



FACULTY  
OF SOCIAL SCIENCES  
Charles University



# INTRO

FSV UK Handbook  
for students of English language  
degree programmes  
2018/19



EUROPEAN UNION  
European Structural and Investment Funds  
Operational Programme Research,  
Development and Education



MINISTRY OF EDUCATION,  
YOUTH AND SPORTS

Projekt „Zvýšení kvality vzdělávání na UK a jeho relevance pro potřeby trhu práce“,  
Reg. č. CZ.02.2.69/0.0/0.0/16\_015/0002362“, je spolufinancován z programu OPVVV.

Praha, 2018  
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## Our dean's welcome to international students

*Dear international students,*

*Let me welcome you to our Faculty on behalf of our academic and administrative staff as well as your Czech peers.*

*We are extremely happy that you have chosen Charles University, and especially the Faculty of Social Sciences, as your new alma mater. According to multiple prestigious international rankings, our Faculty belongs among the best universities and I hope you will start your path towards a very successful career or continue on it, here.*

*I also wish you very nice experiences not only at lectures and seminars, but also with*

*your colleagues. Friendships I built up at our Faculty during my studies of journalism and media studies belong among the most precious things I have.*

*Our Faculty tries to be supportive in seeking excellence in your selected fields of study, as well as in the various difficulties and obstacles which quite naturally arise during the studies. Please do not hesitate to seek help if you need it. Do not underestimate preventive solutions of problems and prefer them before the problem becomes more serious. We try to pursue our goal to be an open and fair institution and no one wants to leave any student behind.*

*I wish you good luck and I am very much looking forward to meeting you in the corridors of our Faculty and at various cultural, community or sports events.*

*Kind regards,*

*PhDr. Alice Němcová Tejkalová, Ph.D.  
Dean, Faculty of Social Sciences,  
Charles University*



# A. INTRODUCTION

## 1. WELCOME TO CHARLES UNIVERSITY!

Charles University (UK) was founded in 1348 by the Holy Roman Emperor Charles IV as the first university to the north of the Alps and to the east of Paris. It belongs among the oldest and largest universities in the world and it is the oldest and also the largest university in the Czech Republic.

Today Charles University has 17 faculties in 3 different cities, 3 university institutes, 6 further centres for educational, scientific, research, development and other activities or for provision of information services, 5 university-wide special facilities and the Rectorate as the administrative centre of the whole University. The Faculty of Social Sciences is the second youngest faculty, founded in 1990.

The University as a whole has about 53 000 students with more than 7 000 students originating from foreign countries. There are over 300 accredited degree programmes and 660 study disciplines. Charles University covers the full spectrum of fields – medicine, pharmacy, science, humanities and social sciences, theology and sport at bachelor, master and doctoral levels.

Over 150 academic programmes are taught in a foreign language, mainly in English but also in German or French.

The University is also dedicated to international cooperation with prestigious educational and research institutions. UK has signed a total of 450 bilateral agreements on the Erasmus programme framework and 190 international partnership agreements with foreign universities.





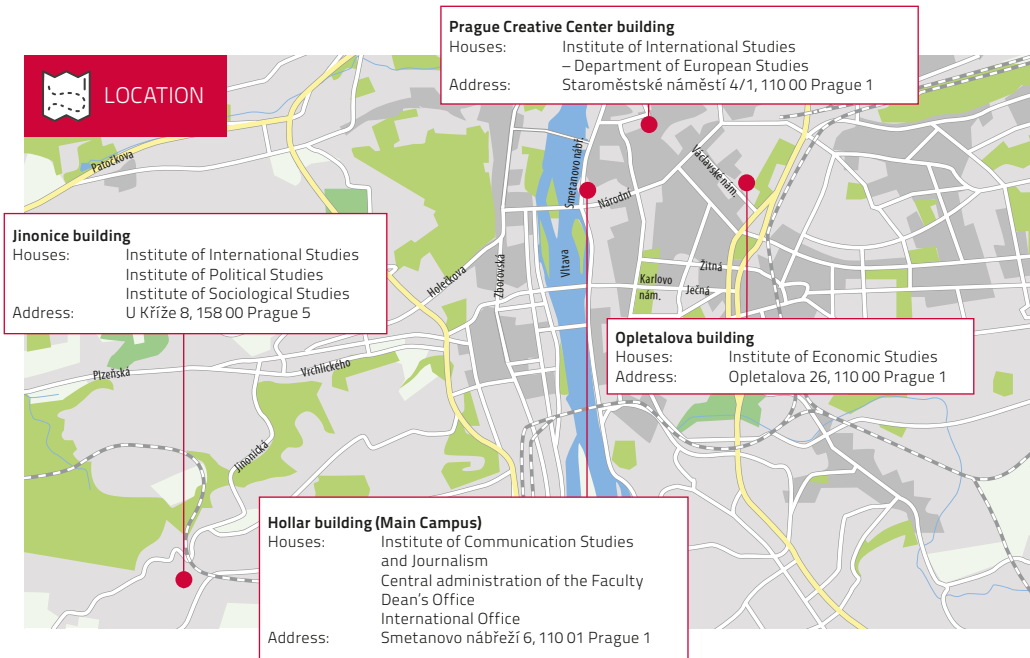
## 2. FACULTY OF SOCIAL SCIENCES

The Faculty of Social Sciences (FSV UK) is the second youngest faculty of Charles University. Shortly after its creation in 1990 the Faculty became a regional centre of teaching and research in economics, sociology, political science, international relations, area studies, media studies and journalism. Currently the Faculty has around 4 000 full-time students. Approximately 300 of them are enrolled in one of our English-language degree programmes. FSV UK has one of the highest international mobility participation rates of all the faculties of Charles University.

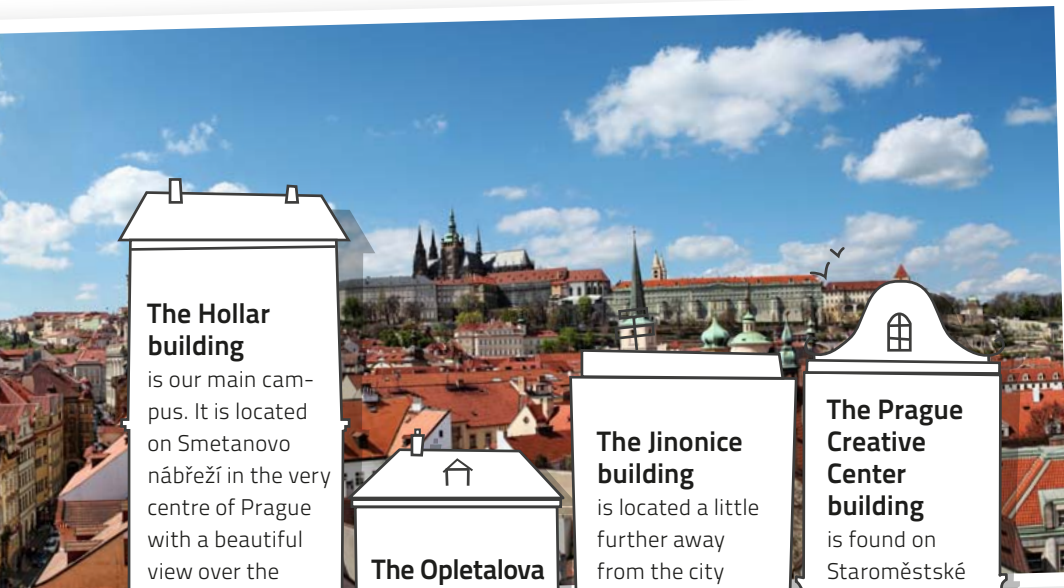
Each year it welcomes around 500 exchange students from all over the world.

FSV UK emphasizes the development of international cooperation. Firstly, by developing and strengthening scientific bonds, student and academic mobility and, secondly, by offering English-taught degree programmes.

Our mission is the promotion of learning and the protection of knowledge, the cultivation of free thought, independent academic research and the support of the creative spirit of human society.



*The Faculty is divided into five institutes spread at four different locations in Prague*



### **The Hollar building**

is our main campus. It is located on Smetanovo nábřeží in the very centre of Prague with a beautiful view over the Charles Bridge and the Prague Castle. It is the seat of the Dean's Office, the central administration and also of the Institute of Communication Studies and Journalism.

### **The Opletalova building**

is found on Opletalova street in the very centre of Prague, just few blocks from the Wenceslas Square. It houses the Institute of Economic Studies.

### **The Jinonice building**

is located a little further away from the city centre, near the metro station Jinonice. It houses three of our institutes: Institute of International Studies, Institute of Political Studies and the Institute of Sociological Studies.

### **The Prague Creative Center building**

is found on Staroměstské náměstí 4/1 (= the Old town square) in the very centre of Prague. It houses the Department of European Studies, part of the Institute of International Studies.

# B. ACADEMIC INFORMATION

Study at the Faculty of Social Sciences is governed by three interlocking sets of regulations: The Higher Education Act of the Czech Republic, The Consolidated Study and Examination Code of Charles University and The Faculty's own Rules for the Organisation of Studies. All regulations are available on the intranet of the Faculty website.

Academic year is traditionally divided into two semesters: winter and summer semester. Each semester is followed by an examination period lasting five weeks, during which there are no classes. Further useful information on deadlines is available in academic calendar which is published every year in July on the intranet of the Faculty website. You can find the academic calendar for the year 2018/2019 at the end of this brochure.

## 1. PERIOD OF STUDY

The maximum allowed period of study in any study programme is 6 years for a Bachelor's degree and 5 years for a Master's degree. Standard period of study is 3 years for a Bachelor's degree and 2 years for a Master's degree. Periods of interruption of studies do not extend this deadline.

## 2. REGISTRATION FOR CLASSES AND EXAMS

Students may register for classes and exams exclusively **through the Student Information System (SIS)**. Students log into the system using the password they obtained along with their student ID (CAS password). Registration for individual classes is open twice per year, at the start of the relevant





**The way to read the class code is as follows:**

The first letter of the code identifies the Faculty at which the class is taught. All class codes at the Faculty of Social Sciences begin with the letter J. Other Faculties have different initial letters (e.g. A for the Faculty of Arts). If the class you want to take does not begin with the letter J, it is not taught at this Faculty. The second letter of the code usually identifies the institute where the class is taught. E = Economics, J = Journalism/Media Studies, M = International Studies, P = Political Science, S = Sociology. Exceptions to this rule are

class codes beginning JCZ and JSZ.

The third letter of the code tells you whether this is a Bachelor-level class, or a Master-level class intended primarily for Master's students. B = Bachelor, M = Master (as simple as that). If you look at the examples at the start of this document, you should now be able to tell that JEB026 is a Bachelor-level economics class, and that JSM629 is a Master-level sociology class. The numerals at the end of the code have no special significance; they are simply the number of the class.

**NON-STANDARD CLASS CODES**

Classes beginning JMMZ are primarily classes from our double-degree programme with University College London, though we also use the code for some local classes.

If there is no scheduled time for an English-taught class beginning JMMZ and a note in the field "Explanation", it is taught at UCL.

**CZECH LANGUAGE CLASSES**

Classes beginning JLB are generally language courses. JLB100 through JLB103 are classes Czech as a Foreign Language I-IV, intended primarily for our international students. Complete beginners should register for JLB100; those who have some prior

knowledge of Czech language and would like to register for one of the more advanced courses will have to pass a placement test before the classes begin. In most semesters we will run several groups simultaneously at various levels.

**WITHDRAWAL/ADDITIONAL REGISTRATION FOR CLASSES**

Late registration and/or withdrawal is subject to a written request. Students who wish to add and/or drop a class after the standard registration period must make a formal written request to the International Office using the official Request form. Such a request must be signed either by the programme coordinator or the programme

supervisor before it is delivered to the International Office.

Late registrations and withdrawals are possible at most 6 weeks after the standard registration period. It is not possible to withdraw from a class which has been completed already including failed courses with grade F.



## REGISTRATION FOR FURTHER YEAR OF STUDY

Registration for continuing students in Bachelor's and Master's degree programmes is obligatory. The degree-seeking students are expected to register for the new academic year with the International Office in late September. The period for registration is specified in academic calendar on the website of the Faculty and students will also be notified in advance via email. For the registration, students should bring a print-

out of their grades from SIS. Before they print their grades it is necessary to check whether all the grades have been entered into SIS. If some of their grades are missing students should contact their teacher about it as soon as possible.

Registration for a further year of study is conditional on students having fulfilled the specified minimum study requirement in the preceding years.

*Minimum amount of credits required for registration for a further year in regular full-time studies in individual study programmes:*

### *Bachelor's study programmes*

*45 credits to register for the second year of studies*

*90 credits to register for the third year of studies*

*135 credits to register for the fourth year of studies*

*180 credits to register for the fifth year of studies*

*180 credits to register for the sixth year of studies*

### *Master's study programmes*

*45 credits to register for the second year of studies*

*90 credits to register for the third year of studies*

*120 credits to register for the fourth year of studies*

*120 credits to register for the fifth year of studies*

In case of prior official interruption of studies for a semester, these figures are adjusted proportionally, (e.g. registering for the 3<sup>rd</sup> year of Master studies after a interrupting studies for a semester would require 68 credits instead of 90).

Classes may be withdrawn from your study programme curricula and at the same time new classes may be added in your second or third years of studies. Credits earned for classes that are later on removed from the curricula remain valid for the rest of your

study. Similarly, if a new class is added you may take the class and the credits gained will be counted towards your total amount.

In case a class is modified and its credit value changes (e.g. increases), there will be no credit correction (i.e. upgrading) for classes completed prior to such a change.

Even though students must earn 120, resp. 180 credits in order to conclude their studies by defending the Master/Bachelor Thesis and passing the Final State Exam, they are free to take additional classes on top of the required 120/180 credits without additional fees.

### **INTERRUPTION OF STUDIES**

Official interruption of studies can be initiated by a student by delivering a formal written request to the International Office. The request must be made at least 3 weeks before the start of a semester and before the student registers for further year of study. Unless disciplinary proceedings have been initiated against the student, the request for interruption shall be granted. Studies may be interrupted either for a semester or the whole academic year and students may ask for interruption of studies more than once. With the exception of particularly serious cases, mainly health reasons, study may not be interrupted before the completion of the first semester.

Interruption can be also initiated by the dean on the grounds that the tuition fee was not paid and the student ignored the written appeal to do so.

Students applying for interruption in the summer semester should make sure they have enough credits to be able to register for further year of studies in the beginning of new academic year. Please note that official interruption of studies does not in any way extend the maximum allowed period of studies which is 6 years for a Bachelor's degree and 5 years for a Master's degree.

During the interruption period the student loses the legal status of a student.

### **TERMINATION OF STUDIES**

The Faculty of Social Sciences can terminate studies of a student in case:

- a) the student has not achieved required number of credits to be registered for a further year of study;
- b) the student has not registered for a further year of study or his/her studies had been interrupted and the student has not registered for a further year after interruption;
- c) the student has not successfully graduated during the maximum allowed period of his/her studies (for Master's degree five years, for Bachelor's degree six years);
- d) the student failed to pass a mandatory class twice;
- e) the Disciplinary Committee decided to terminate the studies;
- f) the student failed to pay the tuition fees.

### 3. GRADES AND GRADING SYSTEM

In the Czech university system, courses are either completed by an examination or by other study requirements. Due to modifications of the internal regulations FSV UK has changed the system of classification from 1-4 grading scale to internationally recognized A-F grading system, often referred to as ECTS grading.

**The recommendation for using the A-F classification is as follows:** To evaluate the student's performance in percentage (0-100%) and providing the evaluation accordingly 0-50% = F, 51-60% = E, 61-70% = D, 71-80% = C, 81-90% = B, 91% and more = A

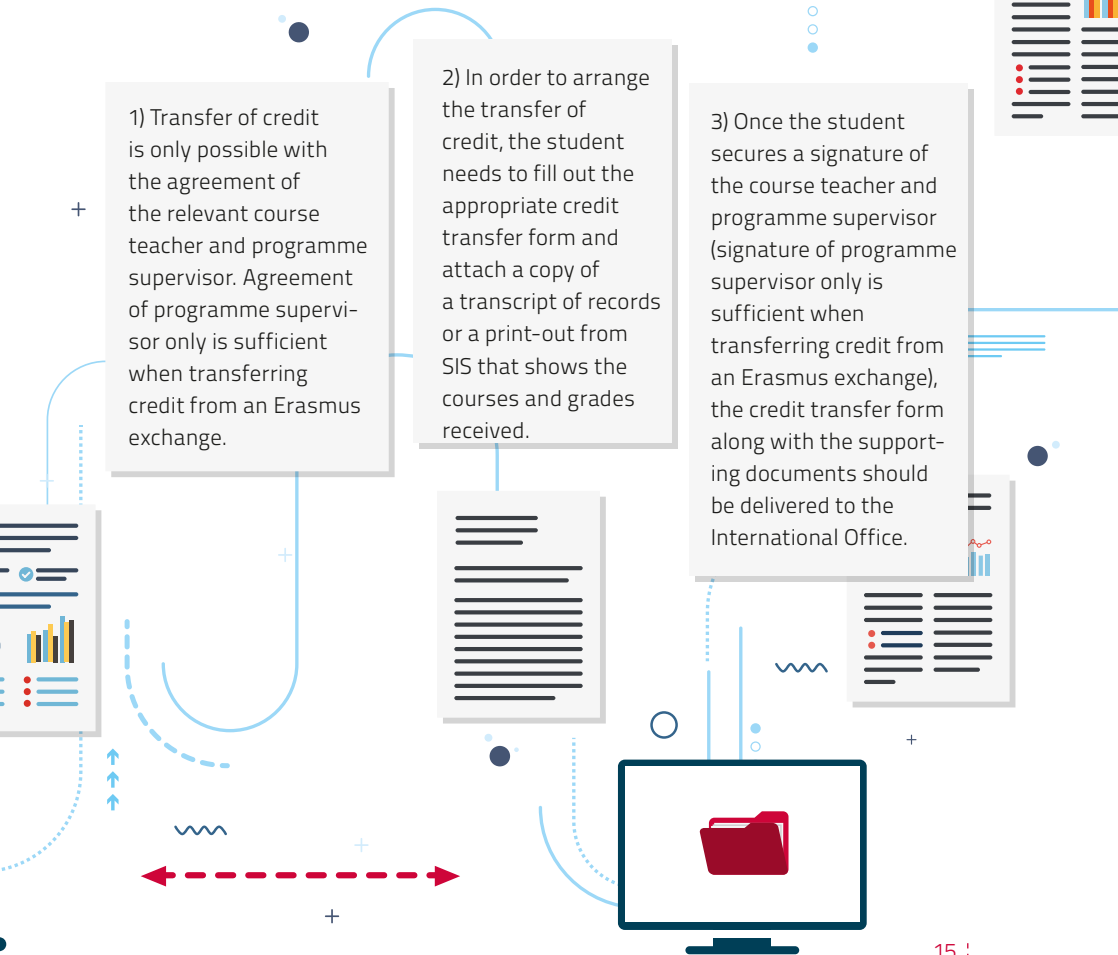
Where a course is completed by a study requirement other than an examination, it is not graded, but it is recorded as Z – Zápočet (non-graded credit in a non-examination subject). This is in effect a Pass in a two tier Pass/Fail grading system.

Grading Scheme		Description
A	Excellent	<b>Excellent performance.</b> The student has shown excellent performance, originality and displayed an exceptional grasp of the subject.
B	Very Good	<b>Very good performance.</b> The student understands the subject well and has shown some originality of thought. Above the average performance, but with some errors.
C	Good	<b>Good performance.</b> Generally sound work with a number of notable errors.
D	Satisfactory	<b>Satisfactory performance.</b> The student has shown some understanding of the subject matter, but has not succeeded in translating this understanding into consistently original work. Overall good performance with a number of significant errors.
E	Sufficient	<b>Sufficient performance.</b> Acceptable performance with significant drawbacks. Performance meets the minimum requirements.
F	Fail	<b>Fail.</b> The student has not succeeded in mastering the subject matter of the course.
Z - Zápočet	Pass/Credit	<b>Pass.</b> The student receives credit for the course but no specific grade.



## 4. TRANSFERRING CREDIT

Students have a possibility to transfer credits provided they follow the procedure spelled out below. There are two basic types of credit transfer: credit transfer within Charles University from previous studies and credit transfer from studies abroad (generally an exchange within the Erasmus network). There are separate credit transfer forms for both types of credit transfer available at Faculty website. Please make sure you select the correct form.



## 5. FINAL STATE EXAMS AND GRADUATION

### MASTER'S/BACHELOR'S THESIS

The Master/Bachelor thesis is an extended piece of original academic writing, with which students are expected to complete their studies. Students have some flexibility in their choice of thesis topic. Generally, a thesis topic that falls into any of the main subject areas of the programme will be acceptable, though individual thesis proposals are subject to the approval of the programme supervisor. Also the Faculty institutes have different methods of assigning/selecting thesis topic. Please consult your programme coordinator for further details.

Although the final thesis must be student's own work, each individual student will be assigned an academic, the thesis advisor, who will advise and guide the student in his/her research, especially in the early stages of the thesis formation. Students are encouraged to identify and propose a potential advisor from amongst the regular teachers of the programme/institute, according to their research interests. The choice of a thesis advisor is, however, subject to the approval of the programme supervisor.

In the early stages of the thesis writing, and no later than 12 months before the intended thesis defence students are expected to submit a simple 2-4 page outline of their proposed thesis, for preliminary approval by the programme supervisor. This is the so-called Thesis Proposal. Once the thesis proposal is approved by both the thesis advisor

and the programme supervisor it will be registered into the SIS. The earliest you can attempt the thesis defence is 12 months after the topic was registered in the SIS. The thesis itself should be submitted about one month before the final state exam.

As a rough guide, the basic timeline is as follows, but please remember to check for specific deadlines for submitting a thesis project as well as the final thesis in a current academic calendar:

If you plan to graduate in the summer semester (June or September): you will want to submit thesis project in May/June of the year before you intend to graduate. The final thesis must be submitted in mid-May of the year when you want to graduate.

If you plan to graduate in the winter semester (February): you will want to submit thesis project in January/February of the year before you intend to graduate. The final thesis must be submitted in early January of the year when you want to graduate. For further information on the Master/Bachelor thesis please speak to the relevant programme coordinator.



## FINAL STATE EXAM


All Master/Bachelor degree programmes at Czech universities are completed by a Final State Examination. At the Faculty of Social Sciences the final state exam is always an oral exam in front of an examination committee typically consisting of 4 people. There are two basic types of the final state exam: either it is a thesis defence only or it is a thesis defence combined with answering questions drawn by ballot. The final state exam itself takes about 45 to 60 minutes. Each student is given 45 minutes to prepare his/her answers after they draw the questions (applies to the later type of the final state exam). Committee members have the right to address the student with more detailed questions related to the given topic.

Final state exams are generally held three times per year. For the winter semester in late January/early February and for the summer semester in June, or September.



## ADMINISTRATIVE PROCEDURES BEFORE TAKING THE FINAL STATE EXAM

There are a number of administrative steps students must take before they will be allowed to proceed to the Final State Exam.

- 1) Students have to deliver two bound copies of their Master/Bachelor thesis to the institute secretariat by the appropriate deadline. Students also have to upload an electronic version of the thesis, identical to the printed one, in a pdf format into the SIS. Students are advised to upload their thesis into the SIS before they hand in the hard copies.
  - 2) Together with the thesis, students must also submit the Bibliographical Registration Form with details of their thesis; the form is available at the Faculty website.
  - 3) Students have to register for the final state exam. Registration is done online via SIS.
  - 4) Students have to deliver a print-out of their grades from SIS to their programme supervisor who verifies whether the student has completed all study requirements and upon verification signs the print-out. The signed print-out from the SIS then has to be delivered to the International Office. The deadline for this procedure is specified in academic calendar.
- 

## 6. ACADEMIC CEREMONIES & DIPLOMAS



*Charles University maintains the traditional academic rituals of passage: matriculation and graduation ceremonies.*



### MATRICULATION CEREMONY AND OATH

In a matriculation ceremony, students entered in the student register of a faculty (matricula) pledge to fulfil the requirements of academic study, to honour their moral obligation toward the University, and to respect its internal regulations and the decisions of academic officials. All students shall take the matriculation oath and typically it is done during the matriculation ceremony in the beginning of October; specific date is always in the academic calendar. The ceremony takes place every year so it is possible for students to attend it in their second or further year of studies. However since the matriculation ceremony is held in Czech international students often opt out and instead of attending the ceremony simply sign the oath which they receive in writing during registration for studies in September.



## DIPLOMA AND GRADUATION CEREMONY

During the graduation ceremony the student officially graduates from Charles University, taking the academic pledge (in Latin) and receiving a diploma which entitles him/her to use an academic degree.

The order of the graduation ceremony is stipulated in Appendix 2 of the Code of Matriculation and Graduation Ceremonies (available in Czech only). Graduation ceremonies take place in the Aula Magna of the Carolinum for graduates of Master's and Doctoral programmes and in the Hall of the 'House for the Professed' at Lesser Town Square for graduates of Bachelor programmes. (Profesní dům, Malostranské náměstí). The graduation ceremony is held in Czech/English and Latin, features university insignia and high-ranking university officials wearing academic gowns.

Diplomas for the whole of Charles University are printed en block only several times per year corresponding with the timing of graduation ceremonies. The International

Office will inform students of their specific date of graduation ceremony. Graduation ceremonies are generally held three times per year. At the end of September for those who passed their final state exam in June, in November for those who finished their studies in September and in mid-March for those who finished in February.

In course of the ceremony graduates receive their diplomas, printed in Latin on a handmade paper rolled into a blue tube. Those who graduated with honours (Summa Cum Laude) receive red tubes.

Included is also a bilingual (Czech-English) diploma supplement which follows the model developed by the European Commission and describes the nature, level, content, context and status of the successfully completed studies as well as the qualifications obtained.

If you are not planning on attending the graduation ceremony you need to inform the International Office after passing your final state exam in order to make necessary arrangements while still in the Czech Republic.

## 7. PLAGIARISM AND CHEATING

Do not do it. Be aware that at Charles University plagiarism and cheating are strictly prosecuted. In extreme cases they may result in expulsion from the university. The faculty uses the Urkund anti-plagiarism software for verifying that all master and bachelor theses (as well as randomly selected written coursework) are free from plagiarism. Master and bachelor theses are checked for plagiarism automatically as they are entered into SIS. Please make sure all information, data, graphs and numbers in your work taken from



external sources are explicitly quoted and correctly referenced. Various guides and manuals on research methods, academic writing, quotations and acknowledgement of sources and bibliographic citations are available at the Faculty website for your reference.

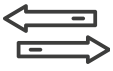
## 8. STUDENT MOBILITY

The international mobility at the Faculty is mainly based on the European Higher Education Area which is coordinated by the Bologna Process. Its most visible demonstration is the ERASMUS+ Programme. The Faculty is also developing international cooperation beyond the framework of the European programmes. This includes cooperation with partner universities in North America, Asia and the Middle East.

### **STUDY ABROAD OPPORTUNITIES FOR INTERNATIONAL STUDENTS – BASIC PRINCIPLES**

There are two main channels available to our students: (i) formal exchanges (through Erasmus+ and similar programmes); (ii) shorter periods of study, generally suggested by the students themselves, in which they conduct research for their Master's thesis, with financial support from the University.

Students must remain registered as students at the Faculty of Social Sciences throughout the entire period of their studies abroad. This is a fundamental requirement for students to participate in an exchange and/or to receive funding and it means students must continue to pay school fees, so they remain registered.



## TYPES OF EXCHANGE PROGRAMMES AVAILABLE

**The Erasmus+ study exchange:** study exchanges are organised on the basis of a series of bilateral agreements with specific partner universities. The selection panel for the Erasmus+ study exchange is held once a year in February/early March for exchanges in the following academic year (i.e. February 2019 for exchanges in academic year 2019/2020). Details are usually posted on the International Office's website in January/February.

Successful applicants receive a 100% waiver of school fees at the host university, and a scholarship from the Erasmus+ programme to help fund their living costs abroad. The exact amount of the scholarship will depend on the destination and is given by the Rectorate.

**The Erasmus+ practical placements:** aside from study exchanges practical placements provide students with yet another opportunity to gain experience abroad within the Erasmus+ programme. The selection panel for Erasmus+ practical placements is generally held twice a year. Details with information on procedure and deadlines are posted on the IO website.

## FUNDING

The University's main instrument for the support of students studying abroad is the Rector's Mobility Fund (Fond mobility UK). The Mobility Fund generally issues

two calls for funding applications per year. Applications must be made through the International Office of the Faculty. The Mobility Fund has two basic principles:

Although students can work at broad range of organizations and institutions, a practical placement may not be performed in the EU institutions, organizations administering the EU programmes or national diplomatic missions of a student's home country abroad.

**Inter-university study exchanges** are generally organised with universities outside the EU – primarily the USA and Australia, though FSV also has a limited range of contacts in Canada, New Zealand, Latin America and the Far East.

Offers of individual exchanges are announced at various dates throughout the year, depending on the administrative deadlines of the partner universities. Some inter-university exchanges come with a scholarship already attached, but in most cases they guarantee only a waiver of school fees at the host university, and students may apply for funding from the Rector's Mobility Fund.

Aside from inter-university exchanges students may also benefit from inter-faculty and inter-government exchanges.

two calls for funding applications per year. Applications must be made through the International Office of the Faculty.

The Mobility Fund has two basic principles:

(i) it will only ever fund future travel plans (i.e. it will not fund travel in arrears); (ii) it will provide no more than half of the student's anticipated expenses.

Students seeking funding for individual study/research trips related to their

thesis may also apply for funding from the Rector's Mobility Fund under the same conditions as exchange students.

# C. FINANCIAL PROCEDURES AND POLICIES

## 1. BANK DETAILS

<b>Name of bank</b>	<b>Komerční banka</b>
<b>Address</b>	Spálená 51, Prague 1, Czech Republic
<b>Post code</b>	110 00
<b>Account name</b>	Univerzita Karlova Fakulta sociálních věd
<b>Variable symbol</b>	Invoice number

Account currency	CZK
Account number	85033011/0100
IBAN	CZ58 0100 0000 0000 8503 3011
Swift code	KOMBCZPPXXX

Account currency	EUR
Account number	107-8975070267/0100
IBAN	CZ49 0100 0001 0789 7507 0267
Swift code	KOMBCZPP



## 2. GENERAL PROVISIONS

School fees at the Faculty of Social Sciences in any given year are specified in the price-list issued by the Dean.

Fees are normally payable by the semester. Students will be issued with an invoice at the start of each semester and receive a scanned copy of their invoice by e-mail. Every invoice will include the following information: (i) nominal school fees payable in Euro; (ii) the equivalent sum payable in Czech crowns according to the current exchange rate on the day the invoice was issued; (iii) payment due date.

Students may pay their school fees either in Euro, or in Czech crowns. Students who wish to pay their school fees in a third currency (e.g. US dollars) are free to do so, but they must make sure they pay the equivalent value of the price in Czech crowns (CZK), not the nominal price in Euro.

Payment should preferably be made online or by bank (wire) transfer to the Faculty's account. We can also accept payment by card, in cash or by personal cheque at the cash desk located in the Hollar building.

Payment should be made no later than the payment due date on the invoice. If students are experiencing cash flow problems, we are willing to discuss splitting the fees into 2–3 smaller payments with a fixed payment calendar, and/or to agree an extended payment date, but the deadline for reaching an agreement on this is the standard payment date. It is not acceptable for students to

simply delay payment without discussing it. Students who do not pay their fees in full by the specified payment date, and who make no alternative arrangements, will receive ONE reminder from the International Office by e-mail, with a final payment deadline 50 days after the date on which the invoice was issued. If no payment is received by this second deadline, the student's studies will be terminated with no further discussion, as per paragraph II (1) of the standard Contract regarding full-time study.



### 3. DISCOUNT IN SCHOOL FEES



#### DISCOUNT IN THE FINAL SEMESTER OF STUDY

The Faculty of Social Sciences offers students the opportunity to apply for a discount in their final year (or final semester) of study in all study programmes.

The discount is available to students in the closing stages of their studies, who have already completed all study requirements specified by the curriculum of their programme, except the Master Thesis Seminar and the Final State Exam. All relevant study requirements must be completed before the start of the semester in which students wish the discount to come into effect.

Students must apply for a discount by means of the Application for a Discount in School Fees form, which is available on the Faculty of Social Sciences website. Discounts will not be granted automatically.

Completed application forms must be delivered before the deadline to the International Office. The deadline to apply for the discount

is always the last day of September for the Winter Semester, and the last day of February for the Summer Semester.

Although supplementary documentation may be presented as photocopies or printouts, the application form itself must be in the original, with the student's original signature. Applications received by the deadline will be assessed by a committee. Students, who are waiting for a decision on whether they have qualified for the discount, will not be expected to pay any school fees until after the committee has reported.

Students who have already qualified for the discount in an earlier semester may continue to study at the lower rate of school fees for more than one semester, if they need extra time to write their thesis. It is not necessary to reapply for the discount in later semesters. The reduced school fee is Euro 300 per semester for all study programmes.



#### SPECIAL MERIT-BASED DISCOUNTS

Several degree programmes offer reductions in school fees based on the students' academic achievements. These are MAIN and IEPS taught at the Institute of Political Studies and BEF and MEF taught at the Institute of Economic Studies.

Generally a reduction in school fees amounting to either 1,000 EUR or 2,000 EUR of the fee for a semester may be offered. The discount may be offered to students in their 1<sup>st</sup> year of study and/or 2<sup>nd</sup> and higher year of study. Also, such a discount may apply

for the next full academic year or one semester only. Specific conditions for offering the discounts vary depending on the programme and are listed on the Faculty website. For further information, please consult your programme coordinator or programme academic supervisor. You may also contact the International Office.



#### **DISCOUNT FOR SIBLINGS IN BACHELOR'S STUDY PROGRAMME OF ECONOMICS AND FINANCE AND A CONTINUING MASTER'S STUDY PROGRAMME OF ECONOMICS AND FINANCE AND CORPORATE STRATEGY AND FINANCE PROGRAMME**

Students whose sibling undertakes studies in the same study programme, i.e. Economics and Finance (regardless of the fact whether they study in a bachelor's or continuing master's programme) are entitled to a further reduction amounting to 1,000 EUR of the fee for each semester of the following academic year, provided their sibling still undertakes the studies in the same study programme. Such a reduction always applies to each sibling.

## 4. SCHOLARSHIPS

### **MERIT SCHOLARSHIP**

scholarship for excellent study results is paid out in November retrospectively for the previous academic year in the form of a one-time payment.

#### **The scholarship can be paid out:**

- a) To students enrolled in Bachelor's study programme realized by the Faculty who in the previous academic year studied at the Faculty in the first, second or third year and during the given year acquired at least 45 credits.
- a) To students enrolled in Master's study programme realized by the Faculty who in the previous academic year studied at the Faculty in the first year and acquired at least 30 credits.

The students who fulfil all the conditions listed above will have their grade point average (GPA) calculated for the previous academic year. It will be based on all the exams including retakes and all classified credits. Calculation of a GPA is based on the number of credits which can be obtained by a successful completion of courses or exams. If a student acquired more than 60 credits in the previous academic year, deductions amounting to 0.01 will be set for each credit exceeding the limit. The final study results of a student will be calculated as a GPA reduced by the deductions.

Students who met conditions listed above will be divided into five groups according to institutes. These five groups are further divided into sub-group (Bachelor vs. Master students, 1st year vs. continuing students). Designated percentage of students within each sub-group with the best study results will be awarded scholarship. The entire sum of scholarship money for excellent study results will be distributed evenly among

all the selected students within the sub-groups. The specific amount of scholarship will be determined linearly according to study results within each sub-group. Minimum and maximum amount of scholarship and the percentage of students eligible for scholarship will be stipulated by the Dean upon the statement obtained from the Academic Senate.

## D. VISA SEEKING STUDENTS

**Students who are not citizens of the EU, citizens of EFTA, or permanent residents of the Czech Republic, must obtain either a visa or a residence permit (the student may choose) in order to study at Charles University.**

The first visa/residence permit application is made at the Czech Embassy, usually in the student's country of residence. Processing time is often 60 days.

Students then will have to renew their visa/residence permit during their studies. As regards a visa renewal, students are actually required to apply for a long-term residence permit for the purpose of studies instead, because student visas cannot be extended or renewed.

Application for residence permit following up on a long-term student visa must be

made no earlier than 90 days and no later than 14 days before the original visa expires. Application for residence permit renewal must be made no earlier than 120 days and no later than 0 days before the original residence permit expires. An application for a long-term residence permit following up on a long-term student visa, or an application to extend the current long-term residence permit is filed at the Ministry of the Interior (MOI) offices according to the applicant's place of residence or at the special MOI office designated for university students only. Residence permit will be issued in the first instance for a maximum of 1 year. The validity of the long-term residence permit can be repeatedly extended, but no longer than by 2 years.



## WHICH DOCUMENTS YOU WILL NEED FOR A RESIDENCE PERMIT APPLICATION/RENEWAL:

- Completed Application Form;
- A valid travel document (generally your passport);
- 2 photographs;
- A document confirming the purpose of your stay in the Czech Republic (a student status confirmation will be issued by the International Office only if students have no outstanding debts to the Faculty of Social Sciences);
- Evidence of sufficient funds to cover your stay in the Czech Republic, ie. a bank statement demonstrating your financial situation. If the documents are issued in other language than Czech, translation to Czech language will be requested. There is a specific amount that must be shown as a proof of sufficient funds (ie. CZK 55.000/6 months, CZK 81.400/12 months). Applicants may be also asked to submit a copy of their valid banking card.
- Proof of accommodation in the Czech Republic. For students staying in the hall of residence this document can be supplied by the Accommodation Office of the hall of residence or the International Office upon request. Students living in private housing must submit an official Proof of accommodation form (available for download on the MOI website) which needs to be filled in and signed by the landlord of the apartment in which they live.

Landlord's signature must be certified.

- Evidence of comprehensive health care insurance cover; a document on having paid the insurance premium may be requested. Insurance must be provided by an insurance company that is authorized to provide its services in the Czech Republic – for a list of accredited health insurance providers see the Faculty website.

If a long-term residence permit is granted, students will be issued with a residence card detailing their residency status and carrying biometric data (face depiction and fingerprints). Students will be invited by the Ministry of the Interior to provide biometric data at one of its branches within three days after being granted the permit. When the card is ready for pick up, they will be asked to come to collect it. Administration fee for the residence card is CZK 2 500.





### MINISTRY OF THE INTERIOR OFFICE FOR UNIVERSITY STUDENTS

Charles University together with the Ministry of the Interior of the Czech Republic opened a MOI office at the address Hládkov 682/9, Prague 6 (Komenského hall of residence building). This office deals exclusively with international university students from countries outside the EU studying in Prague. Students and academic staff can arrange all their requirements associated with residence permit at this office. In order to get an appointment you can

apply online (<https://frs.gov.cz/en>) or e-mail to [pobyty.hladkov@mvcz.cz](mailto:pobyty.hladkov@mvcz.cz). You can also make a telephone reservation (tel. line: +420 974 820 680). All callers are kindly requested to inform the phone operator that they are university students.

Office hours:	
Monday till Thursday	8:00 – 16:00
Friday	8:00 – 12:00



### REGISTRATION WITH THE IMMIGRATION POLICE UPON ARRIVAL TO THE CZECH REPUBLIC

All students who arrive on a student visa are legally obliged to register with the Immigration Police within 3 business days of arrival. Students who are citizens of the EU or EFTA member countries are legally obliged to register with the Immigration Police within 30 days of arrival. Students who live in one of the UK dormitories will be registered automatically by the Accommodation Office, so they do not need to register in person.

**To register with the Immigration Police, a student will need the following documents:**

- A valid travel document (generally your passport);
- Registration Card: available at the Immigration Police office
- Health insurance valid for the Czech Republic

Students should register at the branch of the Czech Immigration Police in Prague 3, Olšanská 2. The given office can be best reached by taking the red/C metro line to “Hlavní nádraží” station, and then trams no. 9 or 26 to “Olšanská” stop.

The Immigration Police Office hours:	
Monday & Wednesday	8 am – 5 pm
Tuesday & Thursday	8 am – 3 pm
Friday	8 am – 12 pm



# E. UNIVERSITY LIFE

## 1. WHO TO TALK TO WHEN YOU NEED...

In the table below you will find a list of where to go when you need specific information or services. If you need something which is not found in this list, please contact the International Office. The most recent list of administrative personnel and their positions can be found on the Faculty website.

accommodation, UK halls of residence	Accommodation Office / International Office
add/drop courses	International Office – Student Services Officer
advising, general	International Office / UK Information and Advisory Centre
advising, academic	Programme coordinator
admissions	International Office
complaint, general	International Office
complaint, academic	Programme coordinator
computer login and password, obtaining	UK Card Service Centre
confirmation of study, obtaining	International Office
counselling, psychological	UK Information and Advisory Centre
diploma, information	International Office – Student Services Officer
graduation, information and ceremony	International Office – Student Services Officer
interruption of studies, to apply for	International Office – Student Services Officer
registration for classes	SIS online / International Office – Student Services Officer
residence permit, information and advice on obtaining	International Office
scholarship, application for	International Office
social and health insurance, information	International Office
student ID card	UK Card Service Centre
student mobility	International Office – Erasmus coordinator / Inter-university exchanges coordinator
thesis, Master's or Bachelor's	Programme coordinator / International Office
transcripts, request copies	International Office
transfer credit, request	International Office – Student Services Officer
tuition, payment of	International Office
visa, information and advice on obtaining	International Office



## INTERNATIONAL OFFICE: ENGLISH-TAUGHT DEGREE PROGRAMMES DEPARTMENT

Personnel	Main Area of Responsibility
Mr. Lukáš Budín	Student Services Officer (SSO): registration for classes and further years of study; any and all procedures related to official student status; diploma and graduation ceremony; transcripts and confirmation of study
Ms. Barbora Pelantová	Accommodation in CU halls of residence; visa/residence permit assistance; financial procedures and tuition payment; Also: transcripts and confirmation of study
Ms. Veronika Vichnarová	Recognition of previous education ("nostrifikace"); admissions Also: transcripts and confirmation of study

### STUDENTS WITH SPECIAL NEEDS

Students may file a request for a modification in order to become students with special educational needs. Then they are attributed necessary special aids as well as modified forms and, in some indicated cases, contents of their studies, too (for example an individual educational plan). Individual categories of students with special educational needs concern visual impairment, hearing disorders, speech impediments, physical disability, autism spectrum disorders, mental disorders, specific learning and behaviour disorders.

In regards to the ways how the Ministry of Education, Youth, and Sports (MŠMT) has been stipulating special educational needs of university students since 2012 and advocating equal study opportunities for all students, a school is required to document the needs as well as forms of modification for each such student.

FSV UK has established the position of a contact person-coordinator for the applicants and students with special educational needs. The agenda entails contacting a student with special educational needs, coordinating all

the necessary activities, such as arranging functional diagnostics, communication with teachers, submission of the proposal to the vice-dean for student affairs.

Each applicant for the status of a student with special educational needs will attend an approximately half-an-hour long interview, the so called functional diagnostics, in order to specify student's needs. Possible modifications might include the provision of special aids (such as a dictaphone), individualized language courses, modifications in examination proceedings, and others.

### FSV UK coordinator for students with special needs:

**Ms. Denisa Šmejkalová**

(office no. 205, Hollar building)  
denisa.smejkalova@fsv.cuni.cz  
+420 222 112 237

#### Consultation hours (we recommend to schedule an appointment via e-mail):

Monday	13:30–16:30
Tuesday	9:00–11:00
Wednesday	13:30–15:30
Friday	9:00–11:00



University-wide office for students with special needs is part of the Information and Advisory Centre, Address: Celetná 13, 116 36 Prague 1 / Email: ipsc@ruk.cuni.cz.

### PSYCHOLOGICAL COUNSELLING FOR INTERNATIONAL STUDENTS

At the Information, Counselling and Social Service Centre for international students at Charles University, we offer psychological counselling for English-speaking students. Should you need our help to deal with your study, family, personal or other problems, you are welcome to come to our centre.

Contact: Mgr. Milan Polák (the psychologist)  
counsel@ruk.cuni.cz

Opening hours:	
Monday	12:00–14:00

Address: Školská 13a, Praha 1  
You should arrange an appointment in advance (by email).

## 2. STUDENT ID CARDS

Charles University student ID cards serve as evidence of the holder's relation to UK and to one of its faculties. These chip cards contain personal data, a bar code, a photograph and a signature strip. The cards are used for access to the FSV Hollar building and to some FSV computer labs and libraries. Students also use their student cards to pay for printing and copying as well as in the UK cafeterias.

In order for the student to be able to use the card for printing/copying and also in the UK cafeterias, the student must put credit on his/her student card. Please note, the card basically operates with two different accounts and thus you need to put in credit separately for printing and for use in the cafeterias.



*When a student enrolls at Charles University, s/he can choose between two types of student identity cards:*

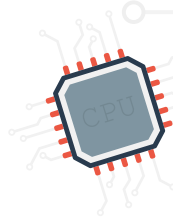
- regular UK student ID card
- UK – ISIC card

ISIC is the only internationally recognized student identity card. Its holder gains access to a wide range of benefits and discounts. UK students have the attractive option of getting a UK Student Card that is merged with the ISIC card, thus enabling the student to use all standard UK services and also benefit from ISIC-related discounts. The UK student card itself is issued free of charge, the standard annual ISIC fee for UK students is CZK 230.



The ISIC function of the card expires after 16 months at the latest. Standard validity is from the beginning of September till the end of December of the following year. Detailed information on UK student cards can be found on the UK website in section Students/Charles University Student Cards.

## 3. UNIVERSITY COMPUTER LABS, LOGINS, PASSWORDS, WI-FI



### COMPUTER LABORATORIES

Students should primarily use computer labs of their own institute. Should you need to use a computer lab outside your home institute, please use the computers available in the libraries of each of the buildings.

#### The Hollar building (ICSJ):

Room: 108

Location: To the right after exiting the elevator on 1<sup>st</sup> floor.  
(Button for the 2<sup>nd</sup> floor in the elevator)

Opening hours: The lab is accessible for taught classes only.  
Entrance with a student chip card.

Couple PCs available for use are in the library in the subterranean area, entrance from the courtyard.

#### The Opletalova building (IES):

Rooms: 015 and 016

Location: In the basement area, under the staircase.

Opening hours: The labs are freely accessible on  
Mo–Th 8:00–19:45 and Fr 8:00–16:45.

Entrance with a student chip card.

Couple PCs available for short-term use are in the library on 2<sup>nd</sup> floor, room no. 310.

#### The Jinonice building (IIS, IPS, ISS):


Rooms: 2063, 2066, 2067, 2071, 2074

Location: 1<sup>st</sup> floor of the building A

(You will want to push button for the 2<sup>nd</sup> floor in the elevator)

Opening hours: The labs are freely accessible on workdays between 8:15 and 19:00 unless classes are held there (timetables are posted on the lab door).





The computer labs and networks (both wireless and fixed line) fall under the administration of the UVT (the rector's office IT department) and not the FSV UK. User's support resides in the office no. 2065.

### USER'S SUPPORT STAFF AT FSV

Please visit them during office hours ONLY.

**Hollar:** room no. 213 (Mo–Th 8:30–17:15) (Fr 8:30–15:30), email: civt\_hollar@fsv.cuni.cz


**Opletalova:** room no. 014 (Mo–Th 7:15–16:00) (Fr 7:15–15:00), email: civt\_opletalova@fsv.cuni.cz

**Jinonice:** room no. 2065 (Mo–Th 8:30–17:15) (Fr 8:30–15:00), email: podpora@ruk.cuni.cz

### USER'S ACCOUNT

Each student at the FSV is issued a computer account for the PCs at the FSV; it is activated once the initial password provided at the Card Service Centres has been changed. Please do not share your login information with other students; students bear the responsibility for the misuse of their account in case of insufficient protection of the password.

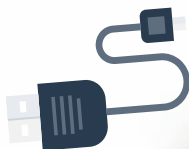
Please note student account is automatically terminated once the studies have been completed. Student's account may also be temporarily blocked or terminated in cases of the violation of the rules regarding the use of the computer technology of the Faculty.



### THE LOGIN AND CHARLES UNIVERSITY CENTRAL AUTHENTICATION SERVICE (CAS) PASSWORD

Together with a student ID card student is issued an initial password at the Card Service Centre which s/he is required to change within 5 days at the following address: <https://ldap.cuni.cz>. The CAS password enables students to set their own password(s) for all of the university-wide applications (the SIS, library catalogue, Eduroam wifi network, etc.).

There are two types of login: a name login (sequence of letters and number(s)) and a numerical login (printed on the student ID under the photograph).





### **FORGOTTEN LOGIN**

Numerical login is printed on the student ID card under the photograph. Computer lab 016 in the Opletalova building and library in the Hollar building have computers (visibly labelled with a sign Logins) allowing access to an online application where students can look up their name login based on knowing their numerical login. Students can also contact the User Support staff during office hours for name login.

### **FORGOTTEN PASSWORD**

A password can be reset in CAS in three ways:

- 1) A student can ask for an initial password to be generated (and printed out) at any card service centre. Again s/he will be required to change the initial password within 5 days at the following address: <https://ldap.cuni.cz>.
- 2) A student can ask the User Support staff at one of the faculty buildings to reset their password. The student will be required to show their student ID.
- 3) A student can use the form on <https://ldap.cuni.cz/reset> to fill in the required personal data: first name, last name, student ID number, date of birth, the last four digits of the national ID number (can be provided by the International Office) and a valid email address; and type in his/her own password. If all the personal data match, the student will receive an email to the address indicated in the form, containing a link to a page where s/he will be asked to confirm his/her new password.

The password set as described in paragraph 2 (i.e. using the web form) is sufficient to access SIS. However, this password is considered less secure than the password activated as described in paragraph 1, and for this reason it does not allow access to the Eduroam and the JINONICE domain.

### **LOGIN PROCESS TO THE COMPUTERS AT FSV**

If a student has an access to the CAS s/he is also granted access to the PCs at the FSV. In Hollar and Opletalova buildings, students must use their name login and not the numerical one to access the PCs.

### **WI-FI**

A wireless network is available for student use throughout the Hollar, Opletalova and Jinonice buildings. The WI-FI network can be accessed through EDUROAM. Information on how to connect including step-by-step guide is available on Faculty's intranet, section Guides and Manuals.

## STUDENT FACULTY EMAIL ACCOUNT

Each student with CAS login and password has access to a @fsv.cuni.cz e-mail account accessible through Gmail. Please use your CAS numerical login and password. You can find basic information about your faculty Google/Gmail account on the [faculty webpage](#).

PLEASE NOTE: The faculty Gmail address will be noted as a primary contact address in the SIS and will be the main communication channel of the faculty towards you. If you do not wish to use your faculty email actively we advise you have all your incoming mails forwarded to an email you intend to use.



## NETWORK PRINTERS

All computer rooms, and each of the Faculty's libraries, are connected to a central print server. Students send the required document/web-page to the central print server, where it is held in a line until the student gives the server an instruction to actually print the document/s.

To print the documents, students will need their student ID card. Students place their card on the electronic reader next to the printer/copier. This will automatically identify the student, print out any documents that are waiting on the server, and deduct

the appropriate charge from the credit on the ID card. Students should make sure they have enough credit to cover their print requirements. Also, students should remember to "log-off" by again placing their card on the electronic reader next to the printer/copier.

Each student needs to add credit to his/her ID card. Students can do so directly in the libraries in Hollar and Opletalova buildings. In the Jinonice building an automated machine is available next to the printer/copier in the building lobby.

### Location of copiers/printers

**Hollar:** A multipurpose copier/printer in the library.

**Opletalova:** A small printer is available in room no. 016 and multipurpose copier/printer in the library.

**Jinonice:** Several multipurpose copier/printers are located in the reading room, the library and the building lobby.

## 4. THE STUDENT INFORMATION SYSTEM (SIS)

The Student Information System (accessible at [www.is.cuni.cz/studium](http://www.is.cuni.cz/studium)) serves students, academic staff, and applicants for study at Charles University; it provides comprehensive information on study-related matters. The SIS is basically a database of all classes, their syllabi and schedule as well as all UK students and lecturers.

Using the SIS, students sign up for classes at the beginning of each semester and for exams at the end of semester. The SIS serves as an electronic record of studies.

## 5. LIBRARIES

The Faculty of Social Sciences has three libraries of its own. The Hollar building houses the Central and Journalist Library. The Institute of Economic Studies houses the Economics collection. The Charles University

campus in Jinonice houses the Masaryk Social Sciences Library, which includes books on Political Science, Sociology and Area Studies.

### HOLLAR BUILDING

The Library in the Hollar building exerts the functions of a centre for scientific information and it manages in-house and outside loans from the specialized journalist collections. These open-shelf collections are partly, along with the handbook library,

located in the reading rooms. The most of the collections is located in depositories and loans are realized on request in advance.

Opening hours:	
Monday	10 am – 7 pm
Tuesday to Friday	9 am – 7 pm



### OPLETALOVA BUILDING

The Library in the Opletalova building collects economic literature. The library is relatively small and serves rather as a reference library and reading room. Originals and journals are available open-shelf in the library's reading room and for in-house loans only. Books for outside loans are located in the depository and need to be ordered in advance.

Opening hours:	
Monday	10 am – 7 pm
Tuesday to Thursday	9 am – 7 pm
Friday	9 am – 3 pm

### THE MASARYK SOCIAL SCIENCES LIBRARY IN THE JINONICE CAMPUS

This integrated library serves the FSV departments located in the building (Institute of Sociological Studies, Institute of Political Studies, Institute of International Studies) and some other departments and faculties of UK. The Masaryk Library of Social Sciences in Jinonice consists of two parts – the library with check-out desk in the main building and a reading room located across the street.

Opening hours:	
Monday to Friday	8:30 am – 7 pm
First Friday of every month (except during the exam period) the library, including the reading room, is closed.	

The UK student ID card is required to enter both the library and the reading room. If you need to find the required publication, it is necessary to use the electronic catalogue.

### SERVICES IN LIBRARIES

The registration for Charles University students is free of charge. Students need to prove their identity with a student card along with a filled-in coupon for a given year.

All libraries provide both in-house loans and outside loans. Students can take home books labelled with either red or orange stripe on the spine (status Regular loan I, Regular loan II, Study loan, Short-term loan and In-house loan in the online catalogue). The most of the collection in Hollar and Opletalova libraries is located in the external depositories and the books can be ordered via the online catalogue in advance or in person at the library. Majority of the collection in the Jinonice library is housed on site and outside loans do not need to be preordered. Most books can be found on shelf using the collection name and location code; if a book is in the depository, it takes about 15 minutes to locate it and check out.

The loan period for documents labelled as Regular loan I, Regular loan II and Study loan is 30 days. The period for Regular loan I and Regular loan II can be extended twice, but

only if no one else reserves the same document; Study loan cannot be extended. The loan period for Short-term loan is 7 days and cannot be extended. In-house loan marks books that can be borrowed for 1 day. Students who don't return the borrowed books on time will be fined. For all outside loans the fine is 5 CZK per day, for the In-house loan items the fine is 50 CZK per day and for outstanding loans of special devices the fine is 100 CZK per day. The amount applies to each loaned item. If the reader does not return the loan, legal actions will have to be taken. If the reader refuses to pay the fine, the Library Manager can make a determination to cancel the right to use the library services until the case is resolved.

If a student loses the borrow items, s/he is obliged to report the lost items immediately. The library may ask the user to replace the item or to pay the sum equivalent to its acquisition price or more in case of older publication. The reader is obliged to compensate the loss in 30 days.

#### **OTHER LIBRARIES IN PRAGUE**

UK students can use all the libraries of other UK faculties for free. Information about these libraries is available on the websites of each UK faculty. There are also further public libraries in Prague which the students may find useful, such as National Library of the Czech Republic (so-called Klementinum, [www.nkp.cz](http://www.nkp.cz)), Municipal Library of Prague ([www.mpl.cz](http://www.mpl.cz)), CERGE-EI library ([www.olib.cerge.cuni.cz](http://www.olib.cerge.cuni.cz)), Institute of International Relations library ([www.katalog.iir.cz](http://www.katalog.iir.cz)) etc.

## **6. HOUSING AND CAFETERIAS**

#### **HALLS OF RESIDENCE**

Charles University owns and operates total of 11 halls of residence around Prague where students can find comfortable and cheap accommodation. Although Faculty of Social Sciences mainly accommodates its own students in halls of residence situated in Prague 10 and Prague 6, housing in other UK dormitories might be arranged based on student's preference and subject to free capacity of the chosen hall of residence. Housing options vary from a single room

with ensuite bathroom and toilet to a double room with shared bathroom and toilet facilities. The prices range from 3500 CZK to 5500 CZK (EUR 130–200) per month and depend on the location of the hall of residence, the number of people in the room and the room equipment. Each hall of residence offers basic facilities such as a kitchen, a fridge, an internet access and a laundry and drying room, some would also feature



a common room or a gym and an adjoining cafeteria.

Unfortunately online housing reservation system has not been finished yet and thus students who wish to stay in one of the halls of residence have to apply through the International Office. Students should make sure to read carefully both the Accommodation Agreement and the General Terms and Conditions of Accommodation in the Dormitories of Charles University.

## CAFETERIAS

UK student cafeterias can be found all around Prague and generally are close to either one of the UK faculties or halls of residence. For students who most often find themselves in the Hollar or Opletalova building and the Jinonice campus the following three cafeterias would be the closest:

**Právnická cafeteria**, Nám. Curieových 7

opening hours: Mo-Th 10:45-14:30 and Fr 10:45-14:00

**Kajetánka cafeteria**, Radimova 35/12

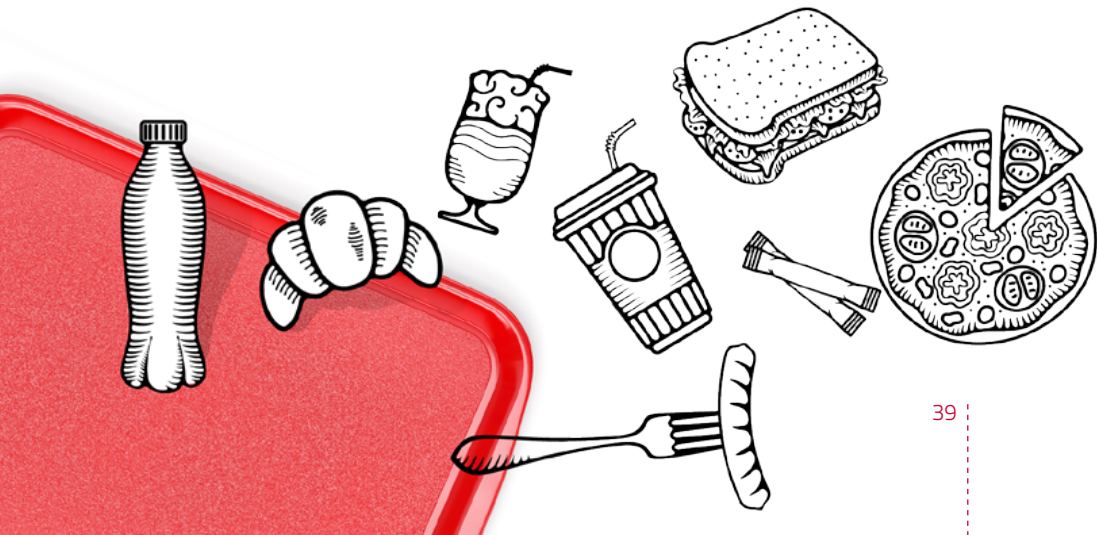
opening hours: Mo-Th 10:45-14:30 and Fr 10:45-14:00

**Jinonice cafeteria**, Jinonice campus, U Kříže 10

opening hours: Mo-Th 11:30-14:00 and Fr 11:30-13:30

The Jinonice campus also features a small bistro where students can also use their student ID card to pay for food.

Student cafeterias are quite affordable since the price for lunch menu consisting of a soup and a main dish is usually around CZK 60/EUR 2,50. Typically students would have a choice from 4 or 5 options and sometimes even a dessert is included. It is possible to use a reservation system either directly at the cafeteria or online at [www.kam.cuni.cz](http://www.kam.cuni.cz) to order a specific choice for the next day.



## 7. HEALTH CARE

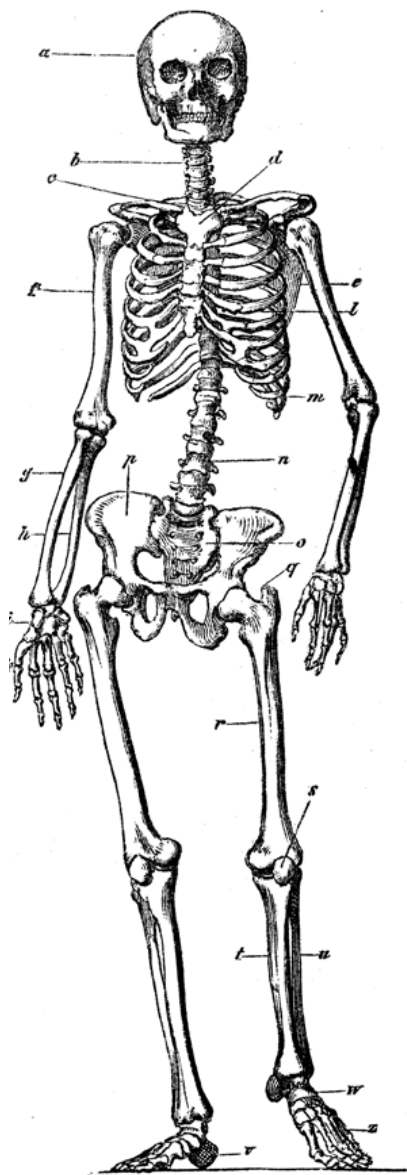
### HEALTH INSURANCE FOR EU CITIZENS

All EU nationals should be able to cover the cost of standard medical treatment through their European Health Insurance Card (EHIC), through form E111, or through a Provisional Certificate. However, in order to obtain treatment under the provisions of European regulations, students must make sure to contact a medical institution that has a contract with the Czech public health insurance system (most of them have, but some institutions are purely private). Also, students must take their EHIC or form E111 with them as well as an ID (eg. passport, ID card, driver's licence). Otherwise, the physician can insist on cash payment.

If you need treatment by a specialist, the general practitioner will refer you to one. In urgent cases patients can go to a hospital with the EHIC/E111 directly and transport to the hospital is covered by the insurance system and is provided free of charge. In the case of urgent medical transport, or in the case of treatment by a doctor from the emergency services, it is also necessary to present your EHIC/E111 or Provisional Certificate.

Standard dental care is generally covered by the health insurance system. As in other EU countries, however, some forms of non-essential (cosmetic) treatment or higher quality materials require extra payments.

Other kinds of medically related care, e.g. non-urgent treatment, or medically assisted transport home following serious illness or injury, are not covered by EHIC/E111, and for these eventualities, we recommend students take out extra medical travel insurance with an insurance provider in their home country.



## HEALTH INSURANCE FOR NON-EU CITIZENS

Students from countries outside the EU are not covered by the EHIC/E111. However most students will have already purchased international travel medical insurance as it is one of the prerequisites for receiving a student visa. For students who have not done so it is recommended to purchase insurance from a Czech provider. Všeobecná zdravotní pojišťovna (VZP) is generally recommended as they have the widest health-care network.

In the Czech Republic, non-prescription drugs and medicines are sold only in pharmacies and generally are not available at supermarkets. Pharmacies may be recognised by the prominent green cross displayed over the shop-front.

Further information including contact details for selected health care centers able to provide service in English language is available on the Faculty's website.

## 8. SPORT

Faculty of Social Sciences does not have its own department of sports and physical education, however students can participate in sport activities organized by the Faculty of Arts and also Faculty of Law. Among the most common sport classes are volleyball, basketball, floorball, squash, badminton and swimming, but also yoga, tai-chi, ping pong, zumba, rowing or bouldering.

All necessary information on sport classes on offer can always be found at the Faculty of Arts department of Physical Education website <http://ktv.ff.cuni.cz>. Students who wish to participate in some of the sports classes will have to register at the website using their CAS login and a Jinonice domain password. Students can set their Jinonice domain password online when they login into <https://ldap.cuni.cz> using their CAS login and password.

Some of the sports activities that are less

demanding in terms of space needed, such as yoga or tai-chi, are held in a gym in the Jednota hall of residence close to the Institute of Economic Studies. However the majority of sports activities are held in the Hostivař sports centre which is not so centrally located.

The Faculty of Arts Department of Physical Education really only communicates in Czech thus signing up for a sports activity and finding out details might be a bit challenging in the beginning. If you would like to join a sports class from the very beginning of your studies we recommend you ask either a Czech fellow student, a member of the ESN CU Prague or some of your older fellow students to help you.





## 9. ERASMUS STUDENT NETWORK CHARLES UNIVERSITY PRAGUE (ESN CU PRAGUE)

Erasmus Student Network Charles University Prague (ESN CU Prague) is a student club which organises various social, cultural and sports events for both international and Czech students, and generally helps international students with their stay in Prague. Students of all faculties of our university are welcome to take part in activities and events including trips and parties.

Aside from social events and various trips and excursions, which give students a chance to explore the Czech history, cultural heritage and nature, the following activities are among the most important the ESN CU Prague organizes:

- **Buddy program** which provides international students with a helping hand from the local students thus making their stay in Prague more comfortable and enjoyable;
- **Orientation week** when students have an opportunity to meet future fellow classmates, discover the university and the beauty of Prague;
- **Tandem teaching program** where students are paired so that they can teach each other the requested language;
- **Czech film club** as a weekly event when Czech films are screened with English subtitles with free admission;

### ESN CU Prague Contact Information

<https://esncuprague.cz> / [info@esncuprague.cz](mailto:info@esncuprague.cz)

Buddy Programme: [buddy@esncuprague.cz](mailto:buddy@esncuprague.cz)

## 10. PUBLIC HOLIDAYS

There are 13 days throughout the year that are by law defined as public holidays and are considered non-working days. Generally the Faculty buildings would be closed and no classes would be held on these days. For the academic year 2018/19, the public holidays fall on the following days:

<b>28<sup>th</sup> September</b>	Friday	Czech Statehood Day
<b>28<sup>th</sup> October</b>	Sunday	Independence Day
<b>17<sup>th</sup> November</b>	Saturday	Freedom and Democracy Day
<b>24<sup>th</sup> December</b>	Monday	Christmas Eve
<b>25<sup>th</sup> December</b>	Tuesday	Christmas Day
<b>26<sup>th</sup> December</b>	Wednesday	St. Stephen's Day/Boxing Day
<b>1<sup>st</sup> January</b>	Tuesday	New Year's Day
<b>19<sup>th</sup> April</b>	Friday	Easter Friday
<b>22<sup>nd</sup> April</b>	Monday	Easter Monday
<b>1<sup>st</sup> May</b>	Wednesday	May Day/Labour Day
<b>8<sup>th</sup> May</b>	Wednesday	Liberation Day
<b>5<sup>th</sup> July</b>	Friday	Cyril and Methodius Day
<b>6<sup>th</sup> July</b>	Saturday	Jan Hus Day





# F. ACADEMIC CALENDAR

The Academic Year commences on 1st October 2018 and finishes on 30th September 2019. Registration for new and continuing degree-seeking students takes place before the beginning of the academic year. Degree-seeking students will be allowed to register for their studies only once a year, prior to the start of the Winter Semester. Special arrangements will be made for visiting students who are scheduled to arrive halfway through the year, enabling them to register at the start of the Summer Semester. This option is not available for degree-seeking students.

Registration for individual classes is open twice per year, at the start of the relevant semester. Students will be allowed to register for classes solely through the on-line Student Information System (SIS) and during the period prescribed in this calendar. Registration for classes during the prescribed period is a prerequisite for the successful completion of the class!

PRE-SEMESTER PERIOD	DD/MM/YYYY
(conclusion of Academic Year 2018/2018 and preparations for Academic Year 2018/2019)	03/09/2018 to 21/09/2018
Registration for newly-accepted students in Czech-taught Bachelor and Master degree programmes (see detailed schedule from the Student Services Office)	18/06/2018 to 07/09/2018
Registration for newly-accepted Ph.D. students	24/09/2018
Registration and orientation for newly-accepted students in English-taught Bachelor and Master degree programmes (see detailed schedule from International Office)	18/06/2018 to 21/09/2018
Registration and orientation for visiting and exchange students (see detailed schedule from International Office)	24/09/2018 to 30/09/2018
Examination period for the Summer Semester 2017/2018 (continued)	03/09/2018 to 14/09/2018
Registration for continuing students in Bachelor and Master degree programmes (Czech and English), deadline to check that students have fulfilled all curricular requirements from previous year	17/09/2018 to 27/09/2018
Alternative registration date for continuing Bachelor and Master's students and newly accepted Bachelor and Master's students And Ph.D. students after interruption	15/10/2018 From 22/10/2018
Matriculation ceremony (required for all first-year degree students, visiting students are exempt)	26/10/2018 to 31/10/2018

Degree ceremony for graduates of Master degree programmes (for June 2018 graduates)	19/09/2018 to 21/09/2018
Final state examinations – Fall 2018	
<b>Final state examinations for Bachelor students</b> (only on the basis of the consent of the director of the institute, IES students exempted)	03/09/2018 to 27/09/2018
<b>Final state examinations for Master students</b> (only on the basis of the consent of the director of the institute, IES students exempted)	03/09/2018 to 27/09/2018
<b>Final state examinations for State Doctoral (PhDr.) students</b>	15/10/2018 to 26/10/2018
<b>Final state examinations for Ph.D. students</b>	10/09/2018 to 21/09/2018

WINTER SEMESTER 2018/2019	01/10/2018 to 17/02/2019
Beginning of classes in the Winter Semester	01/10/2018
Classes	01/10/2018 to 21/12/2018
Registration for classes in the Winter Semester (exclusively through the on-line SIS Student Information System)	10/09/2018 from 10 am to 05/10/2018 to 2 pm
Registration for classes in the Winter Semester for students of other faculties (exclusively through the on-line SIS Student Information System)	24/09/2018 from 10 am to 05/10/2018 to 2 pm
Degree ceremony for graduates of Bachelor degree programmes (for June 2018 graduates)	09/10/2018 to 11/10/2018
Dean's Holiday (Faculty closed)	26/10/2018
Christmas holiday	22/12/2018 to 02/01/2019
<b>Deadline to submit Bachelor and Master thesis Applying for the Final (Bachelor and Master) State Exam</b>	04/01/2019 From 03/12/2018 to 04/01/2019
Deadline to complete all study requirements for students proceeding to the Final Bachelor State Exam	11/01/2019
Deadline to complete all study requirements for students proceeding to the Final Master State Exam	11/01/2019
Deadline for teachers to upload thesis topics into SIS (topics proposed by teachers)	Through the term up to 04/01/2019
<b>Deadline to submit Bachelor or Master thesis projects</b> (for students intending to submit their Bachelor or Master thesis no earlier than the end of the Winter Semester 2019/2020)	01/02/2019
<b>Deadline for students to upload thesis projects into SIS</b> (for students intending to submit their Bachelor or Master thesis no earlier than the end of the Winter Semester 2019/2020)	08/02/2019
<b>Deadline to submit applications for the State Doctoral Examinations</b> (rigorózní zkoušky)	To 07/07/2019
<b>Deadline to submit State Doctoral Thesis (rigorózní práce)</b>	To 06/09/2019
Course Evaluation for the Winter Semester 2018/2019	21/01/2019 to 10/02/2019
Pre-examination week for teachers to make up missed classes and to hold early exams	03/01/2019 to 11/01/2019

Registration for examinations through the on-line Student Registration System (SIS)	From 03/12/2018
Examination period	14/01/2019 to 15/02/2019
<b>Final State Examinations – Winter</b>	
<b>Final state examinations for Bachelor students</b>	28/01/2019 to 08/02/2019
<b>Final state examinations for Master students</b>	14/01/2019 to 25/01/2019
<b>Final state examinations for Ph.D. students</b>	14/01/2019 to 25/01/2019
<b>Final state examinations for State Doctoral (PhDr.) students (rigorózní zkoušky)</b>	11/03/2019 to 22/03/2019

<b>SUMMER SEMESTER 2018/2019</b>	<b>18/02/2019 to 30/06/2019</b>
Registration and orientation for visiting and exchange students (see detailed schedule from International Office)	11/02/2019 to 17/02/2019
Beginning of classes in the Summer Semester	18/02/2019
Classes	18/02/2019 to 17/05/2019
Registration for classes in the Summer Semester (exclusively through the on-line SIS Student Information System)	04/02/2019 from 10 am to 22/02/2019 to 2 pm
Registration for classes in the Summer Semester for students of other faculties (exclusively through the on-line SIS Student Information System)	11/02/2019 from 10 am to 22/02/2019 to 2 pm
Degree ceremony for graduates of Bachelor degree programmes (for winter graduates)	28/03/2019 to 29/03/2019
Degree ceremony for graduates of Master degree programmes (for winter graduates)	15/03/2019
Dean's holiday (Faculty closed)	18/04/2019
Rector's sports day (restricted opening)	07/05/2019
<b>Deadline to submit Bachelor and Master thesis applying for the Final (Bachelor and Master) State Exam</b>	To 10/05/2019 23/04/2019 to 10/05/2019
Deadline to complete all study requirements for students proceeding to the Final State Exam (Bachelor and Master students)	To 31/05/2019
Deadline for teachers to upload thesis topics into SIS (topics proposed by teachers)	Through the term up to 03/05/2019
<b>Deadline to submit Master or Bachelor thesis projects</b> (for students intending to submit their Bachelor or Master thesis no earlier than the end of the Summer Semester 2019/2020)	To 31/05/2019
<b>Deadline for students to upload thesis projects into SIS</b> (for students intending to submit their Bachelor or Master thesis no earlier than the end of the Summer Semester 2019/2020)	To 24/05/2019
<b>Deadline to submit applications for the State Doctoral (PhDr.) Examinations (rigorózní zkoušky)</b>	To 04/01/2019
<b>Deadline to submit State Doctoral Theses (rigorózní práce)</b>	To 08/02/2019



Course Evaluation for the Summer Semester 2018/2019	03/06/2019 to 23/06/2019
Pre-examination week for teachers to make up missed classes and to hold early exams	20/05/2019 to 24/05/2019
Registration for examinations through the on-line Student Registration System (SIS)	From 08/04/2019
Examination period	27/05/2019 to 30/06/2019
Continuation of examination period in the pre-semester period of Academic Year 2019/2020	02/09/2019 to 06/09/2019
<b>Final State Examinations – Summer</b>	
<b>Final state examinations for Bachelor students</b>	10/06/2019 to 21/06/2019
<b>Final state examinations for Master students</b>	17/06/2019 to 28/06/2019
<b>Final state examinations for Ph.D. students</b>	20/05/2019 to 31/05/2019
<b>APPLICATIONS FOR DEGREE PROGRAMMES</b>	
Deadline to apply for study in Czech-taught Bachelor and Master programmes	31/03/2019
Deadline to apply for study in English-taught Bachelor and Master programmes	30/04/2019 Early admission deadline: 28/02/2019
Deadline to apply for study in Ph.D. programmes	30/04/2019
<b>ENTRANCE EXAMS</b>	
<b>For applicants to Czech-taught Bachelor and Master programmes</b>	
Written part	From 03/06/2019
Oral part	From 10/06/2019
<b>For applicants to Ph.D. programmes</b>	
Entrance examinations	10/06/2019 to 14/06/2019
Alternative date for entrance examinations for all programmes	24/06/2019 to 04/07/2019

<b>SUMMER HOLIDAYS</b>	<b>01/07/2019 to 31/08/2019</b>
Deadline to submit Bachelor or Master thesis and to apply for the Final State Exam for students taking their exams during the additional exam period in September 2019	02/07/2019 to 31/07/2019
Pre-semester period of Academic Year 2019/2020, including the continuation of the examination period of Summer Semester 2018/2019 until 13/09/2019 (see above)	01/09/2019 to 30/09/2019 It is possible to organise final state examinations for Bachelor, Master even Ph.D. students from 02/09/2019/ to 27/09/2019. According to Charles University Code of Study and Examination, it is a common (third) exam period.

# G. USEFUL CONTACTS

## 1. FACULTY OF SOCIAL SCIENCES

### INSTITUTES

#### **Institute of Communication Studies and Journalism**

Address: Smetanovo nábřeží 6, 110 01 Prague 1 / Hollar building /

Directions: The closest metro station is Národní třída (yellow line B);  
closest tram stop is Národní divadlo – trams no. 6, 9, 22, 18 or 17.

#### **Institute of Economic Studies**

Address: Opletalova 26, 110 00 Prague 1 / Opletalova building /

Directions: The closest Metro station is Muzeum  
(transfer station: green line A, red line C).

#### **Institute of International Studies**

#### **Institute of Political Studies**

#### **Institute of Sociological Studies**

Address: U Kříže 8, 158 00 Prague 5 / Jinonice building /

Directions: The closest metro station is Jinonice (yellow line B);  
closest bus stop is Jinonice – buses no. 137 and 176.

#### **Institute of International Studies – Department of European Studies**

Address: Staroměstské náměstí 4/1, 110 00 Prague 1  
/ Prague Creative Center building /

Directions: The closest metro station is Staroměstská (green line A)

## **FACULTY CENTRAL ADMINISTRATION**

Faculty central administration resides in the Hollar building.

### **The Dean**

PhDr. Alice Němcová Tejkalová, Ph.D.

e-mail: [dekanka@fsv.cuni.cz](mailto:dekanka@fsv.cuni.cz)

### **Vice-Dean for International Relations**

PhDr. Zuzana Kasáková, Ph.D.

e-mail: [zuzana.kasakova@fsv.cuni.cz](mailto:zuzana.kasakova@fsv.cuni.cz)

### **Member of Dean's Collegium –**

#### **International and Foreign-Language Degree Programmes**

PhDr. Malvína Krausz Hladká, Ph.D.

e-mail: [malvina.hladka@fsv.cuni.cz](mailto:malvina.hladka@fsv.cuni.cz)

## **EMERGENCY PHONE NUMBERS**

European Emergency Number: 112

Ambulance: 155

Police: 158

Fire brigade: 150

## **USEFUL LINKS**

Web: [fsv.cuni.cz](http://fsv.cuni.cz)

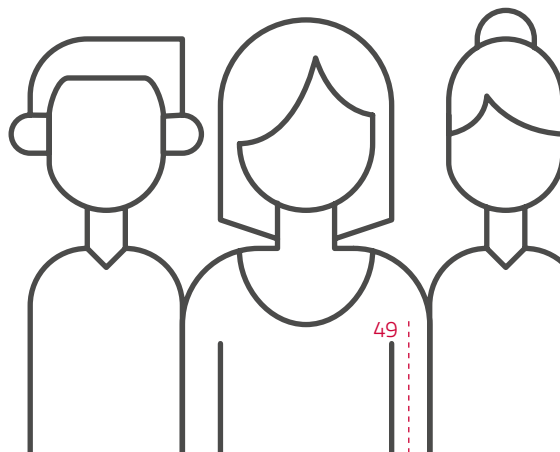
Facebook: [facebook.com/faculty.of.social.sciences](https://facebook.com/faculty.of.social.sciences)

Twitter: [@Study\\_in\\_Prague](https://twitter.com/@Study_in_Prague)

Instagram: [fsv\\_univerzitakarlova](https://instagram.com/fsv_univerzitakarlova)

Youtube: [youtube.com/fsvuk](https://youtube.com/fsvuk)

LinkedIn: [FSV UK Alumni](https://www.linkedin.com/company/fsv-uk)



## INTERNATIONAL OFFICE

Address: Smetanovo nábřeží 6,  
110 01 Prague 1  
Hollar building  
rooms no. 216, 217 and 218  
IO fax: +420 222 112 270

Opening hours:	
Monday:	1:30 pm - 4:30 pm
Tuesday:	9 am - 11 am
Wednesday:	1:30 pm - 3:30 pm
Thursday:	CLOSED
Friday:	9 am - 11 am

Head of the Office:

Nina Bílovská (room no. 218)

phone: +420 222 112 228 / e-mail: [svoz@fsv.cuni.cz](mailto:svoz@fsv.cuni.cz)

## STAFF:

Name	Areas of special responsibility	Telephone	E-mail
Aneta Höschlová (room 217)	Inter-faculty cooperation: outgoing students Inter-university exchanges: outgoing students Rector's Mobility Fund Freemover: outgoing students Summer School AIPES Language: English	+420 222 112 221	<a href="mailto:studyabroad@fsv.cuni.cz">studyabroad@fsv.cuni.cz</a>
Eliška Kozáková (room 217)	Academic staff mobility Inter-faculty cooperation: incoming students Inter-university exchanges: incoming students Inter-government exchanges: both incoming and outgoing students AKTION, CEEPUS ERASMUS+ International Credit Mobility Language: English	+420 222 112 226	<a href="mailto:exchange@fsv.cuni.cz">exchange@fsv.cuni.cz</a>
Barbora Pelantová  Lukáš Budín  Veronika Vichnarová (all room 216)	English-taught Bachelor and Master degree programmes (all)  Recognition of previous education ("nostrifikace")  Language: English	+420 222 112 287  +420 222 112 254  +420 222 112 284	<a href="mailto:degreeprograms@fsv.cuni.cz">degreeprograms@fsv.cuni.cz</a>
Radek Kovács (room 216)	ERASMUS+ study exchanges: outgoing students ERASMUS+ practical placements: outgoing students ERASMUS+ Academic staff mobility Language: English	+420 222 112 235	<a href="mailto:outgoing@fsv.cuni.cz">outgoing@fsv.cuni.cz</a>
Beáta Tomečková (room 216)	ERASMUS+ incoming students Language: English	+420 222 112 273	<a href="mailto:incoming@fsv.cuni.cz">incoming@fsv.cuni.cz</a>

## STUDY PROGRAMMES

### **Bachelor in Economics and Finance (BEF)**

Programme Supervisor: Doc. PhDr. Julie Chytilová Ph.D. / e-mail: garant.bef@fsv.cuni.cz

Programme Coordinator: RNDr. Michal Červinka Ph.D. / e-mail: michal.cervinka@fsv.cuni.cz

### **Master in Economics and Finance (MEF)**

Programme Supervisor: Prof. Ing. Oldřich Dědek, CSc.

Programme Coordinators: PhDr. Jaromír Baxa, Ph.D. / e-mail: jaromir.baxa@fsv.cuni.cz

Jiří Novák, Ph.D. / e-mail: jiri.novak@fsv.cuni.cz

### **International Economic and Political Studies (IEPS)**

Programme Supervisor: Doc. Ing. Vladimír Benáček, CSc.

e-mail: vladimir.benacek@fsv.cuni.cz

Programme Coordinator: Mgr. Martin Riegl, Ph.D. / e-mail: martin.riegl@fsv.cuni.cz

### **Corporate Strategy and Finance in Europe (CSF)**

Programme Supervisor: Prof. Ing. Michal Mejstřík, CSc.

Programme Coordinator: PhDr. Leka Št'astná, Ph.D. / e-mail: lenka.stastna@fsv.cuni.cz

### **Balkan, Eurasian and Central European Studies (BECES)**

Programme Supervisor and Coordinator: Doc. PhDr. Jiří Vykoukal, CSc. /

e-mail: jiri.vykoukal@post.cz

### **Central European Comparative Studies (CECS)**

Programme Supervisor: Doc. PhDr. Ota Konrád, Ph.D.

Programme Coordinator: PhDr. Tomáš Nigrin, Ph.D. / e-mail: tomas.nigrin@fsv.cuni.cz

### **Master in Area Studies (MAS)**

Programme Supervisor and Coordinator: Prof. JUDr. PhDr. Ivo Šlosarčík, LL.M., Ph.D. /

e-mail: ivo.slosarcik@fsv.cuni.cz

### **International Masters in Economy, State and Society (IMESS)**

Programme Supervisor and Coordinator: Doc. PhDr. Jiří Vykoukal, CSc. /

e-mail: jiri.vykoukal@post.cz

### **European Politics and Society (EPS)**

Programme Supervisor: Mgr. Eliška Tomalová, Ph.D. / e-mail: eliska.tomalova@fsv.cuni.cz

Programme Coordinator: PhDr. Martin Mejstřík / e-mail: martin.mejstrik@fsv.cuni.cz

### **Geopolitical Studies (GPS)**

Programme Supervisor: PhDr. Michael Romancov, Ph.D.

Programme Coordinator: Mgr. Martin Riegl, Ph.D. / e-mail: martin.riegl@fsv.cuni.cz

### **Master in International Security Studies (MISS)**

Programme Supervisor: Doc. PhDr. Běla Plechanovová, CSc.

Programme Coordinator: PhDr. Vít Střítecký, M.Phil., Ph.D. / e-mail: vit.stritecky@fsv.cuni.cz

PhDr. Jakub Tesař, Ph.D. / e-mail: jakub.tesar@fsv.cuni.cz

### **Master in International Relations (MAIN)**

Programme Supervisor: Doc. PhDr. Jan Karlas, M.A., Ph.D. / e-mail: jan.karlas@fsv.cuni.cz

Programme Coordinator: Mgr. Viera Knutelská, Ph.D. / e-mail: viera.knutelska@fsv.cuni.cz

### **Public and Social Policy (PSP)**

Programme Supervisor: Doc. PhDr. Pavol Frič, Ph.D.

Programme Coordinator: Mgr. Karolína Dobiášová / e-mail: karolina.dobiasova@fsv.cuni.cz

### **Sociology in European Context (SEC)**

Programme Supervisor: Doc. Paulus Blokker, Ph.D. / e-mail: paulus.blokker@fsv.cuni.cz

Programme Coordinator: Mgr. Martin Tremčínský / e-mail: martin.tremcinsky@fsv.cuni.cz

PRAREAS Academic Coordinator

Mgr. Kateřina Papežová / e-mail: preareas@fsv.cuni.cz

## 2. CHARLES UNIVERSITY

### CENTRAL ADMINISTRATION, RECTORATE

Address: Rectorate, Ovocný trh 3-5, 116 36 Prague 1

Phone: +420 224 491 111

### INFORMATION AND ADVISORY SERVICES

- **Information Services**

e-mail: [ipsc@ruk.cuni.cz](mailto:ipsc@ruk.cuni.cz)

Web: <http://ipsc.cuni.cz>

Address: Celetná 13, 116 36 Prague 1

- **Office for Students with Special Needs**

e-mail: [ipsc@ruk.cuni.cz](mailto:ipsc@ruk.cuni.cz)

Address: Celetná 13, 116 36 Prague 1

- **Advice and Counselling Centre**

e-mail: [counsel@ruk.cuni.cz](mailto:counsel@ruk.cuni.cz)

Address: Školská 13a, 110 00 Prague 1

- **CU Gifts and Souvenirs**

e-mail: [point@cuni.cz](mailto:point@cuni.cz)

Web: <http://point.cuni.cz>

Address: Celetná 14, 116 36 Prague 1

### CARD SERVICE CENTRES

- **Card service centre at the Information and Advisory Centre**

Address: Opletalova 38, 110 00, Prague 1,

building of the CU Students hall Kolej Jednota – ground floor

opening hours: Mo–Th 9:00–12:00 and 12:30–18:00, Fr 9:00–12:00 and 12:30–16:00

- **Card service centre at the Faculty of Law**

Address: nám. Curieových 7, 110 00 Prague 1 / ground floor, room no. 34

opening hours: Mo–Th 9:00–12:30 and 13:00–16:30, Fr 9:00–13:00

- **Card service centre at the Faculty of Mathematics and Physics**

Address: Ke Karlovu 3, 121 16 Prague 2 / second basement floor, room no. M266

opening hours: Mo, Tu and Th: 8:00–12:00 and 12:30–17:00, We: 8:00–13:00

Fr: 9:00–12:00 and 12:30–15:00



FAKULTA  
SOCIÁLNÍCH VĚD  
Univerzita Karlova



**KOLEKCE OBLECENÍ FSV UK / FSV UK APPAREL COLLECTION**

**BUDOVA HOLLAR / HOLLAR BUILDING**

**Smetanovo nábřeží 6, Praha 1**

**Tel.: +420 222 112 286**

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