



WELCOME TO CHARLES UNIVERSITY



**FACULTY
OF SOCIAL SCIENCES**
Charles University

INTERNATIONAL DEGREE PROGRAMMES OFFICE

**Vice-dean for
International Degree Programmes**

PhDr. Malvína Krausz Hladká, Ph.D.

❑ email: malvina.hladka@fsv.cuni.cz



**Head of International Degree
Programmes Office**

RNDr. Michal Semian, Ph.D.

❑ email: michal.semian@fsv.cuni.cz



STUDENT COORDINATORS

Student administration



Mgr. Lukáš Budín



email: degreeprograms@fsv.cuni.cz

Degree recognition, Admissions Development Scholarship



Kateřina Frídlová

email: katerina.fridlova@fsv.cuni.cz

Tuition Fees, scholarships, discounts



Ing. Eva Kapuciánová



email: eva.kapucianova@fsv.cuni.cz

We are located in [Hollar building](#),
rooms 217, 218.



COVID-19 RECOMMENDATIONS BY INTERNATIONAL OFFICE

- Follow our **guidelines on COVID-19 measures regarding arrival**
- Follow our [website](#) for further updates - FAQ COVID-19 link
- Follow official websites of [Ministry of Health](#) and [Ministry of Interior](#)
- Join our **Online informal meeting** where you can ask questions
 - 08.09.2021 10AM (CET) – General Information



CHARLES UNIVERSITY

- One of the oldest European university established in **1348** by **Charles IV**.
- **17 faculties**, more than 50 000 students
- **Faculty of Social Sciences** – 2nd youngest, 900 students of English taught degree programmes – 17 MA programmes and 4 BA programmes



Institute

- Institute of Economic Studies (IES): BEF, CSF, MEF, MFDA
- Institute of Communication Studies and Journalism (ICSJ): EMJ, SCM, MARS,
- Institute of International Studies (IIS): HAS, BECES, EPS, IMESS
- Institute of Political Studies (IPS): PPE, GPS, IEPS, MAIN, MISS, IMSISS
- Institute of Sociological Studies (ISS): SOSCI, PSP, SCS

Each programme has its own programme supervisor and coordinator – they help students with academic issues.



INTERNATIONAL DEGREE PROGRAMME OFFICE

- Please, observe office hours
- Or make an appointment in **advance and only** in matters that can't be solved via contactless communication (email, phone call)
- **Wearing an FFP2 respirator is required on all university premises**
- Degree Programme Office – web site



WHO TO TALK TO WHEN YOU NEED...?

International Degree Programme Office

- Confirmation of studies, Transcript of Records
- Degree recognition,
- SIS
- Study Request forms
- Tuition Fees, discounts, scholarships
- Interruption and terminations of the studies
- Visa, residence permit, health insurance questions
- State exams, thesis, graduation ceremonies

Card Service Centre

- Student ID Card
- Computer login and password

Programme Coordinator and Supervisor

- Course Counseling
- Academic Issues

Accommodation Office

- Dormitory facilities
- Room complaint and changes



FACULTY OF SOCIAL SCIENCES – 3 LOCATIONS

The Faculty is divided into 5 institutes spread at 3 different locations in Prague



RECTORATE of Charles University Celetná 20 – [map](#)



CU Card Service Centre Celetná 13 – [map](#)



OPLETALOVA – map

OFFICES & LECTURE ROOMS:

- Institute of Economic Studies



HOLLAR - Smetanovo nabrezi 6 - map

OFFICES & LECTURE ROOMS:

- Institute of Communication Studies and Journalism
- Degree Programmes Office, **rooms 217, 218**



PEKAŘSKÁ 16 – map

LECTURE ROOMS

- Institute of International Studies
- Institute of Sociology
- Institute of Political Studies

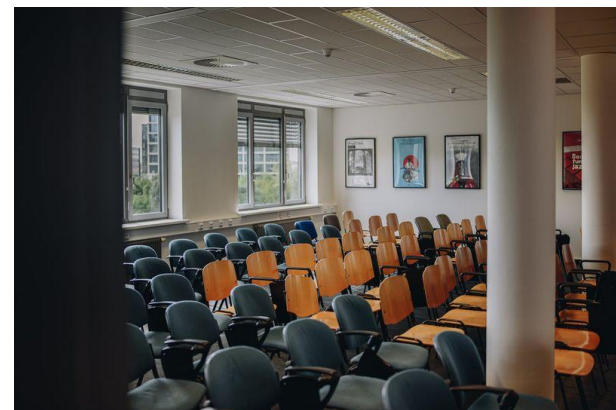
OFFICES:

- Institute of Sociology
- Institute of Political Studies
- FSV UK Language Centre (office no. 207 and 208).

PEKAŘSKÁ 10 – map

OFFICES:

- Institute of International Studies



Thank you for your time 😊

