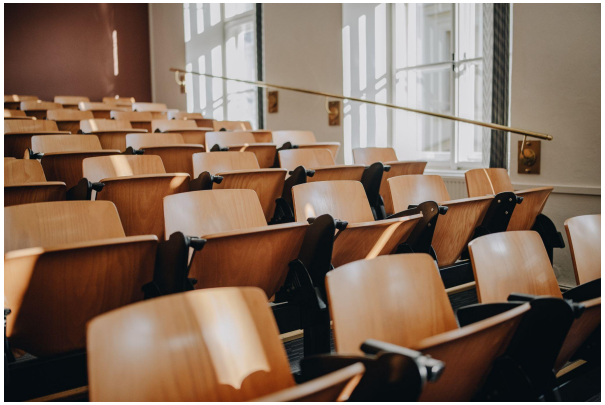
Online Pre-departure Meeting for Incoming Students



WELCOME!

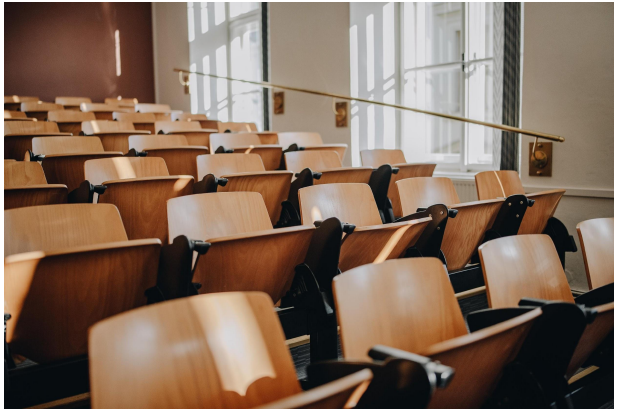
Winter Semester 2021-2022

Date: September 15, 2021

Starting 03:00 PM (CET)

Host: International Office, Faculty of Social Sciences

FACULTY
OF SOCIAL SCIENCES
Charles University



ACADEMIC INFORMATION

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.

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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

Institutional Economics JEB022

Name:	Institutional Economics
Hours per week:	2/0
Guarantors:	PhDr. Jiří Schwarz, Ph.D.
Faculty:	Faculty of Social Sciences
Language:	English,
Enrolled:	0 + 0
Provides lectures for other courses:	JPB331 Institutional Economics (0 + 0)
Event capacities:	Lecture 150
Actions:	

	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								Institutional Econo Bajzik Josef, Mgr., 3 O206 17:00 JEB022 / Institutional Econo Bajzik Josef, Mgr., 3 JONLINE 17:00 JEB		
We										
Th										
Fr										

ONLINE form

HYBRID form

Event code		Course title	Teachers	Time	Room	Duration	Language		Students	Groups		
21aJEB022p1	P	Institutional Economics	Bajzík Josef, Mgr., Schwarz Jiří, PhDr., Ph.D.	Tu 17:00	O206	80	English	0 (50)				
21aJEB022p2	P	Institutional Economics	Bajzík Josef, Mgr., Schwarz Jiří, PhDr., Ph.D.	Tu 17:00	JONLINE	80	English	0 (100)			Virtual/online parallel class	Virtual/online parallel class

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:

	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					EU Institutions Šlosarčík Ivo, prof. JPEK209 12:30 JTM					
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)	

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:

JEB111

J - Faculty of Social Sciences
A- Faculty of Arts

Institute:
E - Economics
K - Journalism/ Media
P - Political Science
S - Sociology
T - Area Studies

B - Bachelor
M - Master
D - PhD

Class location code:

In SIS, Schedule

JPEK105

J - Faculty of Social Sciences

building:
PEK - Pekařská
O - Opletalova
H - Hollar

room number

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

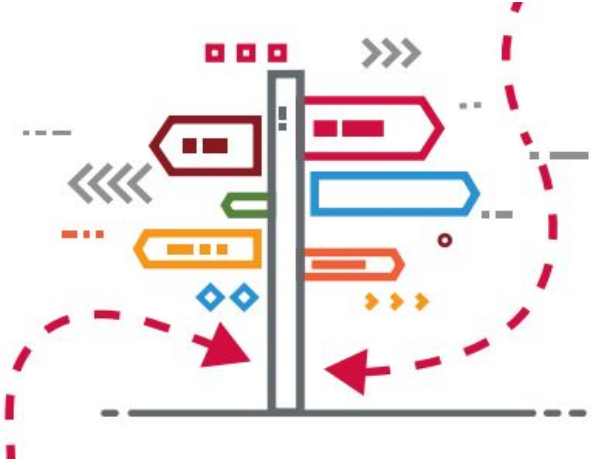
Agenda: When and where

Registration process

What to do when the course is full

Important data

Summary



ONLINE COURSE REGISTRATION

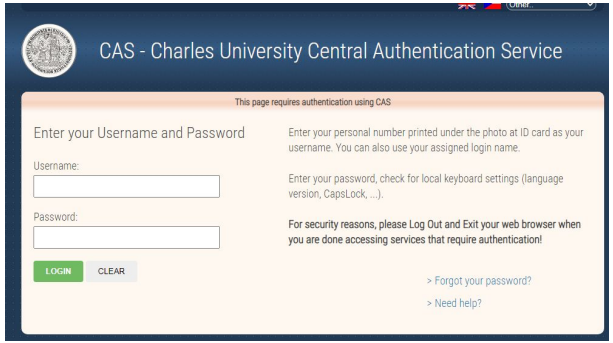
Consists of two online steps:

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



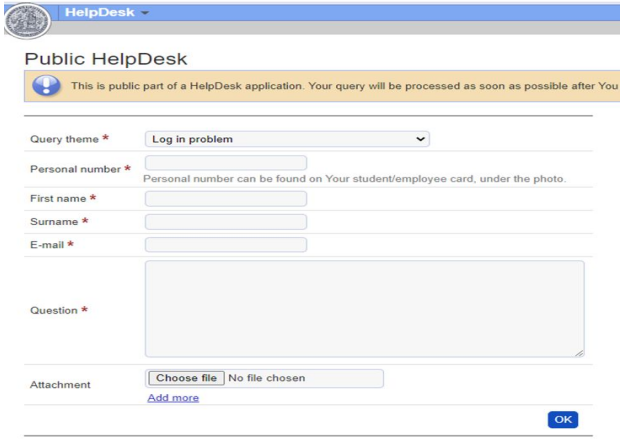
Enrolment into CAS (Central Authentication Service)

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

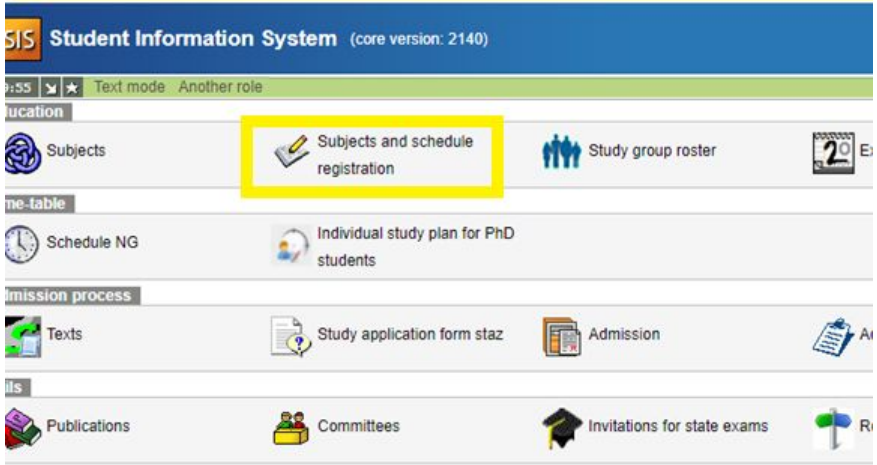


For registration to CAS do NOT use SAFARI.

COURSE REGISTRATION IN SIS - ONLINE

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

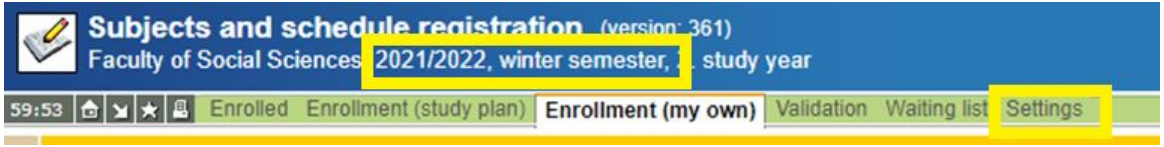
WHERE: in **SIS** - module **Subject and Schedule registration**



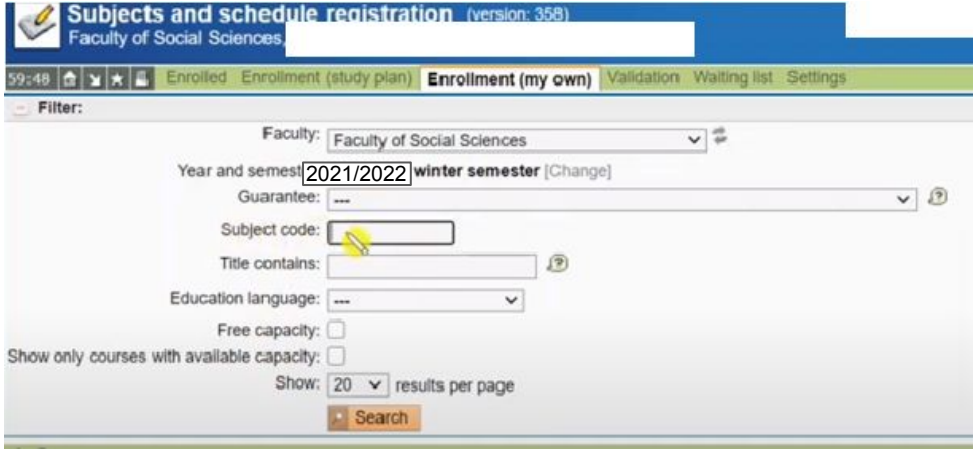
The link to SIS is also on our faculty website.

SIS

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

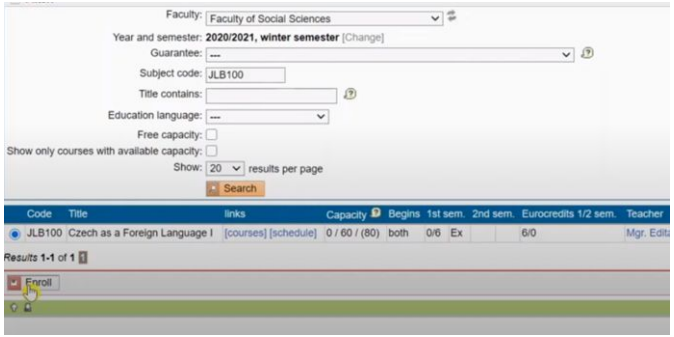


- go to **Enrollment (my own)** - search based on the subject code



SIS

- 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.)

SIS

- 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						
0/14	2		Mon Thu	8:40 - 10:40 8:40 - 10:40	O601 O601	Mgr. Kristina Arsenjuková
0/15	1		Mon Wed	10:45 - 12:45 10:45 - 12:45	O601 O601	Mgr. Edita Frantesová
0/6	06		Mon Thu	15:10 - 17:10 15:10 - 17:10	O601 O601	Mgr. Ladislava Kotrbová
0/15	3		Tue Wed	8:40 - 10:40 8:40 - 10:40	O601 O601	Mgr. Kristina Arsenjuková
0/15	05		Tue Thu	10:45 - 12:45 10:45 - 12:45	O601 O601	Mgr. Edita Frantesová
0/15	4		Tue Thu	11:40 - 13:40 8:50 - 10:50	H020 H020	Mgr. Barbora Mazůrková

Enroll selected schedule items

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

Schedule item selection

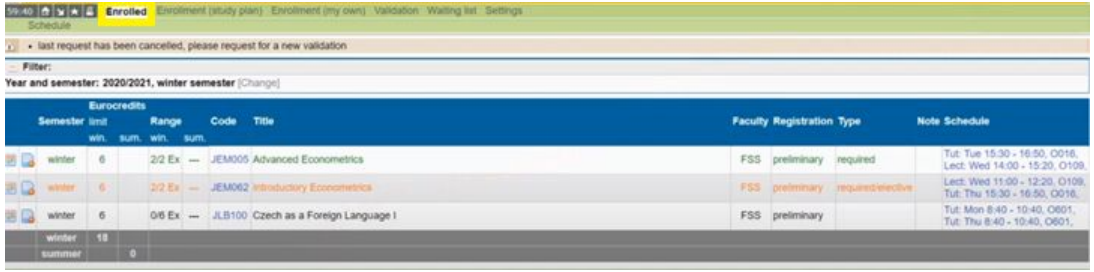
Subject: **Introductory Econometrics** (JEM062)
Academic year: **2020/2021**
semester: **winter**

Capacity	parallel	Week	Day	Hour	Classroom	Teacher
Lecture						
8/92	1		Wed	11:00 - 12:20	O109	PhDr. Mgr. Jiří Kukačka, Ph.D.
Practicals						
3/20	1		Thu	15:30 - 16:50	O016	Perikis Brakatsoulas • Mgr. Jan Šila, M.Sc. • PhDr. Mgr. Jiří Kukačka, Ph.D.
5/20	2		Thu	17:00 - 18:20	O016	Mgr. Jan Šila, M.Sc. • Perikis Brakatsoulas • PhDr. Mgr. Jiří Kukačka, Ph.D.

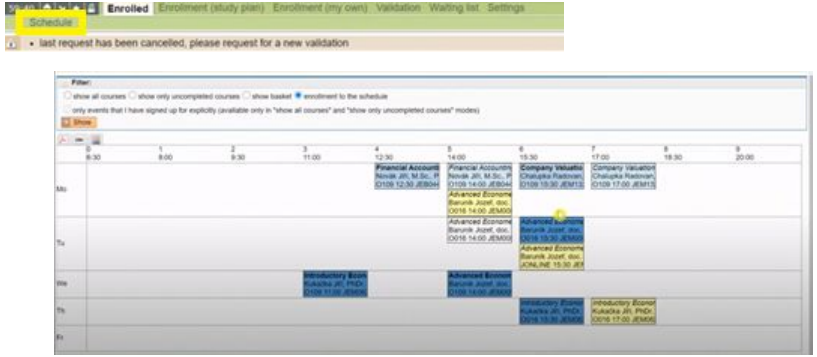
Enroll selected schedule items

SIS

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



- 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

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.

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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

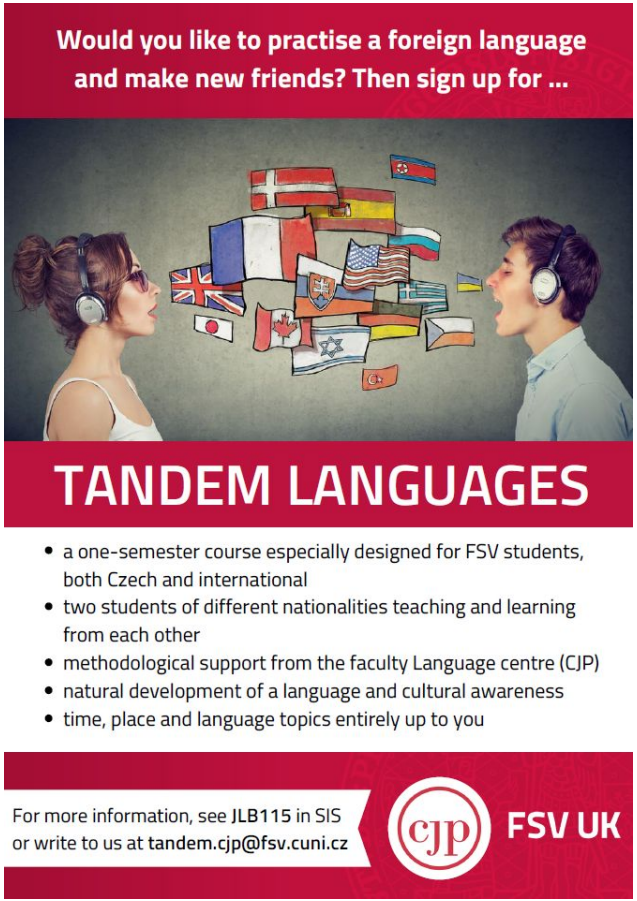
Czech as a Foreign Language III JLB102

Czech as a Foreign Language IV JLB103

Training Videos

YouTube Channel Čeština pro cizince FSV UK

TANDEM & Other Languages



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.