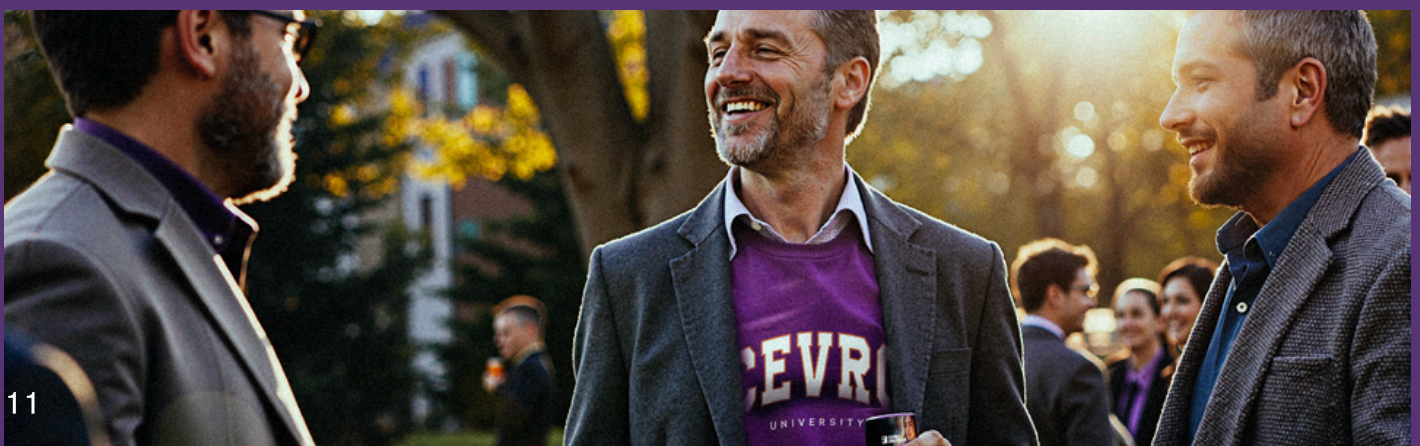
# Learning Agreement

The Learning Agreement is the official document signed by three parties: the **student**, the **home university**, and the **host university**.

There is no deadline for submitting the Learning Agreement on CEVRO University's side.

- If your university is connected to the EWP Dashboard, either directly or through third-party providers, students can complete their Online Learning Agreement using this link: <https://learning-agreement.eu/>

- Otherwise, students can send their Learning Agreement by email to [jiri.cieslar@cevro.cz](mailto:jiri.cieslar@cevro.cz) or submit a printed copy as soon as they arrive in Prague.



# CEVRO Information System (IS)

CEVRO Information System (IS) is the university's online student portal. You can use it to register for courses, sign up for exams, access course materials and the academic calendar, and view your grades. The system is user-friendly and includes extensive help resources to assist you with any questions.

You can find access to the Information System on the website [www.cevro.cz](http://www.cevro.cz).

The "IS" icon is located in the upper right-hand corner of the website.

## Student Advice

"After logging in, save the tab in your default browser to your favourites so you do not have to access it through the website!" – Eliška, 2nd year

Your login name (UČO = unique personal number) and password were given to you at enrollment.

To make sure IS works properly, check that you have the correct study period selected. You can find this in the upper right-hand corner. Do not forget to change it in IS – only then will you be able to register for courses!

## TIP:

If you are not sure what to do, watch the relevant video tutorial or contact the IT Department ([helpdesk@cevro.cz](mailto:helpdesk@cevro.cz)) or the Study Department ([studijni@cevro.cz](mailto:studijni@cevro.cz)).

**Download the IS CEVRO mobile app! You can find it on the App Store and Google Play (search for IS CEVRO).** Logging in to the mobile app is the same as logging in to IS on the web!

# Course Registration

Before the start of each semester, you need to register for courses in the Information System.

- Course registration for the Fall 2026 trimester will take place from **September 7, 2026, to September 14, 2026.**
- Course registration for the **Spring 2027** trimester will take place from **January 18, 2027, to January 25, 2027.**

You can register for courses in the Information System by going to Student Application → Registration and Enrollment → Add Courses. After clicking Add Courses, a course template will appear, allowing you to select your courses.

**TIP:**

If you do not know how many credits you need, look at the chapter “A Practical Guide to the University World”, in the credits section.

When registering for courses, it is also important to select a seminar group. For full-time students, the seminar group corresponds to the practical section of the course (which must also be selected).

A video tutorial explaining how to register for courses can be accessed with this QR code:

If you are unsure what to do, please contact the Study Department at [studijni@cevro.cz](mailto:studijni@cevro.cz), or International Office at [jiri.cieslar@cevro.cz](mailto:jiri.cieslar@cevro.cz)



# CEVRO University Buildings

**CEVRO University currently has two campuses:**

In Prague, classes are held in two buildings, both located in the city center. The main campus is in the Jungmannova Street building (Jungmanka), near Národní třída and Wenceslas Square. The second building, known as Drtinka, is located on Drtinova Street in Prague 5, near Anděl.

**A physical ISIC card is required to enter both buildings.**

Jungmanka houses the university administration, the Study Department, and the library. Most university events, as well as matriculation and graduation ceremonies, are also held there. During the renovation of part of the Jungmannova Street building, some offices and services may be temporarily relocated to Drtinka. Always check the Information System (IS) for current locations or contact the relevant department by email.

**Classes are held across both buildings. After registering for courses, you can find all class locations and schedules in your timetable.**

## **Addresses:**

### **Jungmannova 17**

Prague 1 - Nové Město  
110 00, Czech Republic



### **Drtinova 467/2a**

Prague 5 - Smíchov  
150 00, Czech Republic



- D222 = Drtinka, room 222
- J103 = Jungmanka, room 103

# WiFi

Free Wi-Fi is available in all CEVRO University buildings. The network name and password are posted in both buildings on noticeboards or doors.

The password is the same in both buildings!

**Name: CEVRO5G**  
**Password: cevrowifi**

## TIP:

Set up automatic connection to the network so you don't have to enter the password every time!



# E-mail

Your university email account is hosted on Outlook and serves as the primary channel for official communication. All important communication from the university, as well as communication from students, takes place through this email account.

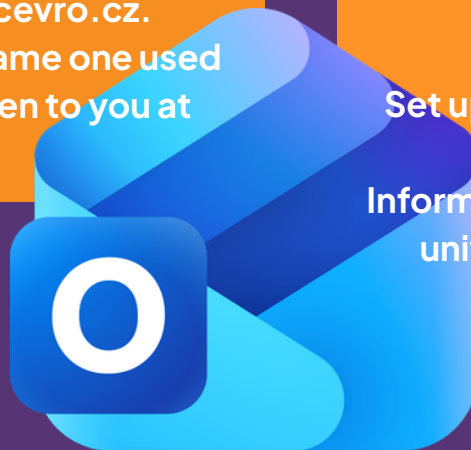
Important updates, deadlines, schedule changes, course registration information, and other academic notices will be sent to your university email address. For this reason, it is important to check your email regularly.

## TIP:

1. Your login name is always in the format `firstname.surname@cevro.cz`.
2. Your password (the same one used to log in to IS) was given to you at enrollment.

## EXTRA TIP:

Set up email forwarding from the Information System (IS) to your university email account.



- You can access your university email through the CEVRO University [website](#). The Outlook icon is located in the upper-right corner of the website.
- Instructions for setting up email forwarding from the Information System (IS) can be found in [this video tutorial](#).

## Student Advice:

“Remember that mail in the system does not replace the school e-mail, so teachers may not reply to it.” – Klára, 3rd year

# Timetable

You can find all of your registered courses in a timetable format in the Information System (IS) under the My Timetable application. You can view the schedule for the entire semester or for a specific week.

All timetable changes are updated regularly. Be sure to check your timetable frequently, as classes may occasionally be held in a different room or at a different time.

In the upper right-hand corner of the screen, make sure you have selected the correct term (currently Fall 2026).

# Administrative Office

There you will find important documents related to your studies. These include applications for an Individual Study Plan (ISP), a leave of absence, a request to drop a registered course after the registration deadline has passed, a request for proof of enrollment, and a request to repeat a year.

Some of these requests may require administrative fees. Information about administrative fees can be found on the website under the Tuition and Fees section.



# IS Video Tutorials

We have prepared several short video tutorials for basic user tasks:



**TIP:**  
Download the Alive App  
so you also have your  
ISIC on your phone

## ISIC/ALIVE Student Card

At CEVRO University, the ISIC/ALIVE card serves as both a student ID and an access card. It is also an internationally recognized document verifying your student status. The ISIC card is intended for full-time students, while the ALIVE card is intended for students in the combined form of study. These cards also provide many discounts and other benefits, especially when traveling.

- A new card costs CZK 400 and must be renewed annually.
- Card renewal is completed electronically and costs CZK 300.

**You can obtain a new card or renew your existing card .**

**Contact: [sarka.sloukova@cevro.cz](mailto:sarka.sloukova@cevro.cz).**



# A Practical Guide to the University World

## ACADEMIC YEAR

The academic year is divided into two semesters. Each consists of approximately 12 weeks of classes, followed by a 4–6 week examination period. In the Academic Year Schedule, you will find trimesters; the first two trimesters (winter and summer) are part of the academic year, while the third trimester refers to the summer break.

## LECTURES

Lectures are classes in which theoretical material is explained. Attendance is usually not recorded, but it can be difficult to catch up on the material, so we recommend attending them.

## SEMINARS / PRACTICAL CLASSES

These classes are more practical than lectures and usually apply the knowledge gained in lectures. Attendance is recorded in these classes, and they are compulsory.

## COURSE CREDIT

Some courses end with course credit only and do not include an exam. This may take the form of a presentation, seminar paper, or short research assignment.

## EXAM

An exam may be written or oral, depending on the instructor. You have a total of three attempts for each exam: one regular attempt and two retake attempts, and you receive a grade from A to F. If you receive an F, you repeat the attempt, and if you fail all three attempts, you failed.

# Transportation in Prague

If you are not from Prague or the surrounding area, it will probably take you a little while to find your way around using public transport, but we will advise you on how to do it!

## Lítačka

Download the **PID Lítačka app** to your phone. If you want to use public transport, you must have a ticket or pass. Tickets are short-term, while passes are monthly, quarterly or annual, and all of them can be purchased through the PID Lítačka app. If an inspector stops you, open the Lítačka app and show them your valid pass or ticket!

## Timetables and Connections

Download the **IDOS app**. It has excellent connection search, works throughout the Czech Republic and also includes international connections.

- Prague metro runs every day from 5:00 to 24:00.
- At night, it is replaced by night trams and buses, which run approximately every 30-40 minutes.

### TIP:

Connect your ISIC to your profile to get an annual pass with a student discount. You can only do this until the end of October!



# CEVROSPO Student Association

Do you want to live a full university life? Join CEVROSPO!

At CEVRO University, the association has an established tradition and receives support from employees and teachers, but above all it is made up of GREAT PEOPLE!

Join CEVROSPO, find new friends, and help organize events for students and the whole university!

If you are interested after reading this information, get in touch with them on [INSTAGRAM!](#)



# Culture and Events at CEVRO University

Many cultural, professional and student events take place at CEVRO University during the academic year.

## Culture and Student Life

At the beginning of the academic year, you can look forward to the orientation program and matriculation, after which you will officially become a member of the academic community of CEVRO University.

This is regularly followed by “Beer with the Rector,” an informal gathering of students, departments, and university leadership. During the fall, you can also look forward to “Beer with a Political Scientist / Security Expert / Lawyer, etc.,” another informal event with faculty members, this time within individual departments and degree programs.

In the winter, you can look forward to the Advent Concert, Christmas Party, and even a celebration after the examination period!

## Professional Events/Debates

CEVRO University is not only a university; its buildings are also home to many professional institutes. They regularly organize lectures, workshops, and political debates.



# Discover Prague around Jungmanka!

Have you moved to Prague and are not sure where to go around for food, coffee, beer, or sports?

Check out our tips below—one of them might help you!

## Restaurants and Cafés



- Quadrio and Máj – fast food
- UGO and Bageterie Boulevard – Vodičkova
- Pilsnerka, Tiskárna, and Pho Bar – Národní
- Asian restaurants – Palác Metro on Národní
  - L'Osteria – DRN Národní
  - The Miners Coffee – OD Máj
- Starbucks – Národní/Jungmannova
  - Café Louvre – Národní
- Národní 38 – located at Národní 38
- Umámy – across from Národní 38

## Pubs and Bars



- U Balbínů – Jungmannova
- Kozlovna U Paukrta – Národní
- Jelínkova Pivnice – Charvátova
- U Rarášků – DRN Národní
- Gabby's Irish Pub – Vladislavova
- Pilsnerka Národní (more of a restaurant)
- Kavárna v sedmém nebi – Újezd
- Café Jericho – Opatovická
- Atlas Bar – Jungmannova
- Bar & Books – Mikulandská
- AnonymouS Shrink's Office – Jungmannova

## Fitness



- Form Factory – Wenceslas Square
- Xplore Fitness – Na Příkopě
- John Reed Fitness – Karlovo náměstí
- Yogame – Národní

### TIP:

Around lunchtime, we recommend asking about the daily menu = great food, good price!

# Transcript of Records

Evaluation for graded subjects is based on ECTS standards and the following grading scale.

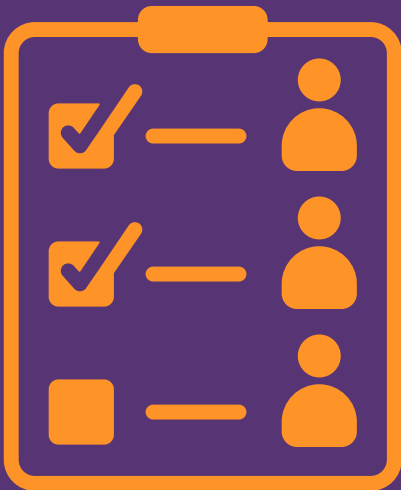
The final Transcript of Records will be sent to both the student and the partner university within 30 days after the end of the exam period. It is also possible to request the Transcript of Records directly after receiving the final grade in the student portal.

CEVRO University	ECTS Grade	Description
100-91%	A	Excellent
90-81%	B	Very Good
80-71%	C	Good
70-61%	D	Satisfactory
60-50%	E	Sufficient
Less than 50%	FAIL	Fail

# Certificate of Attendance

The International Office of CEVRO University will issue a Certificate of Attendance confirming the entire period spent at CEVRO University.

The Certificate of Attendance may be provided either in person or electronically via email.



**Need a Certificate of Attendance?**

**Please contact the International  
Office for assistance.**

# Farewell / Study with Us

We are delighted that you chose to spend your Erasmus experience at CEVRO University. We hope your time in Prague has been filled with valuable academic experiences, unforgettable memories, and friendships that will last a lifetime. We would be pleased to welcome you back in the future, whether through another exchange program or one of our English-taught degree programs.

## **Economics, Business and Politics (EBP)**

The Economics, Business and Politics program combines economics, business, and political science to prepare students for leadership roles in both the public and private sectors. Students gain an interdisciplinary understanding of today's global challenges while developing analytical and practical skills that are highly valued in the international job market.

<https://www.cevro.cz/en/study-programmes/economics-business-politics>

## **Economics, Philosophy and Politics (EPP)**

The Economics, Philosophy and Politics program offers an interdisciplinary approach that combines three key fields of study. Students are encouraged to think critically, analyze complex issues, and understand the connections between economics, ethics, and political systems. The program prepares graduates for careers requiring strong analytical and decision-making skills.

<https://www.cevro.cz/en/study-programmes/economics-philosophy-politics>

# People who change the world

CEVRO University  
Jungmannova 17  
110 00 Prague 1  
Czech Republic