

ACADEMIC INFORMATION



FACULTY
OF SOCIAL SCIENCES
Charles University

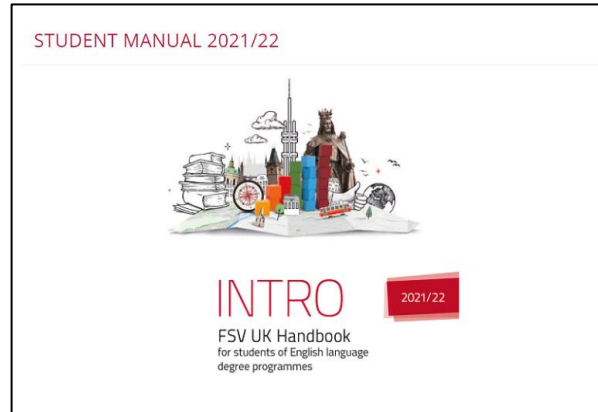
AGENDA

- 1) Student manual academic year 22/23 and other guides for students
- 1) Academic calendar, payment calendar and hybrid lectures in WS 22/23
- 1) Study Regulations
- 1) Degree Recognition - Nostrifikace
- 2) Course codes & class location
- 3) Czech language courses
- 4) Faculty emails, Eduroam & E-learning support
- 5) Registration into studies & Student ID Card
- 6) Examination
- 7) Plagiarism
- 8) Study abroad opportunities
- 9) Useful links



STUDENT MANUAL 2022/2023

- ❑ PLEASE download and read carefully Student Manual for the academic year 22/23 - [HERE](#)



All detailed information from welcome presentation videos

- ❑ **Charles University Guide for International Students**

ACADEMIC CALENDAR - WS

Winter Semester 2022/2023	October 1, 2022 – February 12, 2023
Registration for classes in SIS (Student Information System) - Online	September 20, from 10/12 am CET (masters/bachelors) - October 9, 11:59 pm CET
Welcome Week	As per ESN presentation, to be sent by email
ONLINE MEETING	September 9 (10am-12am)
Classes	October 3 – December 22, 2022
Registration for Examinations in SIS – Online	Starts December 1, 2022
Examination Period	January 09 – February 12, 2023



ACADEMIC CALENDAR - SS

Summer Semester 2022/2023	February 13, 2023 – June 30, 2023
Registration for classes in SIS (Student Information System) - Online	January 31, from 9/10 am CET (masters/bachelors) - February 19, 11:59 pm CET
Classes	February 13 – May 12 2023
Registration for Examinations in SIS – Online	Starts April 1 2023
Examination Period	May 22 – June 30 2023 September 1 – September 8 2023

The academic calendar is available [HERE](#)



PAYMENT CALENDAR

Winter Semester	
Issuance of invoices	Beginning of October
Instalment due date	22/10/2022
Summer Semester	
Issuance of invoices	Beginning of March
Instalment due date	31/03/2023



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 22/23

- All classes will be both in-person and online in the winter semester – 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 (objective reasons)

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

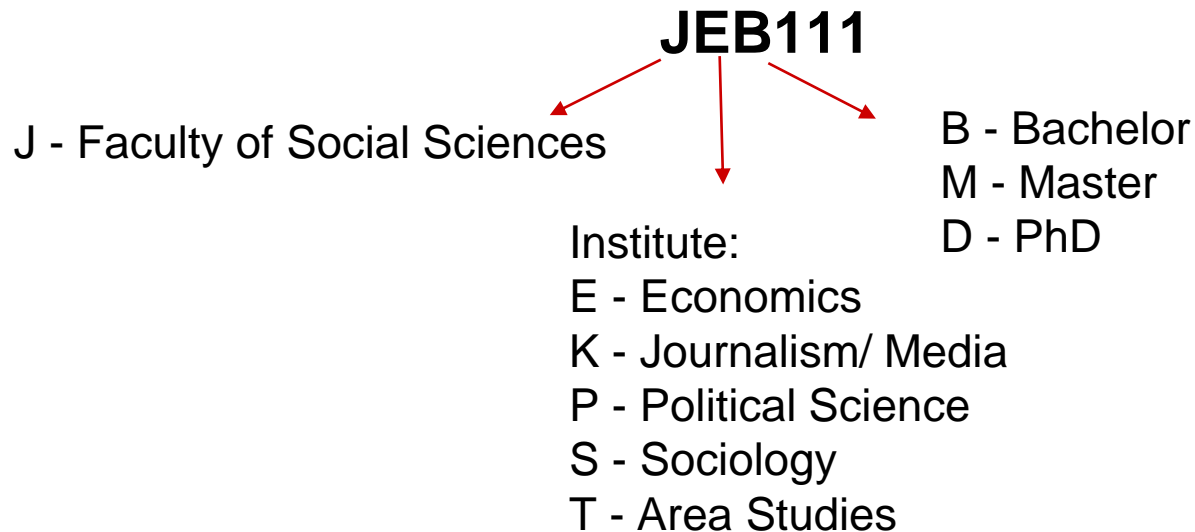
PLEASE, read carefully our website HERE

DEGREE RECOGNITION

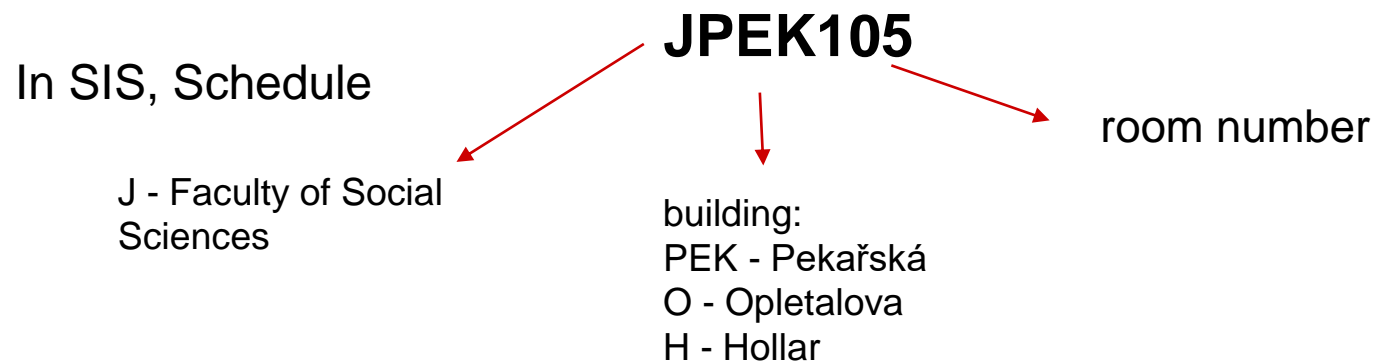
- For the purpose of the study at FSV UK
 - Submit notarized copy of Diploma and transcript after the presentation
 - If you don't have it with you – bring it to IO ASAP
- For the official degree recognition
 - Submit the application to the Rectorate CU
- Detailed information available on our website [here](#) (bachelor)/[here](#) (high school)
- Information also in the Student Manual
- For more information regarding the process of recognition of your previous education you can also contact Lukáš Budín or write to degreeprograms@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](#)



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 ...



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:

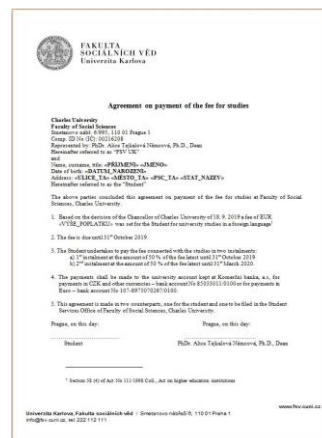
1. Registration into studies & Student ID Card
2. Examination
3. Plagiarism



REGISTRATION INTO STUDIES

Formal enrolment into studies in several steps:

- 1) Online enrolment into studies** in Student information system (instructions sent via email)
- 2) Registration for in-person appointment** through Student information system (instructions to be sent later on via email)
 - in-person appointments: **5 -30 September**
 - Later arrivals: Dates of in-person appointments to be set individually after 30th September
- 1) In-person registration** at Hollar building:
 - What to bring with yourself:
 - ID card
 - Notarized copy of Diploma + Diploma supplement (Transcript) - for more information on Degree recognition please see the following [link](#) and [link](#)
 - Study and financial contracts to be settled during the in-person registration:



FACULTY OF SOCIAL SCIENCES
Charles University

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 Intenational 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

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+ Staff
- Other programmes Life
- Summer schools Contacts
- Funding COVID-19
- Academics

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 degree 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!

The screenshot shows a website navigation menu with the following items: ABOUT, ADMISSIONS, STUDY (selected), EXCHANGE, RESEARCH, LIFE AT FACULTY, and CONTACT US. Below the menu, the 'STUDY' page is displayed, featuring a sub-header 'STUDY' and the text 'All the necessary information about studying at FSV UK.' A 'Read more' button is visible. To the right of the text is a photograph of students in a classroom setting. Further right is a list of links: Practical Information, Study Regulations, Student Forms, Guides and Manuals, Students with Special Educational Needs, PhD Students, Language Centre, Alumni, and Covid-19 FAQ. At the bottom of the page, a 'MOST POPULAR' section lists: Masters degrees, Bachelor's Degrees, How to Apply, FAQ COVID-19, and International Office.

