



EUROPEAN CENTRE
FOR CAREER EDUCATION

HANDBOOK

2024

01



Topics we'll cover in this Handbook

The purpose of this guide is to help you make the most out of your program and to ensure that you have all the necessary information you need to have a successful and enjoyable stay in Prague.

01

General Information

Go-to resource for general information that will enhance every aspect of your experience in Prague.

02

Lectures & Internships

The handbook provides a schedule, detailed information about sessions and speakers, and essential tips for starting your internship.

03

Important Contacts

This handbook contains important contact information in case of an emergency or if you simply want to reach us.

04

Tips & Important events

Important tips for enhancing your stay in Prague, as well as an important events hosted by ECCEDU.

02

The summer program in Prague consists of several key components that are designed to provide you with a comprehensive and enriching experience.



Welcome reception

The first event of the program will be the welcome reception which will give you the opportunity to meet fellow participants from summer programs and get a taste of Czech culture.

Lectures

The schedule for Monday-Friday includes two lectures. The first lecture is held from 9 AM to 12 PM, followed by a break. The second lecture takes place from 1:30 PM to 4:30 PM, concluding the day's schedule.



Internships

During this time, you will have the opportunity to put your new-found knowledge into practice. This is an excellent opportunity to gain hands-on experience and make valuable connections in your field.

03

Important Contacts



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Founder & Managing Director

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Emergency contact numbers

Universal emergency number: 112

Police: 158

Medical Emergency: 155

Fire Brigade: 150

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General Information



It's common to give a firm handshake when greeting someone, especially in a business setting.

Alcohol is widely consumed in the Czechia, however, it is important not to drink excessively, as it is considered inappropriate.



Punctuality is highly valued in the Czech Republic, and it is considered disrespectful to be late for appointments or meetings.

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General Information



Pack appropriately

The weather in Prague can be quite UNPREDICTABLE, so make sure you pack clothing that is appropriate for both warm and cool weather. Additionally, make sure to bring any necessary medications or other items that you may need during your stay.

Use public transportation

Prague and Czech republic has an extensive public transportation system, including buses, trams, trains and metro. It's an affordable and convenient way to get around, so make sure to take advantage of it.



Stay safe

Prague is a relatively safe city, but it's still important to take precautions to stay safe. Be mindful of your belongings, especially when in crowded areas, and be aware of your surroundings. If you need help, don't hesitate to ask for it.

Transportation

Prague and Czech republic has an extensive public transportation system, including buses, trams, trains and metro. It's an affordable and convenient way to get around, so make sure to take advantage of it.



Public Transport Route Search



Transportation Apps

When it comes to public transportation in Prague, there are several apps that can make your travel experience much smoother. One of the top recommendations is the PID app, which provides timetables for buses, trams, and trains,

Plan your budget

Budget

Prague is a relatively affordable city, but it's still important to plan your budget carefully. Make sure you have enough money to cover your expenses for the entire program, including food, transportation, and any activities you plan to do.

In addition to exploring the city of Prague, there are also many exciting trips you can take to other parts of the Czech Republic. Consider factoring these trips into your budget.



Eating out

Eating out in Prague can be relatively expensive, especially in tourist areas. It's recommended to cook your own meals or look for cheaper options in local restaurants.

08 TIPS

- It is advisable to bring approximately 100 EUR in cash to cover any expenses. Upon arrival, it is essential to exchange the currency to Czech koruna (CZK) since the country does **not use euros**.
- Recommended Exchange places
Praha Exchange
Jindřišská 12, 110 00 Nové Město
Provaznická Exchange
Provaznická 386/1, 110 00 Můstek



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What To pack

- In order to make the most of your summer program in Prague, there are certain items that you should bring with you.
- It is important to bring your laptop as this will be your main tool for the lectures and you may need it during your internship as well.
- Bring some semi-formal clothes as there will be formal events during the program and you may need to dress appropriately for your internship as well.



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Things To avoid



When it comes to transportation, it is recommended that you do not stop a taxi directly on the street. Prague has a reputation for overcharging tourists, so it is best to use a recommended taxi operator.

When exchanging currency, it is best to only use exchange offices or banks that are recommended by our staff. Avoid small shops and especially those in tourist areas, as they often offer poor exchange rates.



It is recommended that you do not carry your passport with you every day, but instead, bring a photocopy or your ID card if you have one.



Networking Events



Welcome Reception - July 9th, 2024

The traditional gathering of students and partner companies is the perfect way to kick off the program and make new connections. During the event, students will have the opportunity to meet speakers, company representatives, and their fellow students.



Beer talks

These events will take place in local Prague pubs during the program. During the Beer talks, students will have the chance to meet and network with speakers and company representatives in a relaxed and informal atmosphere. The atmosphere will be informal, making it the perfect chance to unwind and have a good time!



Graduation Ceremony - July 26th, 2024

The graduation ceremony marks the end of the program, and is a celebration of the students' hard work and achievements. During this special event, you will receive your certificate to be recognized for your dedication and commitment to education.

12 Trips

As part of the ECCEDU Summer Program, students will have the opportunity to take trips to some of the most beautiful and historic landmarks in the Czech Republic. One of the highlights of the program is a visit to Kutná Hora, a medieval town known for its historic silver mines and the beautiful St. Barbara's Church.

Kutna Hora trip: July 20th, 2024

“Not all constellations are visible from any point, star maps are divided between the northern and southern hemispheres.”

Mikeyla, Speaker



During your time in Prague, we've got some awesome leisure activities lined up for you! We'll be announcing them on our Whatsapp and Facebook groups, but feel free to hit us up with any cool places or activities you'd like to check out. Just send us an email to operations@eccedu.net with the subject "Fun in Prague" and your suggestions. We're always open to new ideas and we'll do our best to make it happen for you!

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INTERNSHIPS RULES

01

The internship is 8 weeks long and the host company will determine your working hours, which may include full-time work from Monday to Thursday.

02

Be open to learning and constructive criticism.

03

Be punctual and appropriately dressed for each working day, and to inform your supervisor if you are unable to attend due to illness.

04

Maintain confidentiality of sensitive information.

05


Complete assigned tasks to the best of your abilities and ask for help if needed.

06

Respect the property and equipment of the host company.

07

Respect the policies and procedures of the host company.



GOODBYE
& ENJOY YOUR STAY
IN PRAGUE :)