

## ACADEMIC INFORMATION



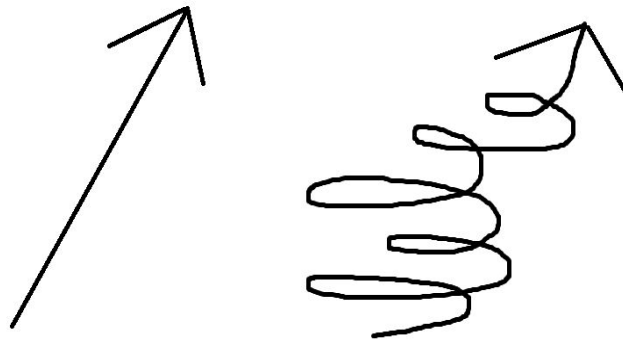
FACULTY  
OF SOCIAL SCIENCES  
Charles University

# AGENDA

- 1) Academic calendar
- 2) Online course registration
- 3) Course codes & class location
- 4) Czech language courses
- 5) Faculty emails & E-learning support
- 6) Orientation day(s)
- 7) Examination
- 8) Study regulation
- 9) Useful links



# BEFORE WE START..



Expectations vs. Reality



# ACADEMIC CALENDAR

<b>Winter Semester 2021/2022</b>	<b>September 27, 2021 – February 11, 2022</b>
Registration for classes in SIS (Student Information System) - Online	<b>September 17, from 12 am CET - October 6, 12 am CET</b>
Official Orientation Day	September 27
Welcome Week	September 27 – October 1
Classes	<b>September 29 – December 22</b>
Registration for Examinations in SIS – Online	Starts December 1
Examination Period	January 10 – February 13, 2022

The academic calendar is available [here](#).



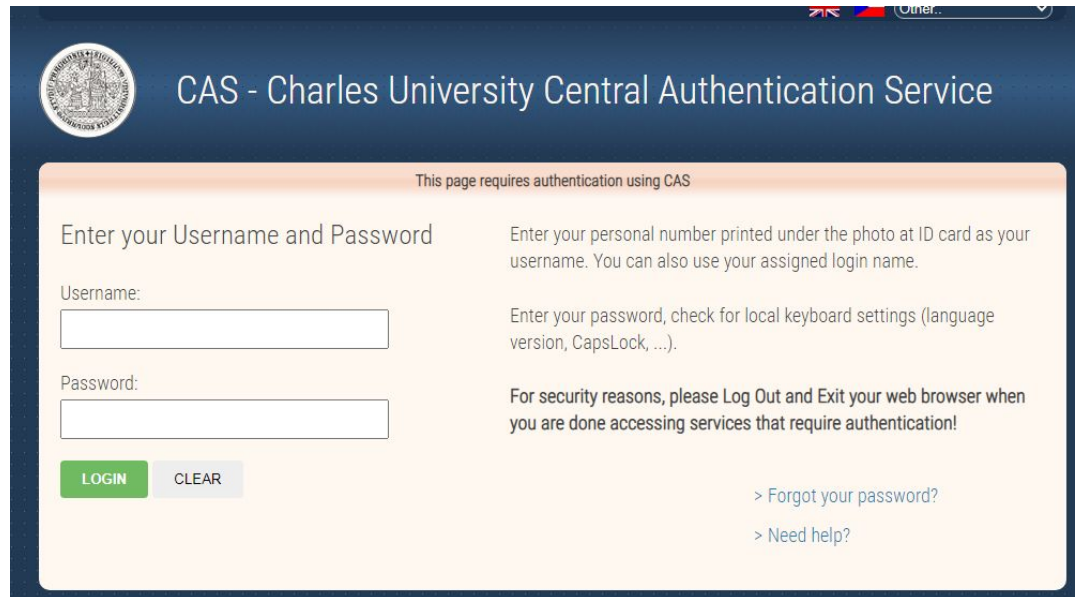
# ONLINE COURSE REGISTRATION

- **17th September from 12 am CET - 6th October 12 am CET**
- Consists of two online steps:
  - 1) Enrolment into CAS** (Central Authentication Service)
  - 2) Course Registration in SIS** (Student Information System)



# Enrolment into CAS (Central Authentication Service)

- Every student will receive (login name, password - valid 5 days ONLY) by email during the second or third week in September
- Login into [CAS](#)
- Remember without this log in, you will NOT be able to register for courses



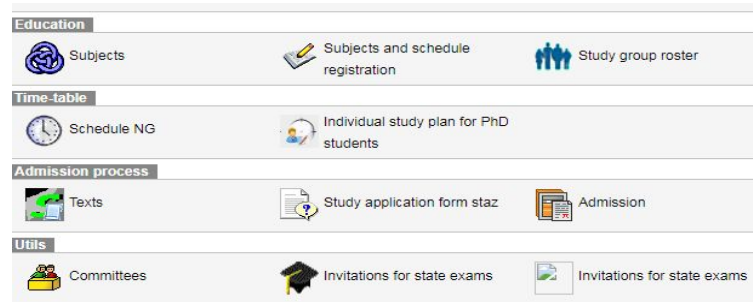
The screenshot shows the CAS login interface for Charles University. At the top left is the university's seal, and to its right is the title "CAS - Charles University Central Authentication Service". Below this is a light orange box containing the login form. The form has a heading "Enter your Username and Password". It includes two input fields: "Username:" and "Password:". To the right of these fields are instructions: "Enter your personal number printed under the photo at ID card as your username. You can also use your assigned login name." and "Enter your password, check for local keyboard settings (language version, CapsLock, ...).". Below the password field is a security warning: "For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!". At the bottom left of the form are two buttons: a green "LOGIN" button and a grey "CLEAR" button. At the bottom right are two links: "> Forgot your password?" and "> Need help?".





# Course Registration in SIS (Student Information System)

- Presentation/Video related to Student Information System
- **SIS**
- Register only into the courses suitable for incoming students
- For more information click [here](#).



# Course Registration in SIS (Student Information System)

## CU Faculties

- **Erasmus and other programs'** students **should take at least 51 % of their courses** (or earn the same number of credits) **at our faculty (FSV UK)**. The remaining courses can be chosen from other faculties of the university.
- **Erasmus+ ICM students should take at least 51 % of their courses** (or earn the same number of credits) **at the institute where they were nominated to**.

## Credits

- We recommend exchange/visiting students **minimum of 20 ECTS for bachelor** level students, **minimum of 15 ECTS for master** level students.
- Nevertheless, remember you always have to fulfill criteria given by your home university.





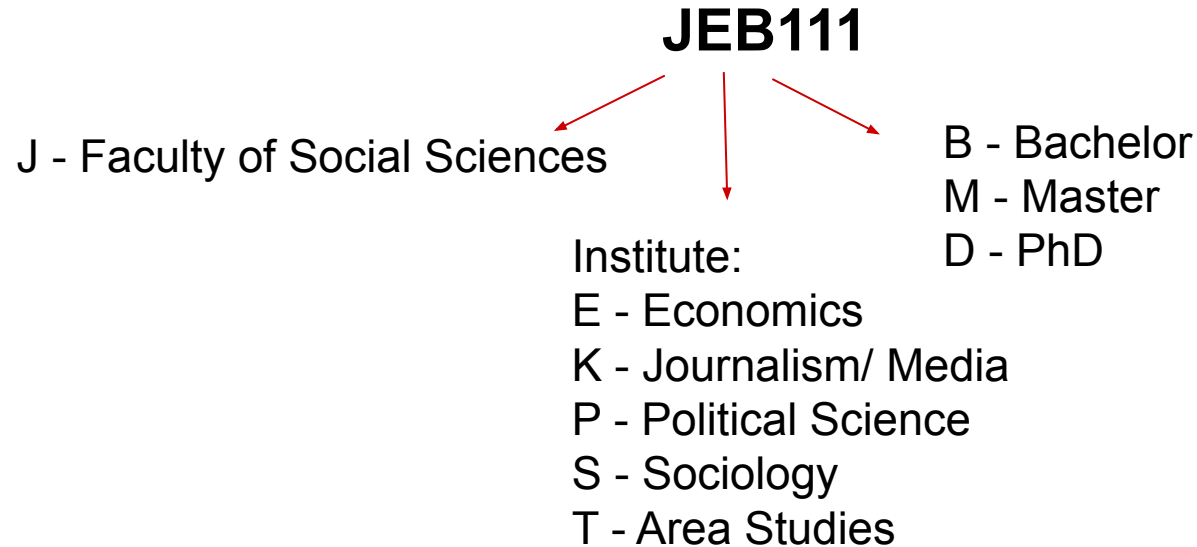
# What To Do When The Course Is Full?

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.

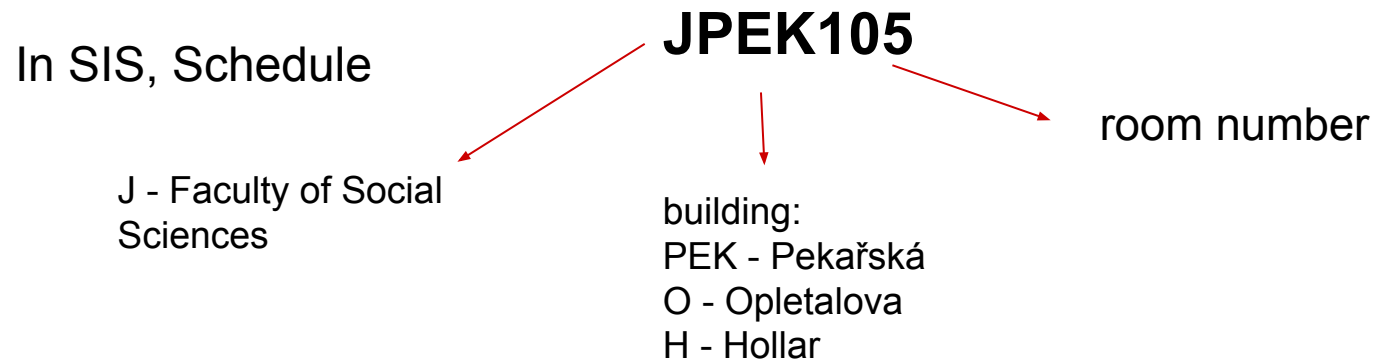


# COURSE CODES & CLASS LOCATION

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](mailto: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**
- A fee of **4800,- CZK**
- For more information click [here](#)



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# FACULTY EMAILS & 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](mailto:xxxxxx@fsv.cuni.cz)
- xxxxxx = six digit student personal number

### How to log in to the account?

- Use the [gmail.com](https://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**



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?

- 1) Academic calendar
- 2) Online course registration
- 3) Course codes & class location
- 4) Czech language courses
- 5) Faculty emails & E-learning support

## NOW:

- 1) Orientation day(s)
- 2) Examination
- 3) Study regulation
- 4) Useful links



# ORIENTATION DAY(S)

<b>Pre-departure Meetings - ONLINE</b>	<ol style="list-style-type: none"><li>1. September 14, at 3 PM - Introduction / Covid</li><li>2. September 15, at 3 PM – Academics</li></ol>
<b>Official Orientation Day – ONLINE/ON-SITE</b>	September 27 <ul style="list-style-type: none"><li>• 2 groups</li><li>• 1st group in the morning</li><li>• 2nd group in the afternoon</li></ul>
<b>Welcome Week - ONLINE/ON-SITE</b>	September 27 – October 1 Organized by FSV International Office, ESN, FSV Students' Clubs

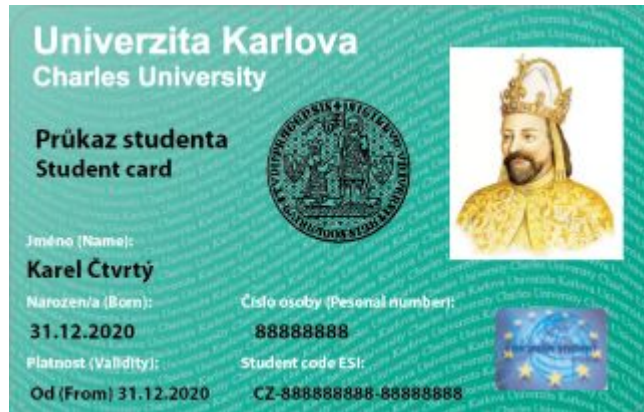
For more information visit [our website](#).





# STUDENT ID CARD

- Proof of your student status
- Access to libraries, cafeterias, lab rooms etc.



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

<b>September 27, 11 am - 4 pm</b>	Spots booked for FSV UK Incoming students
<b>September 29, 9 am - 4 pm</b>	Spots booked for FSV UK Incoming students



# 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](#).



# STUDY REGULATIONS & 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>



# CHECK LIST

ONLINE pre-departure  
meetings with IO



September 14 & 15

ONLINE course registration



September 17 from 12 am CET

Official Orientation Day



September 27

Classes start



September 29

Student ID card



September 27 & 29



## 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 Handbook
- Join our private Facebook group to receive updates regularly
- Always contact your coordinator if you need help
- And most importantly..

Enjoy your study stay!

[FSV UK websites for Exchange Students](#)

