



AAU
ANGLO
AMERICAN
UNIVERSITY

celebrating
30
years

New Students Guide

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WELCOME TO ANGLO-AMERICAN UNIVERSITY IN PRAGUE!



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WE'RE EXCITED THAT YOU'RE A PART OF AAU!

As you spend more time at AAU, you will discover just how special it truly is.

We honor our role as a private, English-speaking university that combines the best of American and British education in the Czech Republic. We appreciate our historic building and unique setting in Central Europe. We celebrate our close-knit community that focuses on student success. Most importantly, we value our students and the ways you will shape this University and leave a legacy for those who will follow.

From New Student Orientation to graduation, and during all times in between, the faculty, staff, and student organizations at AAU will be here to cheer you on.

Welcome to the AAU community—we are glad you are here!



BEFORE YOUR ARRIVAL IN PRAGUE



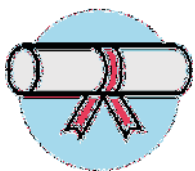
Check your email regularly

Throughout the summer, new first-year and transfer students will receive emails with important action-steps for new students. You will also receive required online educational components that must be completed before arriving on campus in September.



Entry-Level Assessment

Every entering full-time AAU degree-seeking student must take the Entry Level Assessment before classes begin. The Entry Level Assessment conducts an analysis of student weaknesses in areas of language, reading comprehension and writing skills in order to place incoming students in composition courses appropriate for their writing competence. The assessment is ungraded and does not affect the student's future grades. We also use the data institutionally to compare different cohorts and different levels of study. You will receive instructions on this assessment from AAU's Institutional Research Office and complete it on our course management system, NEO.



Pack your high school diploma and transcript

You will need to present these documents at the Student Services Center during your first semester of study at AAU.



Cash is key!

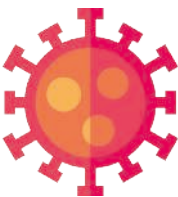
Some businesses in Prague run on cash rather than credit/debit cards. The currency of the Czech Republic is the Czech crown (or koruna). Make sure to have some crowns on hand for the first few days! To take out money in the city we suggest you use bank ATM's (Raifeissen, Fio, etc.) versus the Euronet ATM's (marked with yellow/ blue stripes) which charge high transaction fees. If you are planning to convert money from your home currency, AAU suggests eXChange LTC located in Kaprova 14/13, 110 00 Josefov, which offers good exchange rates and is located in Prague 1, close to AAU. Before you leave your home country do not forget to contact your bank and inform them that you will be travelling to the Czech Republic. This will help to prevent charges made in Czechia from getting flagged and ensure that your card continues to work as usual.

BEFORE YOUR ARRIVAL IN PRAGUE



Phone

Prior to departure, check with your phone provider to make sure you will be able to use your phone in the Czech Republic until you can get a new phone or new phone plan. Once you're here in Prague, AAU recommends the Vodafone student plan. This plan costs around CZK 500 per month and includes data and calls. You will be able to utilize this plan in all European countries without roaming charges. Head to a Vodafone retailer to purchase, with most associates being able to assist in English.



COVID-related

Please be sure to consult the Czech Ministry of Interior COVID website for the latest information regarding travel to the Czech Republic. This information changes often so it may be updated even before AAU staff know about it.



What if I have to quarantine?

If you need to quarantine when you arrive in Prague, we recommend these steps:

- Notify your housing provider [for students staying in AAU housing, email housing@aauni.edu] and follow all instructions carefully
- We recommend taking an Uber with protective drape to travel from the airport to your housing. Wear a mask, keep the window down as much as possible, and sanitize your hands before and after riding.
- Food delivery is available through these websites, and you can request contact-free delivery:
 - Rohlik [groceries and prepared food]
 - Tesco [groceries and prepared food]
 - Wolt [restaurant food and limited groceries]
- Follow all instructions from Czech government officials and AAU staff.
- Quarantine means staying in your room or apartment - no gathering in public spaces, no going out, etc.



TRAVELING TO THE CZECH REPUBLIC



Traveling via airplane

Prague's international airport – Letiště Václava Havla Praha (Václav Havel Airport Prague) – is located 12 km (about 7.5 miles) west of the city center. You can take a bus followed by the metro to reach the center of town. Uber or Bolt are also lower-cost alternative options to taxis and operate regularly to and from the airport.



Traveling via car

If traveling by car, please note that you should have the following documents with you at all times: ID documents (valid ID card or passport), valid driver's license (national license if valid in Europe or international driving permit), certificate of license plate registration, and a car insurance certificate. Please note that before accessing the highway you must buy a highway permit. These are sold at border crossings or gas stations and must be placed on your windshield.



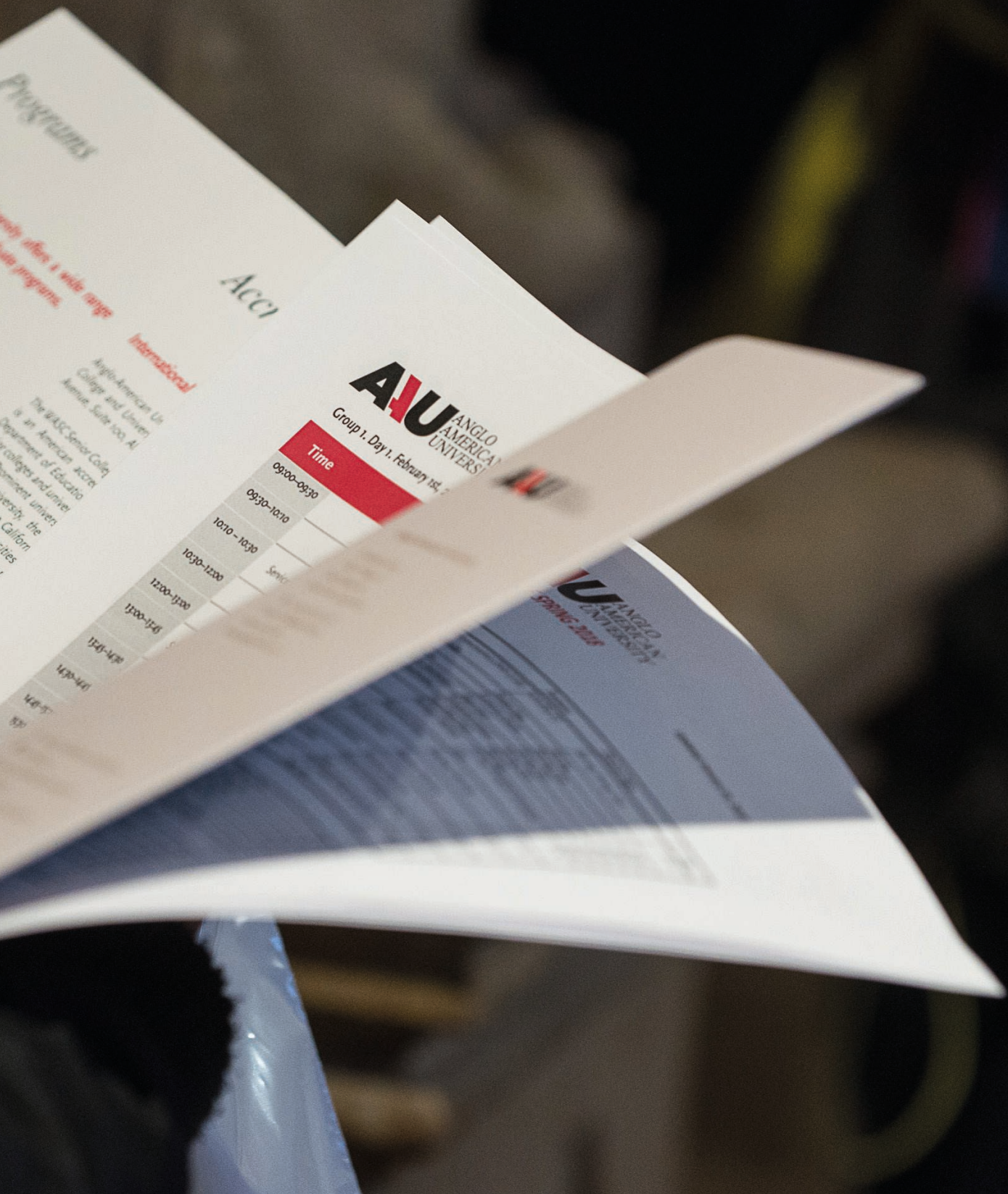
Traveling via train or bus

The Czech Republic has an extensive railway network operated by three main railway companies: České dráhy, RegioJet, and Leo Express. There are also national and international bus companies such as RegioJet and Flixbus. You can reach Prague by train or bus from almost any small town around but also from major European centers. Most train passengers arrive either at the main train station, Praha hlavní nádraží, or Nádraží Praha-Holešovice. Both stations are located along Line C of the metro by which you can easily reach the city center by going to the metro station Muzeum. The main bus terminal, Florenc, is also located on Line C as well as Line A.

FROM THE AIRPORT TO THE CITY CENTER



VISA & RESIDENCE PERMITS



AFTER ARRIVING IN PRAGUE

Report Your Arrival to the Foreign Police

After you arrive in Prague, you must report your arrival and place of residence to the Czech Foreign Police. [Students in AAU housing: we will do this for you.]

Citizens of the 27 EU member states (plus Norway, Iceland, Liechtenstein, and Switzerland) who plan to stay longer than 30 days are required to report within 30 working days of their entry into the Czech Republic. If you fall into this category, you must report to the Foreign Police at the following address: Olšanská 2176/2, 130 00 Praha 3.

Non-EU citizens who plan to stay longer than 30 days are obliged to report within three days of their entry into the Czech Republic.

- Long-term visa holders report to the Foreign Police at Olšanská 2176/2, 130 00 Praha 3.
- Long-term residence permit applicants report their presence and have their biometric data taken at the office of the Department for Asylum and Migration Policy of the Czech Ministry of the Interior at Hládkov 682/9, Praha 6 – Střešovice.

If a foreign citizen fails to fulfill the obligation to report their place of residence in the territory of the Czech Republic, he/she commits an administrative offense, for which a fine of up to 3,000 CZK can be imposed.

Get Your Biometric Residence Card

If you're a **third-country national applying for a long-term residence permit**, after reporting your arrival to the Foreign Police, you must continue to obtain your biometric residence card. Here's how:

1. Find out if your application has been processed

If your application has been approved, you will find its reference number listed online on the MOI's website. Also, the relevant office of the Ministry of the Interior will contact you unless you contact them first. If the processing of your application is suspended or the application is rejected, the Ministry of the Interior will send you a registered letter with information about the result.



2. Make an appointment for a biometric scan

If you find through the Ministry of the Interior's website that your application has been approved, you are advised to obtain an appointment for a biometrics scan as soon as possible. Ask the specialists in AAU's Student Services Center for assistance. They can call the Students Workplace of the Ministry of the Interior in Prague and make an appointment for you. You can also arrange it yourself by visiting <https://frs.gov.cz/>



3. Obtain the biometric residence card



After providing your biometric data, you will be given a date to return for your residence card. The approval of your application for a long-term residence permit becomes legally effective on the day you receive your residence card. Therefore, you need to pick up your residence card in person within 60 days after providing your biometric data. **All payments for newly issued documents are made via revenue stamps (kolek). You cannot pay in legal tender. Revenue stamps may be purchased at any post office.** Please note that if you do not pick up your card within this deadline, the processing of your application will be suspended.

Please note that the biometric residence card is valid only for 1–2 years, so if you plan to stay in the Czech Republic afterwards, you must plan to extend its validity. More information at <https://www.mvcr.cz/mvcren/article/biometric-data.aspx>

APPLYING FOR AN EXTENSION

Please apply for an extension of your long-term residence permit before the previous permit expires, 90 days prior at the earliest and 14 days at the latest. File your application at the relevant office of the Ministry of the Interior in person, by registered mail, or through an authorized representative. Here is the list of requirements:

- Application form (must be clearly filled out using block letters)
- Valid passport
- Confirmation of the purpose of your stay/confirmation of studies
- Proof of accommodation during your stay in the territory of the Czech Republic
- Two passport size photos (can be done at photo-booths in many metro stations such as Muzeum, Můstek, Náměstí míru, Anděl, Florenc, P. Pavlova and Vyšehrad)
- Proof of sufficient funds to cover your stay in the territory of the Czech Republic
- Travel health insurance*
- Criminal record confirmation (upon request)
- Medical report (upon request)



All of the above mentioned documents must not be older than 180 days, except for the passport. Note that all documents must be in Czech or officially translated and notarized. You do not have to have health insurance at the time you make your visa application, but when you go to pick up your visa, the consulate will ask for proof that you have purchased health insurance for your stay.

OTHER ISSUES

Reporting Changes

It is your legal duty to report changes related to your place of residence! Alien citizens are required to report any changes to their last name, marital status, travel documents, and/or residence documents related to their stay in the territory of the Czech Republic. All changes must be reported at the relevant office of the MOI depending on your place of residence:

- Žukovského 888/2 is responsible for Praha 1, 3, 6, 7, 8, and 9
- Cigánkova 1861/2 is responsible for 2, 4, 5, and 10

STAYING HEALTHY AT AAU

As AAU reopens and classes are about to begin, there are several ways to prepare to return. Here are some tips to help you prepare for a safe and healthy semester.

- Wear your face covering or mask while out.
- Wash your hands frequently and follow good hand hygiene practices.
- Follow physical distancing guidelines.
- Stay home as much as possible the two weeks before classes start.
- Know the symptoms of COVID-19 and self-monitor for them.
- Prepare a wellness kit with items such as hand sanitizer, a thermometer, band-aids, fever reducers, cough drops, etc.
- Read AAU guidance and FAQ for returning to campus.
- Read all emails from AAU thoroughly and contact us with questions.

NEW STUDENT ORIENTATION

New Student Orientation provides an opportunity for all incoming new students to:

- Become more familiar with our campus community
- Learn about campus resources
- Meet with representatives of your School of Study
- Connect with faculty, staff, and current students

Please note that New Student Orientation is **MANDATORY** for incoming students. This includes all live and on-demand sessions.

LIFE IN PRAGUE



EXCHANGE TIPS

Credit cards are accepted at most establishments, but check in advance and try to have some cash on hand as this is not universal.

For reference as of July 2020:

1 USD = approx. 23 CZK

1 EUR = approx. 26 CZK

COST OF LIVING

According to numbeo.com as of August 2019

Overview

The cost of living in Prague is considered affordable, but we recommend drafting a monthly budget and planning your expenses. The average living costs for students range from 400 – 750 USD/month including meals, accommodation, public transport, and entertainment. One should note that prices vary depending on accommodation choices and lifestyle.



Rent and utilities

1 bedroom apartment in the city center	20,000 CZK
1 bedroom apartment outside the city center	15,500 CZK
Utilities for 1 month (heating, electricity, gas) for 1 person in a 1 bedroom apartment	5,000 CZK
Internet 8 MBps (1 month)	500-750 CZK



Supermarket

Milk	21 CZK	Tomatoes (1kg)	55 CZK
Loaf of white bread	27 CZK	Water (1 liter bottle)	15 CZK
Rice (1kg)	41 CZK	Bottle of wine	140 CZK
Eggs (regular 12)	45 CZK	Domestic beer (0.5 liter bottle)	18 CZK
Chicken breasts (500 gr)	80 CZK	Imported beer (0.3 liter bottle)	37 CZK
Apples (1kg)	35 CZK	Local cheese (500 gr)	110 CZK

Entertainment

Meal in an inexpensive restaurant	150 CZK
Meal in a mid-range restaurant	350 CZK
Cappuccino	58 CZK
Ticket to the cinema (with an ISIC*)	200 CZK
Monthly gym membership	900 CZK
Prepaid mobile tariff per minute (no plans or discounts)	3.3 CZK

*ISIC stands for International Student Identity Card and it can help you get some neat student discounts. You are issued one during registration.



Personal Care

Cold medicine (Tylenol, Frenadol, Coldrex or equivalent brands)	160 CZK
12 doses of antibiotics	250 CZK
Short visit to a private doctor	600-800 CZK
1 box of 32 tampons	100 CZK
Deodorant (50 ml)	100 CZK
Tube of toothpaste	75 CZK
Shampoo (400 ml)	75 CZK
Standard haircut for men	400 CZK
Standard haircut for women	750 CZK

Additional estimated costs can be found at:
<https://www.numbeo.com/cost-of-living/in/Prague>

TRANSPORTATION SYSTEM

Public transportation

Prague is ranked among the top 10 cities worldwide for sustainable public transport. The metro, trams, and buses serve nearly every part of the city and its outskirts.

Please be aware that all public transport tickets (not long-term passes) need to be validated upon entering any metro station, bus, or tram; the same ticket is valid for all public transport for its duration from the time of validation. Badged inspectors have the right to check your tickets at all times, and if caught without a ticket you will be forced to pay a fine of 800 CZK on the spot.

METRO

The Prague metro is very efficient and fast, operating daily from 4:36 AM until midnight and consisting of three lines (the green Line A, the yellow Line B, and the red Line C). The lines intersect at metro stations Muzeum (A/C), Mustek (A/B), and Florenc (B/C)

MAPA PRAŽSKÉHO METRA



TRAMS

Enabling access to Prague's downtown, trams can get you to areas where other means of transportation are not allowed to operate. Trams operate throughout the city center both day and night with the night tram service running from midnight – 4:30 AM. A uniform interval of 30 minutes applies to the night tram service. All of the night trams stop at a central stop, Lazarská, so you can catch any night tram to this stop and get home no matter where you're staying in the city. The same ticketing rules apply to night transport as during the day.



BUSES

Buses operate all over the city, and in areas that are not covered by trams or the metro. Daytime buses operate from 4:30 AM – midnight while night buses run from midnight – 4:30 AM at 30 – 60 minute intervals.



TAXIS

No standard price is set for taxi fares. However, drivers are required to display their prices on the doors of their cars. It is highly recommended that you ask the driver about the cost prior to committing to any ride and make sure that the meter is running while you are in the taxi. It is also advisable to call your ride beforehand instead of catching a cab on the street. The following companies are known to be reliable:

- Tick Tack Taxi: +420 721 300 300
- Phone apps: Liftago Taxi, Taxify Taxi

Public Transportation Ticket Price (for students)

30 minutes	24 CZK
90 minutes	32 CZK
1 day (24 hours)	110 CZK
3 days (72 hours)	310 CZK
Monthly Pass (30 days)	130 CZK
Quarterly Pass (90 days)	360 CZK
Annual Pass (1 year)	1,280 CZK

**Pickup the
confirmation of study
for your Lítačka Card**



Prague's transportation card
for easy traveling

**in the Student
Services Center!**

HANDLING EMERGENCIES AND OTHER ISSUES



In case of emergency, call 112.

112 is the general emergency line throughout the European Union (similar to 911 in the US). It should be used for large-scale emergencies, especially for those who don't speak Czech – operators speak English and German as well as Czech. In the case of severe medical emergencies, an ambulance will be dispatched to take

the patient to the hospital best equipped for the medical concern. A mobile doctor can also be dispatched to the scene if the situation calls for a doctor to treat the victim on site. The 112 number may also be used for urgent help from the police or fire departments.

AAU'S POLICY ON HARASSMENT

AAU maintains a policy of zero tolerance for sexual misconduct regardless of the sexual orientation or gender identity of individuals involved. This means that AAU will address all unwelcome conduct of a sexual nature and will impose serious sanctions on anyone who violates this policy.

"No" always means "No" and "Yes" may not always



What do I do if I'm sexually harassed?

Go to a safe place

Seek medical attention

Go to Psychological Counseling at AAU

File a complaint with your Dean or academic Vice-Presidents

File a complaint with the President

Work with the Investigation Committee

* You may also contact AAU's Task Force for Harassment Prevention, Response and Solutions at taskforce@aauni.edu

LOST/STOLEN PROPERTY

In case of lost or stolen property, report the loss to any police station. The police should give you a standard crime report form to fill out, which they will stamp and return. They will contact you if they recover your property. For stolen passports or wallets, you will need to go to the Malá Strana police station at Vlašská 3. They are open 24 hours a day and have English-speaking officers on hand.



Lost credit card

If your credit card/debit card is stolen/lost, call your bank immediately to block it and order a new one, or call one of the following services to take care of it:

Visa:	+420 224 125 353
American Express:	+420 222 800 111
MasterCard/Eurocard:	+420 222 412 230
Diners Club:	+420 222 316 675



Lost residence permit/passport

In case your passport is lost/stolen/damaged, once you have a crime report, you can go to the consular department of your embassy and ask for a new passport. If this happens to your long-term residence permit, please follow these steps below:

STEP 1: REPORT TO THE POLICE

In case your card is lost, destroyed, stolen, damaged, or has a dysfunctional biometric data carrier, please report to the police at the Malá Strana police station at Vlašská 3 within 3 days.

STEP 2: REPORT TO THE MOI/CZ EMBASSY

If the incident occurred in the territory of the Czech Republic, you must announce it to the Ministry of Interior office based on your address.

If this event occurred abroad, a Czech embassy must be notified. Similarly, you are obliged to announce the finding or acquisition of a residence card that you previously declared lost or stolen. When reporting the loss of a residence card, an MOI worker is to provide you with a paper confirmation that the loss has been reported.

STEP 3: APPLY FOR A NEW RESIDENCE CARD

When applying for a new residence card, you must provide: a travel document/passport and the damaged permit or the biometric data carrier that is not working. In case of theft, you must add the police statement regarding the theft of the residence card.

A new biometric card is not issued on the spot and you will be called to visit the relevant office again to verify your biometric data and collect your card personally. When doing so, it is necessary to pay an administrative fee of 4,000 CZK in the form of revenue stamps (kolek).

CRIMES & ARRESTS

In case of crimes

Should you fall victim to a crime, follow these steps:

- 1 Notify any police officer on the street
- 2 Go to a police station, file a report
- 3 Find a lawyer
- 4 Wait for the results of the police investigation

If you don't speak Czech, it might be best to go to the station at Jungmannovo Náměstí 9, where they have an in-house interpreter who will escort you to the appropriate district station.

In case of arrests

If arrested, you have the right to the presence of an interpreter during any interrogation. You also have the right to speak privately with a lawyer and to have him or her present during any questioning – be aware, however, that the lawyer cannot give you advice on how to answer a question that's already been asked. Make sure that proper protocol is being followed by the police: they must note the time and place of your arrest and if they do not have a court-issued warrant they are obliged to release you after 48 hours. It would be wise to contact your embassy as soon as possible, since they will often have somebody on hand for dealing with just such an emergency.

MEDICAL PROBLEMS

Holders of the Czech Health Insurance Card

If you already have Czech health insurance for foreigners, follow these steps if experiencing any kinds of medical problems:

- 1 Contact a medical institution (doctor, dentist, hospital) which is covered by the contract with your health insurance system.
- 2 Visit the medical institution with a Czech-speaking person since most state hospitals unfortunately don't speak English. Submit your health insurance card or provisional certificate to the doctor/dentist/hospital.
- 3 Present some kind of ID (passport, ID card, driver's license). Confirm your expected length of stay in the territory of the Czech Republic and choose one of the Czech contracting health insurance funds.
- 4 Receive your prescription.

Holders of the European Health Insurance Card

Holders of the European Health Insurance Card (EHIC) who stay in the Czech Republic for a relatively long period of time must register the EHIC with the Czech health insurance company. To register you need to present your EHIC at 1 of the 7 contractual health insurance companies at www.kancelarzp.cz/en/links-info-en/other-links?id=169 and you will be issued copies of "Potvrzení o registraci" (Certificate of Registration) which can be submitted to any doctor before getting treatment. It is recommended to use **Všeobecná zdravotní pojišťovna (VZP)** which is widely accepted around the Czech Republic. The office is located at Na Florenci 2116/15, 110 00 Praha 1. You can find more information about health care during a temporary stay in the Czech Republic for EU insured persons at <https://www.kancelarzp.cz/en/temp-in-cr/eu-insured-temporary>



VŠEOBECNÁ
ZDRAVOTNÍ
POJIŠŤOVNA
ČESKÉ
REPUBLIKY

STRATEGIES & TIPS ON HOW TO THRIVE IN COLLEGE



Utilize Study Resources on Campus

AAU has the largest collection of English language books of any private university in Prague. Take advantage of the tranquil library to study, read, or borrow books to bring home. You can also visit the Computer Lab to use the computers there and do your homework. Time for a break? Visit the student lounge next to the Cafe, which is equipped with bean bags, a pool table and a microwave. Need help with a paper? Make an appointment with the Academic Tutoring Center or visit faculty during their office hours to get help.

Take Part in AAU Clubs and Events

If you want to serve your community and develop leadership skills, run for Student Council. This governance body represents student interests and organizes events for everyone. You can also make friends and have fun by joining one of AAU's many clubs. The Diplomatic Club, for example, discusses and engages in activities around local and global politics while the Hiking Club travels throughout the Czech Republic as well as abroad to explore different landscapes and terrains. You can check all the clubs out at the AAU Club Fair which is held once a semester. Or start one yourself!



Get a Part-time Job/Internship

Internships offer you a hands-on opportunity to work in your desired field. You'll learn how to apply your studies to the real world and gain valuable experience. This makes you a stronger candidate for jobs after graduation. An internship can also be an excellent way to "try out" a certain career! Pay a visit to our [Career Center](#) to find out what professional opportunities are available to you.

Travel Around Czech Republic

Regiojet, Student Agency and Flixbus all offer low-cost tickets to cities within a few hours of Prague. Explore Karlovy Vary, Cesky Krumlov, Pilsen, Kutna Hora, Brno, and other cities to learn more about the culture and history of this beautiful country.

Vienna, Austria
Only 4 hours away from
Prague by train



Know What to Avoid

Don't ride public transport without a valid ticket or pass lest you want to run the risk of getting a hefty fine. Avoid restaurants and mini-markets (potraviný) in Prague 1 as they are always 2x – 3x the normal price. Don't exchange money in touristy areas. Don't hail a taxi on the street, especially when you're a foreigner as they will likely try to rip you off. Don't walk in front of an approaching tram/bus.

Control Your Budget

Sometimes university life means you have to master the art of living on a budget. You can, for example, cut down on eating out and cook instead, shop less, or limit entertainment. Creating a simple budgeting sheet can help you keep track of your basic monthly expenses and plan ahead. Withdrawing cash instead of paying by card is a helpful way to visually keep track of how much you've spent/left. You can get some pretty neat discounts on things like going to the movies with your [ISIC card](#). Also, did you know that students with excellent grades may be eligible for AAU's [merit-based scholarship](#), and that the best of the best (GPA >3.9) study for free? Talk about saving money, right?



Find the Ideal Place to Study

Are you aware that the National Library is one of the most beautiful libraries in the world? Or that Cafedu, located near Muzeum, is a 24-hour study cafe perfect for night owls? Do you wish to study in the sun and enjoy occasional peacock watching? Then walk right across the AAU Courtyard into Vojanovy sady! The key to focus and productivity is finding a place free of distractions that helps you study at your best.

Get to Know Your Roommate

Get ready to communicate about almost everything from showering schedules to cooking elaborate meals at midnight. Be upfront with your roommate about sensitive topics and anything that bothers you. The longer you keep quiet, the harder it will get to discuss any potential issues later. And when your mind suffers, your productivity declines as well. So, if your pot's a cooking, lift the lid before the contents spill over!

Get Organized

Your college life will be full of assignments and essays. These are usually posted online at the beginning of the semester with due dates in the "far" future. Buy an organizer, use an app (recommended: Todoist, Trello, and Google Calendar) or get a big wall calendar – whatever it takes for you to know and see when assignments are due and when tests are on approach.

Moot Court



Speak Up

All students have the right to learn, participate, engage, and relax in an environment that is free from sexual, racialized, or homophobic harassment from fellow students or members of faculty and staff. If any student feels they have experienced such behavior, they can contact our Student Council, AAU's psychological counselor, Désirée Gonzalo, and/or report the harassing person(s) to the Dean of Students, their academic Dean and/or academic Vice-Presidents.

Keep an Open Mind

We have students coming from as many as 80 countries. With such a diverse student body, we share many similarities and celebrate our differences.

"I would say that it's always going to take a little courage to jump into an unfamiliar environment, especially one so far from home. But this is one of those experiences that's worth it. The amount of perspective that you gain from meeting people from all over the world overwhelmingly outweighs all the discomforts that come with leaving home," says Bethany Kelly, student of AAU's School of Humanities.



Professors in the Pub where students and teachers discuss political and social issues

Practice Active Learning

Engaging in discussions with your classmates and teachers is a useful way to remember the material better. You can ask questions and get feedback right away. Active learning makes schooling more purposeful and saves you time studying for midterms or finals. Going to class also helps you stay updated on any changes in deadlines. At AAU we have a mandatory attendance policy. If you miss more than 35% of the course you will be failed or administratively withdrawn if most of the absences are excused. There is an Absence Excuse Request process if you are absent due to illness. It is important to stress that you are not entitled to make up assignments missed due to an unexcused absence.

Ask for Help

No one will know that you have a problem unless you speak up about it. Don't know how to register for JSTOR? Ask the librarians. Struggling to write a paper? Go to the Academic Tutoring Center. Questions regarding your major? Email your Dean or drop by his/her office. Want to start a club? Contact Student Council! Wish to intern with Radio Free Europe/Radio Liberty or plan your future career in business? Pop by our Career Center. We're happy to help. All you need to do is ask. :-)

Take Care of Yourself

Show your body some love and give it some exercise. Do you know that AAU has a Hiking Club? You can also get gym discounts upon showing your ISIC card when registering for membership. Staying healthy also means eating lots of fruit and veg and cutting down on saturated fats and sugars. This means refraining from fast food, sweets, energy drinks, and caffeine (sorry coffee-lovers). Last but not least, you can go for periodic check-ups for STDs if you're sexually active (we recommend Dům světla/Lighthouse where they provide free testing for HIV and syphilis).



Learn Czech Etiquette

Greetings

- You will typically be greeted when entering stores with “dobrý den/dobrý večer” meaning “good day/good evening.”
- When leaving, it is common courtesy to say “na shledanou” (goodbye). The idea is to acknowledge the presence of people near you.

Public Transportation

- When on public transportation, it is courteous to step out if in the way to allow someone to get off at their designated stop.
- On escalators, you should stand on the right side to let people walk through on the left.

Eating Out

- Tipping at restaurants is common. It is typically suitable to round the total amount to a nicer number. For example, if the bill is 379 CZK you might round it to 400 CZK when adding the tip.
- Paying separately is also quite common and usually results in the waiter asking you to pay at the cash register. When paying for the bill, tell the waiter the total amount you want to pay (including the rounded tip) while handing them the cash or paying by card.
- It is useful to carry cash as not all establishments take credit cards.

Visiting Homes

- A bottle of wine and/or flowers are deemed to be ideal small gifts when visiting homes and are always appreciated.
- Visitors are expected to remove their shoes when entering a Czech home and hosts will often provide their guests with slippers.

Master Some Common Czech Phrases

- Hello (formal) = Dobrý den (dobree den)
- Hello (informal) = Ahoj/Čau (Ahoi, Chao)
- Good morning = Dobré ráno (dobreh rahno)
- Good evening = Dobrý večer (dobree vecher)
- Good night = Dobrou noc (dobrow nots)
- Goodbye = Na shledanou (naskhledanow)
- Please = Prosím (proseem)
- Thank You = Děkuji (dyekuyi)
- Excuse me = Promiňte (prominteh)
- Yes = Ano (ano)
- No = Ne (neh)
- Do you speak English? = Mluvíte anglicky? (mluveete anglitsky?)
- I don't understand = Nerozumím (nerozumeem)
- Bathroom = Toaleta/Záchod (toaleta, zaahkod)
- Men = Muži/Páni (muzhi, pahnyi)
- Women = Ženy/Dámy (zheny, dahmy)
- How much does it cost? = Kolik to stojí (kolik to stoyee)
- Cheers! (when drinking) = Na zdraví! (Na zdravee)
- Can I pay, please? = Můžu zaplatit, prosím? (muju zaplatit proseem)





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