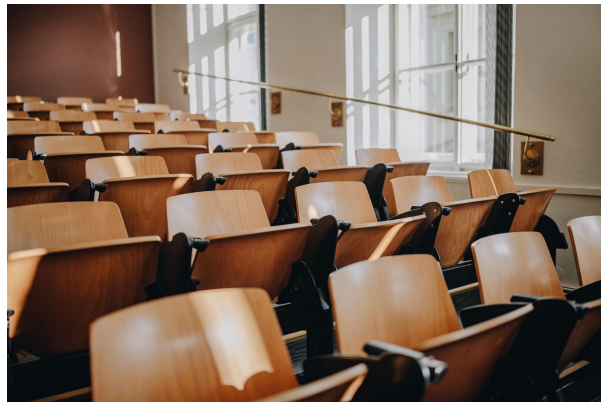


Online Pre-departure Meeting for Incoming Students



WELCOME!

Winter Semester 2021-2022

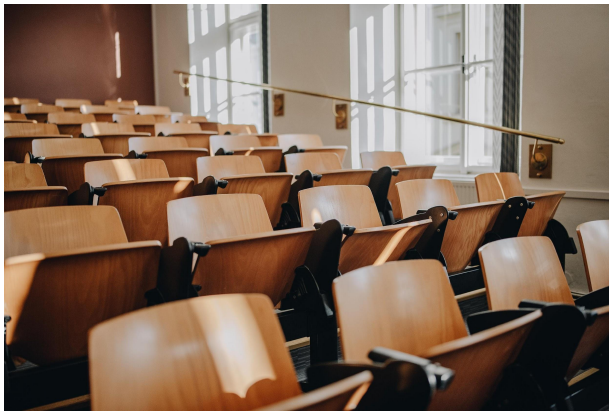
Date: September 15, 2021

Starting 03:00 PM (CET)

Host: International Office, Faculty of Social Sciences



FACULTY
OF SOCIAL SCIENCES
Charles University



ACADEMIC INFORMATION



FACULTY
OF SOCIAL SCIENCES
Charles University

AGENDA

- 1) Academic Calendar
- 2) Online Course Registration at FSV UK
 - a) General Information
 - b) Q&A
 - c) Guidance for Online Course Registration in SIS
 - d) Q&A
- 3) Faculty Emails & E-Learning Support
- 4) Czech Language Courses & Other Options
- 5) Examination at FSV UK
- 6) Q&A



ACADEMIC CALENDAR

Winter Semester 2021/2022	September 27, 2021 – February 11, 2022
Registration for classes in SIS (Student Information System) - Online	September 17, from 12 am CET - October 6, 12 am CET
Official Orientation Day	September 27
Welcome Week	September 27 – October 1
Classes	September 29 – December 22
Registration for Examinations in SIS – Online	Starts December 1
Examination Period	January 10 – February 13, 2022

The academic calendar is available [here](#).



FACULTY
OF SOCIAL SCIENCES
Charles University





ONLINE COURSE REGISTRATION at FSV UK

General Information

WINTER SEMESTER 2021/2022 at FSV UK



- All courses at **FSV UK** will be offered **online**.

This form of study is guaranteed for the winter semester only.

- Students in Prague are strongly encouraged to take classes in **hybrid form**



WINTER SEMESTER 2021/2022 at FSV UK

Scenario 1: I decided to study online from my home country the whole winter semester.

Student has a visa issue, or cannot arrive because of the pandemic situation.

The student should register for:

- 1) courses offered online only
- 2) hybrid courses, but needs to contact relevant professor(s) about his/her study remotely.

Scenario 2: I cannot arrive at the beginning of the semester because of the visa delay, but I would like to come later.

The student should take hybrid courses, but needs to contact relevant professor(s) about his/her study remotely. When the student arrives, he/she should start courses on site.

Scenario 3: I will arrive on site and start classes on September 29.

The student should take hybrid courses and start courses on site.

When a student studying on site does not feel well, he/she will stay at home and will contact the relevant professor(s) about the study online.

WINTER SEMESTER 2021/2022 at FSV UK

Guidelines for the Organisation of Courses in the Winter semester available [here](#)

- **All study obligations must be deliverable in their full value without the need for physical presence.**
- **Online courses**
 - **A live lecture via Meet/Zoom/Teams, or YouTube stream at a time according to the timetable OR a recorded commented lecture**
 - The log-in details, links, etc. of the contactless courses available in the course syllabus on the SIS
- **On-site courses**
 - Students have to comply with current hygiene and epidemiological standards

WINTER SEMESTER 2021/2022 at FSV UK

Examples

EU Institutions JTM382

Name: EU Institutions

Hours per week: 2/0

Guarantors: prof. JUDr. PhDr. Ivo Šlosarčík, Ph.D., LL.M.

Faculty: Faculty of Social Sciences

Language: English

Enrolled: 0 + 2

Event capacities: Lecture 18

Actions:

CSV

	0 6:30	1 8:00	2 9:30	3 11:00	4 12:30	5 14:00	6 15:30	7 17:00	8 18:30	9 20:00
Mo										
Tu										
We					<div>EU Institutions</div> <div>Šlosarčík Ivo, prof.</div> <div>JPEK209 12:30 JTM</div>					
Th										
Fr										

HYBRID form

	++ Event code	++ Course title	Teachers	++ Time	++ Room	++ Duration	++ Language	++ Students
	21aJTM382p1	P	EU Institutions	Šlosarčík Ivo, prof. JUDr. PhDr., Ph.D., LL.M.	We 12:30	JPEK209	80	English
								2 (18)

HYBRID form



CU FACULTIES & CREDITS

Credits

- We recommend exchange/visiting students **minimum of 20 ECTS for bachelor** level students, **minimum of 15 ECTS for master** level students.
- Nevertheless, remember you always have to fulfill criteria given by your home university.

CU Faculties

- **Erasmus and other programs'** students **should take at least 51 % of their courses** (or earn the same number of credits) **at our faculty (FSV UK)**. The remaining courses can be chosen from other faculties of the university.
- **Erasmus+ ICM students should take at least 51 % of their courses** (or earn the same number of credits) **at the institute where they were nominated to**.



CU FACULTIES

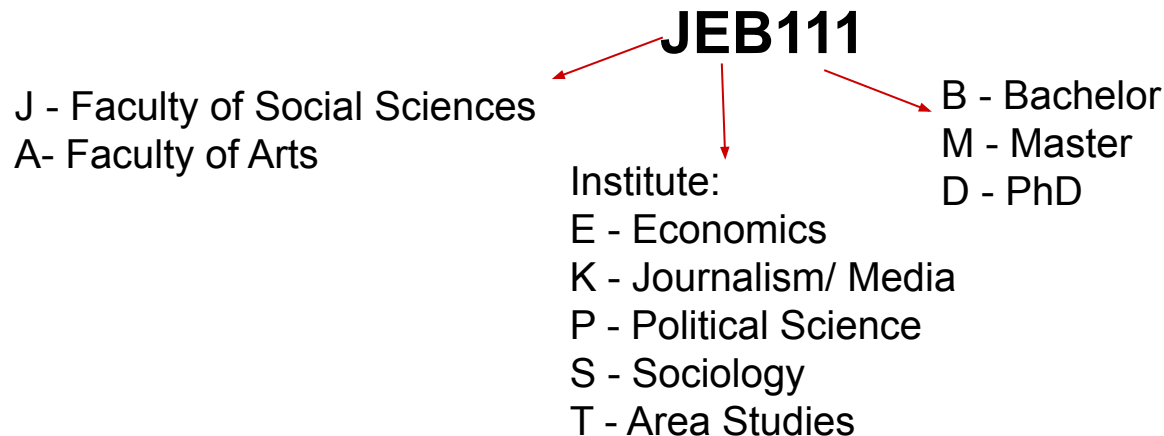
CU Faculties: Winter Semester 2021/22

- **Faculty of Arts**: classes in present form
- **Faculty of Humanities**: classes in present form



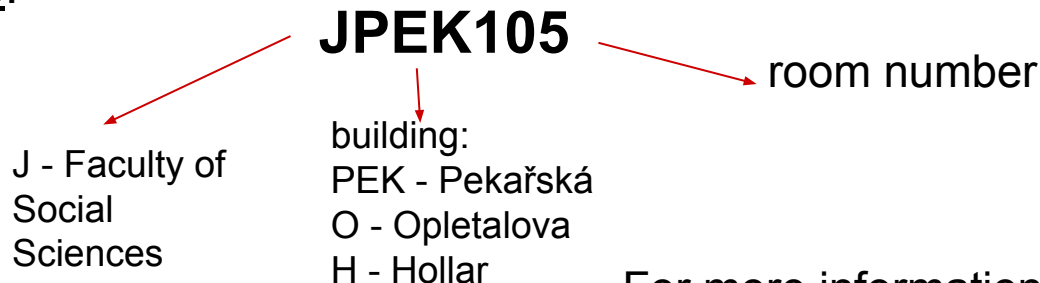
COURSE CODES & CLASS LOCATION

Course code:



Class location code:

In SIS, Schedule



For more information click [here](#).



FINAL LEARNING AGREEMENT

Erasmus+, Erasmus+ ICM Students

- Your learning agreement has to reflect all the changes.
- Your [IO coordinator](#) will sign it only after 14 November, 2021. But first have it approved by your home university.

Students of other programmes

- Contact your home university coordinator if changes are required.





Q&A



GUIDANCE for ONLINE COURSE REGISTRATION in SIS

ONLINE COURSE REGISTRATION

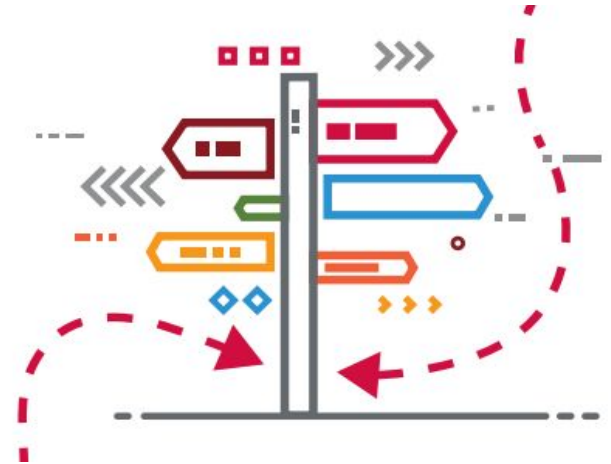
Agenda: When and where

Registration process

What to do when the course is full

Important data

Summary



ONLINE COURSE REGISTRATION

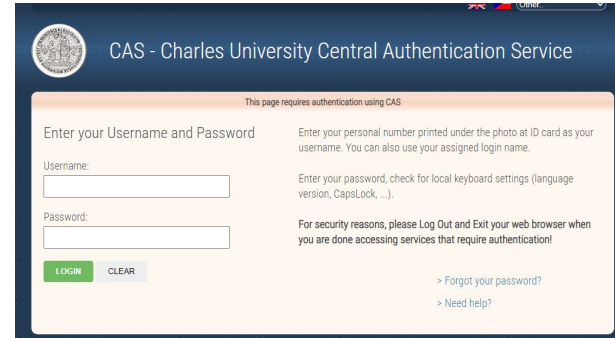
Consists of two online steps:

- 1) **Enrolment into CAS** (Central Authentication Service)
- 2) **Course Registration in SIS** (Student Information System)



Enrolment into CAS (Central Authentication Service)

- Every student should have received login name and password by email in a last few days.
- Please, **change your password within 5 days**
- Without this login, you will NOT be able to register for courses
- Login into [CAS](#)



The screenshot shows the CAS login interface for Charles University. At the top, there is a header with the university's seal and the text "CAS - Charles University Central Authentication Service". Below the header, a message states "This page requires authentication using CAS". The main section is titled "Enter your Username and Password" and contains two input fields: "Username:" and "Password:". To the right of the input fields, there are instructions: "Enter your personal number printed under the photo at ID card as your username. You can also use your assigned login name." and "Enter your password, check for local keyboard settings (language version, CapsLock, ...).". Below the input fields, there are two buttons: "LOGIN" (green) and "CLEAR" (grey). At the bottom right, there are two links: "> Forgot your password?" and "> Need help?".

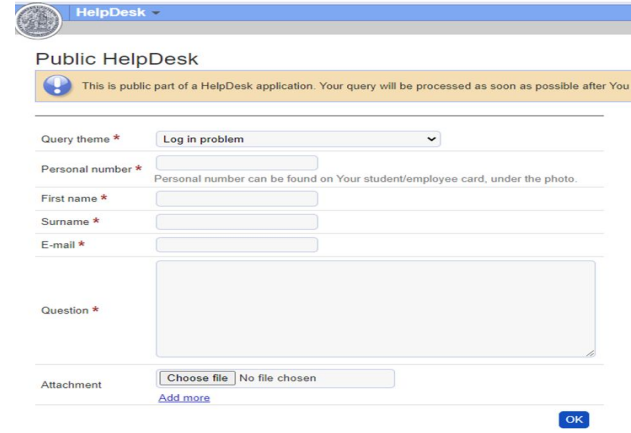


Enrolment into CAS (Central Authentication Service)

If you have a problem

- not received an email with login data to CAS (checked the spam) → email us ([International Office FSV UK](#))
- received but not able to register →
- not able to reset the password →
- initial password expired →

write to [HELPDESK](#)



The screenshot shows the 'Public HelpDesk' interface. At the top, there's a blue header with the 'HelpDesk' logo and a dropdown menu. Below the header, a yellow banner states: 'This is public part of a HelpDesk application. Your query will be processed as soon as possible after You'. The form contains several fields: 'Query theme' with a dropdown menu set to 'Log in problem'; 'Personal number' with a text input field and a note 'Personal number can be found on Your student/employee card, under the photo.'; 'First name' and 'Surname' with text input fields; 'E-mail' with a text input field; 'Question' with a large text area; and 'Attachment' with a 'Choose file' button and 'No file chosen' text. At the bottom right, there is an 'OK' button.

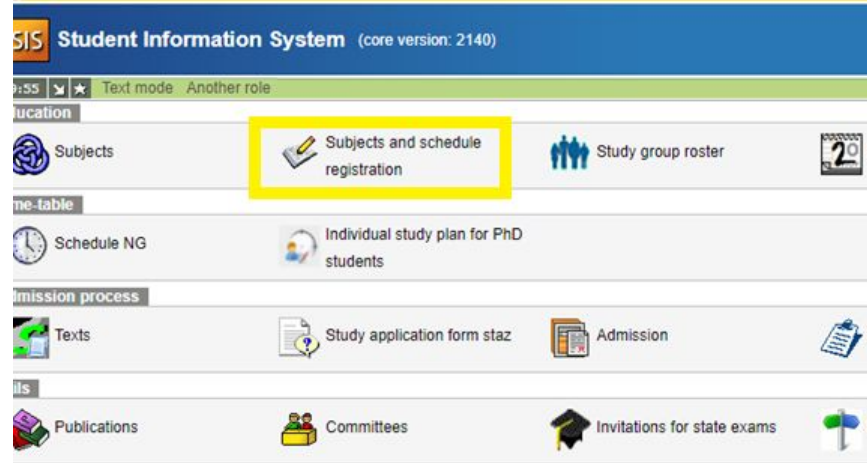
For registration to CAS do NOT use SAFARI.



COURSE REGISTRATION IN SIS - ONLINE

WHEN: 17 September 12 PM (CET) until 6 October 2021, 12 AM (CET)

WHERE: in [SIS](#) - module **Subject and Schedule registration**



The link to SIS is also on [our faculty website](#).



SIS

- Check the academic year (2021/2022, winter semester), can be changed in **Settings**



- go to **Enrollment (my own)** - search based on the subject code

A screenshot of the SIS 'Subjects and schedule registration' interface, specifically the 'Enrollment (my own)' tab. The header shows 'Faculty of Social Sciences' and '2021/2022, winter semester [Change]'. The 'Filter:' section contains several search criteria: 'Faculty' (Faculty of Social Sciences), 'Year and semester' (2021/2022, winter semester), 'Guarantee' (---), 'Subject code' (a text input field with a yellow highlight and a cursor), 'Title contains' (a text input field), 'Education language' (---), 'Free capacity' (checkbox), and 'Show only courses with available capacity' (checkbox). At the bottom, there is a 'Show: 20 results per page' and a 'Search' button.

- When satisfied with your choice, you can **enroll**.
- You will be allowed to enroll only to courses available to incoming students.
(Click on the course code.)

Faculty: Faculty of Social Sciences

Year and semester: 2020/2021, winter semester (Change)

Guarantee: ---

Subject code: JLB100

Title contains:

Education language: ---

Free capacity: ☐

Show only courses with available capacity: ☐

Show: 20 results per page

Search

Code	Title	links	Capacity	Begins	1st sem.	2nd sem.	Eurocredits 1/2 sem.	Teacher
JLB100	Czech as a Foreign Language I	[courses] [schedule]	0 / 60 / (80)	both	0/0	Ex	6/0	Mgr. Edit

Results 1-1 of 1

Enroll

Subjects (version: 8/8)

Course, academic year 2020/2021

Search Teachers Departments Classes Classification View by plans Setup

Details

Nevíte si rady s předměty? Možná Vám pomůžou naše návody. V případě problémů se ujistěte, že máte modul nastaven do správného a

Advanced Data Analysis in MS Excel - JEB111

Title: Advanced Data Analysis in MS Excel

Guaranteed by: Institute of Economic Studies (23-IES)

Faculty: Faculty of Social Sciences

Actual: from 2020 to 2020

Semester: both

E-Credits: 3

Hours per week, examination: 0/2 Ex (hours/week)

Capacity: winter: unknown / 250 (250) summer: unknown / unknown (250)

Min. number of students: unlimited

State of the course: taught

Language: English

Teaching methods: full-time

Guarantor: Mgr. Petr Polák, M.Sc., Ph.D.

Teacher(s): Mgr. Dominika Ehrenbergerová
Mgr. Petr Polák, M.Sc., Ph.D.
Mgr. Nikol Poláková
Mgr. Josef Svěda

Class: Courses for incoming students

- If more slots available, choose the most suitable one for you.

Schedule item selection						
Subject: Czech as a Foreign Language I (JLB100)						
Academic year: 2020/2021						
semester: winter						
Capacity	parallel	Week	Day	Hour	Classroom	Teacher
Practicals						
<input type="radio"/> 0/14	2		Mon Thu	8:40 - 10:40 8:40 - 10:40	O601 O601	Mgr. Kristina Arsenjuková
<input type="radio"/> 0/15	1		Mon Wed	10:45 - 12:45 10:45 - 12:45	O601 O601	Mgr. Edita Frantesová
<input type="radio"/> 0/6	06		Mon Thu	15:10 - 17:10 15:10 - 17:10	O601 O601	Mgr. Ladislava Kotrbová
<input type="radio"/> 0/15	3		Tue Wed	8:40 - 10:40 8:40 - 10:40	O601 O601	Mgr. Kristina Arsenjuková
<input type="radio"/> 0/15	05		Tue Thu	10:45 - 12:45 10:45 - 12:45	O601 O601	Mgr. Edita Frantesová
<input type="radio"/> 0/15	4		Tue Thu	11:40 - 13:40 8:50 - 10:50	H020 H020	Mgr. Barbora Mazurková
Enroll selected schedule items						

- Some courses have lectures and practicals. If so, you must enroll in both.

Schedule item selection						
Subject: Introductory Econometrics (JEM002)						
Academic year: 2020/2021						
semester: winter						
Capacity	parallel	Week	Day	Hour	Classroom	Teacher
Lecture						
<input checked="" type="radio"/> 8/92	1		Wed	11:00 - 12:20	O109	PhDr. Mgr. Jiří Kukacka, Ph.D.
Practicals						
<input type="radio"/> 3/20	1		Thu	15:30 - 16:50	O016	Periklis Bratsosoulas • Mgr. Jan Štá, M.Sc. • PhDr. Mgr. Jiří Kukacka, Ph.D.
<input checked="" type="radio"/> 5/20	2		Thu	17:00 - 18:20	O016	Mgr. Jan Štá, M.Sc. • Periklis Bratsosoulas • PhDr. Mgr. Jiří Kukacka, Ph.D.
Enroll selected schedule items						

- To see the list of enrolled courses, go to **Enrolled**.

55:40 [Icons] **Enrolled** Enrollment (study plan) Enrollment (my own) Validation Waiting list Settings

Schedule

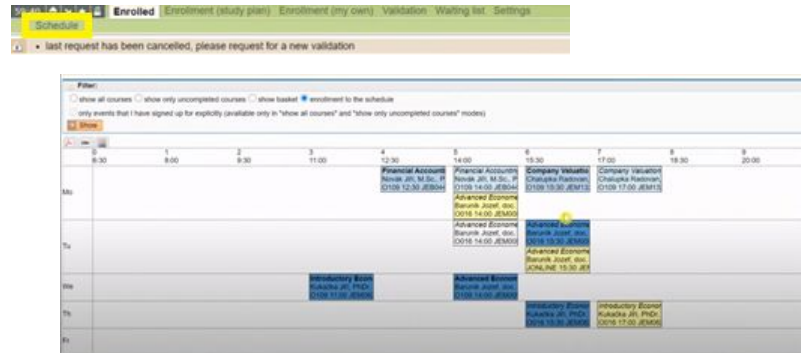
• last request has been cancelled, please request for a new validation

Filter:

Year and semester: 2020/2021, winter semester [Change]

	Semester	Eurocredits		Range	Code	Title	Faculty	Registration	Type	Note	Schedule
		limit									
		win.	sum.	win.	sum.						
	winter	6		2/2 Ex	JEM005	Advanced Econometrics	FSS	preliminary	required		Tut: Tue 15:30 - 16:50, O016, Lect: Wed 14:00 - 15:20, O109.
	winter	6		2/2 Ex	JEM002	Introductory Econometrics	FSS	preliminary	required/elective		Lect: Wed 11:00 - 12:20, O109, Tut: Thu 15:30 - 16:50, O016.
	winter	6		0/6 Ex	JLB100	Czech as a Foreign Language I	FSS	preliminary			Tut: Mon 8:40 - 10:40, O601, Tut: Thu 8:40 - 10:40, O601.
	winter	18									
	summer	6									

- To see the graphic version, go to **Schedule**.



ONLINE COURSE REGISTRATION

What to do when the course is full?

- **Do not panic!**
- **Enroll** into the **waiting list**.
- **Email** the **professor**.
 - If the **professor confirms** your spot **by email**, forward the professor's email to us and **we can add you** to the course.
- **Make a plan B** – search for more courses



PLEASE REMEMBER!

- The sooner you enroll, the better.
- Do not panic if your dream course is full.
- If you don't know what to do, send us an email.
- Registration at other faculties start differently



Dates of registrations at other faculties:

- **FF (Faculty of Arts) - 24.9.2021 14:00 until 15.10.2021 18:00**
- **FHS (Faculty of Humanities) - 24.9.2021 10:00 until 17.10.2021**
- **MFF (Faculty of Mathematics and Physics) - 24.9.2021 until 10.10.2021**





Q&A

FACULTY EMAILS

FACULTY EMAILS

- The main communication channel between the student and FSV UK
- Every student is allocated the faculty e-mail address xxxxxx@fsv.cuni.cz
- xxxxxx = six digit student personal number
- **Will be available with the beginning of the courses, September 29**
 - **After this date we will send you all updates on your new email address only!**

How to log in to the account?

- Use the gmail.com address to log in
- As an e-mail fill in xxxxxx@fsv.cuni.cz and the **password is the same as the password for logging in to the SIS**



E-LEARNING SUPPORT

E-LEARNING SUPPORT from CU

- please, click [here](#)



MS Teams



ZOOM



Moodle for University
Courses 1



Moodle for University
Courses 2



Moodle for Lifelong
Learning



Moodle for Hosting
Courses



MOOC



Turnitin



CZECH LANGUAGE COURSES

Czech as a Foreign Language



Czech language courses are especially designed for students from degree programmes and Erasmus students (including students from other university faculties). They are taught from the beginner level and students can enroll in each course both in the winter and summer semester.

Tuition fees:

Degree programme students do not pay an extra fee. This will be settled with the institute they study at. Erasmus and PhD. students pay **4,800,- CZK** per semester in the **Hollar building** at the **cash office**.

Should you have any questions, do not hesitate to contact the coordinator: frantesova@fsv.cuni.cz

- How often: **2x a week 120-min session**
- Credited by **6 ECTS**
- For more information click [here](#)

Courses from A1 to B2

Czech as a Foreign Language I JLB100

Czech as a Foreign Language II JLB101

Czech as a Foreign Language III JLB102

Czech as a Foreign Language IV JLB103

Training Videos

YouTube Channel Čeština pro cizince FSV UK



FACULTY
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TANDEM & Other Languages

Would you like to practise a foreign language
and make new friends? Then sign up for ...



TANDEM LANGUAGES

- a one-semester course especially designed for FSV students, both Czech and international
- two students of different nationalities teaching and learning from each other
- methodological support from the faculty Language centre (CJP)
- natural development of a language and cultural awareness
- time, place and language topics entirely up to you

For more information, see JLB115 in SIS
or write to us at tandem.cjp@fsv.cuni.cz



FSV UK

The Language Centre FVS UK

- All international exchange students can be enrolled in other language courses
- **German, Russian, Spanish, French, Italian**
- For more information please click [here](#)

EXAMS

- Online registration **through SIS** – opens **December 1, 2021**
- Examination Period: **January 10 - February 13, 2022**
- All study obligations must be deliverable in their full value without the need for physical presence (to students who study remotely from their home country)
- There is a pre-examination period during December
 - BUT it is not guaranteed and equivalent to all courses



EXAMS

Completion of the courses:

- By **an exam** (registration via SIS)
- By **an Essay** (no need to register for the exam)
- Some courses are **non-graded** (only pass/fail no grade), in SIS/ transcript pass = (Z), fail = (-)

Grading system at the FSV UK: A - F

For more information click [here](#).





Q&A

THANK YOU FOR YOUR ATTENTION

In case of questions please contact your [IO coordinator](#):

Petra (incoming@fsv.cuni.cz)

- Erasmus+

Jessica (exchange@fsv.cuni.cz)

- Erasmus+ICM, Inter-university, Inter-faculty agreements

Antonella (inbound@fsv.cuni.cz)

- MEYS, CEEPUS, DAAD programmes

Marie (studyabroad@fsv.cuni.cz)

- Freemovers

Or see us in the International office: [Smetanovo nabrezi 6, Prague 1](#)

Looking forward to meeting you 27 September, 2021.