



FACULTY  
OF SOCIAL SCIENCES  
Charles University



# INTRO

Student Manual

for exchange and visiting students  
2018/19



FAKULTA  
SOCIÁLNÍCH VĚD  
Univerzita Karlova



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# 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 over 51 000 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. Charles University as a whole has signed over 1900 bilateral agreements on the Erasmus programme framework and 250 international partnership agreements with foreign universities where Faculty of Social Sciences is directly involved.

## 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.

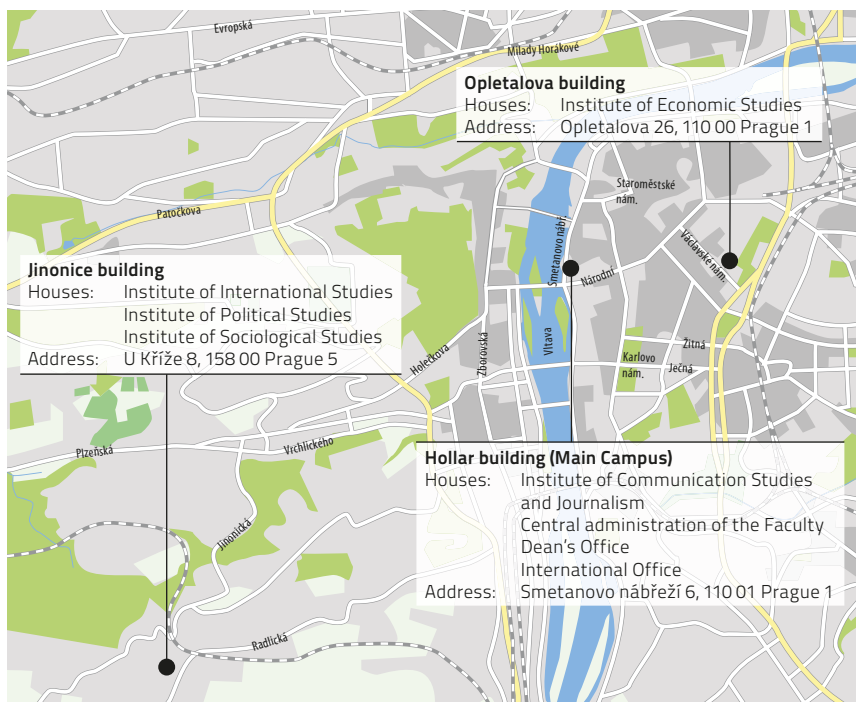
Currently the Faculty has around 4 000 full-time students. Approximately 200 of them are enrolled in one of our English-language degree programmes. FSV UK has one of the highest international mobility participation rates of all the faculties of Charles University. Each year it welcomes around 600 exchange 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-language 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.

## LOCATION

FSV UK is divided into five institutes spread at three different locations in Prague:





# ACADEMIC INFORMATION

## 1. ACADEMIC YEAR

The Czech university year is traditionally divided into two semesters: Winter and Summer Semester. Each semester is followed by an examination period lasting 5 weeks during which there are no classes.





<b>WINTER SEMESTER 2018/2019</b>	<b>24<sup>th</sup> September 2018 – 15<sup>th</sup> February 2019</b>
Registration and orientation for visiting and exchange students (see detailed schedule from International Office)	24 <sup>th</sup> September 2018 – 30 <sup>th</sup> September 2018
Beginning of classes in the Winter Semester	1 <sup>st</sup> October 2018
Classes	1 <sup>st</sup> October – 21 <sup>st</sup> December 2018
Registration for classes in the Winter Semester (exclusively through the on-line SIS Student Information System)	24 <sup>th</sup> September 2018 – 5 <sup>th</sup> October 2018 until 2pm
St. Wenceslas Day (Faculty closed)	28 <sup>th</sup> September 2018
Dean's Holiday (Faculty closed)	26 <sup>th</sup> October 2018
Christmas holiday	22 <sup>nd</sup> December 2018 – 2 <sup>nd</sup> January 2019
Pre-examination week for teachers to make up missed classes and to hold early exams	3 <sup>rd</sup> January 2019 – 11 <sup>th</sup> January, 2019
Registration for examinations through the on-line Student Registration System (SIS)	From 3 <sup>rd</sup> December 2018
Examination period	14 <sup>th</sup> January – 15 <sup>th</sup> February 2019
Course Evaluation for the Winter Semester 2018/2019	21 <sup>st</sup> January – 10 <sup>th</sup> February 2019
<b>SUMMER SEMESTER 2018/2019</b>	<b>11<sup>th</sup> February – 30<sup>th</sup> June 2019</b>
Registration and orientation for visiting students (see detailed schedule from International Office)	11 <sup>th</sup> February – 17 <sup>th</sup> February 2019
Beginning of classes in the Summer Semester	18 <sup>th</sup> February 2019
Registration for classes in the Summer Semester (exclusively through the on-line SIS Student Information System)	11 <sup>th</sup> February – 22 <sup>nd</sup> February 2019 until 2pm
Classes	18 <sup>th</sup> February – 17 <sup>th</sup> May 2019
Dean's holiday (Faculty closed)	18 <sup>th</sup> April 2019
Easter Friday (Faculty closed)	19 <sup>th</sup> April 2019
Easter Monday (Faculty closed)	22 <sup>nd</sup> April 2019
Rector's sports day (restricted opening)	7 <sup>th</sup> May 2019
Registration for examinations through the on-line Student Registration System (SIS)	From 8 <sup>th</sup> April 2019
Pre-examination week for teachers to make up missed classes and to hold early exams	20 <sup>th</sup> May – 24 <sup>th</sup> May 2019
Examination period	27 <sup>th</sup> May – 30 <sup>th</sup> June 2019
Course Evaluation for the Summer Semester 2018/2019	3 <sup>rd</sup> June – 23 <sup>rd</sup> June 2019

## 2. REGISTRATION FOR CLASSES AND EXAMS

Students are able to enrol for classes during a three-week registration period at the start of the relevant semester. During this time students are free to attend any courses and add or drop classes according to their preference. After the end of the registration period, adding new classes will not be possible.

In academic year 2018/19 the registration periods for exchange students will be as follows:



Winter Semester: 24<sup>th</sup> September 2018 – 5<sup>th</sup> October 2018 until 2:00 pm

Summer Semester: 11<sup>th</sup> February 2019 – 22<sup>th</sup> February 2019 until 2:00 pm

### STUDENT INFORMATION SYSTEM (SIS)

The Registration for classes can only be made through our **Student Information System (SIS)** which is accessible at <http://is.cuni.cz/studium/eng>. Students can log into the system with the password they obtained personally along with their student ID (CAS password). The SIS 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 schedules as well as all UK students and lecturers. The SIS serves as an electronic record of studies.

To register for a class, log in to the SIS, choose “Subjects and Schedule Registration” and click on “Enroll (my own)” in the green menu at the top. Search for

a class by applying the various filters and check the details and outline of the courses by following the links [courses]. Tick the particular class in the left column and click on “Enroll”. After a successful registration, a yellow message “Subject enrolled” will display and the course will appear under the “Enrolled” button in the top menu. All registrations show as “preliminary” until the end of the registration period. Later this message disappears.

The registration for classes during the prescribed period is a prerequisite for the successful completion of a class!

**Schedules** of courses also show up on the list of enrolled courses in the right column. If not, go to the course outline by following the link under the course code and check the schedule in the central right menu.

## WITHDRAWAL FROM CLASSES

To withdraw from a class, go to the "Enrolled" list again and click on the blue icon with a red minus sign. This option is available only within the three-week registration period. After it is over, please email [incoming@fsv.cuni.cz](mailto:incoming@fsv.cuni.cz) with your full name and a code and the name of the course you want to remove from your list and it will be deleted manually. Please note that this can be done only prior to the start of the exam period.

## FULL CLASSES

If a class is full, the enrolment button will switch to a waiting list option. You can be added on the list any time before the end of the registration period. When a place in the class has been vacated, the next student on the waiting list will be automatically registered for the class.

## CLASSES AT OTHER FACULTIES

You can register for **less than half of your classes with other faculties** of Charles University. Their registration period is sometimes different and you may need to wait one or two weeks before their registration system opens for students from other faculties. Find their registration dates at their websites. Some faculties, however, do not allow students to sign up for a course electronically via Student Information System by themselves. In that case, check with the professor if you can join the class even though you are from FSV UK. If the professor approves it, please send an

email to [incoming@fsv.cuni.cz](mailto:incoming@fsv.cuni.cz) to be added manually to the list of students.

## CLASS CODES AT FSV UK

All classes offered at FSV UK are identified by a unique class code, which not only allows students to find them quickly online, but also provides useful information about the class, if you learn to read them properly. The codes we use at this Faculty always comprise of 3 (sometimes 4) initial letters, followed by 3 numerals, e.g. JEB026, JSM629, JMMZ001. (The structure of class codes at other faculties can differ, these explanations apply only to classes at FSV UK)

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 JLB and JMMZ (explained below).

**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's 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-

language class beginning JMMZ and a note in the field "Explanation", it is taught at UCL.

Classes beginning JLB are courses of Czech as a Foreign Language, intended primarily for our exchange students. They are not part of our standard curriculum, and they are therefore subject to a fee. Registration for language classes is done exclusively through the on-line SIS Student Information System. In most semesters we will run several groups simultaneously from Beginner to Intermediate level.

## 3. EXAMS

Two types of examinations exist at FSV UK. An exam can be taken in an oral or written form. Written exams may involve taking a test or producing a paper on a specified topic. Most exams are scheduled for the period after classes. Some courses, however, require students to do mid-term exams as well.



Most final exams, especially oral ones, give students an option to choose one out of several exam dates. This date has to be registered for in Student Information System in advance. If students fail, a retake can be done in the same semester before the end of the current exam period. Please note that students are allowed to retake the exam only in case of a failed exam. Students are not allowed to retake the exams just to improve their results. More information about student rights and obligations are available at the Faculty website in section Academics/Forms and Regulations/Study and Examination Regulations.

## 4. 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 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 Zápčet /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 - Zápčet	Pass/Credit	<b>Pass.</b> The student receives credit for the course but no specific grade.

### TRANSCRIPT OF RECORDS

All grades will be listed on a Transcript of Records which gives a summary of student's results and which can be used for a later transfer of credits at your home university. It becomes available as soon as all grades are released in the Student Information System. Please note that we do not issue Transcript of records automatically. If students are not able to collect it before they leave the Czech Republic, it can be sent to their address upon emailed request.

## 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. FSV UK 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 FSV UK website for your reference.



# UNIVERSITY LIFE

## 1. 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 UK buildings and to some FSV UK 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 their student card. Please note that the card basically operates with two different accounts and thus you need to put in credit separately for printing and for the use in 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 (only available to Erasmus students or students from EU/EFTA countries)

ISIC card is the only internationally recognized student identity card. Its holder gains access to a wide range of benefits and discounts. More information can be found at [www.alive.cz](http://www.alive.cz). The UK student card itself is issued free of charge, the standard annual ISIC fee for UK students is CZK 230. The ISIC issued in the academic year 2018/2019 is valid until 31. 12. 2019. Detailed information on UK student cards can be found on the UK website in section Students/Charles University students Cards.

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

### COMPUTER LABORATORIES

**The Opletalova building:** Room 016

Location: In the basement area, under the staircase – straight ahead.

The lab is freely accessible. Entrance with a student ID card.

Opening hours:	The lab is freely accessible.
Monday–Thursday	8 am–7.45 pm
Friday	8 am–4.45 pm

**The Jinonice building:** Rooms 2063, 2066, 2067, 2071, 2074

Location: 1<sup>st</sup> floor of the building A (In the lift you will need to push button for the second floor)

Opening hours:	The lab is freely accessible.
Monday–Friday	The labs are freely accessible on working days from 8.15 am–7 pm unless classes are held there (timetables are posted on the lab door).

User's support resides in the office no. 2065.

### USER'S SUPPORT STAFF AT FSV

**Hollar:** room no. 214

Opening hours:	
Monday–Thursday	9–11 am and 1–3 pm
Friday	9–11 am

**Opletalova:** room no. 014

Opening hours:	
Monday–Thursday	9–11 am and 1–3 pm
Friday	9–11 am

**Jinonice:** room no. 2065

<b>Opening hours:</b>	
Monday– Friday	8:15 am–7 pm

Please stop by during office hours ONLY.



### USER'S ACCOUNT

Each student at FSV UK is issued a computer account for the PCs at the Faculty; it is activated once the initial password provided at the Card Service Centre 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 that 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

A 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 initial password does not allow access to applications, but it enables you to set your own password, with which you can then access all the applications used in CAS. There are two types of login: a name login (sequence of letters and number(s)) and numerical login (printed on your student ID right under your photograph).

### FORGOTTEN LOGIN

Hollar Library and computer lab in Opletalova (016) 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 may also obtain their login information from the User Support staff during office hours.



## FORGOTTEN PASSWORD

A password can be reset in CAS in two ways:

1. You can ask for your initial password to be generated (and printed out) at any card service centre. Again you will be required to change the initial password within 5 days at the following address: <https://ldap.cuni.cz>
2. Use the form on <https://ldap.cuni.cz/reset> to fill in the required personal data (first name, last name, personal ID number, date of birth, the last four digits of your student ID number\* and a valid email address) and type in your own password. If all the personal data match, you will receive an email to the address indicated in the form, containing a link to a page where you will be asked to confirm your password.

The password set as described in paragraph 2 (i.e. using the web form) is sufficient to access the central 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 University Eduroam and the JINONICE domain.

## LOGIN PROCESS TO THE COMPUTERS AT FSV UK

If a student has an access to the CAS s/ he is also granted access to all the PCs at FSV UK. 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.

## NETWORK PRINTERS

Each of our computer rooms, and each of our libraries, is 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 card. Obviously, students should make sure they have enough credit to cover their print requirements.

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

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\* ID will be able to provide you the information on your national ID number.



### 3. LIBRARIES

FSV UK has three libraries of its own. The Hollar building houses the Central and Journalist Library. The Institute of Economic Studies houses the Economics collection. Charles University campus in Jinonice houses the Masaryk Social Sciences Library, which includes books on Political Science, Sociology and Area Studies.

#### HOLLAR BUILDING LIBRARY

The Library in the Hollar building exerts the function of a centre for scientific information, it is the basic library for all the disciplines studied at the faculty and, primarily 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 LIBRARY

The Institute of Economic Studies Library collects economic literature. 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

## SERVICES IN LIBRARIES IN HOLLAR AND OPLETALOVA

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.

Both libraries provide both in-house loans and outside loans. Students can take home books labelled with a red stripe on the spine (statuses Regular loan I, Regular loan II and Regular loan III in the on-line catalogue). The most of the collection is located in the external depositories and the books can be ordered via the on-line catalogue in advance or in person at the library.

The loan period for documents labelled as Regular loan I and Regular loan II 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. Students who don't return the borrowed books on time will be fined. For the items labelled as Regular loan I and Regular Loan II the fine is 5 CZK per day, for the in-house 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, the legal actions will have to be taken. If the reader refuses to pay the fine, the Head of the library may cancel the right to use the library services until the case is resolved.

If a student loses borrowed 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.

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

This integrated library serves to FSV UK departments located in the building (the Institute of Sociology, Institute of Political Sciences, Institute of International Studies) and to some other departments and faculties of Charles University. The Masaryk Library of Social Sciences in Jinonice consists of two parts – the library with charging desk in the main building and study room placed over the street.

### Opening hours:

Monday to Friday	8:30 am – 7 pm
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First Friday every month (except the exam period) the library inclusive of study room is closed.

Charles University card is required to entering both parts of the library. If you need to find the required publication, it is necessary to use the electronic catalogue.

## OTHER LIBRARIES IN PRAGUE

Charles University students can use all the libraries of other faculties for free. Information about these libraries is always available on the websites of each faculty. There are also further libraries in Prague such as National Library of the Czech Republic (so-called Klementinum, <http://www.nkp.cz>) or Municipal Library of Prague (<http://www.mpl.cz>).

## 4. HOUSING AND CAFETERIAS

### HALLS OF RESIDENCE

Charles University owns and operates several halls of residence around Prague where students can find comfortable accommodation for reasonable price. There are double-rooms with shared bathroom and toilet facilities. Each hall of residence offers basic facilities such as a kitchen, a fridge, an internet access and a laundry and hanging room, some would also feature a common room or a gym and an adjoining cafeteria.

Unfortunately online housing application 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 or European office at Charles University.

The allocation of rooms is the responsibility of the management of the halls of residence. Should you wish to share a room with your friend, please contact the European Office at Charles University or ask at the accommodation office upon your arrival. Accommodation is provided for the period of your studies. It is available approximately a week before the beginning of your studies so you can move in without prior request.

### CAFETERIAS

Charles University student cafeterias can be found all around Prague and generally are close to either one of the UK faculties or halls of residence.

**Menza Právníká** (Cafeteria at the Faculty of Law),  
Nám. Curieových 7, Prague 1

**Menza Jednota** (Cafeteria at the Halls of Residence Jednota),  
Opletalova 38, Prague 1

**Menza Jinonice** (Cafeteria at Jinonice campus), U Kříže 10, Praha 5

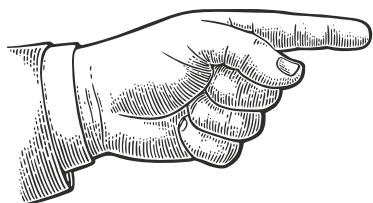
**Menza Hostivař** (Cafeteria at the Halls of Residence Hostivař), Weilova 1128, Prague 10



Student cafeterias are quite affordable since the price for lunch menu consisting of a soup and a main dish is usually around CZK 80 / € 3. 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.

## 5. INTERNATIONAL STUDENT ADVISORY OFFICE

Our International Student Advisor Office provides information services in English to assist international students during their period of study. We can help you with the practical aspects of living in Prague and counsel on general matters related to your studies. If you need to know about anything and don't know who to ask, we may serve as your first point of contact. In case of more specialized or more serious matters we will refer you to the right individual who will be able to assist you further.



International Student Advisory Offices can be found at:

### **Student Residence Švehlova, ground floor**

Office hours: Monday 2 pm – 4:30 pm

Address: Slavíkova 22, 130 00 Prague 3

### **Student Residence Hvězda, Block III, room 10**

Office hours: Wednesday 2 pm – 4:30 pm

Address: Zvoníčková 5, 162 08 Prague 6

## PSYCHOLOGICAL COUNSELLING FOR INTERNATIONAL STUDENTS

International students of Charles University who are interested in receiving psychological counselling in English can make an appointment through a website <http://vsporadna.cz/cuni> or by sending an email to [counsel@ruk.cuni.cz](mailto:counsel@ruk.cuni.cz). This service is available to all "full-time" students free of charge. Currently, we offer counselling sessions in English only during spring and fall semester.

Opening hours:	
Monday	12 am – 3 pm

Address: Information, Counselling and Social Service Centre, Školská 13a, 110 00 Prague 1

## SUPPORT IN EMERGENCY AND CRISIS SITUATIONS

The role of Charles University is supportive and help of any kind only depends on the student's interest. All incoming students must upon their arrival have health insurance valid for the Czech Republic and provide valid contact information. Please make sure that the contact information you provided on your application form is valid.

In need of help, the student can contact Charles University using the email address: [emergency@cuni.cz](mailto:emergency@cuni.cz). In case of an urgent crisis dial emergency phone line 112 (Integrated Rescues System) or contact your Embassy or Consulate. For the contact list of embassies and consulates, please visit the following website: <http://www.mzv.cz/> in the section Diplomatic Missions/Foreign Missions to the Czech Republic

Please note that these contacts are not intended for study issues!

We recommend saving emergency contacts on your phone immediately upon arrival.

Further information is available at: [www.emergency.cuni.cz](http://www.emergency.cuni.cz)

## 6. ERASMUS STUDENT NETWORK CHARLES UNIVERSITY 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. During the Orientation Week you will be able to join many interesting events and activities such the City Rally, Sightseeing tour, one day trips outside of Prague, welcome party and many others. 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** – provides international students with a helping hand from the local students thus making their stay in Prague more comfortable and enjoyable.

**Orientation week** – organized at the beginning of both the winter and the summer semester, students have the opportunity to meet future fellow classmates, discover the university and the beauty of Prague.

**Tandem teaching program** – students are paired so that they can teach each other the requested language.

**Czech film club** – it is a weekly event when Czech films are screened with English subtitles with free admission.

ESN CU Prague contact information: <https://esncuprague.cz/contacts>  
email: [info@esncuprague.cz](mailto:info@esncuprague.cz) or [buddy@esncuprague.cz](mailto:buddy@esncuprague.cz).



# REGISTRATION WITH THE IMMIGRATION POLICE AND VISA

Thankfully, student with visas are now a thing of the past for EU/EFTA nationals. If you are citizen of an EU/EFTA country you do not need to apply for a visa. The only thing you need to do if you wish to study in the Czech Republic for a period longer than 90 days is to register with the Immigration Police upon arrival.

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

Students who live in one of the Charles University dormitories will be registered automatically by the Accommodation Office, so they do not need to register in person.

Students who live in private housing will have to register with the Immigration Police themselves.

Students who are EU/EFTA nationals should make the registration within 30 days.

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

- Passport
- Registration Card: available at registration
- 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

## VISA SEEKING STUDENTS

All students who are not EU/EFTA citizens must have a visa in order to study at a Czech university. This includes students from EU candidate countries, and from countries whose citizens do not need a visa in order to enter the Czech Republic as a tourist (e.g. the USA). In most cases it will also include foreign nationals who are currently resident in another EU country.

Under current Czech immigration legislation, applications for student visas must be submitted to the Czech Embassy or Consulate in the student's country of origin before their departure for Prague. It is not possible to apply for a visa on the territory of the Czech Republic, or even to pick up a visa you have previously applied for. Charles University cannot and will not register students from non-EU/non-EFTA countries who do not have a student visa, even if they are able to enter the country without a visa as a tourist. Even when you have the visa you are legally obliged to register with the Prague office of the Czech Immigration Police within 3 days of your arrival.

## 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.

Prior telephone reservation is necessary in order to get an appointment (+420 974 820 680). You can also email to [pobyty.hladkov@mvcz.cz](mailto:pobyty.hladkov@mvcz.cz). All callers are kindly requested to inform the phone operator that they are university students.

Ministry of Interior Office hours:	
Monday to Thursday	8 am – 4 pm
Friday	8 am – 12 pm





# LIFE IN PRAGUE



## 1. SPORT

FSV UK 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, aerobics, badminton and swimming, but also yoga, tai-chi, ping pong, zumba 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.

The Faculty of Arts Department of Physical Education really only communicates in Czech thus signing up for 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 or a member of the ESN CU Prague to help you.

You can also use public and university sports facilities (swimming pools, saunas, squash, fitness centres) at the Sport Centre Hostivař (close to the Hostivař dormitory, Bruslařská street 1132, Prague 10). For other sports facilities available for the general public all over Prague please see ESN CU Prague website.

## 2. 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.

We recommend to all students from the EU to acknowledge your Health Insurance Card for the case you need to visit a doctor during your stay in the Czech Republic. Visit any Health Insurance provider in the Czech Republic to get your EHIC card acknowledged; we recommend e.g. VZP, the most frequent service with seats listed here: <https://www.vzp.cz/kontakty/pobocky> All Erasmus students received an email about how to do it. Please, remember to get the EHIC card acknowledged as soon as possible, so that you do not need to visit a health insurance provider once you are really feeling unwell. The doctor



may not treat you without having this acknowledgment.

If you need treatment by a specialist, the general practitioner will refer you to one. In urgent cases visitors can go to a hospital directly with the EHIC/E111. 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 centres able to provide service in English language is available on the Faculty's website in the section Academic/Practical Information.

## 3. PUBLIC TRANSPORT

Prague offers an excellent public transport system consisting of three metro lines (A green, B yellow, C red), tram network and buses. There are several kinds of tickets, which you can use in Prague. Tickets are available from many newsstands and tobacconists, ticket offices in the metro, and from automatic machines in the metro and at selected bus and tram stops. Single tickets cost from CZK 24 to CZK 32. The CZK 32 ticket is valid for 90 minutes of unlimited travel. You may change between trams, buses, the metro and trains (in area of Prague) as you wish. You do not need to have a new ticket, regardless of how many times you change, until the time period runs out. **Use a CZK 32 ticket to get from the airport to the hall of residence or intercity tram/bus station.** After boarding a bus, tram, or upon entering the metro, tickets must be date-stamped in order to make them valid. **You will need a special ticket for larger luggage!**

**To date-stamp your ticket:** Look out for the little yellow boxes with a green arrow, which are available at the entrance to the Metro, and on all trams and buses. Place the ticket in the slot below the arrow, with the blank strip on the bottom edge uppermost. You will



hear a faint whirring noise, and the ticket will emerge with the time and date when you started to travel. Your ticket is not valid without this time and date. You may be fined if you are caught travelling with an unstamped ticket. Please also try to hold the ticket the right way up when you are stamping it. Some ticket inspectors can be very nasty about this!

**Finding your stop:** Throughout the Prague public transport system, the names of each stop are announced in the public address system before the doors open. At each stop, the system will first give the name of the stop where you have arrived, and then say what the next stop is (in Czech, of course). In the more modern trams, buses and Metro trains, there is also a computer display which gives information about the stop that you have reached. However, this feature is not yet universal.

**Travel passes:** Cut-price is available for students under the age of 26. Students 26 or over have to pay full price, regardless of their student status. Thanks to an agreement between Charles University and the Prague Public Transit Company, the university's electronic ID card can now also be used as a student ID for purchasing cut-price student travel passes. Students can simply take the ID card you will be issued at registration to the ticket office at any of the major Metro stations, and make your purchase. However, students need to wait 24 hours after their card is issued to allow the data transfer.

Students 26 and over do not qualify for the student discount. However, it is still possible for them to buy a normal season ticket – Lítačka <https://www.litacka.cz/en>. For more information please visit the websites of the Prague Public Transit Company. Prague Public Transit Company website: <http://www.dpp.cz/en>

Vaclav Havel Airport websites: <http://www.prg.aero/en/parking-transport/transport/public-transit/>

## 4. PUBLIC HOLIDAYS

There are 14 days throughout the year that are by law defined as public holidays and are considered non-working days. Generally the Faculty buildings will be closed and no classes will be held on these days. For the academic year 2018/19, the public holidays fall on the following days:

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



# 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. 2, 9, 17, 18, 22.

#### **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)  
The closest tram stop is Jindřišská – trams no. 3, 5, 6, 9, 14.

#### **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 149.

### FACULTY CENTRAL ADMINISTRATION

FSV UK central administration is located in the Hollar building.

#### **The Dean of the Faculty of Social Sciences**

PhDr. Alice Němcová Tejkalová, Ph.D.

#### **Vice-Dean for Student Affairs**

doc. PhDr. Ladislav Křišťoufek, Ph.D.

e-mail: ladislav.kristoufek@fsv.cuni.cz

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

PhDr. Zuzana Kašáková, Ph.D.

e-mail: kasakova@fsv.cuni.cz

## INTERNATIONAL OFFICE

### Address:

Smetanovo nábřeží 6, 110 01 Prague 1 (Hollar building);  
rooms no. 216, 217 and 218 / 2<sup>nd</sup> floor

Office 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

### Incoming Students Coordinators

**Ms Beáta Tomečková** (Room no. 216)  
phone: +420 222 112 273  
e-mail: incoming@fsv.cuni.cz  
Erasmus+ Incoming students

**Ms Eliška Kozáková** (Room No. 217)  
phone: +00420 222 112 226  
e-mail: exchange@fsv.cuni.cz  
Erasmus International Credit Mobility, CEEPUS, Inter-  
government exchanges, Inter- university exchanges



## 2. CHARLES UNIVERSITY

### CENTRAL ADMINISTRATION, RECTORATE

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

Phone: +420 224 491 111

### INFORMATION AND ADVISORY CENTRE

#### Information Services

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

**Charles University Gifts and Souvenirs** (e-mail: [point@cuni.cz](mailto:point@cuni.cz))

### CARD SERVICE CENTRES

#### Card service centre

##### at the Centre for Information, Counselling and Social Services

Address: Information and Advisory Centre, Opletalova 38, Prague 1

(building of the CU Students Hall of Residence Kolej Jednota - ground floor)

#### Card service centre at the Faculty of Law

Address: Faculty of Law, nám. Curieových 7, Prague 1, (ground floor, room no. 34)

#### Card service centre at the Faculty of Mathematics and Physics

Address: Faculty of Mathematics and Physics, Ke Karlovu 3, Prague 2

(second basement floor, room no. M266)

Detailed information on the opening hours of these centres is available on the website

[www.cuni.cz/prukazy](http://www.cuni.cz/prukazy)

### EMERGENCY PHONE NUMBERS

**European Emergency Number: 112**

**Ambulance: 155**

**Police: 158**

**Fire Brigade: 150**



## USEFUL LINKS



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



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



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



[fsv\\_univerzitakarlova](https://in.linkedin.com/company/fsv_univerzitakarlova)



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



[FSV UK Alumni](https://www.instagram.com/FSV_UK_Alumni)



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