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# Assistance during studies

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Study assistance is a key service that helps students with special needs achieve success during their studies at Charles University and makes it easier for them to integrate into the academic environment. It is based on inter-student assistance where the role of assistant is usually taken by students of the university. Remuneration in the form of a scholarship is provided to them for their activities. However, this is not the only benefit. You can read about the experiences of one assistant [here](#) .

The services provided include taking lecture notes, acquiring study materials, loading texts, providing escort, general assistance during study and direct study support in specific situations. The actual content of the assistance is based on the recommendations in the functional diagnostics assessment and the standards of support of students with special needs as defined in in the [Ministry of Education, Youth and Sports Guidelines](#) .

Assistance is administered by Carolina Centre. The coordinator of the service is [Veronika Kubíková](#) .

## I want to join the study assistance service as a client

Only a Charles University student [registered as a student with special needs](#) may become an assistance client.

1. Contact the coordinator Veronika Kubíková at the following e-mail address: [veronika.kubikova@ruk.cuni.cz](mailto:veronika.kubikova@ruk.cuni.cz) . Please enclose a copy of your [functional diagnostics](#) assessment as an attachment. She will arrange for you access to SIS4 and set up a meeting and take care of all administrative tasks.
2. In [SIS](#) , open SIS4, click on the menu Non-study agenda, Registration of services for students with special needs and then register as a client.
3. When you have agreed on an assistant, the service coordinator will match you in the system.
4. Timesheets are completed on a monthly basis by assistant. You can then check the timesheets.

## I want to join the study assistance service as an assistant

As a rule, only students of Charles University are allowed to be study assistants.

1. Please contact the coordinator Veronika Kubíková at the following e-mail address: [veronika.kubikova@ruk.cuni.cz](mailto:veronika.kubikova@ruk.cuni.cz) . She will arrange for you access to SIS4 and set up a meeting and take care of all administrative tasks.
2. In [SIS](#) , open SIS4, click on the menu Non-study agenda, Registration of services for students with special needs and then register as an assistant.
3. When you have agreed on a client, the service coordinator will match you in the system.
4. Timesheets are completed on a monthly basis. The client can then check the timesheets.
5. Assistants are paid in the form of a scholarship which is currently CZK120/hour. Scholarships are paid quarterly.
6. If you do not have student status, the scholarship cannot be paid out (graduates, interruption of studies, etc.). If you provide assistance but know that you will no longer be a student in three months, please notify the service coordinator.