Charles University | Faculty of Physical Education and Sport

Welcome to the Faculty

Student handbook

Academic year 2025/26

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Accepted to the Faculty of Physical Education and Sport of Charles University

...aka welcome to the team

How to get to and around the faculty?

José Martího 31, Prague 6, 162 52, Czech Republic

🚊 stop Nad Džbánem or Vozovna Vokovice – tram 20 and 26

🦶 or get off at metro station line A at Nádraží Veleslavín and you can walk about 1 km

🅿️ parking in front of the school – for a fee

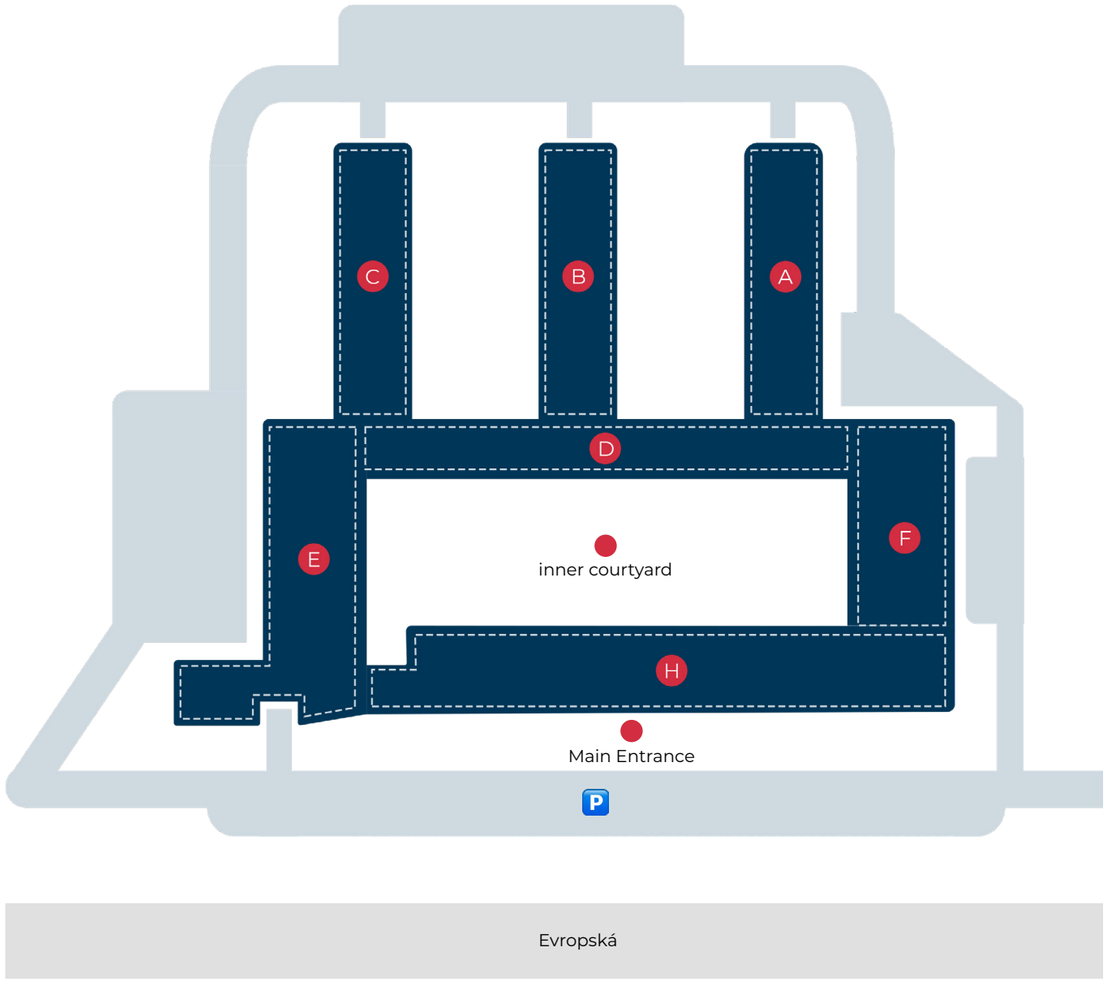
The main campus of the faculty consists of many interconnected buildings and sports facilities. It can be difficult to find your way around the campus at first, so here is a brief overview of the most important places. The main entrance takes you to the largest building on campus – Block H. This is where most of the classrooms and offices are located, as well as all the important departments of the faculty, such as the Dean‘s Office and the Study Department. Classrooms are marked as U with an assigned number and lecture halls as P with an assigned number.

Most of the sports facilities are located on the west side of the campus. In block F you will find a newly built multipurpose gym and an elliptical gym. On the large outdoor area there are outdoor sports facilities such as an athletic oval, a football field, beach volleyball courts or also an overflow hall for ball sports.

You can find refreshments on the east side of the campus, specifically in Building E. There is a newly renovated canteen with a wide range of food and beverages, complemented by a café and a pastry shop. The latter also offers a gluten-free range.

The last important part of the faculty is the inner courtyard. This connects all parts and buildings of the campus, including its sports fields, classrooms or student dormitories. It is also an ideal place for leisure activities. Students use this place a lot for studying, relaxing or for playing netball, which can be played on the field in the middle of the courtyard.

The faculty also has other teaching spaces available, which you will gradually become familiar with. They are either in Prague, e.g. Tyršův dům, or outside of Prague, where we go for courses.



Enrollment into studies

...aka how to get started

What do you need to enroll?

- ✓ valid passport or other ID
- ✓ verified copy of your previous qualification (i.e. High School graduating certificate / Diploma)
- ✓ original of the sport doctor's physical examination report (in English or Czech language only)
- ✓ proof of payment of tuition fees (i.e. receipt)
- ✓ writing materials

Can't make it to the enrollment on time? No problem! Write to iso@ftvs.cuni.cz and we will offer you an alternative date.

And what to do after enrollment?

- ✍️ Pick up your ISIC card.
- 👀 Go through this handbook.
- 📅 Write down important dates in your diary or on your phone:
  matriculation, commencement of the academic year, welcome day, sports ball.

Enrollment into studies

...aka how to get started

Welcome week

Monday 15th of September 2025

- registration for international students
- introductory session
- presentation of the International Student Office and International
- Student Team tour of the faculty

Tuesday 16th of September 2025

- registration for courses in the Student Information System (SIS)

There will be more fun activities prepared for you during Welcome week – like Orienteering run through Prague to get to know the city etc.
You can follow all the activities organised for you by the International Student Team on instagram. **@international.prague.ftvs**

ISIC card

What does an ISIC card bring you?

- ✓ officially confirmed internationally recognised student status
- ✓ transport discounts
- ✓ discounts on meals at Charles University canteens and other providers
- ✓ borrowing at Charles University libraries
- ✓ free access to the facilities of Charles University (e.g.: dormitories, study rooms...)
- ✓ copying services provided at some faculties
- ✓ discounts in some shops and admission to some cultural events, galleries, museums, sports venues

Your ISIC card is valid for one year and you can use it until 31st December of the following year. After that you have to renew its validity, and you do this every year (in the form of a holographic sticker on the back of the card).

As our student, you are only entitled to one student card (even if you are enrolled in more than one study programme at the university). If you want to know more, check out www.isic.cz.

Card issuing centres

- CU Point – Charles University Counselling Centre
  Celetná 13, ground floor of the Faculty of Education of Charles University

- Faculty of Mathematics and Physics of Charles University
  Ke Karlovu 3, second underground floor, room M 266

- Faculty of Law, Charles University
  nám. Curieových 7, ground floor, room 34

Do not forget to bring your **ID** (ID card, passport).

Electronic platforms used at our university

...aka how not to get lost in the digital world of the university

First, you enter one system, then you can get into the others. The systems may not be design-friendly, but they are understandable. You can‘t go wrong by trial and error and you will gradually find your way around.

1️⃣ System No. 1 CAS CU

The purpose of CAS (Central Authentication Service) is to simplify the way users log in to applications so that they can use the same username and password everywhere.

👤	🔑	🤐
Login name	**Password**	**Forgotten password**
You can use your faculty login name as your login name, or your personal number, which is printed on your CU ID card below your photo.	An initial password is generated when you visit the ISIC card issuing centre. However, this password is limited to 10 days only, so you must change it. If you do not do so, you will have to collect a new initial password. You can also set your password at any time **here**.	If you forget your password, you can change it by entering some personal details using this **link**. But beware, a password set in this way is not considered trustworthy and you will lose access to some applications. To fully regain access to all apps, you will need to collect a new initial password in person from the dispensing centre.

🛜 You can also use CAS to log in to the Eduroam Internet network (see the Internet chapter).

2️⃣ System No. 2 SIS CU

The Student Information System (SIS) is used at Charles University for enrolling in courses, logging into the study schedule, registering for exams, assigning bachelor‘s theses, etc.

❗ It is essential that you have all your indicated personal data **correctly** and **completely**.

❓ How to gain access? To log in you need a username and password (see CAS).

STUDY SCHEDULE

❓ When do I log in to my study schedule and enroll into courses?
term – **Schedule of the Academic Year**

ℹ️ Information about what you must and can enroll in can be found in the FTVS **Study Plans („Karolínka“)**

Electronic platforms used at our university

...aka how not to get lost in the digital world of the university

What can you choose as an elective?

You can choose between:

- ✅ recommended electives (see Karolínka)
- ✅ compulsory courses from other disciplines (Check in SIS that the course can be taken outside the curriculum.)
- ✅ lifelong learning courses that you can have accepted as electives
- ✅ courses from other faculties

🔒 All the courses you log in and enroll into in SIS are binding.

❗ Check your course enrollment before the end of the enrollment period.

How do I get a study certificate?

Procedure:

- 🔘 Log in to SIS CU.
- 🔘 Under ***Other***, select ***Personal Information*** and ***Settings***.
- 🔘 In the green top bar, click Print Confirmation.
- 🔘 You will select the PDF with electronic signature.
- 🔘 You will select the PDF with electronic signature.
- 🔘 Click on ***View***.
- 🔘 Save the confirmation to your device.

3️⃣ System No. 3 Moodle

What is MOODLE and what can you find in it?

👉 E-learning: online support for teaching subjects

- ☑️ Study materials
- ☑️ Online tests
- ☑️ Repository for electronically submitted assignments

MOODLE 1 and MOODLE 2 are the most commonly used.

🔑 To access the course and complete the assignments, you must enroll in the course

Download the mobile application

Available on the App Store

GET IT ON Google Play

Information about studies

...aka there is nothing to be afraid of

You will get to read the basic information, we will discuss everything in person at the Orientation days. Anything that is not clear can be discussed with students in the Student Point consultation room or in the International Student Office. Each grade and study programme has its own social media group so that you can help each other to study successfully together.

Where to find the information

- ✓ **Study and Examination Regulations of Charles University**
- ✓ Rules for the organization of studies at the Faculty of Physical Education and Sport
- ✓ Study plans of the Faculty of Physical Education and Sport („Karolínka“)
- ✓ Student team
- ✓ Social networks – IG, FB and LI of the Faculty
- ✓ Email
- ✓ Welcome week
- ✓ Study Department – offices in block H – ground floor right (International Student Office is H063)
- ✓ Website – news and pages for Bachelor‘s and Master‘s studies **schedule**

Curriculum

- 👉 Section of study = study year
- 👉 The study plan for a given section of study consists of compulsory (P), compulsory elective (PV) and elective courses (V).
- 👉 You will enroll in the courses via the Study Information System (SIS).
- 👉 The minimum number of credits to complete the Bachelor‘s degree programme is 180.
- 👉 The minimum number of credits to complete the follow-up Master‘s programme is 120.
- 👉 The curriculum for the first year is fixed and you can get information about it at Orientation days or at Student Point from the Student team or the International Student Office.
- 👉 From the second year onwards you will choose your study plan.
- 👉 Each course is weighted by a certain number of credits; usually from 1 to 6 credits per course.
- 👉 The minimum number of credits you must earn to advance to the next section of study: **15 credits** for enrolment in the second stage of study, **53 credits** for enrolment in the third stage of study, **103 credits** for enrolment in the fourth stage of study, **160 credits** for enrolment to the fifth stage of study.

Sport Doctor’s Physical Examination

- 🔴 A sport doctor’s physical examination is valid for one year from the date of issue.
- 🔴 It is mandatory for all sports degree programs for the entire period of study.
- 🔴 The certificate must be turned in to the International Student Office prior to schedule registration.

In the event that an appointment with a sports physician is not available until after the registering of study schedule, the International Student Office must be notified (this is an exception with only a number of days to spare, as the examination is required to begin studies).

Information about studies

...aka there is nothing to be afraid of

Vaccination

- 💉 It is compulsory only for students of the Physiotherapy programme.
- 📧 Students in the Physiotherapy programme will receive information by email.
- ❎ If you are studying another degree programme at the faculty, vaccination is not compulsory.

Important dates

- 📅 For dates of enrollment, tuition, and academic performance checks, please refer to the Schedule of the Academic year and the Dean‘s policy (**Schedule of the Academic Year**).

Practical consultations – tutoring lessons

- ☑️ Practical consultations – tutoring lessons are available for athletics, gymnastics, swimming and sports games.
- ☑️ The schedule of practical tutorials can be found on the websites of the respective departments.

Matriculation

- 🟢 Entering the academic world and the official start of university life
- 📍 Karolina Grand Auditorium, Ovocný trh 3, Prague 1

Useful links

...aka everything is available online

Here is a basic list of links that you will use progressively during your first year to help you find your way through your studies. It is not necessary to know everything immediately, just click through one at a time. Feel free to wait for the „Tutorial“ to start clicking.

Instagram

Web

Food

... aka a pleasant environment and a healthy diet are important for your well-being while studying

Menza LA FRESCA

- ✓ ISIC discount 20%
- ✓ breakfasts and lunches
- ✓ various snacks, drinks and coffee can be purchased
- ✓ menu posted every Monday on the FTVS CU Instagram account
- ✓ microwave available

DODO bistro

- ✓ sandwiches, pastry and coffee
- ✓ cash only drinks and snacks

COOL bar

- ✓ drinks and snacks
- ✓ next to the beach courts and the inflatable indoor sports hall

LA FRESCA CANTINA & CAFÉ | DOMÁCI DOBROTY DoDo BEZ LEPKU bistro | cool bar na kurtech

DORMITORIES

... aka different aspects of student life

Charles University offers various accommodation services that you may or may not use. There are advantages and disadvantages to living together as a student, so consider what suits you best. Most students opt for shared living in rentals, which works out similarly financially to dormitories.

What‘s all there?

- ✓ Number of beds per room: 2-3
- ✓ Shared facilities: kitchenette, automatic washing machine, toilets, showers
- ✓ Room: fridge, bed, table, chairs, wardrobe, internet – Eduroam

How do I apply for a dorm accommodation?

➡️ Only the faculty coordinator can apply for the Charles University dormitory for international students. First year students have thus their accommodation automatically reserved by the faculty.

➡️ Freshmen students might also welcome the housing assistant services available at selected dormitories, which will help you with orientation around your dormitory or other questions/issues.

ℹ️ You can get more information concerning the dormitory reservation from the International Student Office at **iso@ftvs.cuni.cz** or or our website.

Sport facilities

... aka wherever teaching can take place

Sport facilities	Address	Connection / Contact
Tělocvična Nosticova (gym hall)	Nosticova 468/4, 118 00 Praha 1 – Malá Strana	Tyršův dům / Pražské Jezulátko
Tyršův dům (swimming pool)	Újezd 450, 118 00 Praha 1 – Malá Strana	Tyršův dům / Pražské Jezulátko
Loděnice Troja (dockyard)	Vodácká 789/8, 170 00 Praha 7 – Troja	bus stop Povltavská, tram stop Trojská
Sportovní centrum UK v Praze (Sport centre UK)	Bruslařská 1132, Praha 15	bus stop Gercenova, then 5 minutes walk
Horská chata Na Muldě v Peci pod Sněžkou (Mountain cabin Na Muldě in Pec pod Sněžkou)	Pec pod Sněžkou 34, 542 21 Pec pod Sněžkou	e-mail: mulda@ftvs.cuni.cz, tel: 499 896 311
Horská chata v Horní Malé Úpě (Mountain cabin in Horní Malá Úpa)	Horní Malá Úpa 79, 542 27 Malá Úpa	
Výcvikové středisko FTVS u Stráže nad Nežárkou (Training centre/resort FTVS at Stráže nad Nežárkou)	Plavsko 89, 378 02 Plavsko	e-mail: straz@ftvs.cuni.cz

Student life at the faculty

... aka various possibilities for various life situations

Do you want to be connected 24/7?

You can use the Eduroam wireless network, which connects all universities in the Czech Republic and Europe.

How do I set up my Eduroam password?

1️⃣ **Login** to CAS CU
2️⃣ On the left click on „Set password for eduroam realm cuni.cz“
3️⃣ Make up your password
4️⃣ Enter your password
5️⃣ Enter the password to check again
6️⃣ Click on „Setup“

Do you want to go abroad during your studies? At FTVS you have this great opportunity!

How long can I go for?

🔘 For a study stay for 1 or 2 semesters
🔘 For a work placement of 2 to 12 months
🔘 The Erasmus stay is a maximum of 12 months (per study)

Where can I get the information I need?

🔘 Student point (room H064)
🔘 International Student Office (H063)
🔘 Lectures from students
🔘 Website
🔘 Instagram

Need a helping hand?

Basic scholarship types:

👉 Scholarship for outstanding academic achievement
👉 Special Purpose Scholarship (scholarship based on special consideration)
👉 Accommodation Support Grant
👉 Social grant
👉 Scholarship for outstanding scientific activity

Details can be found in the **Scholarship Rules.**

Do you want to be actively involved in the life of the faculty?

👥 Student team – collaboration with international students, social networking, faculty work, e-sports activities, organising events and much more.

Want to print something out, buy the books you need to study or some merch?

📖 The FTVS CU library, which you'll find in Building H, just to the left of the reception.

Do you want to prepare for the exam with your classmates?

💯 CREATIVE HUB. You'll find it at the end of the corridor, behind the Study department, to the right of the reception.

Looking for a quiet place in the fresh air?

🌞 Inner courtyard of the faculty.

Student life at the faculty

... aka various possibilities for various life situations

Want to print something out or buy the books you need to study?

🖨️ **Falon – copy centre**

Looking for sports equipment?

🛹 CAP (Centre for Outdoor Activities) shop

Need to drop off important documents?

📝 The mailroom, it‘s just to the right behind the reception

📝 International Student Office – room H063

Faculty employees you will meet

...aka let's cooperate, let's communicate

Faculty management

Function	Name	E-mail
Dean	Miroslav Petr	dekan@ftvs.cuni.cz
Vice-dean for Internacionalization and Foreign Affairs	Lenka Henebergová	lenka.henebergova@ftvs.cuni.cz
Vice-dean for Student Affairs	Vladimír Hojka	vladimir.hojka@ftvs.cuni.cz
Vice-Dean for Scientific Research and Doctoral Studies, Statutory Deputy of the Dean	Jan Chrudimský	jan.chrudimsky@ftvs.cuni.cz
Vice Dean for Internal Affairs	Daniel Opelík	daniel.opelik@ftvs.cuni.cz
Vice Dean for External Relations and Development	Aleš Vlk	ales.vlk@ftvs.cuni.cz
Bursar	Radim Zelenka	radim.zelenka@ftvs.cuni.cz

Faculty employees you will meet

...aka let's cooperate, let's communicate

List of departments

Division	Department	Head	Seat of department
DIVISION OF SOCIAL SCIENCES	Sport Sciences-social Department	Marek Waic	Building H, 2nd floor
	Department of Sport Management	Jan Šíma	Building H, 2nd floor
DIVISION OF SPORT	Department of Track & Field and Outdoor Activities	Radim Jebavý	Building D, 1st floor
	Department of Gymnastics and Combat Sports	Radim Pavelka	Building D, groundfloor and 2nd floor
	Department of Swimming, Aquatics and Technical Sports	Tomáš Macas	Building D, 1st floor
	Department of Sport Games	Jakub Kokštejn	Building C, 2nd floor
	Department of Military Physical Education	Michal Vágner	Bloc D, groudfloor

Division	Department	Head	Seat of department
DIVISION OF BIOMEDICINE	Sport Sciences–Biomedical Department	Michal Šteffl	Building E, 3rd floor
	Department of Physiotherapy	Tereza Nováková	Building C, 1st floor
	Department of Adapted Physical Education and Sports Medicine	Klára Daďová	Building E, 3rd floor

Gen Z window

...TIPS from students to students

- **Class group on Messenger**
  Find out if it's created and join
- **Mass e-mail for your study programme**
  Easy communication
- **Join student events**
  FTVS is one big family
- **Join Orientation Week**
  A good dose of fun and information guaranteed
- **Create a disc with materials**
  There's nothing better than to have everything in one place
- **Become friends with SIS**
  SIS is now your new Instagram
- **Find a buddy**
  A friend from senior year with great tips
- **Don't oversleep!**
  Be it the first day or the beginning of the academic year

❗ Read the emails carefully
❗ Solve any problem immediately

Designed by: Václav Mysliveček