

MASTER IN INTERNATIONAL SECURITY STUDIES

STUDENT HANDBOOK

DEPARTMENT OF SECURITY STUDIES
FACULTY OF SOCIAL SCIENCES
CHARLES UNIVERSITY



CHARLES
UNIVERSITY





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Master in International Security Studies (MISS) is a two-year English-language Master's degree programme fully accredited by the Czech Ministry of Education. Security Studies have been a dynamic field. Throughout the Cold War, it was a field closely wedded to war studies and military science, and it concentrated on questions dealing with nuclear weapons, disarmament, and potential confrontations between the superpowers. After the end of the Cold War, security studies underwent a significant transformation, which, along with the ever-widening understanding of the notions of security, began to move beyond the traditional military domains.

The programme opens perspectives on the most recent development in the area of international security, including the political, military, economic, societal and environmental areas. Students will explore international security issues by applying theoretical concepts of security, conflict and strategic studies to the questions of national and European security in both regional and global contexts. Through the core and the methodological courses, students will gain theoretical tools and develop analytical skills which will allow them to engage in a thorough analysis of the security issues in the programme seminars. A choice of optional courses broadens the opportunities to study various aspects of security on different levels of analysis, from the individual to the level of the international system. The programme offers an excellent stepping stone to starting a successful career both in the public and private sectors.

MISS promotes a progressive approach to teaching which, among other things, includes reducing class sizes and an emphasis on seminars. The pedagogical instructors aim to conduct their classes through presentations, discussions or simulations incorporating students. This logically requires thorough preparation through extensive reading of the course texts. The main goal of this is to streamline the teaching process by actively involving students in class and making it possible for them to present their opinions on and understanding of the material.





AS WE ARE WAKING to a world of ever-present and all-permeating security issues, the discipline has seen an unprecedented growth of real-world relevance. More than ever it is necessary to recognize and critically assess a variety of traditional and non-traditional threats and their interconnected nature. To achieve the connection between the old and the new, the program offers an interdisciplinary course structure.

TWO-YEAR MASTER'S DEGREE PROGRAM responds to the pressing agendas of the current security environment and provides students with a complex guide through security, conflict, strategic studies, and intelligence. The program is administered by a team of young scholars from the Department of Security Studies. Their publications have appeared, among others, in Oxford University Press, Palgrave Macmillan, Routledge, Rowman & Littlefield, International Security, International Politics, World Politics, Security Dialogue, Journal of Strategic Studies, Journal of Human Rights, and ACM Computing Surveys.

STUDENTS WILL OBTAIN theoretical and methodological training allowing them to address security issues that range from conventional conflicts and wars to unconventional agendas associated with virtual or space domains.

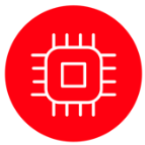
THE PROGRAM FOSTERS a stimulating, intellectual exchange between students and the faculty which is the necessary ingredient of a successful graduate program. We believe that the invigorating environment echoing the seven centuries of scholarly tradition, together with the collegial atmosphere of our graduate students, creates a very rewarding experience on multiple levels - personal, academic, and professional.

GRADUATES CAN PURSUE CAREERS in security-related posts in government and public administration, intelligence agencies, international organizations, non-governmental and non-profit sectors, and transnational corporations. Finally, the training also provides a sound basis for doctoral studies.





The program structure offers *4 concentration routes* and *1 cross-concentration route*:



**SECURITY, TECHNOLOGY, AND SOCIETY
CONCENTRATION (RED)**



**STRATEGIC AND WAR STUDIES CONCENTRATION
(YELLOW)**



**PEACE AND CONFLICT STUDIES CONCENTRATION
(GREEN)**



**GLOBAL AND REGIONAL SECURITY
CONCENTRATION (BLUE)**



**CROSS-CONCENTRATION PROGRAM ROUTE
(RAINBOW)**

Language of instruction: English

Note: Students are allowed to choose language courses and courses from the whole university to meet the requirements for the group of extracurricular optional courses.



PROGRAMME SITE

All students are required to sign up for the programme's site Moodle. The instructions on how to access and use Moodle are available below. This site serves as a platform for storing key information related to your studies. Various announcements and professional development opportunities will be shared through this site too. Based on the instructions detailed below, applications for credit transfer and recognition (e.g. Erasmus) will also be submitted via Moodle.

EARLY PREPARATIONS

Students who are not citizens of the EU, citizens of EFTA, or permanent residents of Czechia, must obtain a residence permit to study at Charles University. The instructions on the visa application process can be found in the Faculty Handbook in the "Visa Seeking Students" section. Information on accommodation possibilities can be found here.

Note: The primary point of contact in any matters related to the visa application process and accommodation at the Charles University dormitories is the International Office.

Before the semester begins, each student has to get a student ID card, register in the SIS and log in to the Faculty email. Further information can be found in the Faculty Handbook in the sections "Student ID Cards" and "IT - Logins, Passwords, Wi-Fi, Microsoft 365, Gmail". We also recommend all students attend induction meetings organised by the International Office, as well as the meeting scheduled by the Programme Coordinator. Students will be invited to attend the latter via email in September. Everywhere at Charles University you can also take advantage of the Wi-Fi connection "EDUROAM". Students need to set up their password in CAS ("Other accounts" - "Set password for eduroam realm cuni.cz"). For Android users - see the step by step Eduroam connection manual here. The manual for MacOS users is available here.





ACADEMIC CALENDAR

The specific and updated information in the Academic Calendar for a given year can always be found on the website of the Faculty of Social Sciences in the Academics Section. The calendar will guide you to significant dates and periods during your academic year. Generally, the most important dates students should carefully follow are the beginning of the academic year, the beginning and end dates of courses throughout the winter and summer semesters, the subject registration period and the examination period, as well as the dates related to the diploma thesis submission process and the registration for the Final State Examination.

Continuing degree-seeking students (2nd and higher years of study) also have to follow a specific deadline for their electronic enrolment for a further year of study. A minimum number of credits that each student has to meet per academic year is **45 ECTS**. The procedure is as follows. Before the winter semester begins, continuing degree-seeking students have to apply for the check of their study requirements fulfilment via the SIS. They will be reminded about this in advance via email and receive instructions on how to apply for the check. Based on this request and provided that their study requirements for the preceding academic year are fulfilled, their registration is completed by the International Office and students can successfully continue studying. If the students ignore the obligation to apply for the check even after a reminder, the International Office will be forced to begin the termination of their studies.

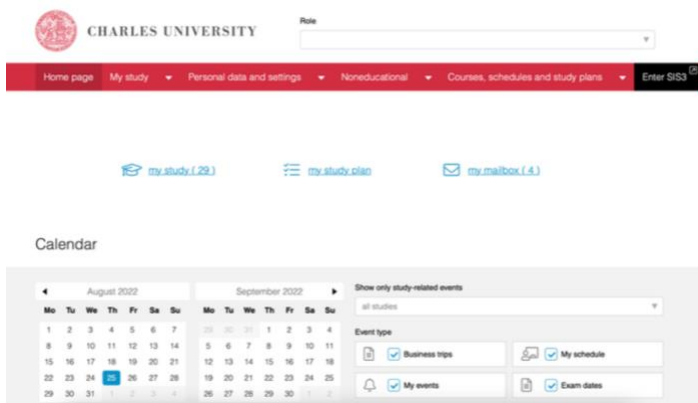




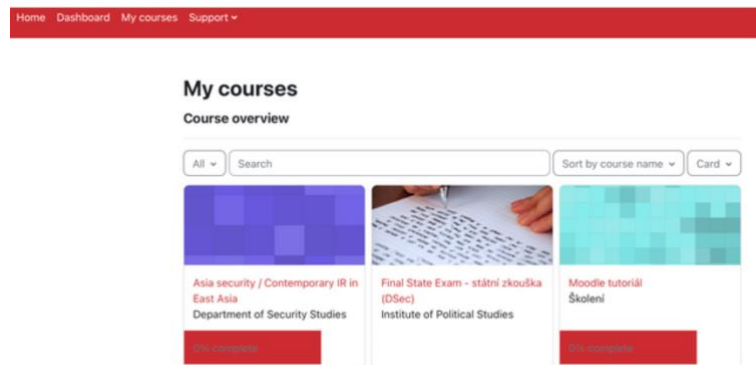
SIS & MOODLE

The Student Information System (SIS) is a database of all the courses and their respective schedules, students' study records and all contact details. Students sign up for courses at the beginning of each semester and for exams, whenever applicable, at the end of each semester via the SIS at a previously stated date and time, which should be communicated via university email.

Moodle is a software used as a free e-learning tool that aims to facilitate the learning process and communication within the courses offered by the University. You use your SIS system credentials to log in. By clicking on the Course Tab on the Moodle Dashboard you can search for your courses and enrol in them (not all of them have to be on Moodle though). On the course's page in Moodle, you can find assignments, deadlines and further course details like a syllabus and reading materials. Additional information can be provided by your course instructor, who will inform you of where you can for example find required reading materials. However, please note that Moodle serves only as a learning platform where all the course materials are stored and most of the assignments are held. Even though you can sign up for or drop selected courses there, official course registration takes place only via SIS.



Student Information System (SIS)



Moodle





COURSES: PRACTICAL GUIDE


COURSE REGISTRATION

Students can register for courses exclusively through SIS. Registration is open twice a year, always before the beginning of a new semester, i.e. in September and late January/February. For the dates applicable to a given semester, please consult the Academic Calendar. There will be a specific date and time, from which registration to a Master's programme will be available in the SIS and given the fact that signing up works on a "first come - first served" basis, it is advised to prepare in advance the list of the courses a student wishes to study in a given semester and complete course registration shortly after it opens. There is an extra tool to construct and plan your would-be timetable called the Bin, nevertheless, you still have to register your courses as described above. Signing up for courses is advised to be done following the level of necessity, as described below.

Note: While most of the courses are taught in both semesters, some of them are taught only in the winter semester (e.g. Researching International Politics: Quantitative Methods) or only in the summer semester (e.g. Researching International Politics: Qualitative Methods). Students are responsible for planning their academic schedules accordingly.

During the subject registration period specified in the Academic Calendar (usually a week), students are free to attend any courses and they are allowed to sign up for or drop them at their convenience. However, they should keep in mind that all the courses have a limited capacity so it is highly recommended to make decisions related to course selection as soon as possible. By the end of the registration period, students should make sure they have been enrolled on the courses they wish to take or cancel their registration for the courses they do not intend to take. If you end up on the waiting list for a course, it is possible that you will receive a spot after students decide to drop the given course during the registration period.





Students may register for compulsory and elective courses no more than twice during their studies, while optional courses may be taken only once. In case a student fails to pass a compulsory course, they need to register for it again in the subsequent academic year. If a student fails to pass a compulsory course twice, their studies will be terminated.

EXAM REGISTRATION

All the courses have a combined final grade (e.g. any combination of essays, presentations, quizzes, examinations, etc.). Please consult the syllabus for the structure of assessment in each particular case. Only some of the courses are concluded by a final exam. Whenever this is the case, students should register for such exams during the examination period specified in the Academic Calendar and exclusively through the SIS. Students are allowed a total of three attempts (two retakes) to pass the final exam of each course in the given semester.

Note: Students can only sit a retake if they failed the first or previous attempt. Retakes for the improvement of a once received passing grade (A to E) are not allowed.

ADDITIONAL COURSE REGISTRATION

Additional registration for a course after the regular registration period has ended is always subject to a written request. The student must complete the appropriate form ([Request for Additional Enrolment in the Subject in SIS](#), available on the faculty website) and send it, together with substantiating evidence for the provided reasons, to the Programme Coordinator.

Note: It is possible to file the request only for serious reasons (especially medical) no later than by the end of the sixth week of study in the respective semester.





ADDITIONAL COURSE WITHDRAWAL

Additional withdrawal from a course after the regular registration period has elapsed is always subject to a written request. The student must complete the appropriate form ([Request for Additional Deletion of the Subject from SIS](#), available on the faculty website) and send it, together with substantiating evidence for the provided reasons, to the Programme Coordinator.

Note: It is possible to file the request only for serious reasons (especially medical) no later than by the end of the sixth week of study in the respective semester.

Note: This request must be approved by the course instructor, who has to confirm that the student has not started fulfilling the study obligations to complete the subject (i.e. has not attempted assignments, tests, examinations, etc. and has not received any points within the subject).





CREDIT TRANSFER AND RECOGNITION

1. Credit Transfer (previous studies at Faculty of Social Sciences)

The students can have their credits from their previous studies at the University transferred if they follow the official procedure specified here. The student must complete the appropriate form ([Record of Recognition of Study Obligations - Previous Study at Faculty of Social Sciences](#), available on the faculty website) and submit it, together with the transcript of grades or an SIS printout, which demonstrates the successful completion of the course(s) and the grade(s) earned via [the programme's Moodle site](#). *Note: Only the credits earned a maximum of 4 years before the transfer can be transferred.*

2. Single Course Recognition

The students also can have credits for a single course obtained during their previous studies at a different (Czech or foreign) university recognized. Only the credits earned a maximum of 4 years prior to the recognition process can be recognized. As a rule, the Department of Security Studies recognizes only single-course credits earned for 'methodology' or 'theory' courses, e.g. **Theories of International Relations**, **Researching International Politics: Quantitative Methods**, and **Researching International Politics: Qualitative Methods**. The student must complete the appropriate form ([Transfer of Credit Form - Previous Study](#), available on the faculty website), and submit it, together with the transcript of grades, which demonstrates the successful completion of the course and the grade earned, and the course syllabus related to the respective year of study, via [the programme's Moodle site](#).

Note: Only the credits earned a maximum of 4 years before the transfer can be transferred.

Note: While completing the form, please leave the following fields blank: (1) "Grade" on behalf of the FSV, Charles University; (2) "Teacher of the course"; and (3) "The Academic Supervisor".





3. Credit Transfer (Student Exchange Programmes)

Those students wishing to have their credits from an exchange programme transferred must complete a special form for this type of transfer (Transfer of Credit Form - Exchange Study, available on the faculty website) and submit it, together with the transcript of grades, which demonstrates the successful completion of the course(s) and the grade(s) earned, and the syllabi of the respective courses via the programme's Moodle site. Applications for credit transfer are processed twice per academic year: before the winter semester (applications should be delivered by 30 September 2023) and before the summer semester (applications should be delivered by 30 January 2024).





STUDENT EXCHANGE PROGRAMMES

Students can enter a student exchange programme and study at a partner university abroad. The international mobility of the Faculty is mainly based on the European Higher Education Area which is coordinated by the Bologna Process. Most typically, students can enter the ERASMUS+ Programme. However, the Faculty is also developing international cooperation beyond the framework of the European programmes. This includes cooperation with partner universities in North America, Asia and the Middle East. More detailed information about formal exchange programmes such as ERASMUS+ and similar programmes or student mobility (e.g. conducting research for your Master's Thesis), including funding opportunities can be found in the Faculty Handbook in the section "Student Mobility", or in the "Current Outgoing Opportunities" section on the Faculty website. It is also possible to attend Summer Schools organised either by the Faculty institutes or in cooperation with foreign partners.

Before going abroad, students must take several practical steps to prepare for their exchange programme at a foreign university. Apart from the application process itself, these steps include especially the approval of a study plan, taking a language test and other formal arrangements. Detailed instructions can be found here. Students are responsible for monitoring the deadlines but a meeting with the Programme Coordinator will be organised once a year (in January) to discuss the details related to the application process, primarily for the ERASMUS+ Programme.

Note: The primary points of contact in any matters related to ERASMUS+ are Ing. Radek Kovács (outgoing@fsv.cuni.cz) at the International Office and, for more general queries, PhDr. Malvína Krauz Hladká, Ph.D. (hladka@fsv.cuni.cz) at the Institute of Political Studies.





DOUBLE DEGREE PROGRAMMES

University of Konstanz (Germany)

The programme offers a double degree option in cooperation with the prestigious Department of Political Science and Public Administration at the University of Konstanz. The selected students have the opportunity to obtain a Master's degree in Politics and Public Administration from the University of Konstanz, in addition to a Master's degree in International Security Studies from Charles University. This double degree programme is an opportunity for students to develop cross-field expertise in security studies, politics and public administration and gain advanced skills in data processing and analysis at the University of Konstanz. Applicants for the double degree programme are selected, based on merit, after the first semester of their studies.



Macquarie University (Australia)

The programme also offers a double degree option in cooperation with the prestigious Department of Security Studies and Criminology at Macquarie University. The selected students have the opportunity to obtain a Master's degree in Security Studies and Criminology from Macquarie University, in addition to a Master's degree in International Security Studies from Charles University. This double degree programme is an opportunity for students to expand their expertise in security studies and develop cross-field specialisation while gaining expertise in criminology too. Applicants for the double degree programme are selected, based on merit, after the first semester of their studies.





INTERNSHIP

Students are encouraged to undergo a professional internship during the course of their studies. Students can pursue internship opportunities independently, either in Czech Republic or abroad, in any language, and with any form of attendance (online internships are accepted too).

There are two conditions based on which students are assigned 3 ECTS:

(1) this internship takes place in an institution whose activity falls under the area of security studies;

(2) a minimum workload is 60 working hours.

Students pursuing an internship must register for the course **Internship (JPM660)** during the subject registration period specified in the Academic Calendar either for the semester in which they are expected to complete this internship and obtain a confirmation or for the semester following after its successful completion. To obtain credits at the end of the respective semester, the student needs to submit a confirmation that will include information on the institution, the number of working hours, and the content of activities via the programme's Moodle site and inform the Programme Coordinator about this submission via email. Only one internship can be recognized for your study record.





MASTER'S THESIS


Generally, it is important to understand that registering for, preparing, writing, submitting, and eventually defending your Master's thesis is a process that has its distinct phases and requires careful planning and timing. Students are responsible for monitoring the deadlines and organizing collaboration with their supervisors accordingly. The process includes the following stages:

- thesis topic selection;
- establishing contact with your supervisor;
- submission of the thesis proposal;
- writing the thesis while continuously consulting with your supervisor;
- registration for Diploma Thesis (JPM709) before the start of the semester in which you are planning to submit your thesis;
- submission and subsequent defence of the thesis within the State Examination.

First, the student should **decide on what topic** they would like to deal with in their thesis and **proactively approach a potential thesis supervisor**. There are two possible ways to do that – the first option is to go through the listing of thesis topics offered by specific lecturers in the “Thesis section (Selection of Subject)” in the SIS system. The second, and much more common option, is to approach a supervisor directly according to your area of interest, discuss the potential topic you would like to explore in the thesis and agree on it with the supervisor. Students are welcome to consult the list of supervisors based at the Department of Security Studies. Please note that each supervisor has a limited capacity per year so the sooner you establish contact with them the more likely they will be able to accommodate you. In rare cases dictated by outstanding topics, it is also possible to approach supervisors based outside of the department.

The least the student should do before approaching the supervisor is to conduct a preliminary literature review on the topic of your interest and





identify the possible directions of your research, keeping in mind that your research should contribute to the existing literature.

After mutual agreement, **the supervisor will register the topic** assigned to you in the SIS. Each student should be registered for a specific thesis topic in the SIS **no later than by 30 June (Year 1 of their studies)**.

Next, the student is required to **write the Thesis Project Proposal** and submit it **by the end of September**. The Thesis Project form is available [here](#). Students are guided on the procedure within the framework of the course *Researching International Politics: Qualitative Methods*. The proposal form contains detailed instructions on how to write the project and students are urged to devote special attention to carefully devising their thesis plan as the project is then compared to the final version of the thesis during its defence at the State Examination.


As the supervisor must upload the Thesis Project Proposal to the SIS, students are urged to send their projects to the supervisor well before the deadline (24 hours before the deadline at the latest). Then, the actual writing process begins – students should actively consult and share their progress with their supervisor to ensure they submit quality text.

Concerning the time framework, those students intending to take their State Examination in the June examination period (Year 2 of their studies) must submit their thesis usually at the beginning of May, e.g. for the academic year of 2023/2024 the deadline is 30 April 2024. For those intending to take their State Examination in the September examination period, the thesis submission deadline is at the end of July, e.g. for the academic year of 2023/2024, it is 31 July 2024. Finally, students wishing to extend the duration of their studies and take their State Examination in the winter semester (January/February, Year 3 of their studies) must submit their thesis at the very beginning of January, e.g. for the academic year of 2023/2024 the deadline is 3 January 2024.

While writing the thesis, please use the right template (“Template of final thesis – Master’s thesis in English”) which can be found at [the bottom of the page containing Dean’s Provision no. 18/2017](#).

Before the start of the semester in which the student intends to submit their thesis it is necessary to register for **Diploma Thesis (JPM709)** via the SIS during the subject registration period specified in the Academic Calendar. Credits will be awarded upon thesis submission. If you fail to





finalize and submit the thesis on time while being registered for Diploma Thesis, **one more attempt** will be allowed in the following semesters.

*Note: Please register for Diploma Thesis (JPM709) **only** in the semester in which you are planning to submit your thesis and not otherwise.*

As for the process of **thesis submission**, the thesis is submitted in a PDF/A format only electronically in the SIS. The instructions on how to convert your thesis to the required format are available [here](#). If the students have difficulties converting the text into the required format, they should reach out to studentskeprace@fsv.cuni.cz promptly. Students are **strongly advised not to leave the submission for the last moment** as there might be technical problems that might prevent them from submitting the thesis in a duly manner. Therefore, it is strongly recommended to upload the final thesis version into the SIS at least 24 hours prior to the deadline.

Regarding the formal requirements for a Master's Thesis, they are specified in [Dean's Provision](#). Generally, it must be an original piece of academic work and must meet the standards of an academic text (bibliography, proper referencing to sources, etc.). The text must be submitted in a standard manuscript format and use a plain font (Times New Roman or Arial), point size 12, and line spacing of 1.5 or 2. The minimum length of the thesis is 50 standard manuscript pages, excluding supplements. A standard manuscript page is taken to be 1800 keystrokes long (including spaces). Pages should be numbered.

CITATIONS

Whenever you submit a written piece of work, whether these are essays or research papers for your courses or a Master's thesis, you must make sure you cite all the sources properly. In general, all common citation styles, e.g. Chicago, APA, or Harvard are accepted. Be aware that plagiarism and cheating are strictly prosecuted. Master's theses are checked for plagiarism automatically as they are entered into SIS, other pieces of your written work might also be checked by your course instructor with the help of the Faculty's anti-plagiarism software. Further instructions on what constitutes plagiarism and how to avoid it are available [here](#).





FINAL STATE EXAMINATION

Held three times a year (late January/early February, June, and September), Final State Examination consists of two integral parts – a written part (written exam), and an oral part (Master’s thesis defence). Moreover, before taking the State Examination itself, students must follow several administrative procedures to be allowed to proceed to the Exam.

ADMINISTRATIVE PROCEDURES PRIOR TO STATE EXAMINATION

Before taking the State Examination, students must make sure that they have completed all the required courses and have earned the correct number of credits required by their study programme plan. The next steps are as follows: (i) submit the thesis and (ii) register for the State Examination. The thesis must be submitted by uploading it into the SIS system by the appropriate deadline (for more details read the Master’s Thesis section above). Together with the thesis, the students must also upload a separate document with an abstract both in English and in Czech into the SIS (abstracts do not need to be in PDF/A format).

Registration for the State Examination is done online via the SIS system. To complete the registration, you will need to log into the SIS system and enter the module “Final Exams”. You can register for the final state examination in the section “Registration for exam dates of final state examinations”. Registration is open **only during the dates specified in the Academic Calendar**. You can register by clicking on the orange buttons “Register for final state examination date”. You need to register for a particular exam term/date **for each of your subjects separately**. If you have any questions or problems, please feel free and get back to the International Office. Please also note you will be registered for a one- or two-week-long official period. You will be informed of the particular date, hour and place of your final exam by the Programme Coordinator.

Respective deadlines for the fulfillment of all study obligations always correspond with the period when a student intends to take the Final State Examination, e.g. students wishing to take the Exam in June 2024 must fulfil their study obligations by 2 June 2024, and the registration period for the State Examination is from 17 April till 30 April 2024. Therefore, students are advised to carefully follow the Academic Calendar.





STATE EXAMINATION

Written Exam: Content¹

The exam will consist of two short essays (400-500 words each), responding to two specific questions. It will last 90 minutes.

- 1) **Essay I** will be related to the theoretical basics of the programme and derived from the compulsory classes you passed as part of your studies;
- 2) **Essay II** will be related to (a) threat(s)/(an) issue(s)/(a) policy(ies) associated with the fields you studied and derived from the compulsory-elective classes you passed as part of your studies (within your concentration route for students from the 'red', 'yellow', 'green' and 'blue' concentrations; and from any successfully completed class for students from the cross-route 'rainbow' concentration).

Questions for **double-degree students** (University of Konstanz, Macquarie University) will be formulated from the courses passed at Charles.

The questions are formulated by the team of tutors that taught the respective modules. They are associated with the main course themes. Your answers do not have to refer directly to the academic literature even though you can mention authors, theories, etc. to demonstrate that you orient yourself in the field. The best way to effectively prepare for the State Exam is to go over all the syllabi and organise your thoughts around major themes discussed in the classes. The questions are not fact-based. An excellent answer should show that you are properly trained in the security field and have the ability to address security phenomena.



¹ These rules apply only to students who started their studies in or after 2021.



Oral Exam (Master's Thesis Defence - Viva)

Students take the oral exam to defend their Master's thesis. The viva takes 20 minutes and is done in front of a Committee established by the academics of the Department of Security Studies. During the viva, you can have any notes at your disposal, including the dissertation itself.

Note: Please do not prepare any PowerPoint presentations. You will introduce your presentation and debate it directly with the Committee.

Generally, the defence consists of three parts, approximately 7 minutes each:

- You introduce your dissertation – research aims, strategy, results;
- The thesis reviews are summarised, and you are asked to respond to the critical comments made in the reviews;

Note: the thesis reviews are available one week before the viva at the latest and you should find them in the same place you uploaded your Thesis and Abstracts in the SIS.

- The Committee raises further questions related to your research.



FEES & FUNDING

The tuition fee for the Master in International Security Studies programme is € 7.000 per year (for the academic year of 2023/2024). For funding or scholarship options, as well as other related information, please consult [the Faculty website](#).



ACADEMIC CEREMONIES & DIPLOMAS

There are two types of official ceremonies held by Charles University – the matriculation and graduation ceremonies. At the **matriculation ceremony**, the students entered into the student register of a faculty (matricula) pledge to fulfil the requirements of academic study, honour their moral obligation towards the University, and respect its internal regulations and the decisions of academic officials. All students shall take the matriculation oath and typically it is done during the matriculation ceremony at the beginning of October; the specific date can be always found in the Academic Calendar. The ceremony takes place every year, so the students can attend it in their second year of studies. Students are warmly welcome to attend the matriculation ceremony however if they opt out, they can simply sign the oath which they receive in a written form during the registration for their studies in September.

During the **graduation ceremony**, the student officially graduates from Charles University, taking the academic pledge (in Latin) and receiving a diploma which entitles him/her to use an academic degree. For Master's graduates, the ceremony takes place in the Aula Magna of the historical building of the Carolinum. The graduation ceremony is held in Czech/English and Latin and features university insignia and high-ranking university officials wearing academic gowns.

The International Office informs students about the specific date of their graduation ceremony. Generally, graduation ceremonies are held three times per year. At the end of September for those who passed their Final State Examination in June, in November for those who completed their studies in September and mid-March for those who finished in February.

During the ceremony, the graduates are presented with their diplomas, printed in Latin on handmade paper rolled into a blue tube. Those who graduate with honours (Summa Cum Laude) receive red tubes. Included is also a bilingual (Czech-English) diploma supplement which follows the model developed by the European Commission and describes the nature, level, content, context and status of the completed studies as well as the qualifications obtained. If you intend not to attend the graduation ceremony, you can have your diploma sent when you make appropriate administrative arrangements, i.e. you must authorise the International Office to accept the diploma on your behalf through the power of attorney document. A smart dress code is required.





LIBRARY

Library and study services are provided at the Jinonice Library which is located directly at the campus, U Kříže 8, Prague 5. All necessary information about how to apply for membership, and use the variety of services offered can be found on [the library website](#). In the beginning, it is recommended to read the “First Time User” section to get a general idea about the services available and how to proceed to start using them. Moreover, our library offers a wide range of electronic resources through [e-Resources CUNI Portal](#).

There are many other places where you can study in Prague. Apart from the faculty’s libraries in Jinonice and at Hollar, there are the following libraries designed specifically for students. The National Technical Library (NTK) is in Dejvice, close to the metro station and includes both day-time and night-time study services. The Academy of Sciences library at Národní třída (right next to the tram stop) is a convenient place to study for finals or to write essays in the centre of Prague. The Prague Municipal Library close to Staroměstská features study and lounge areas, free access to computers and an English book section.

Further recommendations on libraries and study rooms can be found [here](#).





FAQ

What is the grading system used at the Faculty of Social Sciences?

In the Czech university system, courses are either completed by an examination or by other study requirements. The grading process at the Faculty is based on the internationally recognized A-F grading system, often referred to as ECTS grading. The recommendation for using the A-F assessment is to evaluate the student's performance in percentage (0-100 %) while the grading scale is defined as follows:

0-50 % = F, 51-60 % = E, 61-70 % = D, 71-80 % = C, 81-90 % = B, 91% and more = A


When a course is completed by a study requirement other than an examination, it is not graded, but it is recorded as “Z” – Zápočet (non-graded credit in a non-examination subject). In effect, this means a Pass in a two-tier Pass/Fail grading system.

Grading Scheme		Description
A	Excellent	Excellent performance. The student has shown excellent performance, originality and displayed an exceptional grasp of the subject.
B	Very Good	Very good performance. The student understands the subject well and has shown some originality of thought. Above the average performance, but with some errors.
C	Good	Good performance. Generally sound work with a number of notable errors.
D	Satisfactory	Satisfactory performance. The student has shown some understanding of the subject matter, but has not succeeded in translating this understanding into consistently original work. Overall good performance with a number of significant errors.
E	Sufficient	Sufficient performance. Acceptable performance with significant drawbacks. Performance meets the minimum requirements.
F	Fail	Fail. The student has not succeeded in mastering the subject matter of the course.
Z - Zápočet	Pass/Credit	Pass. The student receives credit for the course but no specific grade.

How can I contact my lecturers?

If you wish to contact your lecturers, you can always find their contact details in the SIS system. Go to the “Who is Who” search engine and type in the name of the specific lecturer. Subsequently, the search results will provide you with the contact details of the person. Generally, you can





contact your lecturers by email or see them in person during their office hours (for regular updates follow the information in the SIS or on [the Institute of Political Studies website](#)).

Where can I find further practical guidance on my studies at the Faculty?

If you are not able to find the information you need in this handbook, please consult the Faculty website. Primarily in [the “Study” section](#), you can get a wealth of information covering all possible aspects of your student life at Faculty.

Where can I find information about medical care in the Czech Republic?

The list of health centres, clinics and medical specialists speaking English can be found [here](#) and on the Charles University website [here](#). Psychological counseling in English is also offered free of charge at [the Faculty](#) and [Charles University](#).

What if I do not find the information I need?

If you are unable to find the information you need, you can contact the specific person on the contact list as per their responsibilities. For most of your questions, the programme Study Assistant should be able to assist you, as well as the International Office, which can answer more general questions about study life in Prague. For more information on how our programme works and Prague in general, you can also follow us on social media [@cunisecurity on Instagram](#) and [MISS Charles University on Facebook](#) and [LinkedIn](#). We have created a dedicated online space for the alumni of our programme on Facebook as well, which has brought together all of our successful graduates. To get an idea of what the life of a MISS student looks like, you are welcome to read [the following brochure](#) which tracks one of Jonathan’s weeks in the semester.





CONTACT LIST

Study Assistant Mgr. Markéta Kocmanová

marketa.kocmanova@fsv.cuni.cz

will answer any general questions you may have, but will also help you with issues concerning academic counselling.

Programme Coordinator Mgr. Anzhelika Solovyeva, PhD

anzhelika.solovyeva@fsv.cuni.cz

will help you with any questions related to admission, program requirements, course registration, transfer of credits, the Final State Exam, any circumstances that require individual consideration.

International Office of the Faculty of Social Sciences

degreeprograms@fsv.cuni.cz

is your point of contact in regards to your admission letter, enrollment, confirmation of study, CAS/SIS initial registration, setting up your faculty email and so on.

Director of Studies doc. PhDr. Vít Strítecký, M.Phil., PhD

vit.stritecky@fsv.cuni.cz

whom you should contact only if your inquiry cannot be addressed by the Study Assistant and the Programme Coordinator, or only if this is the responsibility of the Director of Studies.

