

## ACADEMIC CALENDAR OF THE ACADEMIC YEAR AT FVS UK

<b>DIRECTIVE S_SO_001</b>		
<b>Version:</b> AR 2023/2024 v_001		
<b>Issued by Dean's Measure:</b> 13/2023		
<b>Date of issuance:</b> 29.05.2023	<b>In effect from:</b> 29.05.2023	<b>Validity:</b> until 30.9.2024
<b>Related regulations and documents:</b>		
<b>Repealed regulations:</b> OD 16/2010 Measures of the Dean regulating the registration of students for credit and examination dates and entering credit and examination results in the student information system - SIS UK		
<b>A lead (unit, staff member):</b> PhDr. Malvína Krausz Hladká, Ph.D., vice-dean for student affairs		
<b>Elaborated by:</b> Mgr. Kateřina Vovsová, head of Student Services Office Ing. Monika Mandová, head of SD&KT (only version 001)		
<b>Appendices:</b>		
<b>Brief summary of the regulations:</b> This version of the Directive sets out the academic calendar for the academic year of 2023/2024, in particular the dates for the start of each semester, the holiday periods, the end of the academic year, and the dates for enrolment in courses.		
<b>Discussed with AS FSV UK:</b> Not requested	<b>Approved by AS FSV UK:</b> Not requested	<b>Discussed with trade unions:</b> Not requested
<b>Discussion with or approval by another body:</b> Not requested		
<b>In charge of accuracy:</b> PhDr. Malvína Krausz Hladká, Ph.D., vice-dean for student affairs JUDr. Vanda Wagnerová, Legal Office Ing. Monika Mandová, head of SD&KT Ing. Ondřej Blažek, Faculty Secretary		
<b>Issued by:</b> PhDr. JUDr. Tomáš Karásek, Ph.D., Dean of the Faculty		

## Part I – Information about the Regulation

## 1. Reasons for and Explanation of the Changes

Content of the change	Point
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Transformation of the regulation into a directive.	
Determination of current dates for the academic year 2023/2024.	

## 2. Purpose and Scope of the Measure

This measure issues a new Directive - Academic Calendar of the Academic Year of the Faculty of Social Sciences of Charles University, which defines the basic conditions of student enrolment and establishes the calendar of the academic year, especially the dates of the start of individual semesters, the holiday periods, the end of the academic year, and the dates of enrolment in courses. A dedicated version of the directive is issued for each academic year.

### Part II – Basic Terms, Rules, and Roles

#### 3. Definition of Terms

- 3.1. **The academic year** lasts 12 calendar months. Its beginning is determined by the Rector. The academic year is divided into winter semester, summer semester, and holidays. The Rector determines the beginning of the semesters and holidays. Both semesters are taught through lectures and seminars, the semester ends with an examination period with credits or examinations received in individual courses-
- 3.2. **The semester** is governed by the currently valid academic calendar issued by the Dean. Each semester is followed by an examination period, the length of which is determined by the Dean. Any unplanned changes in the learning part of the semester are determined by the Dean by a decree posted on the official notice board of the Faculty.
- 3.3. A study applicant becomes a **student** on the date of enrolment. Enrolment takes place at the faculty that implements the respective study programme within the time limit set by the Dean of that faculty. A person whose studies have been interrupted becomes a student on the date of re-enrolment. A person ceases to be a student on the date of termination of studies in accordance with § 55 para 1 and § 56 paras 1 and 2 or interruption of studies in accordance with § 54 of Act No. 111/1998 Coll., Act on Universities and on Amendments and Supplementations to Other Acts (the Act on Universities).
- 3.4. **The Study Information System (SIS)** is a centrally operated study information system for all faculties and other units of Charles University. The system serves students, lecturers, student services office, and other user groups. The web part of the system is intended primarily for students and teachers.

### Part III – General Provisions

#### 4. Enrolments of Students

- 4.1. Enrolment of newly admitted applicants takes place before the start of the academic year, according to the schedule of the student services office posted on the Faculty's website.

- 4.2. Current students enrol themselves in the 2<sup>nd</sup> and higher year of study once a year, according to the dates set out in this academic calendar, via SIS UK.
- 4.3. Students enrol in individual courses each semester, only through SIS UK and only during the period specified in this academic calendar.
- 4.4. Enrolment in the course on the date specified in the academic calendar is a prerequisite for the possibility to take the course.

## Part IV – Academic Calendar of the Academic Year of 2023/2024

### 5. Academic Year of 2023/2024

- 5.1. Academic year starts on 1. 10. 2023 and finishes on 30. 9. 2024.
- 5.2. Courses are cancelled on the days indicated as\*. It is not possible to fulfil the assessment of study.

### 6. Pre-Semester Period

<b>PRE-SEMESTER PERIOD</b> (End of the academic year of 2022/2023 and preparation for the academic year of 2023/2024)	<b>1. 9. 2023 to 30. 9. 2023</b>
Enrolment of applicants admitted to Bachelor's and Master's study (in accordance with the list from Student Services Office)	from 12. 6. 2023 to 29. 9. 2023
Enrolment of applicants admitted to Bachelor's and Master's study in the study programmes offered in a foreign language (in accordance with the list from OCJSP)	from 5. 9. to 30. 9. 2023
CERGE - enrolment of applicants admitted to Master's and Doctoral study	19. 9. to 30. 9. 2023
Enrolment of applicants admitted to the first year of Doctoral study	28. 6. 2023 18. 9. 2023
Examination period for the summer semester of 2022/2023 (continuation)	1. 9. to 8. 9. 2023
Electronic enrolment of students in the 2 <sup>nd</sup> and higher years of Bachelor's and Master's study through SIS UK	continuously, if they have met all the conditions for advancement to the next segment of study until 22. 9. 2023
<b>Matriculation ceremony</b>	19. 10. 2023
Graduation ceremony	Master's 13. and 14. 9. 2023
<b>State examinations – autumn terms</b>	
<b>Bachelor's study</b>	4. 9. 2023 to 15. 9. 2023
<b>Master's study</b>	11. 9. 2023 to 22. 9. 2023
<b>Submission of applications for rigorosum examination</b> applicants who intend to take the exam in October 2023	by 10. 7. 2023
<b>Submission of rigorosum theses</b>	by 4. 9. 2023
<b>Doctoral state examinations</b>	1. 9. 2023 to 22. 9. 2023

### 7. Winter Semester

<b>WINTER SEMESTER OF 2023/2024</b>	<b>1. 10. 2023 to 18. 2. 2024</b>
Beginning of courses in winter semester	2. 10. 2023
Courses	2. 10. 2023 to 22. 12. 2023

Registering for subjects in winter semester for Bachelor's study	19. 9. 2023 from 11.00 a.m. to 8. 10. 2023 to 23.59 p.m.
Registering for subjects in winter semester for post-Bachelor's and Doctoral study	19. 9. 2023 from 10.00 a.m. to 8. 10. 2023 until 23.59 p.m.
Registering for subjects for Exchange students	21. 9. 2023 from 10.00 a.m. to 8. 10. 2023 until 23.59 p.m.
Registering for subjects for students of other faculties	25. 9. 2023 from 10.00 a.m. to 8. 10. 2023 until 23.59 p.m.
Graduation ceremony	Bachelor's 3. 10. 2023 to 5. 10. 2023
Dean's day*	27. 10. 2023
Graduation ceremony	Bachelor's 1. and 5. 12. 2023 Master's 6. and 7. 12. 2023
Christmas holidays	23. 12. 2023 to 1. 1. 2024
<b>Registration for the State final examination (Bachelor's + Master's)</b>	from 1. 12. 2023 to 3. 1. 2024
<b>Submission of Bachelor's and Diploma theses for the State final examination in January and February terms</b>	3. 1. 2024 23.59 p.m.
Deadline for fulfilling all the study obligations for students registered for the State final examination	Bachelor's study by 7. 1. 2024 Master's study by 14. 1. 2024
<b>State examinations – winter terms</b>	
<b>Bachelor's study</b>	15. 1. 2024 to 26. 1. 2024
<b>Master's study</b>	22. 1. 2024 to 2. 2. 2024
<b>Rigorosum examinations</b>	9. 10. 2023 to 20. 10. 2023
<b>CERGE – Doctoral study</b>	20. 11. 2023 to 23. 1. 2024
<b>Doctoral study</b>	8. 1. 2024 to 9. 2. 2024
Listing of topics of theses in SIS UK actively offered by teachers to students	continuously
<b>Submission and filing of projects and propositions of Bachelor's and Diploma theses</b>	stipulated within the fulfilment of the course of the seminar for final theses or by a decree of the director of the institute
Evaluation of courses in Bachelor's and post-Bachelor's programmes by students of winter semester of 2023/2024	18. 12. 2023 to 11. 2. 2024
Evaluation of Doctoral courses by students of winter semester of 2023/2024	12. 2. 2024 to 18. 2. 2024
Week for substitute courses (including substitutions for 27. 10., 17. 11. 2023) and examination pre-terms	2. 1. 2024 to 5. 1. 2024
Registering for examinations in SIS UK	from 1. 12. 2023
Examination period	8. 1. 2024 to 16. 2. 2024

## 8. Summer Semester

<b>SUMMER SEMESTER OF 2023/2024</b>	19. 2. 2024 to 30. 6. 2024
Beginning of courses in summer semester	19. 2. 2024
Courses	19. 2. 2024 to 17. 5. 2024
Registering for subjects in summer semester for Bachelor's study	6. 2. 2024 from 11.00 a.m. to 25. 2. 2024 until 23.59 p.m.
Registering for subjects in summer semester for post-Bachelor's and Doctoral study	6. 2. 2024 from 10.00 a.m. to 25. 2. 2024 until 23.59 p.m.
Registration for subjects in summer semester for Exchange students	8. 2. 2024 from 10.00 a.m. to 25. 2. 2024 until 23.59 p.m.
Registering for subjects in summer semester for students of other faculties	12. 2. 2024 from 10.00 a.m. to 25. 2. 2024 until 23.59 p.m.

Graduation ceremony	Bachelor's 21. 3. 2024 Master's 20. 3. 2024
Dean's day*	28. 3. 2024
Rector's day*	14. 5. 2024
<b>Curricula</b>	
Opening of Karolinka for the academic year of 2024/25	1. 4. 2024
Submission of Karolinka for the academic year of 2024/25	9. 6. 2024
<b>Registration for the State final examination (Bachelor's + Master's)</b>	17. 4. 2024 to 30. 4. 2024
<b>Submission of Bachelor's and Diploma theses for the State final examination in June terms</b>	by 30. 4. 2024 23.59 p.m.
Deadline for fulfilling all the study obligations for students registered for the State final examination	Bachelor's study by 26. 5. 2024 Master's study by 2. 6. 2024
<b>State examinations – summer terms</b>	
<b>Bachelor's study</b>	3. 6. 2024 to 21. 6. 2024
<b>Master's study</b>	10. 6. 2024 to 28. 6. 2024
<b>Doctoral study</b>	20. 5. 2024 to 28. 6. 2024
Period for evaluating individual study plan (Doctoral study)	1. 5. 2024 to 30. 9. 2024
Listing of topics of theses in SIS UK actively offered by teachers to students	continuously
<b>Submission and filing of projects and propositions of Bachelor's and Diploma theses</b>	stipulated within the fulfilment of the course of the seminar for final theses or by a decree of the director of the institute
<b>Submission of applications for rigorosum examinations</b> For applicants intending to take the examination in March 2024	by 5. 1. 2024
<b>Submission of rigorosum theses</b>	by 2. 2. 2024
<b>Rigorosum examinations</b>	4. 3. to 15. 3. 2024
Evaluation of courses in Bachelor's and post-Bachelor's programmes by students of summer semester of 2023/2024	13. 5. 2024 to 30. 6. 2024
Evaluation of Doctoral courses by students of summer semester of 2023/2024	1. 7. 2024 to 10. 7. 2024
Evaluation of Doctoral study	28. 8. 2024 to 10. 9. 2024
Week for substitute courses (including substitutions for 28. 3., 29. 3., 1. 4., 1. 5., 8. 5. a 14. 5. 2024) and examination pre-terms	20. 5. 2024 to 24. 5. 2024
Registering for examinations in SIS UK	from 1. 4. 2024
Examination period	27. 5. 2024 to 28. 6. 2024 2. 9. 2024 to 6. 9. 2024
Deadline for fulfilling all the study obligations, for students registered for the State final examination in September	Bachelor's study by 25. 8. 2024 Master's study by 1. 9. 2024
<b>Registration for the State final examination (Bachelor's and Master's)</b>	from 1. 7. 2024 to 31. 7. 2024
<b>Submission of Bachelor's and Diploma theses for the State final examination held in September</b>	by 31. 7. 2024 23.59 p.m.
<b>State examinations – autumn terms</b>	
<b>Bachelor's study</b>	2. 9. 2024 to 13. 9. 2024
<b>Master's study</b>	9. 9. 2024 to 20. 9. 2024
<b>Submission of applications for rigorosum examinations</b> For applicants intending to take the examination in October 2024	by 8. 7. 2024
<b>Submission of rigorosum theses</b>	by 2. 9. 2024
<b>Doctoral state examinations</b>	2. 9. 2024 to 20. 9. 2024

## 9. Admissions Procedure

### ADMISSIONS PROCEDURE

Submission of conditions for admissions procedure for the academic year of 2024/2025	3. 7. 2024
Submission of applications for <b>Bachelor's</b> study	by 29. 2. 2024
Submission of applications for <b>Master's</b> study	by 31. 3. 2024
Submission of applications <b>for Bachelor's and Master's study offered in foreign language</b>	by 30. 4. 2024
CERGE - submission of applications for Master's study	by 31. 3. 2024
Submission of applications for <b>Doctoral</b> study in terms of Doctoral programmes with the beginning of classes on 1. 10. 2024	by 30. 4. 2024
CERGE – submission of applications for Doctoral study	by 31. 3. 2024
<b>Admissions Examinations</b>	
<b>Bachelor's and Master's study programmes offered in Czech</b>	from 3. 6. 2024 to 19. 6. 2024
Bachelor's and Master's study programmes offered in foreign language	3. 4. 2024 to 31. 8. 2024
<b>Doctoral study programmes</b> with the beginning of classes on 1. 10. 2024	10. 6. 2024 to 19. 6. 2024
<b>Substitute term for admissions examinations for all the study fields</b>	24. 6. 2024 to 28. 6. 2024
<b>SUMMER HOLIDAYS</b>	<b>1. 7. 2024 to 31. 8. 2024</b>
Pre-semester period of the academic year of 2024/2025	1. 9. 2024 to 30. 9. 2024