

ACADEMIC INFORMATION



FACULTY
OF SOCIAL SCIENCES
Charles University

AGENDA

- 1) Student manual academic year 21/22 and other guides for students
- 2) Academic calendar, payment calendar and hybrid lectures in WS 21/22
- 3) Study Regulations
- 4) Degree Recognition - Nostrifikace
- 5) Course codes & class location
- 6) Czech language courses
- 7) Faculty emails, Eduroam & E-learning support
- 8) Registration into studies & Student ID Card
- 9) Examination
- 10) Plagiarism
- 11) Study abroad opportunities
- 12) Useful links



STUDENT MANUAL 2021/2022

- ❑ PLEASE download and read carefully Student Manual for the academic year 21/22 - [HERE](#)



All detailed information from welcome presentation videos

- ❑ [Charles University Guide for International Students](#)
- ❑ [CU Point Brochure-Information and Services](#)

ACADEMIC CALENDAR - WS

Winter Semester 2021/2022	October 1, 2021 – February 13, 2022
Registration for classes in SIS (Student Information System) - Online	September 13, from 10/12 am CET (masters/bachelors) - October 6, 12 am CET
Welcome Week	As per ESN presentation, to be sent by email
ONLINE MEETING	September 9 (10am-12am)
Classes	September 29 – December 22
Registration for Examinations in SIS – Online	Starts December 1
Examination Period	January 10 – February 13, 2022



ACADEMIC CALENDAR - SS

Summer Semester 2021/2022	February 14, 2022 – June 30, 2022
Registration for classes in SIS (Student Information System) - Online	January 31, from 10/12 am CET (masters/bachelors) - February 20, 12 am CET
Classes	February 14 – May 13
Registration for Examinations in SIS – Online	Starts April 1
Examination Period	May 23 – June 30 September 1 – September 9

The academic calendar is available [HERE](#)



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PAYMENT CALENDAR

Winter Semester	
Issuance of invoices	Beginning of October
Instalment due date	23/10/2021
Summer Semester	
Issuance of invoices	Beginning of March
Instalment due date	31/03/2022



What To Do When The Course Is Full?

1. Do not panic.
2. Enrol into the waiting list.
3. Email the professor.
4. If the professor confirms your spot by email, forward the professor's email to us and we can add you to the course.
5. Make a plan B course selection – search for more courses.



HYBRID LECTURES IN WS 21/22

- ☐ All classes will be both in-person and online – HYBRID lectures
- ☐ BUT online education is NOT an option
- ☐ Our intention and preference number 1 is the in-person education
- ☐ Online classes – only for later arrivals: visa issue, COVID situation (objective reasons)

MORE online education info you can find [HERE](#)

STUDY REGULATIONS

- ❑ Please make sure you READ the Student Manual!!!
- ❑ Limited number of times you can register for classes during the whole time of study :
 - Mandatory and Elective Mandatory – 2 times at maximum
 - Elective – 1 time at maximum
- ❑ Three attempts to pass the class – retakes only allowed if you have failed the previous attempt (s).
- ❑ Minimum amount of credits required per year – see HERE
- ❑ Maximum period of studies – 6 year for bachelors; 5 year for masters

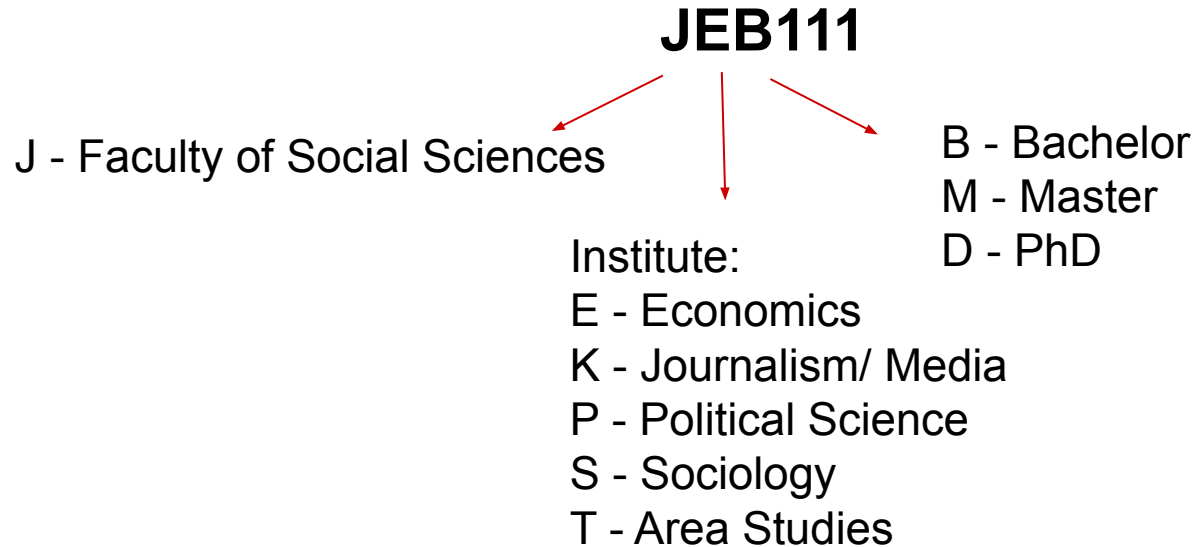
PLEASE, read carefully our website HERE

DEGREE RECOGNITION

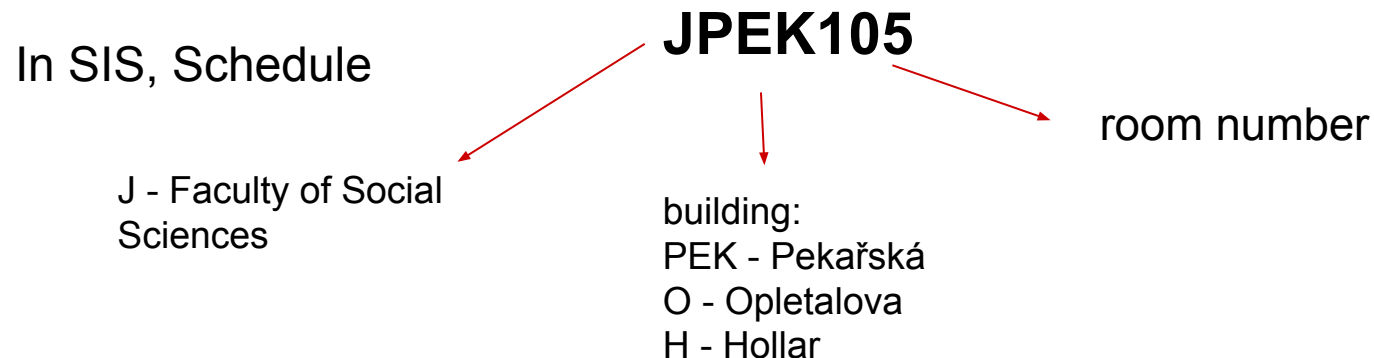
- For the purpose of the study at FSS
 - Submit notarized copy of Diploma and transcript after the presentation
 - If you don't have it with you – bring it to IO ASAP
- For the official degree recognition
 - Submit the application to the Rectorate CU
- Detailed information available on our website [here](#)
- Information also in the Student Manual
- For more information regarding the process of recognition of your previous education you can also contact Kateřina Frídlová or write to admissions@fsv.cuni.cz

COURSE CODES & CLASS LOCATION

Course code:



Class location code:



CZECH LANGUAGE COURSES

Czech as a Foreign Language



Czech language courses are especially designed for students from degree programmes and Erasmus students (including students from other university faculties). They are taught from the beginner level and students can enroll in each course both in the winter and summer semester.

Tuition fees:

Degree programme students do not pay an extra fee. This will be settled with the institute they study at.

Erasmus and PhD. students pay **4,800,- CZK** per semester in the **Hollar building** at the **cash office**.

Should you have any questions, do not hesitate to contact the coordinator: frantesova@fsv.cuni.cz

Courses from A1 to B2

Czech as a Foreign Language I JLB100

Czech as a Foreign Language II JLB101

Czech as a Foreign Language III JLB102

Czech as a Foreign Language IV JLB103

Training Videos

YouTube Channel Čeština pro cizince FSV UK

- How often: **2x a week 120-min session**
- Credited by **6 ECTS**
- For more information click [here](#)



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FACULTY EMAILS, EDUROAM & E-LEARNING SUPPORT

FACULTY EMAILS

- The main communication channel between the student and FSV UK
- Every student is allocated the faculty e-mail address xxxxxx@fsv.cuni.cz
- xxxxxx = six digit student personal number

How to log in to the account?

- Use the gmail.com address to log in
- As an e-mail fill in xxxxxx@fsv.cuni.cz and the **password is the same as the password for logging in to the SIS**
- **EDUROAM** – wifi in all academic buildings (classrooms, cafeterias, dormitories etc.) Registration - **HERE**



MS Teams

MS Teams is a tool that enables teamwork and can also be used effectively in higher education for distance ...



ZOOM

Currently: Changing the ZOOM storage settings Due to the filling of the available storage, from 13.4.2021 ...



Moodle for University Courses 1

Moodle for University courses 1 is used for free e-learning at Charles University faculties



Moodle for University Courses 2

Moodle for University courses 2 is used for free e-learning at Charles University, especially for the ...

E-LEARNING SUPPORT from CU

please, click [here](#)



Moodle for Lifelong Learning

Moodle for Lifelong Learning serves for running lifelong learning courses out of the University curriculum. ...



Moodle for Hosting Courses

Moodle for Hosting Courses is used to run commercial courses outside of Charles University. Operation ...



MOOC

Massive open online courses



Turnitin

Turnitin is a system for detecting and preventing plagiarism and increasing the quality of academic work. ...



WHAT INFORMATION HAVE WE GOT THUS FAR?

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NOW:

1. Registration into studies & Student ID Card
2. Examination
3. Plagiarism



STUDENT ID CARD

- Proof of your student status
- Access to libraries, cafeterias, lab rooms etc.
- CU International Student ID Card – free of charge
- CU_ISIC International Student ID Cards – 230CZK



- The ID cards are issued by Card Service Centres whose location, contact information and office hours can be found [here](#).



EXAMS

- Online registration **through SIS** – opens **December 1, 2021**
- Examination Period: **January 10 - February 13, 2022**

Completion of the courses:

- By **an exam** (registration via SIS)
- By **an Essay** (no need to register for the exam)
- Some courses are **non-graded** (only pass/fail no grade)

Grading system at the FSV UK:

- A - F

For more information click [here](#).



PLAGIARISM

- **Always acknowledge your sources in your essays!**
- Use internet sources, but always refer the sources properly
- **Plagiarism** = class failing, disciplinary hearing, university report
- **Guidelines available here:**
<https://fsv.cuni.cz/en/academics/forms-and-regulations/study-regulations/bibliographic-citation-guide>



STUDY ABROAD OPPORTUNITIES

- ❑ Many options to study for 1-2 semesters abroad at one of our partner universities – Exchange option on our website




ABOUT • ADMISSIONS • STUDY • EXCHANGE • RESEARCH • LIFE AT FACULTY • CONTACT US

EXCHANGE

Exchanges and placements are a unique possibility to broaden your horizons, meet a lot of interesting people and learn another foreign language.

FSV UK is a proud partner of many very good universities.

[Read more](#)



- ERASMUS+
- Other programmes
- Summer schools
- Funding
- Academics

- Staff
- Life
- Contacts
- COVID-19

MOST POPULAR Masters degrees Bachelor's Degrees How to Apply FAQ COVID-19 International Office

- ❑ Erasmus plus programme [HERE](#)
- ❑ Inter-university and inter-faculty agreements etc. across the whole world [HERE](#)

USEFUL LINKS

- [Official webpage of FSV UK](#) (rules, regulations, measures, academic calendar,...)
- [Official webpage of Charles University](#)
- [CAS](#)
- [SIS](#)
- [Private facebook group](#) - for FSV UK exchange students
- [IO contact page](#)
- [SIS manuals](#)
- [CU Point](#) Centre for Information, Counseling and Social Services
- [FSV UK students clubs](#)
- [FSV UK merch](#)



PLEASE REMEMBER!

- Use faculty email address & read emails that you receive from us
- For more details read a Student Manual
- Join our private Facebook group to receive updates regularly
- Always, if you need help, contact us, your coordinators
- And most importantly..

Enjoy your study stay!

