



FACULTY  
OF SOCIAL SCIENCES  
Charles University

INFO BOOKLET FOR EXCHANGE STUDENTS

Winter Semester **2024/2025**

# PRIOR TO YOUR ARRIVAL

Mid May

Acceptance documents + dormitory contracts  
(Email + hard copy)

From August

FB page Exchange students FSV UK (request  
acceptance)

Early September

Email with links to our pre-arrival meetings

1st online pre-arrival meeting

... September 2024

*practical  
info*

Online Enrolment in CAS

... September 2024

2nd online pre-arrival meeting

... September 2024

*academic  
info*

Online Course Registration

19 September 2024

# WINTER SEMESTER

23 September 2024 - 14 February 2025

Arrival at Prague

20 - 22 September 2024

Orientation Week

23 - 29 September 2024

Classes

30 September - 20 December 2024

Exam period

6 January - 16 February 2025

*full academic calendar*

<https://fsv.cuni.cz/en/exchange/info-exchange-students/academic-information/academic-calendar-exchange-students>

# HOUSING

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

## "Hvězda" Dormitory

Address: Zvoníčkova 5, 162 08 Praha 6

<https://maps.app.goo.gl/EtmGJJhMXhFdB3417>

## "17. Listopadu" Dormitory

Address: Pátkova 3, 180 00 Praha 8

<https://maps.app.goo.gl/KiQ65AajKnBhHW5G8>

## "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>

Or other, depends on the available capacity.

You will receive your contract by email plus as a hard copy. The hard copy will be needed for your Visa application.

## Early Arrivals

We strongly recommend you to arrive as of 20 September, 2024. However, if you decide to arrive early, please remember this is your personal decision, and that the extra days are not part of your studies.

## Late Arrivals

If you are going to arrive late, kindly inform us in advance, and we will arrange a meeting at our office to dispatch all the administrative issues regarding your arrival.

If you are planning to move into the dorm later, it is important that you inform the Housing Office in advance. Otherwise, you will not be accommodated and your reservation will not be held.

*more info*

<https://fsv.cuni.cz/en/exchange/info-exchange-students/practical-information/accommodation>

# 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>

Students will be asked to pay for their acceptance documents to be sent by DHL or other mail provider.

(Ordering instructions will be sent by email).

This way we make sure the documents are delivered quickly.

# 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 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).

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>

## COURSE RULES

**Students can register** for courses in total of approx **32 ECTS per semester.**

At least **51% of the** registered **courses has to be from the FSV UK.**

**Students can register for sport courses** offered by Faculty of Arts.

**Maximum 1 sports course per student.**

## CZECH LANGUAGE CLASSES

FSV UK offers a number of Czech language classes at various levels, from Beginners to Intermediate.

Duration: 12 weeks of classes with 6 teaching hours of instruction per week

ECTS: 6

Registration for the classes in SIS, course code: JLB100 - JLB103

Fee: 4,800CZK per semester of 2024/2025

*these classes are not part of the standard curriculum*

# FSV UK = 5 INSTITUTES = 3 BUILDINGS



## HOLLAR BUILDING – SMETANOVO NABREZI 6

The International Office

Institute of Communication Studies and Journalism

## JINONICE CAMPUS – U KRIZE 8

Institute of International Studies

Institute of Political Studies

Institute of Sociological Studies

## OPLETALOVA BUILDING – OPLETALOVA 26

Institute of Economic Studies

*Getting around FSV UK videos*



Hollar, Opletalova 26, Jinonice Campus

## 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

*will open in August*  
→ Facebook group "Exchange students FSV UK"

## Tips about living in Prague and the Czech Republic

[www.praguewelcome.cz](http://www.praguewelcome.cz)

[www.expats.cz](http://www.expats.cz)

Youtube:

<https://www.youtube.com/c/HONESTGUIDE>

<https://www.youtube.com/c/DreamPrague>

*very good tips*



## CONTACT POINT

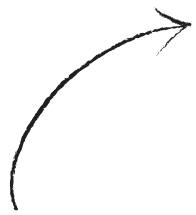
### Head of the International Office FSV UK

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### Incoming and Outgoing Students Coordinator



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*main contact point*

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FACULTY  
OF SOCIAL SCIENCES  
Charles University

See you in Prague  
Naviděnou v Praze