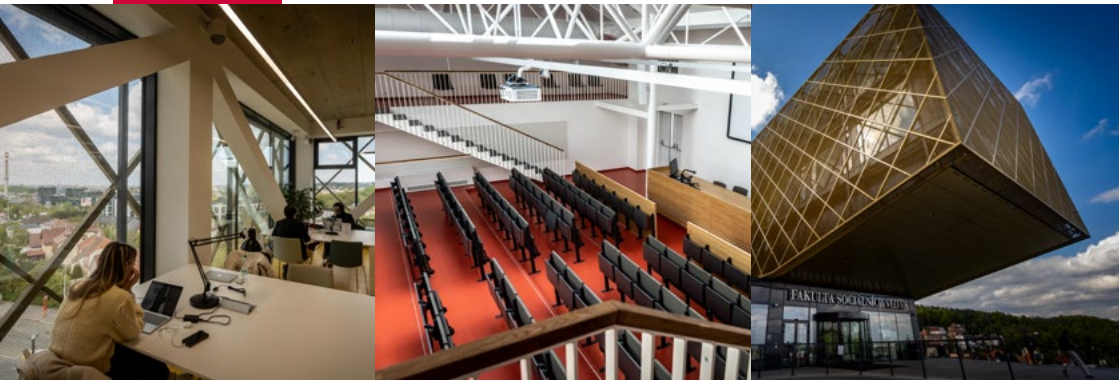




FACULTY
OF SOCIAL SCIENCES
Charles University

2024/25



INTRO

→ FSV UK Guidebook
for students of international
degree programs

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Important Administrative Things First

Tuition Fees

When and how should I pay the tuition fee?

—→ You are obligated to pay the tuition fee. The fee is guaranteed not to be raised throughout the study, so you will continue paying the same fee in all the years of your study.

Once you start the academic year (i.e. you enrol in the first semester or you are registered in the next academic year), you become obligated to pay the tuition fee for that whole academic year, not just one semester!

The payment is usually split in two instalments, one per semester. It is possible to discuss an individual payment calendar, though.

After the beginning of each semester, you will receive an invoice with the fee. This document will include the payment information and options. You can pay by card using a payment link, by bank transfer, or in cash at our cash office. Payments can be made in EUR or CZK – please discuss with us first if you want to pay in a different currency.

Who should I contact regarding the payments?

—→ In case of any issues or if you want to discuss an individual payment calendar, please contact Ms. Eva Kapuciánová, who is responsible for the financial matters, at eva.kapucianova@fsv.cuni.cz.

Are there any scholarship opportunities?

—→ We administer several different scholarship options of two types. These scholarships are administered on a yearly basis and are awarded only for one particular academic year.

▪ Tuition fee reductions

These scholarships are awarded in the form of a discount on the tuition fee, usually around one third or two thirds of the annual fee. They are awarded based on excellent results during the admission process or studies, or once the student fulfils all their study obligations at the end of their studies.

▪ Financial aid scholarships

These scholarships are awarded in the form of a one lump sum payment that is intended to go towards the student's tuition or living expenses. They are awarded either based on good study results or a difficult financial situation of the students needing aid with living expenses.

More detailed information including when and how these are awarded can be found [here](#).

Bank Details

Name of bank	Komerční banka
Address	Spálená 51, Prague 1, Czechia
Post code	110 00
Account name	Univerzita Karlova Fakulta sociálních věd
Variable symbol	Invoice number

Account currency	CZK
Account number	85033011/0100
IBAN	CZ58 0100 0000 0000 8503 3011
Swift code	KOMBCZPPXXX

Account currency	EUR
Account number	107-8975070267/0100
IBAN	CZ49 0100 0001 0789 7507 0267
Swift code	KOMBCZPP

Visa

Before coming to Czechia, students from non-EU/EFTA countries must obtain a visa for the purpose of study. The two options you may choose between are a **long-term study visa** and a **long-term residence permit for study purposes**.

What should I do when I arrive?

▪ Long term visa holder:

You are legally obligated to register with the Prague office of the Czech Immigration Police within 3 days of your arrival **UNLESS** you are staying in CUNI dormitories – the dorms will do the registration for you.

▪ Residence permit holder:

Within 30 days after arrival, you must go to the MOI office to get your biometric ID card.

More info is [here in STEP 8 of our visa guide](#).

What do I do when my visa expires?

→ First, make sure to apply for your visa renewal **BEFORE** your previous visa expires. You can apply for extensions here in Prague, but if your visa expires, you will have to go back to your home country to reapply.

▪ Long-term visa holder:

This visa cannot be extended and you will need to apply for a new residence permit.

▪ Residence permit holder:

You can apply for a simple extension.

Read more [here](#) about what you will need for your renewal application, and where and how to submit it.

What are the things I need to do when I arrive in Prague?

Is there someone who can help me when I arrive?

—> Yes! We have a Buddy program which pairs new students with students who know how to get around. They can help you with administrative stuff, show you around the city or just hang out with you until you get to know your classmates. You can even choose a buddy who shares your interests! [Read more here.](#)



How do I get around the FSV UK buildings?



1. Jinonice Campus

Houses:

Institute of International Studies
Institute of Political Studies
Institute of Sociological Studies
Central Library
Radio and Television Laboratory

Address:

U Kříže 8, 158 00 Prague 5

Directions:

The nearest metro station is Jinonice (yellow line B).

2. Carolinum complex

Houses:

Charles University Rectorate, CU Point

Address:

Ovocný trh 5, Celetná 13 and 20, 110 00, Praha 1

Directions:

he nearest metro station is Můstek
(transfer station: green line A, yellow line B).

3. Hollar building

Houses:

Institute of Communication Studies and Journalism
Central administration of the faculty
International Degree Programs Office

Address:

Smetanovo nábřeží 6, 110 01 Prague 1

Directions:

The closest metro station is Národní třída
(yellow line B); the closest tram stop is Národní
divadlo – trams no. 9, 22, 2, 18 and 17.

4. Opletalova building

Houses:

Institute of Economic Studies, Economic library

Address:

Opletalova 26, 110 00 Prague 1

Directions:

The nearest Metro station is Muzeum
(transfer station: green line A, red line C).



How do I officially enrol in my study?

—> You have received and paid your first tuition fee invoice, and in September, you will officially become an FSV UK student.

All the instructions for how to register for the first year are always sent out in August via email, but you can also find them [on our website](#).

First, we will ask you to register online in your application, and once you arrive, you will come to the International Degree Programs Office to finish the enrolment process in person. You will have to bring your previous education documents with you to complete the nostrification as well.

Unsure about nostrification? Check out our simple guide [for BA students here](#) and for [MA students here](#).

Why do I need a student ID card and how do I get it?

—> Student ID card is proof of your identity as a student of Charles University. You need it for entering the faculty buildings in Hollar and Jinonice. In libraries, you will use it to check out books and access printing. You will also need it to pay for meals in cafeterias.

The cards are issued at CU Point. You can choose between a standard card and an ISIC card, which allows you to use various discounts. The standard card is free, the annual fee for ISIC is currently 320 CZK.

Check out [this page](#) for the CU Point opening hours and address.

What do I need my student number for?

→ The number in the ID card is your unique student number (the so-called UKČO). You will need it for a variety of applications:

CAS, i.e. the Central Authentication Service of Charles University. CAS makes it easy for you to log in to university and faculty applications so that you can use the same username and password everywhere, including PCs at the faculty. You will be provided with the default password when you get the student ID card. You have to change it to your own within 5 days [here](#).

Your faculty email – official communication channel with the faculty, so make sure to check it regularly! We use Google Workplace so it will also give you access to the Google Calendar and Google Drive.

Moodle – supplementary platform for your courses, where you will submit assignments, find lesson readings, syllabi, etc.

SIS, i.e. Student Information System. It is the most important system for your study, where you will register for courses, manage your schedule, sign up for exams and see your grades. You will get the password after the online registration to your study is approved by the International Degree Programs Office.

Wifi – Eduroam is available in all University buildings around Czechia. Here is a step-by-step guide on how to connect. The Eduroam provider, CESNET, also offers services for document storage and sharing, online meetings and computing and data resources for free. Check out their [website](#).

MS Office 365 – a complete Microsoft Office 365 Professional Plus licence for up to 5 devices. You can register a student email in the form of name.surname@student.cuni.cz in the M365 cloud. However, we strongly recommend you to use your faculty email (12345678@fsv.cuni.cz) for any communication with lecturers and the International Degree Programs Office.

UKAŽ – the university library catalogue for books and online resources.

MS Teams – official platform for online tuition. Pay attention which profile you are logging in with – you need to use your cuni.cz profile, NOT your fsv.cuni.cz profile!

Here is an overview of the logins you will need for various services:

What it looks like	Where to find it	Password?	What's it good for
Student ID: 12345678	under your ID card picture or in SIS	None	Your identification
CAS login: 12345678	CAS homepage	Initial default password after you get the student ID card, and then your own	Central authentication, access to PCs at FSV UK
SIS login: 12345678@fsv.cuni.cz	SIS homepage	Initial default password after the online registration, and then your own	Grades, schedule, exams
Faculty email login: 12345678@fsv.cuni.cz	Gmail homepage	Initial default password and then your own	Communication with the faculty, calendar, storage
Moodle login: 12345678	Moodle homepage	CAS password	Course materials, assignments
MS Office 365 login: 12345678@fsv.cuni.cz	MS Office 365 page	CAS password	MS Office programs for up to 5 devices
MS Teams login: 12345678@cuni.cz	Download the app	CAS password	Official online tuition platform
Eduroam wifi login: 12345678@cuni.cz	University buildings	Set through CAS here	Internet access in faculty buildings
UKAŽ login: 12345678	UKAŽ homepage	CAS password	Books and online resources

If you have any IT related problems, all you have to do is contact our IT department at helpdesk@fsv.cuni.cz, and they will be happy to help.

Living in Prague

Where can I stay?

—> Charles University runs several dormitories in and outside of Prague, and we can recommend a few private dormitories. Many students also choose to live in private accommodation or to share a flat with other students.

International students of FSV UK are primarily housed at [Kolej Hvězda](#).

Our new visa-seeking students are automatically issued a dormitory contract and it can be arranged for our non-visa students, too. If you want to read more about the accommodation, check the info [here](#) and [here](#).



What if I need help at the dorms?

—> Arriving in a completely new environment can sometimes be quite overwhelming. Therefore, each dormitory has its housing assistants – Charles University students staying at the same dormitory who will be always ready

to help you with practical issues. Since all housing assistants speak English very well, they will also be able to help you with translations/interpreting at the dormitory.

The contacts for housing assistants can be found on the [dormitory website](#). There is also a basic survival guide on the website with more information about your dormitory straight from the housing assistant. We recommend reading it to get to know the services and options your dorm offers!

How do I renew the dormitory contract for another year?

—→ If you have been living in the dorms and now you need an accommodation contract for visa renewal, please contact your dormitory's accommodation office.

Before summer, remember that your accommodation contract needs to be renewed for the next year – it will not be renewed automatically! The accommodation office usually extends contracts starting May of every year.

Where to eat?

—→ Charles University runs several canteens called “Menzas” all around Prague. You can find a full list including opening hours [here](#). The meals are cheaper (every student has a right to two subsidised meals in menzas per day) and there are always ca 4–5 options including a vegetarian option. You will pay for the meals using your Student ID card, which must be topped up with money beforehand. More information on how to do that, how to pre-order meals, and more [here](#).

Aside from menzas, you can get lunch at any restaurant in Prague. Almost all of them do daily menus with meals in a range of 150–200 CZK.



How do I choose my healthcare insurance?

→ During your stay in Czechia, you are legally obligated to have healthcare insurance in place.

- **Visa holders** – You can choose a health insurance plan from any available insurance company.

- **EU citizens** – Standard medical treatment is covered through your EHIC card. For non-urgent treatment, we recommend having a commercial travel insurance as well. We strongly recommend registering your EHIC with an insurance company of your choice when you arrive, as it will save you a lot of paperwork when going to the doctor.

Find more about health insurance [here](#).

What if I fall ill?

→ Charles University is partnered with healthcare provider [AGEL](#). You can choose to register with them as your GP, but even if you are not registered with any GP yet and find yourself with acute health complications, you can come to the clinic without an appointment every MON–FRI at 7:30–9:00 a.m. Make sure to have your ISIC with you to prove your student status!

[Agel Praha Clinic](#)

Address: Italská 560/37, 121 43 Prague 2



You can read more about other Emergency care facilities, and general medical care [here](#). Wherever you go, we recommend having your insurance card/documentation with you.

Both prescription and over-the-counter medicine is only sold in pharmacies (Lékárna).

What about sports?

—→ We don't have our own department of sports and physical education; however you can sign up for sports courses organized by the Faculty of Arts or the Faculty of Law. They offer a large number of various sports ranging from group activities such as volleyball, basketball, floorball, squash or badminton to swimming, yoga, tai-chi, table tennis, zumba, rowing or bouldering.

Read more about how to sign up for these courses [here](#).

Full-time students can also subscribe to the Multisport card for 349 CZK per month. The student version allows you to visit 4 sport activities per month and there is a wide range of available activities to choose from. On top of that, you'll get 4 free rides on shared bikes. Read more [here](#).



Where can I borrow books, print things and study in peace?

—→ Our faculty has a brand new library in Jinonice Campus with many seats available, lots of books directly in the library and several individual and team study rooms. There is another library in the Opletalova building, specialised in economics and finance. All the books and electronic resources can be found in the university [UKAŽ catalogue](#). For up-to-date information and opening hours of our libraries, visit [this page](#). Copy and printing services are also available in libraries – see more [here](#).

There are other libraries in Prague that are open to students for free or small fee if you need a change of scenery, for example [National Library of Technology](#) (open also at night), [Municipal Library](#) or [National Library in Clementinum](#). There are also myriads of good cafés in Prague, many of them laptop friendly.



Are there any events for international students in Prague?

→ Yes, lots of them! To keep track of them is sometimes complicated. We recommend following:

- [FSV UK Circle](#) – an international student society who shares all the interesting events at the faculty, university and event elsewhere on their instagram.
- Our [website](#), [Instagram](#) and [Facebook](#) for events organised by the faculty.
- Google calendar Events at FSV UK – you can simply add it to your Google calendar app.
- [Degree Students group](#) – a Facebook group where you can meet your fellow students and organise events together.
- [Erasmus Student Network](#) (ESN) – a student club which organises various social, cultural and sports events for both international and Czech students, and generally helps international students with their stay in Prague.

When do public holidays in Czechia take place?

→ There are 13 days throughout the year that are by law defined as public holidays and are considered non-working days. Generally, no classes are held on these days, most public institutions including the university are closed, and the public transport runs on Sunday schedule. On some of the public holidays, supermarkets and large shops are closed as well. For the academic year 2024/25, the public holidays fall on the following days:

Date	Holidays	Shops are...
28 th September	Czech Statehood Day	closed
28 th October	Independence Day	closed
17 th November	Freedom and Democracy Day	open
24 th December	Christmas Eve	open (until noon)
25 th December	Christmas Day	closed
26 th December	St.Stephen's Day/Boxing Day	closed
1 st January	New Year's Day	closed
18 th April	Easter Friday	open
21 st April	Easter Monday	closed
1 st May	May Day/Labour Day	open
8 th May	Liberation Day	closed
5 th July	Cyril and Methodius Day	open
6 th July	Jan Hus Day	open

I have a problem, what should I do?

Who should I talk to if I need...

→ In the table below you will find a list of where to go when you need specific information or services. If you need something which is not found in this list, please contact the International Degree Programs Office. You will find the contact details on the following pages.

add/drop courses	International Degree Programs Office
advice, general	International Degree Programs Office
advice, academic	Program coordinator
admissions	International Degree Programs Office
complaint, general	International Degree Programs Office
complaint, academic	International Degree Programs Office
computer login and password, obtaining	CU Card Service Centre
confirmation of study, obtaining	International Degree Programs Office
counselling, career	career counsellor
counselling, psychological	see options here
counselling, students with special needs	see contact persons here
diploma, information	International Degree Programs Office
dormitories, accommodation in	CU Accommodation Office
dormitories, problem with	CU Housing Assistants
graduation, information and ceremony	International Degree Programs Office
interruption of studies, to apply for	International Degree Programs Office
registration for classes	International Degree Programs Office
residence permit, information and advice on obtaining	International Degree Programs Office
scholarship, application for	International Degree Programs Office
social and health insurance, information	International Degree Programs Office
student ID card	CU Card Service Centre
student mobility	International DP Office for exchange students
thesis	Program coordinator / International Office

transcripts, request of copies	International Degree Programs Office
transfer of credits, request	International Degree Programs Office
tuition fees, payment of	International Degree Programs Office
visa, information and advice on obtaining	International Degree Programs Office

I need to contact someone about administrative stuff

—→ The International Degree Programs Office is ready to help! You can contact us in person or via email or phone:

Hollar Building, Rooms 217 and 218
Faculty of Social Sciences
Smetanovo nabreží 6, 110 01 Praha 1

Name	Responsibility	Phone	Email	Room
Michal Semian	Erasmus Mundus Joint Master Degree Programs	+420 222 112 184	degreeprograms@fsv.cuni.cz	218
Preeti Samuel Rajendran	Contact for high school counsellors, communications		preeti.rajendran@fsv.cuni.cz	218
Lukáš Budín	English-taught Bachelor and Master Degree Programs	+420 222 112 254	degreeprograms@fsv.cuni.cz	217
Eva Kapuciánová	English-taught Bachelor and Master degree Programs, Financial matters	+420 222 112 287	eva.kapucianova@fsv.cuni.cz	217
Marcela Vrbatová	English-taught Bachelor and Master Degree Programs, Admissions Degree Recognition (nostrification)	+420 222 112 284	admissions@fsv.cuni.cz	217

I need to contact the person responsible for my study program →

The coordinator of your study program is mainly responsible for the day-to-day issues and administration of your program. Contact them if you have questions regarding the curriculum, cannot get in touch with your teacher, are struggling with your studies, or need help with anything regarding your program.

The program director is the person responsible for the academic quality of your program, the curriculum and making the final decisions in your study. Contact them for approving your request forms, transfer of credits, etc.

Study program	Program director	Program coordinator
Economics and Finance (BEF)	Julie Chytilová julie.chytilova@fsv.cuni.cz	Michal Červinka michal.cervinka@fsv.cuni.cz
History and Area Studies (HAS)	Jiri Vykoukal jiri.vykoukal@fsv.cuni.cz	Petra Baštová study.ims@fsv.cuni.cz
Politics, Philosophy and Economics (PPE)	Janusz Salamon janusz.salamon@fsv.cuni.cz	Jakub Franěk (organisation) jakub.franek@fsv.cuni.cz Petr Špecian (student affairs) petr.specian@fsv.cuni.cz
Social Sciences (SOSCI)	Martin Hájek martin.hajek@fsv.cuni.cz	Zuzana Kotherová zuzana.kotherova@fsv.cuni.cz
Balkan, Eurasian and Central European Studies (BECES)	Tomáš Nigrin tomas.nigrin@fsv.cuni.cz	Petra Baštová study.ims@fsv.cuni.cz
Corporate Strategy and Finance in Europe (CSF)	Martin Gregor martin.gregor@fsv.cuni.cz	Lenka Št'astná lenka.stastna@fsv.cuni.cz
Economics and Finance (MEF)	Jiří Novák jiri.novak@fsv.cuni.cz	Jiří Novák jiri.novak@fsv.cuni.cz
Erasmus Mundus International Master in Security, Intelligence and Strategic Studies (IMSIS)	Emil Aslan emil.aslan@fsv.cuni.cz	Vít Strítecký vit.stritecky@fsv.cuni.cz
Erasmus Mundus Journalism, Media and Globalisation (EMJ)	Alice Němcová Tejkalová alice.tejkalova@fsv.cuni.cz	Sandra Lábová sandra.labova@fsv.cuni.cz
European Politics and Society (EPS)	Eliška Tomalová eliska.tomalova@fsv.cuni.cz	Martin Mejstřík martin.mejstrik@fsv.cuni.cz Study support: Jan Krajc, Štěpánka Javůrková eps@fsv.cuni.cz

Study program	Program director	Program coordinator
Finance and Data Analytics (MFDA)	Jozef Baruník jozef.barunik@fsv.cuni.cz	František Čech frantisek.cech@fsv.cuni.cz
Geopolitical Studies (GPS)	Martin Riegl martin.riegl@fsv.cuni.cz	Bohumil Doboš bohumil.dobos@fsv.cuni.cz
International Economic and Political Studies (IEPS)	Miloš Brunclík milos.brunclik@fsv.cuni.cz	Lukáš Hájek lukas.hajek@fsv.cuni.cz
International Masters in Economy, State and Society (IMESS)	Jiří Vykoukal jiri.vykoukal@fsv.cuni.cz	Petra Bašťová study.ims@fsv.cuni.cz
International Relations (MAIN)	Jan Karlas jan.karlas@fsv.cuni.cz	Viera Martinková viera.martinkova@fsv.cuni.cz
International Security Studies (MISS)	Vít Střítecký vit.stritecky@fsv.cuni.cz	Vít Střítecký vit.stritecky@fsv.cuni.cz
Master in Area Studies (MAS)	Tomáš Weiss tomas.weiss@fsv.cuni.cz	Petra Bašťová study.ims@fsv.cuni.cz
Media and Area Studies (MARS)	Vaia Doudaki vaia.doudaki@fsv.cuni.cz	Jan Miessler jan.miessler@fsv.cuni.cz
Migration Studies and New Societies (MSNS)	Jakub Grygar jakub.grygar@fsv.cuni.cz	Terezie Hanzlíková terezie.hanzlikova@fsv.cuni.cz Tereza Freidingerová tereza.freidingerova@fsv.cuni.cz
Public and Social Policy (PASP)	Pavol Frič pavol.fric@fsv.cuni.cz	Mirna Jusić mirna.jusic@fsv.cuni.cz
Society, Communication and Media (SCM)	Dino Numerato dino.numerato@fsv.cuni.cz	Terezie Hanzlíková terezie.hanzlikova@fsv.cuni.cz
Sociology of Contemporary Societies (SCS)	Zdeněk Uherek zdenek.uherek@fsv.cuni.cz	Terezie Hanzlíková terezie.hanzlikova@fsv.cuni.cz

I need to have my studies adjusted due to my health condition

→ If you are interested in being registered as a student with special educational needs, please arrange an appointment at specialni.potreby@fsv.cuni.cz. The contact person for special-needs students will explain to you all the steps which need to be done in order to be registered and to make use of services designated for special-needs students. More information is available [here](#).

I need a mental health support

→ Our faculty has a therapist who offers short – and long-term counselling to help you with problems concerning your mental health and study, family, personal, or other problems. The length of one session is 50–60 minutes and they are free of charge. How to make an appointment? Send email to our therapist:

Anna-Marie Pospíšilová,

annamarie.pospisilova@ruk.cuni.cz

Address: Counselling centre at Školská 13a, Prague 1.

Charles University's [Carolina Centre](#) offers counselling in English as well. You can reserve your appointment in [this application](#).

I need help with my career

→ Career counselling is for everyone – for Masters and Bachelors, for freshmen and graduating students or graduates. We offer the services of a career counsellor free of charge to all our students and recent graduates. Appointments are available by prior arrangement. You can find more info and contact [here](#).

Emergency phone numbers



112

European
emergency number



155

Ambulance



158

Police



150

Fire brigade

All you need to know about your studies

How do I keep track of the academic obligations and deadlines?

—> On the following page, there is an overview of the dates that concern you in your first year of study. For the full academic calendar and information on Final state exam dates, graduation ceremony dates, etc., please see [here](#).



Academic year**01. 10. 2024 – 30. 09. 2025**

Enrollment period for new students	05. 09. 2024 – 30. 09. 2024
Registration for courses in Student Information System	Bachelors: 17. 09. 2024, 11 a.m. – 06. 10. 2024, 23:59 p.m. Masters: 17. 09. 2024, 10 a.m. – 06. 10. 2024, 23:59 p.m.
Winter semester teaching period	30. 09. 2024 – 20. 12. 2024
Matriculation ceremony	17. 10. 2024
Dean's day (usually no teaching)	25. 10. 2024
Start of Winter semester exam registration	01. 12. 2024
Christmas break	23. 12. 2024 – 03. 01. 2025
Winter semester course evaluation	16. 12. 2024 – 14. 02. 2025
Supplement lectures week	06. 01. 2025 – 10. 01. 2025
Winter semester exam period	13. 01. 2025 – 16. 02. 2025
Summer semester teaching period	17. 02. 2025 – 30. 06. 2025
Registration for courses in Student Information System	Bachelors: 04. 02. 2025, 11 a.m. – 23. 02. 2025, 23:59 p.m. Masters: 04. 02. 2025, 10 a.m. – 23. 02. 2025, 23:59 p.m.
Dean's day (usually no teaching)	02. 05. 2025
Rector's day (sports event, usually no teaching)	13. 05. 2025
Start of Summer semester exam registration	01. 04. 2025
Summer semester course evaluation	12. 05. 2025 – 29. 06. 2025
Supplement lectures week	19. 05. 2025 – 23. 05. 2025
Summer semester exam period	26. 05. 2025 – 30. 06. 2025 01. 09. 2025 – 05. 09. 2025
Summer break	01. 07. 2025 – 31. 08. 2025

You can also add the academic calendar to your Google calendar.



You can find more detailed information about the organisation of the study, the credit system and the grading [here on our website](#).

The Bachelor programs are designed for 3 academic years, the Master programs for 2 academic years. However, it is very common for students to prolong their study by a year or two and there is no extra charge for additional academic years aside from the standard tuition fee. Bachelor students can take a maximum of 6 years to graduate, Masters can take a maximum 5 years.

How do I enrol in the second and further year of study?

→ In your first year, you go through the process of enrollment to start your study. Each following year, you will request a registration for the next academic year. This way, you let the faculty know that you intend to continue your studies. You will be notified via email with instructions that you should request a check of your study obligations and the International Degree Programs Office will perform the check and subsequently register you for the next academic year. If you don't request the check, the IO will start the process of termination of study.

The study obligations that must be fulfilled in order to continue your study are mainly reaching a certain number of credits:

Bachelor study programmes

45 credits	90 credits	135 credits	170 credits	170 credits
to register for the second year of studies	to register for the third year of studies	to register for the fourth year of studies	to register for the fifth year of studies	to register for the sixth year of studies

Master study programmes

45 credits	90 credits	110 credits	110 credits
to register for the second year of studies	to register for the third year of studies	to register for the fourth year of studies	to register for the fifth year of studies



What do I have to do in order to graduate?

→ To successfully graduate, you will have to:

- 1) reach 180 ECTS in Bachelor programs
or 120 ECTS in Master programs
- 2) satisfy the demands of your program's curriculum: Your study will consist of three types of courses – Mandatory, Elective and Optional. The ratio of the three parts may vary from program to program, but the general structure is the same. You can read more about what these types of courses are, their rules, and where to find your program's demands [here](#). You will also learn more about this at your program orientation meetings.
- 3) take your final state exams
and defend your thesis

When you approach the end of your study, you can read up on it [here](#).

What will my schedule look like?

→ The approach to schedule is quite flexible – we will not give you a strict timetable to adhere to. You will instead be allowed to register freely for the classes of your choice. Of course, your program heads may recommend you to take certain courses during your first semester to help with that choice. Otherwise, you only need to consider:

- some courses are an advanced continuation of others – i.e. you need to take Principles of Economics I before you take Principles of Economics II.
- you need to obtain a certain amount of credits to be able to continue to the next academic year (see the chart on [page 25](#)). Students usually aim for approx. 30 credits per semester.

How do I create my schedule?

→ Before the start of each semester, you will be able to register for the courses of your choice through our Student Information System (SIS). More on how to navigate the SIS is [here](#) (video).

You will receive the login for SIS upon enrollment to the program. The registration period lasts for about a month and ends approximately one week into the semester (this will allow you to attend the first lesson of the course and decide whether you might want to deregister from it). During this period, you can register for or drop the classes as you wish.

Generally courses consist of two parts: lecture and seminar. You can read more about the organisation of courses [here](#).

I missed the registration deadline, what now?

→ For up to 6 weeks into the semester, you can still formally request the registration/deregistration of courses through a form signed by the teacher of the course. The form can be downloaded from our website [here](#) and must be then delivered to the International Degree Programs Office for processing.

You cannot deregister from a course that you have already failed.

How are the courses evaluated?

—→ The evaluation of the course depends on the teacher – you will learn this from the syllabus and during your first lecture. At the end of the semester, the course can end with one of two types of evaluation:

- “Zápočet”/Pass – This means that a course is not ended with an exam, but a different way of obtaining the credit, e.g. an essay, a project, written analysis, etc. The grading is Pass/Fail.
- Exam, written or oral. We use an internationally recognized A-F grading system, often referred to as ECTS grading.

Read more about the evaluation, grading scale and GPA [here](#).

Can I take Czech language courses?

—→ Absolutely! The Czech courses are available to our international students for free. We offer four different proficiency levels as “Czech for foreigners I-IV”. You can find them in the SIS under the course code JLB000 – JLB003.

(Unsure what the course code is? Go back to the SIS [video](#) for explanation!)

How can I transfer credits from other institutions?

—→ This is a fairly easy and common process. You simply need to fill out a request form to specify which courses you want to transfer, and present it to your program director for approval. Once they approve, bring or send the form to the International Degree Programs Office and we will take care of the administration. The transferred credits will be counted towards your degree and will show up in your transcript, but don't count towards your GPA. Only credits obtained in the past 5 years can be transferred.

A step by step guide for transfers is here on our [website](#).



Are there any ceremonies I should take part in?

→ Yes! There are two official ceremonies to mark the beginning and end of your study:

- The matriculation ceremony which is usually held in October to officially welcome you to the academic community of Charles University. There, all students take the matriculation oath. More [here](#).
- The graduation ceremony at the end of your study is where you will formally be awarded your diploma. These take place three times a year, usually about 3 months after you pass your final state exams. June graduates attend the ceremony in September, September graduates are invited for December, and January graduates will have their ceremony in March. More on what the ceremony looks like, where it takes place and what to do if you can't come is [here](#).

I want to go for a study stay abroad, where do I find the info?

→ Our faculty offers many opportunities for you to spend a semester or two abroad. You can go via Erasmus+ and many other programs. We also have a lot of inter-university and inter-faculty agreements which will allow you to travel to almost all countries in the world.

Check out this [calendar of outgoing opportunities](#). If you need advice, you can contact the International Office helpful staff. The list of contacts is [here](#).



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Charles University



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