

Informative letter for participants
Czech Language Course for Compatriots 2025

Dear Sir or Madam,

We are pleased to inform you that you have been accepted to attend the Czech language course for compatriots, which will take place in Poděbrady from 14 July to 8 August 2025 (4 weeks, arrival on 13 July and departure on 9 August).

Participants of the course will receive the following free of charge:

- tuition
- accommodation
- meals
- transport to Poděbrady and back to Prague after the course ends
- excursions incl. entrance fees
- sporting activities
- social evenings
- lectures

The participants of the course will have the necessary medical care and will be given a transport allowance.

Lessons will take place in the Poděbrady castle and teaching is provided by experienced instructors of the Institute for Language and Preparatory Studies of Charles University. Classes will be held from Monday to Friday in the morning, weekends, afternoons and evenings are reserved for trips, excursions, lectures and social/sporting activities.

Accommodation is available at the course site, in the accommodation facility of Charles University in the Study Centre of ILPS Poděbrady, **Jana Opletala 77, 290 01 Poděbrady**. You will be accommodated in **double rooms with bathroom**. Accommodation is reserved for course participants from **Sunday 13 July 2025 to Saturday 9 August 2025**.

If you wish to book accommodation before or after the course, please make a reservation by email at marika.constable@ujop.cuni.cz. Accommodation exceeding the number of nights covered by the scholarship will be paid by the participants from their own resources on site.

Meals: each participant will receive meal vouchers for the total value of 320 CZK/day. Meal vouchers are applicable in most grocery stores, restaurants and cafes. Participants will also have access to a basic kitchen within their accommodation.

Transport to and from Poděbrady:

- Transport from Prague to Poděbrady will be provided for participants on 13 July 2025 by buses in two rounds, at 12.00 and 16.00 with departure from the hotel Krystal building (exact location will be specified). Please send confirmation of your interest in transport to Poděbrady by 30 June 2025 to marika.constable@ujop.cuni.cz.
- Transport from Poděbrady to Prague will be provided on 9 August 2025 in two rounds. The time will be specified based on the needs of the participants.
- In case of self-transportation, go to the accommodation facility and check in. Your accommodation is booked from 13 July to 9 August 2025.

Visa requirement: if you live in a country with a visa requirement for the Czech Republic, **apply for a Czech visa immediately** after obtaining your Certificate of Admission to the course at the Czech Embassy, as the visa processing time can be quite long.

Medical care:

- 1) Persons falling within the personal scope of Regulation (EC) No 883/2004 of the European Parliament and Council on the coordination of social security systems, as amended, persons to whom Regulation (EU) No 1231/2010 of the European Parliament and Council applies and persons covered by other relevant European legislation. Medical care will be provided to these persons in accordance with the applicable European legislation to the specified extent.
- 2) Persons not falling under point 1) are entitled to the provision of necessary medical care, with reimbursement of the costs provided in accordance with the provisions of Section 180i(2) and Section 180j(4) of Act No. 326/1999 Coll., as amended. Necessary medical care means the provision of medical care in connection with an acute illness or accident. The course participant shall present a Certificate of Admission to the course to the healthcare provider, and the cost of the healthcare provided shall be reimbursed to the provider by the Health Insurance Supervision Department of the Ministry of Health.
- 3) Medical coverage may be insufficient in some cases, so we recommend that you have additional insurance for the duration of your stay.

The detailed programme will be presented during the welcome evening on Sunday 13 July 2025 at 19.00 in Auditorium A.

Placement tests for study groups assessing your current knowledge of Czech will take place online around mid-June. You will receive an email with the exact date and instructions for completing the test.

Questions about the course, accommodation and meals will be gladly answered by the course coordinator **Marika Constable** at marika.constable@ujop.cuni.cz.

We kindly ask you to send confirmation of your participation in the course to the following address:

PaedDr. Olga Vlachová
Dům zahraniční spolupráce
Na Poříčí 1035/4
110 00 Praha 1
Tel.: +420 221 850 706
Email: olga.vlachova@dzs.cz
Web: www.dzs.cz

We wish you a safe journey and a successful stay in the Czech Republic.

Attachment 1

GENERAL PROGRAMME OF THE CZECH LANGUAGE COURSE FOR COUNTRIANS 2025

- Classes: 90 x 45 minutes
- Sporting activity: 4x
- Day trip: 4x
- Half-day trip: 2x
- Lecture: 8x
- Cultural and social activity: 9x

SUN 13.7.	Arrival and accommodation		Orientation
1st week	8.30 – 12.45	15 – 17	from 18
MON 14.7.	Classes	Lecture	Meet and greet evening
TUE 15.7.	Classes	1/2 day trip	
WED 16.7.	Classes	Sharing cultures social event	
THU 17.7.	Classes	½ day trip	
FRI 18.7.	Classes	Film	
SO 19.7.	Day trip		
SUN 20.7.	Free		
2nd week	8.30 – 12.45	15 – 17	from 18

MON 21.7.	Classes	Lecture	
TUE 22.7.	Classes	Social event and sport	
WED 23.7.	Day trip		
THU 24.7.	Classes	Cimbál and dancing, lecture	
FRI 25.7.	Classes	Film	
SO 26.7.	Day trip		
SUN 27.7.	Free		
3rd week	8.30 – 12.45	15 – 17	from 18
MON 28.7.	Classes	Lecture	
TUE 29.7.	Classes	Sport	
WED 30.7.	Classes	Lecture	
THU 31.7.	Classes	Lecture	
FRI 1.8.	Classes	Lecture, workshop	
SO 2.8.	Sport's day		
SUN 3.8.	Free		
4. week	8.30 – 12.45	15 – 17	from 18
MON 4.8.	Classes	Lecture	Stargazing
TUE 5.8.	Classes		Sport
WED 6.8.	Classes	Farewell and photo session, barbecue and concert	
THU 7.8.	Day trip	Czernin palace	
FRI 8.8.	Classes + excursion Crystal Bohemia		
SO 9.8.	Room check and departure		

Attachment 2

SELECTED TRANSPORT LINKS TO THE PLACE OF ACCOMMODATION

1. Airport Prague Václava Havla – Hlavní nádraží (Main Station) and Florenc

1. **trolleybus 59:** Václav Havel Airport -Terminal 2 – Station Veleslavín (about 17 minutes)
further **metro A:** Station Veleslavín – Muzeum
and **metro C:** Muzeum – Florenc (via Hlavní nádraží (Main Station))
2. **bus Airport Express (AE):** Václav Havel Airport – Hlavní nádraží (Main Station)
and further **metro C** (entrance in direction Letňany): Hlavní nádraží (Main Station) – Florenc
 - Airport Express (AE) operates from 5.30 to 21.00 o'clock at 30-minute intervals and the fare for 1 way with 1 piece of luggage is 100 CZK

2. Prague-Main Station – Florenc

metro C (entrance in direction Letňany): Hlavní nádraží (Main Station) – Florenc

3. TAXI in Prague

If you would like to use taxi transport within Prague, use only established companies. However, we recommend using public transport (MHD), as taxi fares in Prague are often very expensive!

4. Prague – Poděbrady

train: Praha-Hlavní nádraží (Prague Main station) – Poděbrady

We recommend using the fast train Hradečan or Krakonoš, the fare is 109 CZK.

5. Car

If you plan to arrive by car, there is free parking at the dormitory.

Notes on public transport in Prague:

1. The standard fare in Prague transport costs **40 CZK** (with one ticket you can transfer freely, it is valid in the metro, trams and buses), this ticket is limited to **90 minutes**.
2. A short-term one-way ticket costs **CZK 30** and is limited to **30 minutes**.
3. Standard tickets can be purchased with a contactless payment card at all metro stations and on all trams.

Attachment 3

CONTACTS

Course and classes

Mgr. Marika Constable

marika.constable@ujop.cuni.cz

Centre ILPS CU Poděbrady

Charles University in Prague
Institute for Language and Preparatory
Studies
Study Centre Poděbrady
Jiřího náměstí 1/8
290 01 Poděbrady

Accommodation

Dormitory ILPS CU Poděbrady

Jana Opletala 77
290 01 Poděbrady

Pavel Konupka

*(specific questions about the
accommodation, e.g. room facilities, etc.)*

pavel.konupka@ujop.cuni.cz
+420 325 614 457

House of Foreign Cooperation (DZS)

DZS building

Na Poříčí 1035/4
110 00 Praha 1

PaedDr. Olga Vlachová

olga.vlachova@dzs.cz
+ 420 221 850 706, +420 724 019 229
www.dzs.cz

Transport

Prague Transport Company (search connections)

www.dpp.cz

IDOS (search connections)

www.idos.idnes.cz

Taxi service

for example www.aaataxi.cz