



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



FACULTY OF SOCIAL SCIENCES

Charles University

Guide

for visiting scholars

2020/21



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INTRODUCTION

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.

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 5 000 full-time students. Approximately 400 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-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 two different locations in Prague. With the Hollar building being the central one:

HOLLAR BUILDING – location of the IKSŽ and Central Administration offices

Smetanovo nabrezi 6

110 01 Prague 1

How to get there?

*metro B – Narodni trida station or *metro A – Staromestska station

*tram no. 6, no. 9, no. 22 Narodni divadlo stop, no. 17 and no. 18 Národní divadlo

OPLETALOVA BUILDING – location of the IES

Opletalova 26

110 00 Prague 1

PEKAŘSKÁ BUILDING – location of the IMS, IPS and ISS

Pekařská 10

158 00 Praha 5 - Nové Butovice

INTERNATIONAL OFFICE

Address:

Smetanovo nábřeží 6, 110 01 Prague 1 (at the Hollar building)

rooms no. 216, 217, 218 / 2nd floor

Head of the Office:

Michaela Rudinská (room no. 218)

phone: +420 222 112 228

e-mail: svoz@fsv.cuni.cz

Incoming Scholars through Erasmus International Credit Mobility, CEEPUS, inter-government and inter-university agreements

Eliška Kubjátová (room no. 216)

phone: +420 222 112 226

e-mail: exchange@fsv.cuni.cz

| 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 |

Other Visiting Scholars and Guest Lecturers, short-term PhD students, and holders of the International Visegrad Fund scholarship

Barbora Čapinská (room no. 217)

phone: +420 222 112 186

e-mail: mobility@fsv.cuni.cz

Office hours: upon prior appointment

ACADEMIC YEAR 2020 / 2021

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.

| | |
|--|----------------------------------|
| WINTER SEMESTER (WS) 2020/2021 | 21 Sep 2020 – 12 Feb 2021 |
| Orientation Week for newcomers | 21 Sep – 30 Sep 2020 |
| Registration for classes in the WS through the on-line SIS Student Information System | 21 Sep – 10 Oct 2020 |
| St. Wenceslas Day (Faculty closed) | 28 Sep 2020 |
| Beginning of classes in the WS | 29 Sep 2020 |
| Classes | 29 Sep – 23 Dec 2020 |
| Independence Day – Establishment of the Czechoslovak republic in 1918 (Faculty closed) | 28 Oct 2020 |
| Dean's Holiday (Faculty closed) | 29 Oct 2020 |
| Freedom and Democracy Day (Faculty closed) | 17 Nov 2020 |
| Registration for exams through the on-line Student Registration System (SIS) | From 1 Dec 2020 |
| Christmas holiday | 23 Dec 2020– 3 Jan 2021 |
| Examination period | 11 Jan – 12 Feb 2021 |
| SUMMER SEMESTER (SS) 2020 / 2021 | 10 Feb – 30 Jun 2021 |
| Orientation Week for newcomers | 10 – 16 Feb 2021 |
| Registration for classes in the SS through the on-line SIS Student Information System | 10 – 28 Feb 2021 |
| Beginning of classes in the SS | 17 Feb 2021 |
| Classes | 17 Feb – 17 May 2021 |
| Dean's holiday (Faculty closed) | 8 Apr 2021 |
| Easter Friday (Faculty closed) | 9 Apr 2021 |
| Easter Monday (Faculty closed) | 12 Apr 2021 |
| Rector's sports day (restricted opening) | 6 May 2021 |
| Registration for examinations through the on-line Student Registration System (SIS) | From 1 Apr 2021 |
| Examination period | 25 May – 30 Jun 2021 |

VISA

If you need a visa, please follow these instructions:

- 1) [Student visa: short and long-term stays](#)
- 2) [Schengen \(short-term\) visa for the purpose of scientific research](#)
- 3) [Long-term stay for the purpose of scientific research](#)

Upon admission for a research stay or academic visit, the International Office will provide you with the following documents required for the visa/long-term residence permit administration:

1. *Letter of Acceptance and Confirmation of Study Programme* (these documents confirm the purpose of stay);
 - the *Letter of Acceptance* for the purpose of applying for visa is the document written entirely in Czech and headed "Potvrzení o přijetí ke studijnímu pobytu". The English version (document headed "Confirmation of Acceptance for Studies") is intended for your reference only.
2. *Accommodation Agreement for Charles University hall of residence* (valid as a proof of accommodation);

If you are a scholarship holder, you need a *Confirmation of Funding* from the funding agency in order to apply for the visa. Please, get in touch with your project coordinator at the funding agency.

ACCOMMODATION

DORMITORIES

Dormitories are the best choice in case your stay lasts longer than two months, but short-term accommodation is also possible. Academics with a temporary contract with the FSV UK, whose visits are longer than two months, can obtain a significant discount.

You may reserve a room by yourself via the [central accommodation office](#) or **you may ask the International Office (IO) coordinators to arrange the accommodation for you.**

Usually, visiting scholars are accommodated in the dormitories Hvězda or Komenského, both at Prague 6.

To help you decide, please see the websites of the dormitory [Hvězda](#) and [Komenského](#), you can go on a virtual tour, check the location, price-lists, or photos.

UNIVERSITY HOTELS

Note that, if you choose to stay in either of these hotels, you need to make the reservation yourself!

1. Hotel Celetná 14 - The Opitz House

This hotel is located in a historical building of the Opitz House, with its baroque and rococo elements preserved thanks to a delicate reconstruction. Especially, you should not miss the painted ceiling above the staircase and in some of the rooms. The total capacity of this hotel is 16 rooms: hotel suites, double and single rooms. This hotel is suitable only for short visits. Please, check the current availability and pricelist at the phone or e-mail address below.

Location: in the historical centre of Prague, at walking distance from the metro stations Můstek (lines A, B) and Náměstí Republiky (line B), at about 100 m from the Old Town Square

Address: Celetná street 14, Prague 1, 116 36

Reservations: +420 224 491 252 or organiz@ruk.cuni.cz

Reception: +420 224 491 256 or recepce@ruk.cuni.cz

Services: reception open 24/7; breakfasts (from 7.30 to 9.30 a.m.); wi-fi, phone, TV, refrigerator, safe, hairdryer at the room; a parking lot in the backyard upon prior request

2. Hotel Krystal

Hotel Krystal is especially suitable for longer visits, ranging from up to to above 30 days.

When making the reservation, please do not forget to mention that you are coming as a visiting scholar to the FSV UK, because the hotel has special pricelist for our visitors.

<https://www.centrum-krystal.cz/en/>

Location: Prague 6, in a calm residential area, at walking distance from the metro station Nádraží Veveřlavín (line A), easily reachable from the Prague Airport

Address: José Martí street 2/407, Prague 6, 160 00

Reservations: Ms Helena Pazourková
Reservation department, Centre Krystal
Phone: +420 220 563 411, line 3312
Mobile: +420 770 102 620
E-mail: pazourkova@krystal.cuni.cz



REGISTRATION WITH THE FOREIGN POLICE

REGISTRATION WITH THE FOREIGN POLICE UPON ARRIVAL TO THE CZECH REPUBLIC

If you are citizen of an EU/EFTA country, you do not need to apply for a visa. However, if you intend to stay in the Czech Republic for more than 30 days, you must visit the respective foreign police office within 30 days of entering the Czech Republic and announce your place of residence. Family members of an EU citizen also have the same obligation. In case of stays longer than 90 days, a foreign national from the EU/EFTA country may request certificate of temporary residence in the Czech Republic. This confirmation is not required for staying in the Czech Republic, and it is up to the foreign national whether they request this confirmation.

The Accommodation Office registers visitors staying in one of the Charles University dormitories automatically.

To register with the Foreign Police, you need the following documents:

- application form
- passport (or EU identification card)
- document confirming the purpose of the stay (for “research”, this document is a Hosting Agreement - in Czech: Dohoda o hostování. It should be issued by your host faculty/institution)
- photo (35 mm x 45 mm)
- document confirming accommodation in the Czech Republic (accommodation agreement)

Health insurance valid for the Czech Republic

You should register at the branch of the Czech Foreign Police in Prague 3, Olšanská street no. 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 Foreign Police Office hours: | |
|----------------------------------|-----------------|
| Monday & Wednesday | 7:30 am – 6 pm |
| Tuesday & Thursday | 7:30 am – 3 pm |
| Thursday | 7:30 am – 4 pm |
| Friday | 8:00 am – 12 pm |

The documents for issuing the confirmation of temporary residence must not be older than 180 days, with the exception of passports, vital records, and photos of the applicant as long as they look like the applicant. Documents must be either the originals or certified copies of the originals. Passports and vital records must always be in the original. All submitted documents must be issued in Czech or Slovak or officially translated into Czech.

Applications are handled without undue delay or no later than 30 days after the commencement of proceedings.

HEALTHCARE

In the Czech Republic, standard medical treatment is obtainable free of charge. The health care costs are carried by the chosen Czech health insurance fund. To obtain treatment under the provisions of European regulations it is important to contact a medical institution (doctor, dentist, hospital), that has a contract with the public health insurance system (most of them have, but some institutions are purely private).

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, please 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 an ID (e.g. passport, ID card, driver's licence). Otherwise, the physician can insist on cash payment.

We recommend to all visitors 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> . 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.

HEALTH INSURANCE FOR NON-EU CITIZENS

Visitors from countries outside the EU are not covered by the EHIC/E111. However, most probably you will have already purchased an international travel medical insurance as a prerequisite for receiving a visa.

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.

PUBLIC TRANSPORT

PRAGUE PUBLIC TRANSPORT SYSTEM

The Prague public transport system consists of the metro, trams, buses, and a cable car to Petřín Hill.

Metro

There are three metro lines (A green, B yellow, and C red) with 57 stations, including three transfer stations Muzeum (A-C), Můstek (A-B), and Florenc (B-C). The metro runs every day from 5 a.m. till midnight. The intervals are approximately 2 to 3 minutes during morning and afternoon rush hours, and at night and on weekends, the intervals do not exceed 10 minutes. More information [here](#).

Trams

Day operation, i.e. from 5 a.m. till midnight, is covered by the tram lines 1 to 26. The night tram lines are numbered 91 to 99. Day lines have intervals of 8 minutes during rush hours and 10 to 20 minutes at other times. Night trams run in 30-minute intervals.

Buses

City buses run between 5 a.m. and 12:30 a.m. During rush hours, most have intervals of 10 to 20 minutes. At other times, the intervals are 15 to 30 minutes.

Cable car to Petřín Hill

The cable car to Petřín Hill is connected to the tram transport at the Újezd station. Its last station is situated near the popular outlook tower – Petřín Tower (copy of the Eiffel Tower in Paris). During the summer, it runs at regular intervals of 10 minutes. From November to March, it runs every 15 minutes.

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.

Where to purchase tickets and how to use them

You can purchase tickets in the ticket vending machines that are installed in all stations of the metro and at selected bus and tram stops. Some tobacco shops and other shops also sell tickets. When entering the transport space, you must mark (or date-stamp) the 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.

Another option is to purchase an SMS ticket via a mobile phone. Send a message to the phone number 902 03 according to the selected type of ticket – DPT24, DPT32, DPT110, or DPT310, where the number indicates the price of the ticket. You will then receive an SMS as confirmation of purchasing the ticket.

Public transport fares

| | |
|---|---------|
| Basic transfer ticket for adults over 15 years old (90 minutes) | CZK 32 |
| Short transfer ticket for adults over 15 years old (30 minutes) | CZK 24 |
| Tourist ticket (24 hours) | CZK 110 |
| Tourist ticket (72 hours) | CZK 310 |

A more affordable alternative when travelling regularly in Prague is the [Lítačka card](#) with an integrated coupon for a specific period (monthly, quarterly, yearly).

You can find additional information about the Prague public transport system, including the option of searching for a connection, [here](#).

Taxi service

Unfortunately, Prague taxi drivers do not have the best reputation in the world. From February 2020, the price per kilometre was increased to CZK 36, and the boarding rate is now CZK 60. We recommend always agreeing on a price with the driver before getting in to a car. Reliable companies whose dispatchers are capable of communicating in English include AAA Radiotaxi (+420 222 333 222), Profi taxi (+420 261 314 151), and City Taxi (+420 257 257 257).

Bicycle sharing

Similar to other European cities, a system of public bicycle sharing operates in Prague as well. You can find more information [here](#).

TRANSPORTATION IN THE CZECH REPUBLIC

To search travel options for various types of public transportation in the Czech Republic, you may use the [IDOS](#) website.



ID CARDS

Bearing the name of the University and its emblem (also in hologram form), Charles University ID cards serve as evidence of the holder's status at the university and one of its faculties. These chip cards contain personal data, a bar code, a photograph and a signature strip. The cards are used to access any of the FSV UK buildings and some of the Faculty's computer labs and all libraries and their resources. They may even be used to pay for printing and copying at specific university sites, as well as to pay in the UK cafeterias.

Prior to or upon your arrival you will be asked to provide your personal data and give consent to processing your data in the CU Information System. Then, you will be directed to one of the university Card Service Centres.

As an international short-term visitor, you will receive a personalised external service user identity card including personal data, with a red background. The fee for the first issuance of this card is CZK 180. A plastic sleeve is issued free of charge for both types of identity card. In some cases, you may get a refund at the receiving Institute. In case of a loss, the cost of the replacement is 200 for the card and CZK 10 for the plastic sleeve. This fee does not apply to a change of identity card due to a change in personal data or failure of functionality of the technical elements of the identity card not caused by the card holder.

The validity of the card is limited to the period of nine years from the date of issuance provided on the identity card, thus in case you decide to return to Charles University once again it will remain valid, only the access to electronic university and library systems will be renewed.

In order to use the card for printing, copying and also in the UK cafeterias, you must top up credit on your card. Please note that the card basically operates with two different accounts and thus you need to top up credit separately for printing and for the use in cafeterias.

UNIVERSITY COMPUTER LABS

As a visiting researcher at the FSV UK, you will obtain a desk to work at at the receiving Institute and access to photocopying facilities of the Institute. However, you may find it necessary to visit a **Faculty computer laboratory in the Opletalova building: room 016**

(location: in the basement, under the staircase – straight ahead. Freely accessible, entrance with a student ID card).

| | Opening hours: |
|-----------------|----------------|
| Monday–Thursday | 8 am–7.45 pm |
| Friday | 8 am–4.45 pm |



CENTRAL AUTHENTICATION SERVICE (CAS) PASSWORD

The initial password is issued at the [Card Service Centre](#), you must change it within 5 days at the following address: <https://ldap.cuni.cz>. The initial password only enables you to set your own password, only then you can access all the applications used in CAS. There are two types of login: a *name login* (sequence of letters and number(s)) and a *numerical login* (printed on your student ID right under your photograph).

USER'S ACCOUNT

Each visitor at the 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 others; you bear the responsibility for the misuse of your account in case of insufficient protection of the password.

Please note that your account will automatically be closed once your visit is completed. Your account may also be temporarily blocked or cancelled in case of violation of the rules regarding the use of the computer technology of the Faculty.

FORGOTTEN LOGIN

In case you lose or forget your login, please contact the [IT department](#).

FORGOTTEN PASSWORD

A password can be reset in CAS in two ways:

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>.

WI-FI

A wireless network is available for use at all university premises. The WI-FI network can be accessed through EDUROAM. See the instructions on how to connect to the EDUROAM net: <https://uvt.cuni.cz/UVTENG-20.html>.



LIBRARIES

FACULTY 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.

Central Library in Hollar

Address: Smetanovo nábřeží 6, Prague 1, 110 01

E-mail: knihovna@fsv.cuni.cz

Phone (head of library): +420 222 112 280

Phone to the lending counter: +420 222 112 240

The central library is located in the main building of the faculty at Smetanovo nábřeží/embankment (Hollar). This library performs the functions of the Scientific Information Center, serves as a basic library for all the study disciplines studied at the faculty and provides all library services, book purchase, digitization, book processing and all methodological work.

The library provides access to major unique collections of journalism and media literature, whether historical or contemporary, entire volumes of journals and magazines, and offers access to extensive electronic information resources. More about collections or electronic information resources.

Books and magazines are partly located in the study rooms of the library. However, the majority of the SVI collection is deposited in depositories and loans are secured upon prior arrangement.

Library in Opletalova

Address: Opletalova 26, Prague 1 – room no. 310

Phone to the lending counter: +420 222 112 331

E-mail: knihovna_ies@fsv.cuni.cz

The library in Opletalova gathers collections of economic literature. Publications are freely available over the counter and placed along with magazines in the library.

The library primarily offers the books for in-house loans and part of books for outside loans (books in high demand). Other books for outside loans are available in an adjoining depository and need to be ordered in advance.

Library Jinonice

Currently undergoing reconstruction, information will be provided soon!

Address: U Kříže 8, Praha 5 – Jinonice, 158 00

Phone to the lending counter: +420 778 464 332

E-mail: knihovna_jinonice@fsv.cuni.cz

OTHER LIBRARIES

At Charles University, each out of 17 Faculties has its own library, scholars at FSV UK may find valuable sources especially at the Faculty of Arts' library. Here is [the list of all university libraries](#).

If you need a specific source or a place to study during weekends or at night, we recommend visiting other public large and/or specialized libraries:

- **National Library**/so-called *Klementinum*, not far from the Hollar building of the Faculty: <https://www.en.nkp.cz/>
- **Library of Czech Academy of Sciences:** <https://www.lib.cas.cz/en/>
- **Library of Sociological Institute of the Czech Academy of Sciences:** <https://www.soc.cas.cz/en/library/services-and-contacts>
- **National Library of Technology:** <https://www.techlib.cz/en/>
- **Municipal Library of Prague:** <https://www.mlp.cz/en/>
- **Gender Studies Library and Information Centre:** <http://en.genderstudies.cz/library/>
- **African Information Centre:** <http://centrum.humanitasafrika.cz/en/index>

OTHER SITES OF ACADEMIC INTEREST

The American Center – a library, an information centre, often offers screenings, debates and lectures:

<http://www.americkecentrum.cz/#>

Knihovna Václava Havla – hosting conferences, debates and lectures, serving also as an information centre: <https://www.vaclavhavel.cz/en/>