COURSES AND REGISTRATION

Students are able to enrol in the classes during a three-week registration period at the beginning of the particular semester.

Courses Registration in Academic year 2020/2021

Winter Semester: 21st September – 10th October 2020, 2 pm

Summer Semester: 8th February – 28th February 2021, 2 pm

After nomination, students receive a recommended list of courses. **However, we do not guarantee acceptance into all selected classes** due to course capacity, scheduling clashes or any unforeseen changes in class availability.

Please note **51% of the courses have to be from our Faculty and should be mostly from the Institute the home university has an agreement with and students were nominated to.**

PLEASE NOTE

The registration can be done only through the **Student Information System (SIS).**

Logins are provided during the Orientation Week while obtaining the student ID card (and CAS password).

During the registration period, students are free to add or drop classes based on their preferences. After the registration period, it won't be possible via SIS.

More details can be found in the Frequently Asked Questions site.

You can follow the steps in the Registration Manual.

ERASMUS+ LEARNING AGREEMENT CHANGES

During the registration it might happen that you will have to choose other courses due to the capacity reasons, overlaps, etc. In this case, you will need to fill in **the Changes form to your original Learning Agreement**. First, send it to your **home university for approval** and signature and then bring it to the International Office for our confirmation. **We highly recommend doing so once your registration is fully completed, not earlier.**

HOW TO READ CLASS CODES

All classes offered at FSV UK are identified by a unique class code, which not only allows students to find them quickly online but also provides useful information about the class if

you learn to read them properly. The codes we use at this Faculty always comprise of 3 (sometimes 4) initial letters, followed by 3 numerals, e.g. JEB026, JSM629, JMMZ001.

(The structure of class codes at other Faculties can differ, these explanations apply only to classes at FSV UK)

The way to read the class code is as follows

- **The first letter of the code identifies the Faculty at which the class is taught.** All class codes at the Faculty of Social Sciences begin with the letter J. Other Faculties have different initial letters (e.g. A for the Faculty of Arts). If the class you want to take does not begin with the letter J, it is not taught at this Faculty.
- **The second letter of the code usually identifies the Institute where the class is taught.** E = Economics, J/K = Journalism/Media Studies, M/T = International Studies, P = Political Science, S = Sociology. Exceptions to this rule are class codes beginning JLB (language courses) and JMMZ.
- **The third letter of the code tells you whether this is a Bachelor-level class or a Master-level class** intended primarily for Master's students. B = Bachelor, M = Master (as simple as that). If you look at the examples at the start of this document, you should now be able to tell that JEB026 is a Bachelor-level Economics class and that JSM629 is a Master's level Sociology class.
- The numerals at the end of the code have no special significance, they are simply the number of the class.

Non-standard class codes

Classes beginning JMMZ are primarily classes from our double-degree programme with University College London (UCL), though we also use the code for some local classes. If there is no scheduled time for an English-language class beginning JMMZ and a note in the field "Explanation", it is taught at UCL. Classes beginning JLB are courses of Czech as a Foreign Language, intended primarily for our exchange students. They are not part of our standard curriculum, and they are therefore subject to a fee. Registration for language classes is done exclusively through the online SIS Student Information System. In most semesters we will run several groups simultaneously from Beginner to Intermediate level.