



# WHITE BOOK

FACULTY OF ECONOMICS AND PUBLIC  
ADMINISTRATION

ECON Bachelor of Economics

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FACULTY OF ECONOMICS AND PUBLIC ADMINISTRATION  
University of Economics in Prague

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## **Student Coordinator**

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## GENERAL INFORMATION

### LOCATION OF UNIVERSITY OF ECONOMICS

The main campus of university is situated on Winston Churchill Square 4, 130 67 Prague 3. However University of Economics has several locations and every location has it's own abbreviation which can be found in the following table:

Abbreviations used:

SB	Stará budova, nám. W. Churchilla 4, Praha 3
NB	Nová budova, nám. W. Churchilla 4, Praha 3
RB	Rajská budova, nám. W. Churchilla 4, Praha 3
M	mezanin, Stará budova VŠE
ME	menza v Italské ulici, Praha 3
Ve	J. Martího 2, Praha 6, Veleslavín
JM	areál Jižního Města, Ekonomická 957, Praha 4 – Jižní Město
JH	Jindřichův Hradec

### Where do lessons take place?

Lessons take place primarily in the campus of Žižkov.

### How to get to Žižkov campus?

In case you have not been on the main campus already, this is quick summarization of the public transport routes:

- tram number 5, 9 and 26, tram-stop Husinecka
- bus number 135 to the stop Winston Churchill Square,
- train to Central Station,
- Own transportation - however remember that parking around the school is paid and usually quite busy.

### What can be found in Žižkov campus?

In the Žižkov campus there are three buildings:

§ Stará budova – a building with the main entrance from the Winston Churchill Square,

§ Nová budova – a red building, on the left, behind Stará budova,

§ Rajská budova - a new, hidden behind the first two buildings.

Lessons take place in Žižkov especially in Stará budova and Rajská budova - such as classroom marked "SB 112" is in the first floor of Stará budova. Specially indicated are only large auditoriums designated by the letters A, B, C, D and two lecture halls, "Likešova" hall and "Vencovského" hall.

In Nová budova building there are mainly offices of academic staff. The entire Faculty of Economics is located on the third floor of Nová budova.

### ADVISERS

If you have any issues or problems, you can search the Internet and message boards and if you don't find help there, then first person to contact is your Study Coordinator. Study coordinator knows most of issues that can occur and can help you with them. Study Coordinator of the Bachelor of Economics Programme is Ms. Lucie Wagnerová (email: [lucie.wagnerova@vse.cz](mailto:lucie.wagnerova@vse.cz)).

If your issue is of academic nature you can directly visit your teacher or head of the department. Every teacher has his own office hours during which students can reach him. For less formal way of communication your issues or complaints contact Student Secretary of Faculty of Economics Bc. Jan Kozák (email: [kozakhonz@seznam.cz](mailto:kozakhonz@seznam.cz)).

If your issues are more connected with whole University rather than with Faculty of Economics, then contact Student Secretary of University of Economics, who mediates communication between students and University representatives. Her name is Savina Finardi (email: [studentskytajemnik@vse.cz](mailto:studentskytajemnik@vse.cz); <http://www.vse.cz/studentska-tajemnice/>)

### CATERING AND HEALTH CARE

University canteen, “Healthy Diet” canteen and “Italská” canteen can be found in the Žižkov campus. Identification card is required to use any canteen services. Students use often also these canteens: canteen in Jarov dormitory, canteen in Opletalova street no. 38 and Švehlova street canteen.

Concerning health care, all health care services connected paid by public health insurance are free of charge. Special services or services beyond the level paid by public health insurance are charged.

### STUDY LITERATURE

You need to know what literature are you looking for. Best source of this information is very first lesson of every course, when teacher usually introduces compulsory reading and additional literature. You can also find approximate literature in ISIS in each course syllabus (web page: <https://isis.vse.cz/katalog/?obdobi=141;lang=en>).

Now where can you get the literature:

- VŠE Library – ideal solution for those who don't want to buy the literature. Keep in mind that book copies are limited and therefore are not available all the time. It is wiser to reserve them through Internet first.
- Study halls – there are three of them: in first floor of Stará budova, in Study Information Centre Jarov (near Jarov college) and in Jižní město campus.
- other libraries in Prague – more institutions have their own economic library with free public access: Czech National Bank, CERGE-EI, The Academy of Sciences of the Czech Republic, National Library.
- books and script shops (ground floor of Rajská budova room RB 109 or in the basement of building A in Jižní město room JM 0112)
- second-hand bookshop (<http://www.antik-vse.cz>)

### UNIVERSITY NETWORK

University of Economics is fully covered by WiFi network, resp. IT network. Detailed steps how to connect your laptop are at: <http://eduroam.vse.cz>. University network can be also accessed through PC areas at university buildings SB, RB and NB, also at JM and Jarov.

#### **How to connect to university network?**

To login to network you obviously need a username and password. These are usually generated before your first semester starts. The username and password serve not only to access the Internet network, but also enable you to connect to other university applications, most importantly student information system ISIS.

#### **HTTP://ISIS.VSE.CZ**

This website will be used most often. It stands for the Integrated Student Information System of University of Economics in Prague (ISIS). Apart of publicly accessible information about study at VŠE you are able to access here, behind password protection, student portal, which allows you to operate with other information

connected with your study. Electronically handing in your essays, checking your study results, creating your timetable and enrolling for exams, all that you can do through ISIS.

One of the components of ISIS is a school email address (yourusername@vse.cz) and a mailbox. It is not necessary to use this mail box all the time, however it is essential to check your incoming mail regularly, since this email address is used by school to communicate with students. Your teachers and other school personnel expect you to read your mail frequently. One-way to make your life easier is to forward your school mailbox to your personal mailbox.

Tutorials on how to use ISIS are to be found here: <http://nf.vse.cz/studenti/navody-k-isis/>.

### **HTTP://NF.VSE.CZ a HTTP://WWW.VSE.CZ**

Those two websites were mentioned above. They are the official website of Faculty of Economics, and University of Economics in Prague as a whole. You can find here the links to the individual departments, which in some case can constitute very useful tools for finding additional information.

### **WHAT IS IDENTIFICATION CARD?**

Whenever you need to prove that you are a student of VŠE, your identification card will be useful.

#### **a) Normal card**

The card contains chip, which allows you not only to identify yourself, but also to charge it with money and print cheaply at school, or eat at student canteen. The charge for this type of card is 290 CZK.

#### **b) ISIC card**

In case you are enrolled as a full-time student, you can obtain your identification card with the ISIC license straight away. The ISIC license enables you to make use of number of student discounts while shopping, travelling etc. The charge for this type of card is 340 CZK.

Remember though that you have to renew your license every year and there is a charge involved. A renewal coupon can be obtained at the IT centrum at Žižkov.

To gain the identification card, you will need to order it and be photographed. For this occasion you should have your personal ID card with you and money to pay for the card upfront.

The ordered cards will be delivered to you during your first weeks in school.

If you cannot be photographed at the appointed date, you will be able to go through the same procedure during the semester in room SB 22.

## STUDY INFORMATION

### COURSES GROUPS

Besides the names of the courses it is also important in which group they are included. Simply said, there are some courses (so called core courses) which are compulsory and some which are optional. The core courses have to be passed without exception, the optional courses you can choose from certain limited groups. The choice of the courses is not limited; there is only a benchmark of quantity of ECTS credits, which has to be achieved.

The division of the courses into groups is however more complicated. For your full information we state all the groups below.

#### Subjects at Bachelor level

**oP= Compulsory courses** – core courses. They constitute the core of your field of study and must be completed without any exception.

**oV = Optional discipline courses** – courses, which can be chosen freely. However the group does not contain all the subjects, just the subjects that are related to the field of your study. These courses should help you to expand on areas you are interested in the most.

**oJx= Optional language courses** – language courses, with no compulsory benchmark of completed credits. This is an opportunity for you to use some ECTS credits to learn other languages.

**cVB= Optional courses** – courses, which can be chosen freely and have no compulsory benchmark level. Through this course group you can fill into your timetable courses you are interested in from any faculty at VŠE.

**cTVS= Sport courses** – not compulsory.

### FORM OF TEACHING

The form of teaching of standard courses consists of lectures and seminars.

The courses are taught during the **teaching season**, which is usually 13 weeks long. After the teaching season, the **exam period** starts, in which the final exams are held.

There are also special courses the so-called **extra-semester courses**, those are administered by individual departments and are held either through exam periods, or in short intensive teaching sessions. The extra-semester courses are usually courses taught by international professor or professionals and are irregular. More information about them at ISIS->Student portal->Extra sem. courses.

### COURSE SYLLABUS

Before you enroll for any subject, you should check its course syllabus. (It is available online through ISIS->Public catalogue of course.) The course syllabus contains summary of important information about the course. By browsing through the course syllabus you will learn e.g. the contents of the course, a level of difficulty, the form of final exam. To be inclusive, there is each of the parts of syllabus described below:

### MODE OF COMPLETION

#### Ungraded course

- *passed* (you gain particular amount of credits)
- *not passed* (you have not met the requirements for passing the course, the credit value of the course will be subtracted from the total amount of your credit vouchers available, however you will not gain any credits)
- *excused* (you won't get any credits, however credit vouchers will be returned).

If the course is evaluated by points, you will pass the ungraded course with gain of at least 60% of possible points.

### Examination of standard courses

The vast majority of standard courses is concluded by the exam, which will be held during the examination period. During the exam knowledge of content of entire course must be demonstrated. Testing may include written and oral parts.

- *excellent, very good, good* means the successful completion of the course, credit vouchers will be deducted and you will get the appropriate number of credits.
- *failed* means failure; credit vouchers will be deducted but you won't get any credits.
- *excused* means the same consequences as if you did not sign in the course at all. Although you won't get any credits, deducted credit vouchers will be given back to you.

At our school you have only one attempt to pass the exam, however if your performance in the exam was inadequate, but good enough to give you one more chance during the same examination period, one correction attempt will be given to you. In this case you are evaluated „failed with the possibility of repeating“ (with mark 4+). You are allowed to repeat the exam in the same examination period (this time without possibility to get 4+). If student doesn't use the correction attempt, his classification is automatically changed to *failed*.

Grade	Corresponding point gain.
1	at least 90% of maximum points
2	at least 75% of maximum points up to 90% of maximum points
3	at least 60% of maximum points up to 75% of maximum points
4+	at least 50% of maximum points up to 60% of maximum points or at the discretion of the teacher
4	student who didn't gain at least 60% of maximum points and at the same time wasn't granted 4+ is evaluated the mark 4 - <i>failed</i>

### European (ECTS) grading

System of ECTS grading allows the results from different schools to be comparable. The system has the following grading scale:

Grade	Who gets the grade
A	top 10% of students from among those who have successfully completed the course.
B	another 25% of successful students
C	another 30% of successful students
D	another 25% of successful students
E	last 10% of successful students
F	students who have not passed the course successfully

## REGISTRATION AND ENROLLMENT FOR COURSES

Before start of each semester you need to register courses that you want to study. Course registration system is a bit complicated and therefore next few paragraphs will explain it more deeply.



### System of class schedule creating

Every student creates his own class schedule at the beginning of each semester. (Your first semester's schedule is prescribed. You start register and enroll your courses by yourself from the 2nd. semester of study.) Therefore certain rules are needed. Registration and enrollment for courses are made in two steps.

- In *registration* in ISIS you choose courses which you are interested in.
- After automatic enrollment is done, there are registration requirements of students which are fulfilled and those which are not (because of capacity reasons). In this stage you specify details about courses you chosen in *registration*.

**Both registration and enrollment for courses are made through the Internet, after you login to ISIS, respectively in section *My studies in Student's portal*. Exact dates of registrations and enrollments can be found on the webpages of University of Economics in Prague (<http://www.vse.cz/kategorie.php?idkat=810>).**

### Registration

Registrations proceed at the end of previous semester. For the winter semester in August and September and for the summer semester in January. Based on the structure of your study program you select the courses which you'd like to compose your class schedule from. During the registration you choose from different times and dates for every course. ISIS shows you all the informations needed such as: location and time of the course, teacher's name, maximum capacity and current occupancy of the course. In registration university collects information about requirements of students and with respect to this information school schedule is modified and prepared.

### Enrollment for courses

In registration the courses are only ordered, they are not enrolled. Only in the stage of enrollment some of your ordered courses are enrolled and some are refused (this happens because of exceeded capacity of the course). You will then have opportunity to choose other courses with free capacity instead of rejected ones.

How does the system decide who to reject from overloaded courses? Courses you ordered are divided into 3 classes. In I. class are your compulsory courses. In II. There are language courses and optional courses of your field of study. In III. class are all other optional courses.

Enrollment of courses is divided into 3 rounds. In first round registered orders of I. class courses are satisfied; in second round courses of I. and II. class are satisfied; in third round you can enroll unregistered courses of all three classes. Individual course can be compulsory for one student and optional for another student. Then the first student enjoys priority in enrollment. That's the reason why orders of I. class courses are settled in earlier round of enrollment.

How does the system proceed if capacity of the course is exceeded within one round? Orders of students with higher number of credit achieved have priority.

Every round of automatic enrollment follows above-mentioned rules. After third round of automatic enrollment you are allowed to change your school schedule manually during first week of school. Then the enrollment will be closed.

In first semester of your study you will be given fixed schedule. What does it mean? You can still make changes in registrations however if you don't intervene, then your automatically-created school schedule for first semester is guaranteed. We recommend you to don't change anything in registrations, only add optional courses from groups of CVB. If you change course of fixed schedule you'll lose priority in enrollment of this course and this course can be rejected to enroll.

## WHAT DO YOU HAVE TO ACCOMPLISH DURING YOUR STUDY?

Basically there are two groups of important responsibilities:

- successful completion of courses in prescribed structure,
- successful completion of State Exam.

## OBTAINING THE SUM CREDITS

After the first semester you must have at least 20 credits completed, after second semester 40 credits, after third semester 60, after fourth 80 , etc. A sample plan of your study is designed to allow you to safely fulfill this obligation.

## GRADUATION

After your successfully completion of all of the prescribed duties, you may participate in the academic ceremony called the graduation ceremony. During this ceremony you will make an oath into the hands of the Rector of the University of Economics and will receive a University diploma.

Graduation ceremony is usually held three times a year - in November , March and June.

## PASSING THE STATE EXAM

In addition to successful completion of individual courses you still have a duty to pass the state exam. It consists from several parts , which may be taken separately .

The most important part is the State Exam from core program, That must proves you have mastered all of the necessary knowledges and skills from your studies. As it is so important, you may take it only after you have successfully completed all of the standard subjects.

The second most important part is advocacy of final work, which is written at the end of your studies under the guidance of an expert. After completion of your final work you have to advocate it in front of the examing board. List of topic is published every semester. You may also take your own topic that needs to be agreed with your supervisor. However, thematically, it must always fit into your specialization (at the Master's level called "main specialization"). Final works are always advocated on the relevant department. Final work at the Faculty of Economics can not be advocated on another faculty or school.

On a master level, state exam includes two more parts: the state exam in economics and state exam from the minor.

You should signed on all exams electronically on ISIS. During the exams you may be required to provide confirmation that you have the right to take it. (You are requesting this confirmation again on ISIS. If your application will be approved you just need to print it and take it to exam. There is no need to go to study department in person or have anything to do with the stamps and signatures.)

**For passing the state exam you have a maximum of three attempts.**

## SPECIAL SITUATION DURING YOUR STUDIES

During your study some situations may happen that you can not resolved by yourself, but you will have to deal with them. Some of them are:

- excusing of subjects
- recognition of subjects,
- study interruption,
- change of faculty,
- Diploma with Distinction,
- fees connected with study

### EXCUSING OF SUBJECTS

Sometimes you are sick or have another serious reason why you can not fullfill your obligation of the particular course, or why you can not sit the exam. Then you have basically two options. Lecturer of the course may give you alternate term of exam which is listed in the last week of the examination period. If your medical condition or other serious reason do not allow you to attend on alternate date then your lecturer can excuse entire subject.

For excusing of the subject you are always asking your teacher or examiner.

#### Rules to permit replacement date

Lecturer can allow you to sit the exam at the alternate date (booked for the last part of the examination period) only for serious health or personal reasons (marriage, funeral, etc.). It does not includes for example dates of standard medical checks and examinations. Medical receipt (usual proof of medical visit) will be collected from you during the exam. If you need this certificate for other purposes , bring the original along with photocopy. Original will be returned to you after verification, the photocopy will be kept by examiner. Alternate dates of exams are normally listed in ISIS, generally are open for registration in the last week of regular examination period.

#### Rules to excuse the entire course

The whole course is excused only for serious (usually medical) reasons. It is taken to considerations only in cases when student is unable to fullfill his obligations for a large part of the semester or majority of the examination period.

Attention! It is unacceptable to excuse one subject and at the same time participate on another exams, tests, ect.

#### Confirmation of medical treatment

- a certificate on the official form:

Official form of the confirmation is mostly for employed students.

- a certificate on the official form of a faculty:

If you are not able, for whatever reason, to fill out the form according to the first method, doctor still has a duty to assess your ability to work so official form of the faculty can be used. It is available here: <http://nf.vse.cz/studenti/formulare-pro-studenty/>.

#### Excusing courses after the end of the examination period

Teachers are allow to excuse course to a certain time, usually by the end of the semester. In exceptional cases where it was not possible to excuse course at this time with teachers agreement it is necessary to submit study department for REQUEST TO REMEDY A MISSCLASSIFICATION. This should be submitted on study department with a signature of a teacher and seal of the department.

### **Excusing courses and credit vouchers**

When your subject is excused you are not receiving any credit but all your credit vouchers will be returned.

### SUBJECT RECOGNITION

At our faculty subjects of previous studies are not recognized. The only exceptions are subjects that our students complete in paid program studies. In the case of a later transition into full-time study, students have the right of transfer of all subjects within the paid study which were successfully completed .

### INTERRUPTION OF STUDY

If serious obstacles impede to proper study (e.g. health, social, personal reasons) you can request an interruption of study. Particularly if your sickness is long-term, interruption of study would be your best option. You will have to give evidence of your sickness in the same way as in the matter of excusing of courses (as written above).

If you request an interruption of study on the very beginning of semester, your reasons don't have to be serious. If you want to interrupt your study after the beginning of the semester or even during the exam period your reasons must be serious and you have to give evidence of your reasons. In this case study could be interrupted only because of long-term sickness.

Your *Request for Interruption of the Study* can be done only electronically through ISIS.

### DIPLOMA WITH DISTINCTION

Diploma with distinction will be received by student of bachelor's or master's degree of University of Economics, who:

- achieved average results up to 1.5 including,
- from every part of the final exam was graded with grade "excellent"
- completed studies within the standard time for the study program. Time spent on a studies abroad (for students who were sent by university or its faculty) is not included in standart time for study program.

## OTHER OPTIONS DURING STUDY

Study at the University of Economics offers more than it is written in the curriculum and regulations. Now we will focus on some points.

### STUDY ABROAD

One of the great benefits of studying at the University of Economics is that you do not have to look for your stay abroad on your own. The University itself offers you a wide range of study programmes abroad: you can either study one semester at one of the partner universities or you can even finish program – for MA programs only - awarding the diploma: CEMS Masters in International Management, MA Degree in Economics of International Trade and European Integration, DoubleDegreena HEC or MBA from Bradley University, Peoria.

You get a scholarship for your study abroad, completed courses will be certified. All the information about the study abroad organized by the University of Economics can be found at [HTTP://OZS.VSE.CZ](http://OZS.VSE.CZ).

### SCHOLARSHIPS

Basic scholarships provided by the faculty are :

- merit scholarships for undergraduate and graduate students ,
- PhD scholarships for PhD students,
- special scholarships (for all students).

Merit scholarships are received on the basis of excellent academic performance. They are declared once a year ( in October ) for 1 % of the best students in each field ( best students are considered those with the best study average for the entire study).

Students receive this scholarship monthly throughout the year except holidays.

**PhD scholarships** are only for PhD students . Every student in full-time study is entitled to them - everyone is entitled to a certain minimum amount. The actual scholarship is then adjusted for each PhD student individually according to his study and teaching activities in the faculty .

**Special scholarships** are provided for participation in scientific research and teaching activities of the faculty, for outstanding professional work or to students in a difficult social situation.

Detailed information about scholarships is given in the Scholarship Code of the University of Economics, which is instantiated at our faculty by Scholarship regulation.

### STUDENT ACTIVITIES

Students themselves or with the help of university, organize countless activities in which you can participate too. We have already mentioned the student newspaper which is published by students themselves. Students also organize art and photography competitions, as well as concerts for several hundred listeners.

There are school choir Musica OeconomicaPragensis and folklore ensemble Gaudeamus. Take advantage of the international organization AIESEC, which arranges internships abroad or AEGEE, that brings together students across Europe and organizes their meetings.

Helpful links for living in Prague:

Tickets for public transportation: <http://www.dpp.cz/en/ticket-sales/>

How to get opencard: [http://opencard.praha.eu/jnp/en/how\\_to/issue.html](http://opencard.praha.eu/jnp/en/how_to/issue.html)

Journey banner: [http://opencard.praha.eu/jnp/en/how\\_to/issue.html](http://opencard.praha.eu/jnp/en/how_to/issue.html)

## FRAMEWORK OF STUDY

**Compulsory courses**

<b>Introduction to Environmental Economics</b>	5ZP720	<b>5</b>
<b>Introduction to Law and Economics</b>	5IE200/5IE700	<b>3</b>
<b>Banking and Financial Institutions</b>	1BP260	<b>3</b>
<b>Microeconomics I.</b>	5EN752	<b>6</b>
<b>Economic Propedeutics</b>	55EN151/55F751	<b>4</b>
<b>Mathematics for Economists I</b>	55F150/55F750	<b>6</b>
<b>Academic Writing and Defending</b>	55F152/55F752	<b>4</b>
<b>Introduction to Law</b>	2PR151/5PR751	<b>6</b>
<b>Introduction to Philosophy</b>	55FI151/5FI771	<b>3</b>
<b>Socio-economic Geography</b>	5RE255/5RE755	<b>6</b>
<b>Basic Microeconomics</b>	5EN152 /5EN752	<b>6</b>
<b>Basic Macroeconomics</b>	5EN153 /5EN753	<b>4</b>
<b>Statistics</b>	4ST601	<b>6</b>
<b>Accounting I.</b>	1FU251	<b>6</b>
<b>Marketing and Business Policy</b>	33F151	<b>5</b>
<b>Economic History</b>	5HD250	<b>5</b>
<b>Low Intermediate Czech for Foreigners</b>	2RU132	<b>6</b>
<b>Macroeconomics I.</b>	5EN753	<b>6</b>
<b>Introduction to Economic and Social Policy</b>	5HP250/5HP750	<b>5</b>
<b>Economic and Political History of Europe in the 20th Century (1918-1991)</b>	5HD358/758	<b>3</b>
<b>Total</b>		<b>98</b>

**Optional discipline courses**

<b>Introductory Econometrics</b>	5EN704	<b>3</b>
<b>Introduction to Game Theory</b>	5EN254/754	<b>4</b>
<b>Industrial Organization</b>	5EN353	<b>6</b>
<b>Principles of Experimental Economics</b>	5EN373	<b>3</b>
<b>Discussion Seminar</b>	5EN354	<b>4</b>
<b>Labor Economics</b>	5EN355	<b>3</b>
<b>Applied Quantitative Methods I</b>	5EN356	<b>6</b>
<b>Total</b>		<b>29</b>