



FACULTY
OF SOCIAL SCIENCES
Charles University

Factsheet Inter-Faculty Agreements Exchange
2023/2024

ACADEMIC YEAR

25 September 2023 - 30 June 2024

Winter Semester

25 September 2023 - 16 February 2024

Arrival at Prague

22 - 24 September 2023

Orientation Week

25 September - 1 October 2023

Classes

2 October 2023 - early January 2024

Exam period

early January - 18 February 2024

Summer Semester

12 February - 30 June 2024

Arrival at Prague

9 - 11 February 2024

Orientation Week

12 - 18 February 2024

Classes

19 February - second half May 2024

Exam period

second half May - 30 June 2024

APPLICATION DATES

Winter Semester

Nomination Period

1 March - 15 April 2023

Application Period

March - 30 April 2023*

Summer Semester

Nomination Period

1 September - 30 September 2023

Application Period

1 September - 15 October 2023*

*Early applications are strongly recommended, especially if the student has to apply for visa.

NOMINATION & APPLICATION PROCESS

1 step

Students have to be nominated for the Exchange Program by their home university coordinator, the following documents should be enclosed:

- Application Form
- CV
- Motivation Letter
- Study plan
- Transcript of Records
- Letter of Recommendation
- Copy of the Passport

English Language Requirement - minimum level B2

Students who are not native speakers will be asked to demonstrate their ability to study in English with an official language certificate or one issued by home university.

2 step

The Application must be signed by the student and checked by the HU coordinator*.

The HU coordinator will email the application with all the documents together to the International Office of FSV UK.

3 step

Once the student is accepted, we will inform the HU coordinator and post-acceptance, housing and visa (if needed) document to their address.

*HU coordinator - Home university coordinator

COURSES FOR INCOMING STUDENTS

FSV UK has 5 institutes:

Institute of Political Studies

Institute of International Studies

institute of Sociological Studies

Institute of Economic Studies

Institute of Communication Studies and Journalism

Courses can be searched in SIS (Student Information System) [here](#).

In the search engine students are required to choose the Faculty of Social Sciences,

Class: Courses for incoming students

Semester: Winter/Summer/Both

Our faculty offers over 200 courses per semester.

Students can also study various languages at the Faculty of Social Sciences UK.

Every course has a unique code e.g. JEB111 where the third letter states the level of the course.

B - bachelor level

M - master level

D - doctoral level

Students of Bachelor level can register for a course of a master level unless it is restricted by the teacher of the course (note in the syllabus).

Students can register for courses in total of appx 30 ETCS per semester.

At least half of the registered courses have to be from the FSV UK.

Under [the following link](#) you will find detailed information with our instructions on how to find an appropriate list of classes and how our class codes work: <https://fsv.cuni.cz/en/exchange/life/academic-information/course-registration>

HOUSING

Exchange students will be automatically accommodated at a dormitory of Charles University, unless the student explicitly refuses this option.

“Komenského” Dormitory

Address: Parlářova 6, 169 00 Praha 6
<https://goo.gl/maps/8sQ1xXvmpEF2>

“Kajetánka” Dormitory

Address: Radimova 12, 169 00 Praha 6
<https://goo.gl/maps/E8nHdHRgTbU2>

VISA

Students from non-EU and non-EFTA countries will need a student visa. To obtain their visa in a timely manner, we strongly recommend students to submit their applications as early as possible.

Visa process may take up to **3 months**.

- Semester-length students should apply for a student visa (long-stay visa for the purpose of study)
- Full year students (2 semesters) should apply for a long-term residence permit.
- More information at <https://fsv.cuni.cz/en/study/practical-information/visa-and-renewals>

USEFUL LINKS

[Official website of the FSV UK](#)

[Nomination and Application process for incoming students](#) - Inter-faculty exchange

[Official website of FSV UK for Exchange students](#)

[Academic Information](#)

[Practical Information](#)

[Student Information System \(SIS\)](#) - course search

Facebook group "[Exchange students FSV UK](#)"

CONTACT POINT

Head of the International Office FSV UK

Ms Michaela Rudinská

svoz@fsv.cuni.cz

(+420) 222 112 228

Incoming and Outgoing Students Coordinator

Ms Marie Stanovská

studyabroad@fsv.cuni.cz

(+420) 222 112 221





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See you in Prague
Naviděnou v Praze