



**WELCOME TO CHARLES UNIVERSITY**



**FACULTY  
OF SOCIAL SCIENCES**  
*Charles University*

# INTERNATIONAL DEGREE PROGRAMMES OFFICE

**Vice-dean for Student Affairs**

**PhDr. Malvína Krausz Hladká, Ph.D.**

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**Head of International Degree  
Programmes Office**

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# STUDENT COORDINATORS

Student administration



**Mgr. Lukáš Budín**

☐ email: [degreeprograms@fsv.cuni.cz](mailto:degreeprograms@fsv.cuni.cz)

Degree recognition, Admissions  
Development Scholarship

**Marcela Vrbatová**

☐ email: [admissions@fsv.cuni.cz](mailto:admissions@fsv.cuni.cz)

Tuition Fees, scholarships,  
discounts



**Ing. Eva Kapuciánová**

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



# 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** – 2<sup>nd</sup> youngest, 900 students of English taught degree programmes – 17 MA programmes and 4 BA programmes



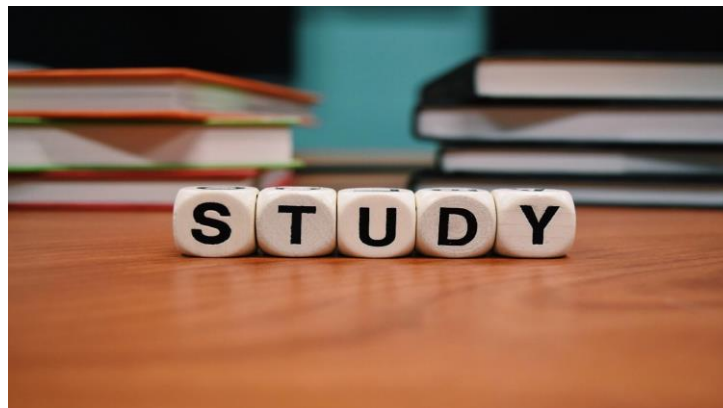
FACULTY  
OF SOCIAL SCIENCES  
Charles University

# FACULTY OF SOCIAL SCIENCES – 5 INSTITUTES

## 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)
- **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



# COVID-19 RECOMMENDATIONS BY INTERNATIONAL OFFICE

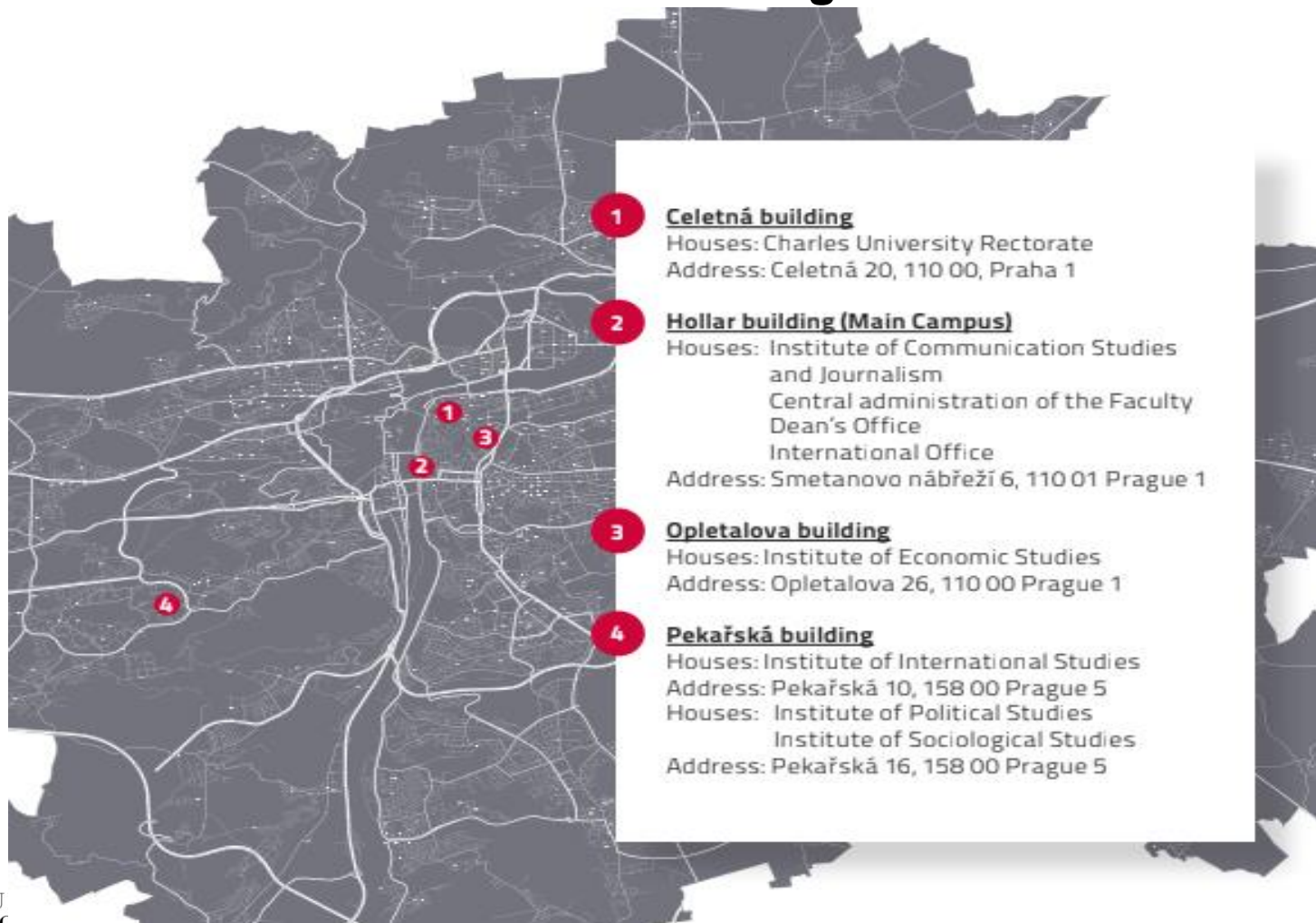
- Currently no restrictions on entry nor inside the Czech republic (22/08/2022)
- Keep an eye on official websites of [Ministry of Interior](#) and [Ministry of Health](#)





# 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

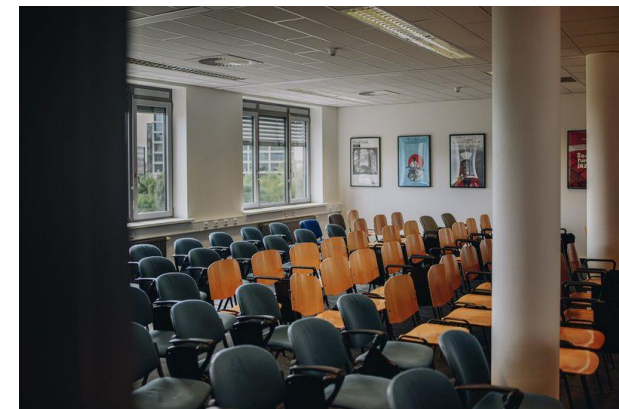
## OFFICES:

- 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 😊

