

ONLINE MEETING FOR EXCHANGE STUDENTS 1ST FEB 2022

Please be aware that **the whole meeting is recorded.**

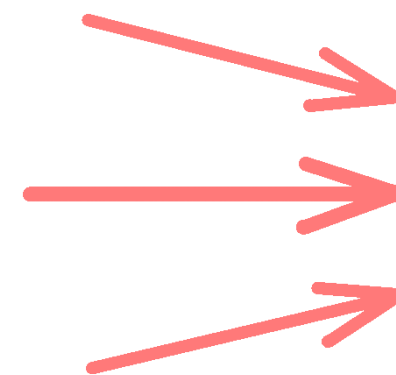
Chat is disabled during the presentation, **it will be open** for your questions & answers **afterwards.**

Compilation of FAQs will be provided after the meeting.

THE MEETING RECORDING

THE PRESENTATION IN PDF FORM

COMPILATION OF FAQs



WILL BE AVAILABLE
HERE.



FACULTY
OF SOCIAL SCIENCES
Charles University

ONLINE MEETING FOR EXCHANGE STUDENTS 1ST FEB 2022



WELCOME!

SUMMER SEMESTER 2021-2022

STARTING 03:00 PM (CET)



FACULTY
OF SOCIAL SCIENCES
Charles University

HOST: IO, FACULTY OF SOCIAL SCIENCES
IO COORDINATORS: MARIE & MAGDA & GABRIELA



FACULTY
OF SOCIAL SCIENCES
Charles University

ACADEMIC

INFORMATION



ACADEMIC INFORMATION - AGENDA

- ▶ Academic calendar
- ▶ Welcome week activities
 - registration
- ▶ Online Enrolment
 - problems
- ▶ Checklist
- ▶ Course Registration
 - rules
- ▶ QAs
- ▶ Language Courses
 - ▶ Intensive Czech Language Course
 - ▶ During the semester
 - ▶ Faculty Email
 - login problem and language setting
 - ▶ What to do when...
 - ▶ Summary
 - ▶ QAs

ACADEMIC CALENDAR

SUMMER SEMESTER

8 FEBRUARY - 30 JUNE 2022

Online registration for courses in SIS

From 4 February NOON

to 20 February 2022 12 am CET

Orientation Day (official)

8 February 2022

Welcome Week

8 - 11 February 2022

Beginning of classes

14 February 2022

Registration for examinations through SIS

Starting 1 April 2022

End of classes

13 May 2022

Examination period

23 May - 30 June 2022



FULL ACADEMIC CALENDAR IS AVAILABLE HERE AND



FACULTY
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Charles University

WELCOME WEEK ACTIVITIES

REGISTRATION TO WELCOME WEEK ACTIVITIES AS WELL AS
RESERVATION FOR A SPOT TO COLLECT YOUR CONFIRMATION OF
ARRIVAL (ERASMUS+ STUDENTS) IS POSSIBLE VIA SIS RIGHT NOW

FULL ITINERARY IS AVAILABLE [HERE](#)



ONLINE ENROLMENT

Have I received the LogIn for the
online enrolment?

Did I log into CAS?

Did I change the initial password?

Can I log in SIS?



RELAX it's time for
tea



DO NOT panic!!!
- let's talk about your
possibilities



ONLINE ENROLMENT

Printscreen of the email sent to students

Van: helpdesk@is.cuni.cz

Verzonden: Monday, September 20, 2021 12:02:01 PM

Aan:

Onderwerp: Přístupové údaje pro přihlášení do Informačního systému Univerzity Karlovy / Logging data into the Information System of Charles University



FACULTY
OF SOCIAL SCIENCES
Charles University

Dear Madam / Sir,

In order to access the applications of the Information System of Charles University, the following login data were generated for you:

login name (personal number):

initial password:

The initial password is not intended for the direct login into applications. It can be used only for setting your own password.

The initial password is valid for 5 days.

To set your own password, please log in at the following address, using the initial password:

<https://ldap.cuni.cz>

After logging in there, you will be prompted to set your own password.

Then you can use this password for logging into any application of the Information System of Charles University, which uses the Central Authentication Service of Charles University (CAS) to verify the identity of users.

In case of problems with setting the password, please contact our helpdesk at:

<https://poradna.cuni.cz/cas>

Thank you and we are looking forward to further cooperation.

Best regards,

Administrator of the Information System of Charles University

ONLINE ENROLMENT - PROBLEMS

I haven't received the LogIn Data for the online enrolment.



Check your spam box AGAIN.

I have received the data but it does not work.



Do not use SAFARI browser.

I received the email two days ago, I am afraid the password is already expired.



The password is valid **5** days from receiving your email. If already expired, EMAIL us.

I don't know where SIS is.



The link to SIS is <https://is.cuni.cz/studium>

If problems still prevail contact your IO coordinator
before the 4th of February 2022

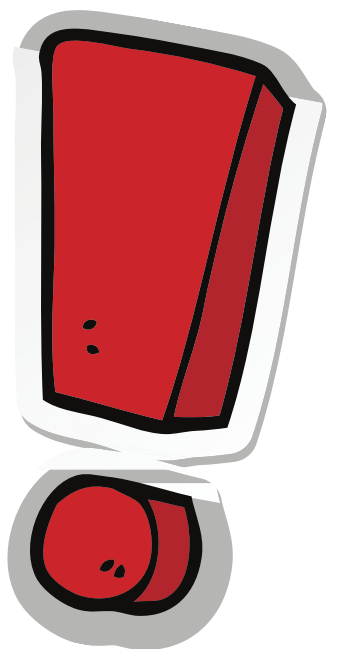


CHECKLIST

- ✓ I am enrolled in CAS (where I changed my password)
- ✓ I tried to log in SIS - it works, my password is OK
- ✓ I am ready for The Online Course
Registration in SIS

Your password is valid for SIS, faculty email,
MS Teams, Moodle...

IF YOU ARE NOT ENROLLED, YOU ARE NOT A STUDENT OF FSV UK



COURSE REGISTRATION IN SIS

WHEN:	4th February, 12 PM, (CET) noon - 20th February, 2022 12 AM (CET)
WHERE:	in SIS - module "Subject and Schedule Registration"
HOW:	see the step by step manual in pdf HERE or the video tutorial HERE .

click on the link

SPECIAL ONLINE
OFFICE HOURS

4 February, from 1 - 3 PM
to help you with your registration.

YOUR IO IS HERE FOR YOU



COURSE REGISTRATION IN SIS



Before the registration check

The schedule of the course in SIS in the detailed descripton of the syllabus

Current Affairs in French - JLB109

Title: Actualités en français
Course: Aktualita ve francouzštině
Guaranteed by: The Language Center (23-KJP)
Faculty: Faculty of Social Sciences
Actual: from 2021
Semester: summer
E-Credits: 2
Examination process: summer s.:
Hours per week, examination: summer s.:0/2 C [hours/week]
Capacity: unknown / 10 (10) [2]
Min. number of students: 5
Virtual mobility / capacity: no
State of the course: taught
Language: French
Teaching methods: full-time
Note: course can be enrolled in outside the study plan enabled for web enrollment

Guarantor: PhDr. Lada Bošáková, Ph.D.
Teacher(s): PhDr. Lada Bošáková, Ph.D.
Class: Courses for incoming students

Examination dates: SS schedule Noticeboard

Annotation - English

Last update: PhDr. Lada Bošáková, Ph.D. (27.01.2022)



Type of the examination - Zkouška "EX" (Exam - paper, test, essay) - grade A - F
Zápočet "C" (you get "Z" if you pass)

	Code	Title	Semester	Hours per week, examina
	JLB057	Academic Writing for Bachelors	winter	winter s.:0/2 C [HT]
	JLB109	Current Affairs in French	summer	summer s.:0/2 C [HT]
	JLB100	Czech as a Foreign Language I	both	0/4 Ex [HT]
	JLB101	Czech as a Foreign Language II	both	0/4 Ex [HT]
	JLB102	Czech as a Foreign Language III	both	0/4 Ex [HT]



COURSE REGISTRATION IN SIS - RULES



Every student can register for upto **30 ECTS** in average. Should you register for more, the IO coordinator will contact you.



Erasmus+ students must take at least 51 % of their courses (or earn the same number of credits) at **FSV UK**.



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.



COURSE REGISTRATION IN SIS - RULES



The courses you have chosen in your preliminary Learning Agreement are NOT guaranteed. You have to register your courses in SIS.



The sooner you start with your course registration, the better chances you have to get the the course you want.



Always prepare plan B. Most courses have limited capacity.



COURSE REGISTRATION IN SIS - RULES



You can register only to **COURSES FOR INCOMING STUDENTS** - valid only for FSV UK.



Every faculty can have different "Course registration period" - check academic calendar of the particular faculty

FSV - Faculty of Social Sciences from 04.02. 12 pm (NOON)

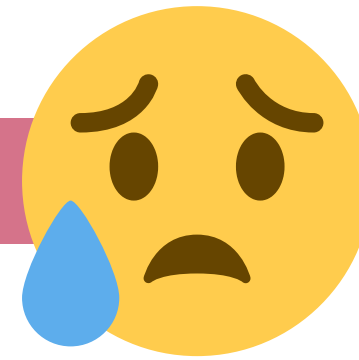
FHS - Faculty of Humanities from 07.02. 10 am

FF - Faculty of Arts from 07.02. 2 pm



COURSE REGISTRATION IN SIS - RULES

My DREAM COURSE is full



➤ **Sign up onto the waiting list** - Email the professor.

If the professor confirms your spot by email, forward the professor's email to the IO and we can add you to the course.

➤ **Make plan B** course selection – **search for more courses**

➤ **Contact your Academic Coordinator** and ask for advice of an alternative course

BE PATIENT,
professors are swampt
with emails. Do not
expect reply in a day.

↓
Attend the online meeting our ACs, for the
dates, times and links see **HERE**.




COURSE REGISTRATION IN SIS - RULES



During the registration period you can add and drop from courses freely.

FSV UK 04.02. - 20.02.




After the registration deadline there comes ADD and DROP Period when **you can drop or add a course** providing you fulfilled the FSV UK rules.

How it works



The first week after the registration period we can add or drop a course for you.

Have it approved by the professor of the course and forward the confirmation email to you IO coordinator.



During the rest of the period to drop or add a course you have to fill in a form (additional deletion of the subject/ additional enrolment in the subject) have it signed by the professor of the course and hand it or email it to your IO coordinator. (The forms are available [here](#).)



ADD and DROP period is finished at the end of the sixth week of the semester.



Friendly warning! A student can request additional deletion of the course only if he/she hasn't started fulfilling any assignment.

COURSE REGISTRATION IN SIS - RULES

- The ADD and DROP period is finished at the end of the sixth week of the semester.
- Afterwards we CANNOT DROP a course of yours.

REMEMBER

EVERY PROBLEM HAS A SOLUTION if you come to us on time.
Do not leave it till the very last moment.

Your IO

*Not even if you ask nicely,
write 100 of emails
bring us box of chocolate.
We simply CANNOT do it.*



SUMMARY

**I haven't received my Login to CAS.
When I come to Prague I will see you in the
office.**

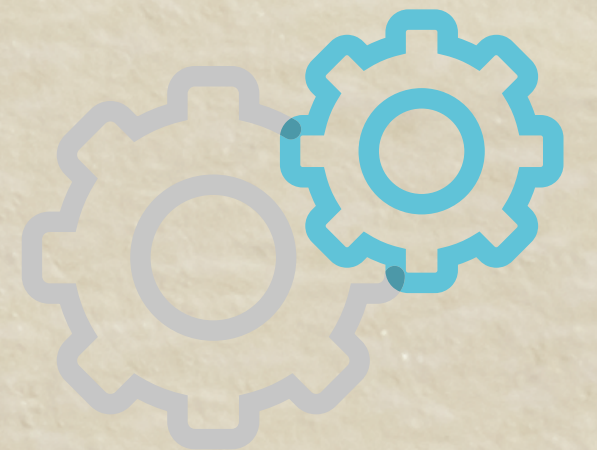
NO, YOU NEED YOUR LOGIN EVEN BEFORE YOU COME TO
PRAGUE. THE COURSE REGISTRATION STARTS ON 4TH FEBRUARY.
EMAIL ME (YOUR IO) ASAP.



SUMMARY

How do I log in SIS?

USE YOUR PERSONAL STUDENT NUMBER AS YOUR LOGIN NAME
AND THE PASSWORD YOU SET UP IN CAS.



SUMMARY

I can't register for courses because I am still in my home country.

NOT TRUE. REGISTRATION IN SIS IS ONLINE.



SUMMARY

Do I need to register for courses in SIS even if I have already filled my preliminary LA?

YES

COURSE REGISTRATION IN SIS IS
COMPULSORY FOR EVERYBODY.



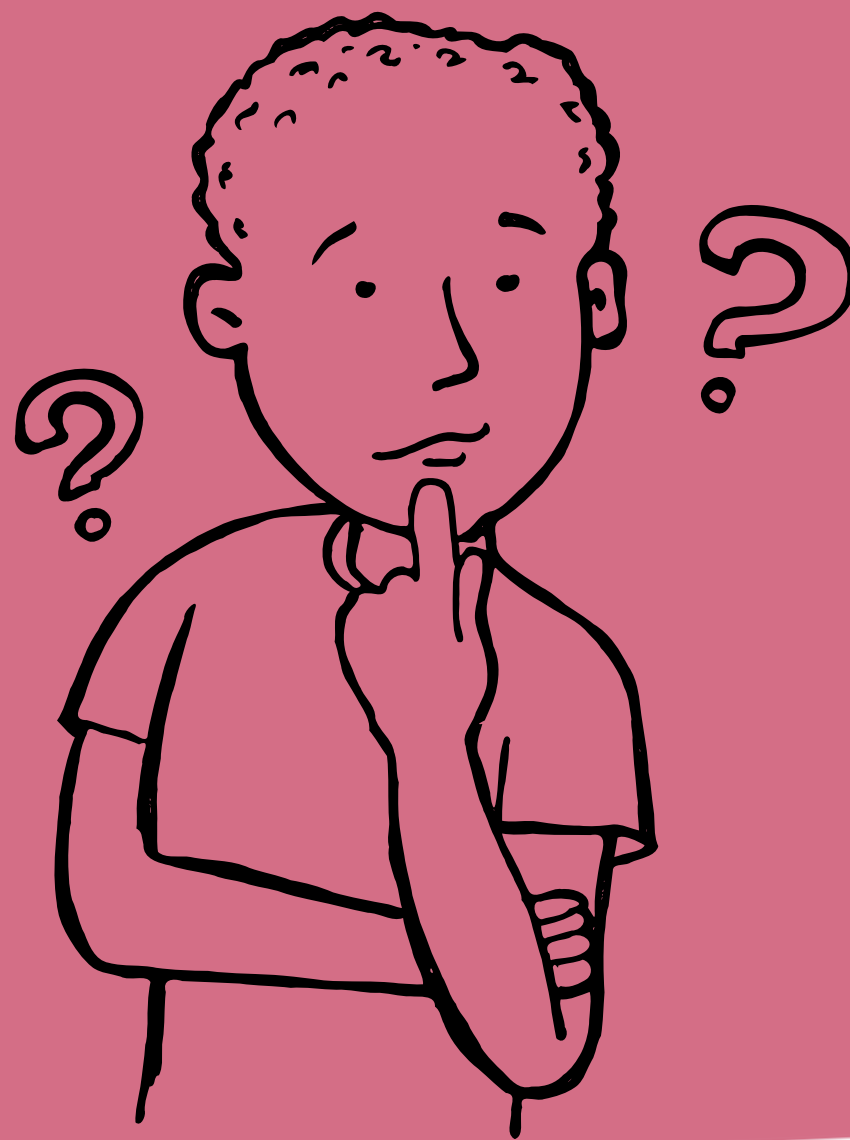
SUMMARY

The course registration is open from 04.02. to 20.02. Is it ok if I start my registration for courses on 19.02.?

UNFORTUNATELY NOT. PLEASE START YOUR REGISTRATION ON 04.02.
THE LATER YOU START THE SMALLER CHANCE YOU HAVE TO GET THE
COURSE YOU REALLY WANT.



WE ARE HERE FOR YOU



TIME FOR YOUR QUESTIONS
PLEASE WRITE THEM INTO THE CHAT BOX

LANGUAGE COURSES

FSV UK LANGUAGE CENTRE OFFERS

FRENCH

ITALIAN

RUSSIAN

SPANISH

GERMAN



and of course CZECH for foreigners

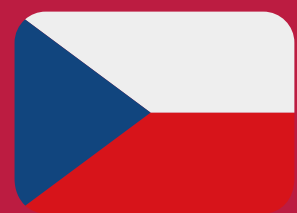


- detailed information [HERE](#)
- all their course codes start with JLB
- [Language Tandem JLB116](#) **HIGHLY RECOMMENDED**
ECTS: 2

You might be asked to take a placement test to
assess your level

for more information see the next slide





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.

ECTS: 6

Tuition fee:

Erasmus and PhD. students pay **4,800,- CZK** per semester in the **Hollar building** at the **cash office**.

You can find out more about the courses **HERE**.

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

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



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Detailed information can be also viewed [HERE](#).

DURING THE SEMESTER

Form of the classes - Summer Semester 2021/22

IKSZ

- Course code starts with JJB/JJM/JKB/JKM
- Courses will be taught fully in person
- 4 online courses JMO001-JMO004

IPS

- Course code starts with JPB/JPM
- All courses will be taught in a hybrid* form
- In SIS enroll in the face-to-face course if you want to study in person or if you prefer online, then enroll in the online course

IMS

- Course code starts with JTB/JTM
- Courses will be taught mostly in person
- You can find the specific information in the course details in SIS

IES

- Course code starts with JEB/JEM
- Courses will be taught fully in-person
- Online form (streamed face-to-face class) if you can't come to Prague or for other reasons upon agreement
- In SIS you can enroll in the face-to-face or fully ONLINE course

ISS

- Course code starts with JSB/JSM
- Courses with a capacity < 30 students will be taught in person
- Courses with a capacity >30 students will be taught online
- You can find the specific information in the course details in SIS



DURING THE SEMESTER

- ✓ FSV UK uses A-F grading system
- ✓ Attend all the classes you sign up for otherwise you will get F.
- ✓ Not attending a class, does not mean you dropped the class. It must be DROPPED officially.
- ✓ Courses can have both a lecture and a seminar.
- ✓ Start studying from the very first lesson. Do not leave things for the last minute.
- ✓ Some classes have mid-terms, assignments to be submitted.
- ✓ At the end of the semester there are exams (test, essay, ...)

If you lack information, talk to the professor.



DURING THE SEMESTER

- ✓ If your course is hybrid/ online, check with the professor which platform he/she uses
- ✓ Make sure you can log in. If not let the professor know and contact the helpdesk for help
- ✓ If you get sick and cannot attend the lesson in person, email the professor, you might be able to join online.



MS TEAMS



ZOOM



MOODLE 1




MOODLE 2

CLICK ON THE PICTURE

FACULTY EMAIL - LOGIN

go to google - gmail



Google
Willkommen
11318667@fsv.cuni.cz

Passwort eingeben

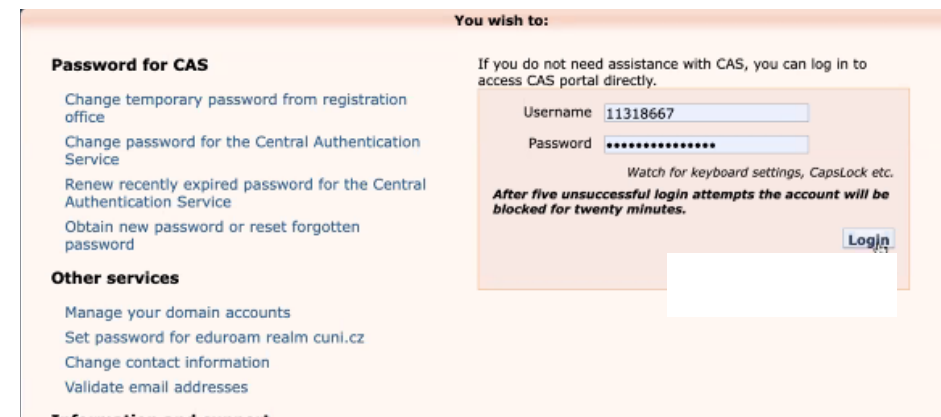
Falsches Passwort. Bitte noch einmal versuchen oder auf „Passwort vergessen“ klicken, um das Passwort zurückzusetzen.

☐ Passwort anzeigen

Passwort vergessen? Weiter



it can happen that your password seems invalid, if this is your case go to cas.cuni.cz and log in



You wish to:

Password for CAS

- Change temporary password from registration office
- Change password for the Central Authentication Service
- Renew recently expired password for the Central Authentication Service
- Obtain new password or reset forgotten password

Other services

- Manage your domain accounts
- Set password for eduroam realm cuni.cz
- Change contact information
- Validate email addresses

Information and support

If you do not need assistance with CAS, you can log in to access CAS portal directly.

Username: 11318667

Password:

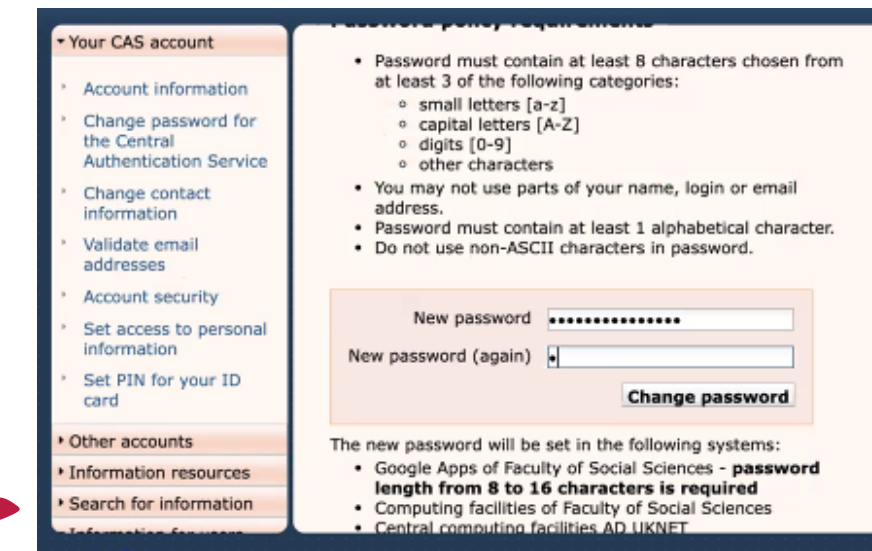
Watch for keyboard settings, CapsLock etc.

After five unsuccessful login attempts the account will be blocked for twenty minutes.

Login



after your login, click on Change password for the Central Authentication Service and just type your existing one



Your CAS account

- Account information
- Change password for the Central Authentication Service
- Change contact information
- Validate email addresses
- Account security
- Set access to personal information
- Set PIN for your ID card

Other accounts

- Information resources
- Search for information

Password policy requirements

- Password must contain at least 8 characters chosen from at least 3 of the following categories:
 - small letters [a-z]
 - capital letters [A-Z]
 - digits [0-9]
 - other characters
- You may not use parts of your name, login or email address.
- Password must contain at least 1 alphabetical character.
- Do not use non-ASCII characters in password.

New password:

New password (again):

Change password

The new password will be set in the following systems:

- Google Apps of Faculty of Social Sciences - **password length from 8 to 16 characters is required**
- Computing facilities of Faculty of Social Sciences
- Central computing facilities AD UKNET



Then go back to your google - gmail, type the password and you should be able to log in

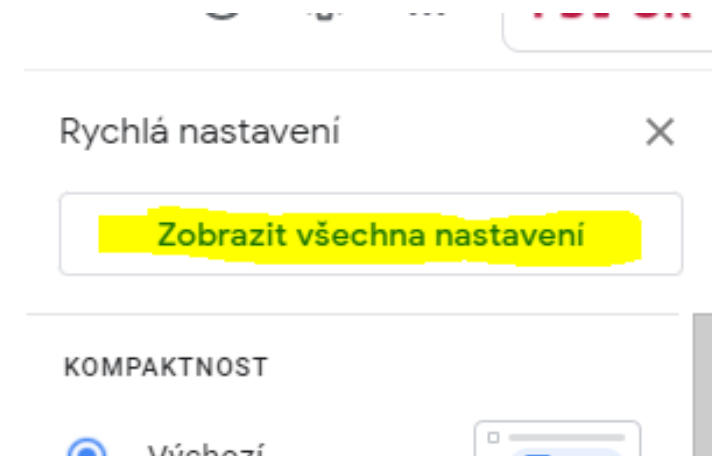


FACULTY EMAIL - LANGUAGE SETTING

If the email box appears in Czech go to settings



Click on the button "Zobrazit všechna nastavení/ Display all the settings"

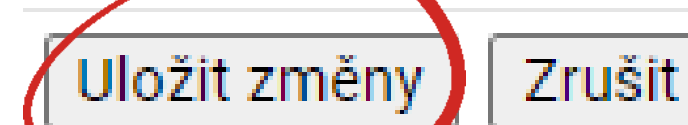


In the top section "jazyk/Language" choose one according to your preference.

Nastavení



And at the bottom of the page click on "Ulož změny/ Save changes"



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WHAT TO DO WHEN...

I HAVE A QUESTION THAT HAS NOT BEEN ANSWERED IN THE VIDEO TUTORIALS, NOR IN THE PRE-DEPARTURE MEETINGS AND I AM STILL IN MY HOME COUNTRY

EMAIL YOUR IO COORDINATOR

CHECK THE MANUAL, VIDEO TUTORIAL AND JOIN OUR ONLINE OFFICE HOURS
4 FEBRUARY, 1 - 3 PM

THE COURSE REGISTRATION IS ABOUT TO START AND I DO NOT KNOW WHAT TO DO

I AM ALREADY IN PRAGUE, I'VE ATTENDED THE ORIENTATION DAY BUT TONS OF QUESTIONS POP UP

THAT IS NORMAL, DON'T WORRY. STARTING

9TH TILL 18TH OF FEBRUARY WE WILL HOLD DAILY ONLINE OFFICE HOURS DEVOTED JUST TO YOUR QUESTIONS.



SUMMARY

Will my course JEB... be taught face to face or online?

CHECK THE SYLLABUS OF THE COURSE IN SIS.

PROFESSORS ALSO SEND EMAIL WITH ALL INFORMATION PLUS
LINKS TO ONLINE CLASSES.



SUMMARY

Can I study Spanish at your faculty?

HELLO!
ALOHA!
BONJOUR
HOLA

YES, YOU CAN. YOU CAN STUDY ALL LANGUAGE COURSES
STARTING WITH THE CODE COURSE JLB...



SUMMARY

The teacher is not replying to my emails, I have already sent him two today morning. I really want this course.



PLEASE, BE PATIENT. THE TEACHERS ARE SWAMPT WITH EMAILS AT THE BEGINNING OF THE SEMESTER.

IT COULD HELP TO ATTEND THE FIRST LESSON AND TALK TO THEM IN PERSON.



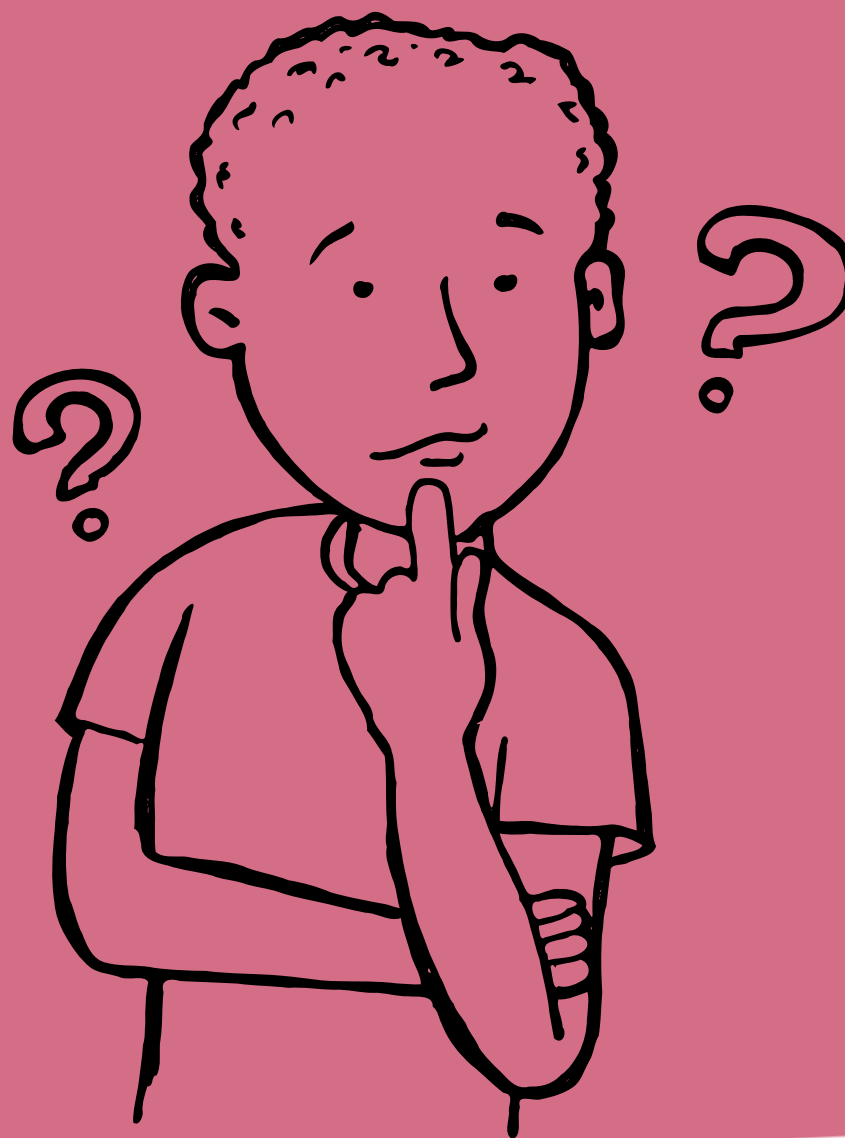
SUMMARY

Marie is not replying to my emails either and I need to know where is the class, how to get my student card, if I can attend a class when I am sick...? PLEASE, HELP

FIRST TWO WEEKS ARE SUPER BUSY. IF YOU HAVE ANY QUESTION, DO NOT EMAIL, JOIN OUR DAILY ONLINE OFFICE HOURS, WHERE YOU GET YOUR ANSWER IMMEDIATELY.



WE ARE HERE FOR YOU



TIME FOR YOUR QUESTIONS
PLEASE WRITE THEM INTO THE CHAT BOX

ONLINE PRE-DEPARTURE MEETING FOR EXCHANGE STUDENTS

THE MEETING RECORDING
THE PRESENTATION IN PDF FORM
COMPILATION OF FAQs

→ WILL BE AVAILABLE
→ HERE.
→

PRESENTATIONS & VIDEOS



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THANK YOU
FOR YOUR



TIME
SAFE JOURNEY TO PRAGUE