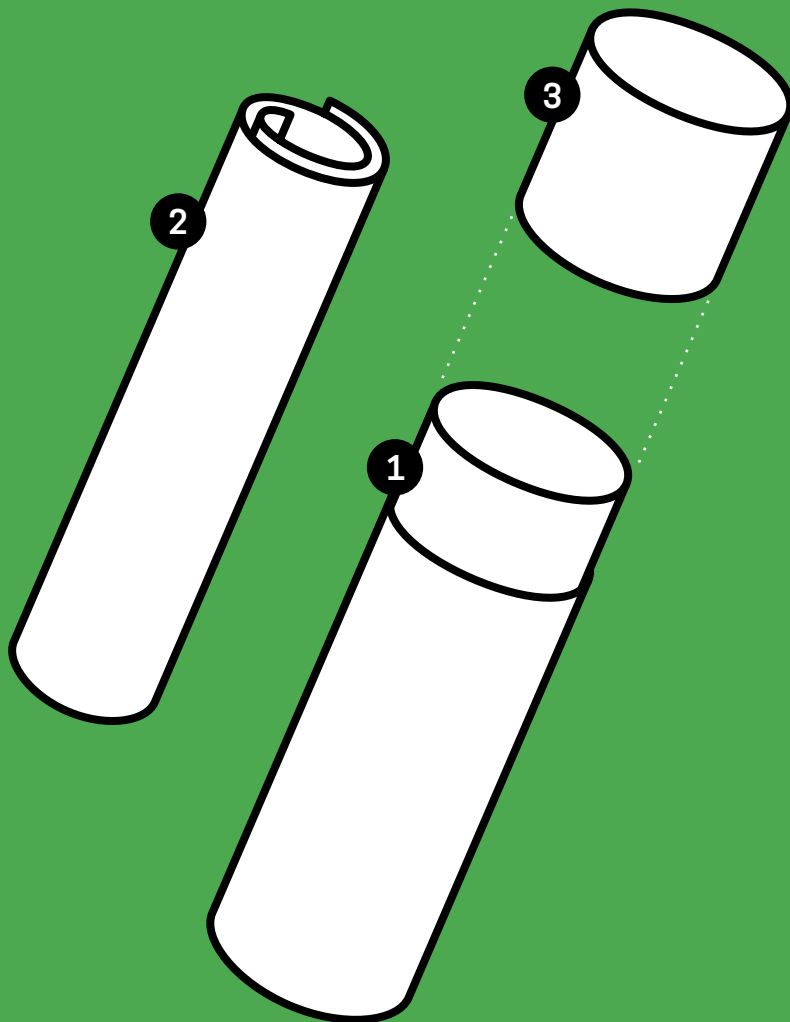


FSS

STUDENT MANUAL FOR
DEGREE STUDENTS OF
FACULTY OF SOCIAL SCIENCES
CHARLES UNIVERSITY



FOR ACADEMIC YEAR 2015/2016

OUR DEAN'S WELCOME TO INTERNATIONAL STUDENTS



Dear International Students,

I hope you have had a restful summer break and are excited for the next academic year!

My name is Jakub Končelík and I am the Faculty of Social Sciences Dean. On behalf of the academic and administrative staff, I would like to extend a warm welcome to you, our new international students. We have a world-class faculty, are part of a great research University ranked for its academic excellence, top lecturers, but most of all, friendly environment.

I am excited that you have decided to pursue your university studies with us and congratulate you on this choice. Around 200 international students have made the same decision and are currently enrolled in one of the Faculty's degree programs. You will also find a large body of international exchange students enrolled with us. You will be among friends. We are dedicated to ensuring the success of international students both inside and outside the Faculty buildings. Therefore, we have spent the last academic year working to develop various initiatives to make your stay in Prague,

not only academically satisfying, but personally enjoyable as well. This year it is our vision to see improved services for our international students and a greater integration of international and domestic students. You will be given more information about these initiatives during your orientation activities and in later correspondence.

My personal hopes for you are twofold: firstly, that you will find Charles University a place where you can learn and grow; secondly, that you will become actively involved in all the activities that we have prepared for you. Studying abroad is a valuable experience. You have not only crossed a physical border to get here, you have also crossed a linguistic and cultural border. Accept the challenge and immerse yourself in an exciting adventure.

As you begin your studies here, I encourage you to get to know the International Office staff, who are an excellent source of information and support. I look forward to meeting each of you myself and learning about your story.

Let the Faculty of Social Sciences, Charles University in Prague, open the door of a new world for you.

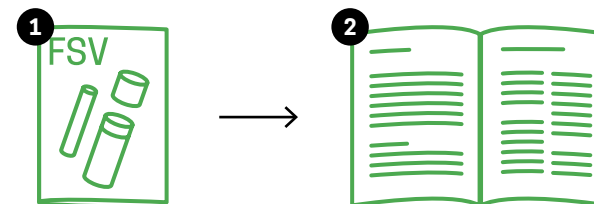
A handwritten signature in black ink, appearing to read 'Jakub Koncelik'.

*Dr. Jakub Končelík, Ph.D.
Dean, Faculty of Social Sciences
Charles University in Prague*

CONTENTS

1. Introduction	3
1.1 Welcome to charles university	4
1.2 Faculty of social sciences	4
2. Academic information	5
2.1 Period of study	5
2.2 Registration for classes and exams	5
2.3 Grades and grading system	9
2.4 Transferring credit	9
2.5 Final exams and graduation	10
2.6 Plagiarism and cheating	12
2.7 Establishing the equivalence of your degree	13
2.8 Student mobility	13
3. Financial procedures and policies	15
3.1 Bank details	15
3.2 General provisions	15
3.3 Discount in school fees	16
3.4 Scholarships	17
4. Visa seeking students	18
5. University life	20
5.1 Who to talk to when you need...	20
5.2 Student id cards	22
5.3 University computer labs, logins, passwords and wi-fi	23
5.4 The sis	25
5.5 Libraries	26
5.6 Housing and cafeterias	27
5.7 Health care	28
5.8 Sport	29
5.9 International club	30
5.10 Public holidays	31
6. Useful contacts	32
6.1 Faculty of social sciences	32
6.2 Charles university in Prague	36

1. INTRODUCTION



1.1 WELCOME TO CHARLES UNIVERSITY

Charles University in Prague (CU) was founded in 1348 by the Holy Roman Emperor Charles IV as the first university to the north of the Alps and to the east of Paris. It belongs among the oldest and largest universities in the world and it is the oldest and also the largest university in the Czech Republic.

Today Charles University has 17 faculties in 3 different cities, 3 university institutes, 6 further centres for educational, scientific, research, development and other activities or for provision of information services, 5 university-wide special facilities and the Rectorate as the administrative centre of the whole University. The Faculty of Social Sciences is the second youngest faculty, founded in 1990.

The University as a whole has about 53 000 students with more than 7 000 students originating from foreign countries. There are over 300 accredited degree programmes and 660 study disciplines. Charles University covers the full spectrum of fields – medicine, pharmacy, science, humanities and social sciences, theology and sport at bachelor, master and doctoral levels. Over 150 academic programmes are taught in a foreign language, mainly in English but also in German or French.

The University is also dedicated to international cooperation with prestigious educational and research institutions. CU has signed a total of 450 bilateral agreements on the Erasmus programme framework and 190 international partnership agreements with foreign universities.

1.2 FACULTY OF SOCIAL SCIENCES

The Faculty of Social Sciences (FSS CU) is the second youngest faculty of Charles University in Prague. Shortly after its creation in 1990 the Faculty became a regional centre of teaching and research in economics, sociology, political science, international relations, area studies, media studies and journalism.

Currently the Faculty has around 4 000 full-time students. Approximately 200 of them are enrolled in one of our English-language degree programmes. FSS CU has one of the highest international mobility participation rates of all the faculties of Charles University. Each year it welcomes around 500 exchange students from all over the world.

FSSCU emphasizes the development of international cooperation. Firstly, by developing and strengthening scientific bonds, student and academic mobility and, secondly, by offering English-language degree programmes.

Our mission is the promotion of learning and the protection of knowledge, the cultivation of free thought, independent academic research and the support of the creative spirit of human society.

LOCATION

The Faculty is divided into five institutes spread at three different locations in Prague:

The **Hollar** building is our main campus. It is located on Smetanovo nabrezi in the very centre of Prague with a beautiful view over the Charles Bridge and the Prague Castle. It is the seat of the Dean's Office, the central administration and also of the Institute of Communication Studies and Journalism.

The **Opletalova** building is found on Opletalova street in the very centre of Prague, just few blocks from the Wenceslas Square. It houses the Institute of Economic Studies.

The **Jinonice** building is located a little further away from the city centre, near the metro station Jinonice. It houses three of our institutes: Institute of International Studies, Institute of Political Studies and the Institute of Sociological Studies.

HOLLAR BUILDING

Houses

Institute of Communication Studies & Journalism
Central administration of the Faculty
Dean's Office
International Office

Address

Smetanovo nabrezi 6, 110 01 Prague 1

OPLETALOVA BUILDING

Houses

Institute of Economic Studies

Address

Opletalova 26, 110 00 Prague 1

JINONICE BUILDING

Houses

Institute of International Studies
Institute of Political Studies
Institute of Sociological Studies

Address

U Krize 8, 158 00 Prague 5

2. ACADEMIC INFORMATION

Study at the Faculty of Social Sciences is governed by three interlocking sets of regulations: The Higher Education Act of the Czech Republic, The Consolidated Study and Examination Code of Charles University and The Faculty's own Rules for the Organisation of Studies. All regulations are available on the intranet of the Faculty website.

Academic year is traditionally divided into two semesters: winter and summer semester. Each semester is followed by an examination period lasting five weeks, during which there are no classes. Further useful information on deadlines is available in academic calendar which is published every year in July on the intranet of the Faculty website.

2.1 PERIOD OF STUDY

The maximum allowed period of study in any study programme is 6 years for a Bachelor's degree and 5 years for a Master's degree. Standard period of study is 3 years for a Bachelor's degree and 2 years for a Master's degree. Periods of interruption of studies do not extend this deadline.

2.2 REGISTRATION FOR CLASSES AND EXAMS

Students may register for classes and exams exclusively through the Student Information System (SIS). Students log into the system using the password they obtained along with their student ID (CAS password). Registration for individual classes is open twice per year, at the start of the relevant semester. During this time students are free to attend any courses and add or drop classes according to their preference. Please make sure you have enrolled for all the classes you wish to take by the end of the registration period and at the same time drop/de-register from all the classes you do not wish to attend.

Student may register for mandatory classes and electives no more than twice during the whole of their studies. Optional courses may be taken only once. In case a student fails to pass a mandatory class s/he needs to register for the class again the following academic year. If a student fails to pass a mandatory class twice, his/her studies will be terminated.

The vast majority of classes are concluded by a written exam, even though some lecturers will prefer an oral exam or a combined final grade (e.g. any combination of essays, coursework, quizzes, presentations, midterm and a final exam). Students are allowed a total of three attempts (two retakes) to pass the final exam of each class in the given semester.

CLASS CODES

All classes offered at the Faculty of Social Sciences are identified by a unique class code, which not only allows students to find them quickly online, but also provides useful information about the class. The codes always consist of three (sometimes four) initial letters, followed by three numerals, e.g. JEB026, JSM629, JMMZ001. (The structure of class codes at other Faculties can differ; these explanations apply only to classes at the Faculty of Social Sciences)

The way to read the class code is as follows:

The first letter of the code identifies the Faculty at which the class is taught. All class codes at the Faculty of Social Sciences begin with the letter J. Other Faculties have different initial letters (e.g. A for the Faculty of Arts). If the class you want to take does not begin with the letter J, it is not taught at this Faculty.

The second letter of the code usually identifies the institute where the class is taught. E = Economics, J = Journalism/Media Studies, M = International Studies, P = Political Science, S = Sociology. Exceptions to this rule are class codes beginning JCZ and JSZ.

The third letter of the code tells you whether this is a Bachelor-level class, or a Master-level class intended primarily for Master's students. B = Bachelor, M = Master (as simple as that). If you look at the examples at the start of this document, you should now be able to tell that JEB026 is a Bachelor-level economics class, and that JSM629 is a Master-level sociology class.

The numerals at the end of the code have no special significance; they are simply the number of the class.

NON-STANDARD CLASS CODES

Classes beginning JMMZ are primarily classes from our double-degree programme with University College London, though we also use the code for some local classes. If there is no scheduled time for an English-language class beginning JMMZ and a note in the field "Explanation", it is taught at UCL.

Classes beginning JCZ are courses of Czech as a Foreign Language, intended primarily for our international students. It is not possible for students to register for them directly using SIS, instead students will be registered by the International Office. In most semesters we will run several groups simultaneously at various levels.

WITHDRAWAL/ADDITIONAL REGISTRATION FOR CLASSES

Late registration and/or withdrawal is subject to a written request. Students who wish to add and/or drop a class after the standard registration period must make a formal written request to the Student Services using the official Request form. Such a request must be signed either by the programme coordinator or the programme supervisor before it is delivered to the Student Services.

Late registrations and withdrawals are possible at most 6 weeks after the standard registration period. It is not possible to withdraw from a class which has been completed already including failed courses with grade 4.

REGISTRATION FOR FURTHER YEAR OF STUDY

Registration for continuing students in Bachelor's and Master's degree programmes is obligatory. The degree-seeking students are expected to register for the new academic year with the Student Services in late September. The period for registration is specified in academic calendar on the website of the Faculty and students will also be notified in advance via email. For the registration, students should bring a print-out of their grades from SIS. Before they print their grades it is necessary to check whether all the grades have been entered into SIS. If some of their grades are missing students should contact their teacher about it as soon as possible.

Registration for a further year of study is conditional on students having fulfilled the specified minimum study requirement in the preceding years.

Minimum amount of credits required for registration for a further year in regular full-time studies in individual study programmes:

BACHELOR'S STUDY PROGRAMMES:

45 credits to register for the **2nd year** of studies
90 credits to register for the **3rd year** of studies
135 credits to register for the **4th year** of studies
180 credits to register for the **5th year** of studies
180 credits to register for the **6th year** of studies

MASTER'S STUDY PROGRAMMES:

45 credits to register for the **2nd year** of studies
90 credits to register for the **3rd year** of studies
120 credits to register for the **4th year** of studies
120 credits to register for the **5th year** of studies

In case of prior official interruption of studies for a semester, these figures are adjusted proportionally, (e.g. registering for the 3rd year of Master studies would require 68 credits instead of 90).

Classes may be withdrawn from your study programme curricula and at the same time new classes may be added in your second or third years of studies. Credits earned for classes that are later on struck from the curricula remain valid for the rest of your study. Similarly, if a new class is added you may take the class and the credits gained will be counted towards your total amount.

In case a class is modified and its credit value changes (e.g. increases), there will be no credit correction (i.e. upgrading) for classes completed prior to such a change.

Even though students must earn 120, resp. 180 credits in order to conclude their studies by defending the Master/Bachelor Thesis and passing the Final State Exam, they are free to take additional classes on top of the required 120/180 credits without additional fees.

INTERRUPTION OF STUDIES

Official interruption of studies can be initiated by a student by delivering a formal written request to the Student Services. The request must be made at least 3 weeks before the start of a semester and before the student registers for further year of study. Unless disciplinary proceedings have been initiated against the student, the request for interruption shall be granted. Studies may be interrupted either for a semester or the whole academic year and students may ask for interruption of studies more than once. With the exception of particularly serious cases, mainly health reasons, study may not be interrupted before the completion of the first semester.

Interruption can be also initiated by the dean on the grounds that the tuition fee was not paid and the student ignored the written appeal to do so.

Students applying for interruption in the summer semester should make sure they have enough credits to be able to register for further year of studies in the beginning of new academic year. Please note that official interruption of studies does not in any way extend the maximum allowed period of studies which is 6 years for a Bachelor's degree and 5 years for a Master's degree.

During the interruption period the student loses the legal status of a student.

TERMINATION OF STUDIES

The Faculty of Social Sciences can terminate studies of a student in case:

- a) the student has not achieved required number of credits to be registered for a further year of study
- b) the student has not registered for a further year of study or his/her studies had been interrupted and the student has not registered for a further year after interruption
- c) the student has not successfully graduated during the maximum allowed period of his/her studies (for Master's degree five years, for Bachelor's degree six years)
- d) the student failed to pass a mandatory class twice
- e) the Disciplinary Committee decided to terminate the studies
- f) the student failed to pay the tuition fees.

2.3 GRADES AND GRADING SYSTEM

The FSS uses Czech grading and evaluation system. In the Czech university system, courses are either completed by an examination or by other study requirements.

Where a course is completed by examination, it is graded: *Výborně* (Excellent * 1), *Velmi dobře* (Very Good * 2), *Dobře* (Satisfactory * 3), or *Neprospěl* (Fail * 4).

Where a course is completed by a study requirement other than an examination, it is not graded, but is recorded as *Zápočet* (non-graded credit in a non-examination subject). This is in effect a Pass in a two tier Pass/Fail grading system.

GRADING SCHEME			DESCRIPTION
1	<i>Výborně</i>	Excellent	Excellent performance. The student has shown originality and displayed an exceptional grasp of the material and deep analytical understanding of the subject.
2	<i>Velmi dobře</i>	Very Good	Very good performance. The student understands the subject well and has shown some originality of thought. Generally above the average standard performance but with some errors.
3	<i>Dobře</i>	Satisfactory	Satisfactory performance. The student has shown some understanding of the subject matter, but has not succeeded in translating this understanding into consistently creative or original work. Generally sound work with a number of notable errors.
4	<i>Nedostatečně</i>	Fail	Fail. The student has not succeeded in mastering the subject matter of the course.
	<i>Zápočet</i>	Pass/Credit	Pass. The student receives credit for the course but no specific grade.

2.4 TRANSFERRING CREDIT

Students have a possibility to transfer credits provided they follow the procedure spelled out below. There are two basic types of credit transfer: credit transfer within Charles University from previous studies and credit transfer from studies abroad (generally an exchange within the Erasmus network). There are separate credit transfer forms for both types of credit transfer available at Faculty website. Please make sure you select the correct form.

1. Transfer of credit is only possible with the agreement of the Head of the relevant study programme.
2. In order to arrange the transfer of credit, the student needs to fill out the Transferring Credit Form, and get the Head of the programme to sign it in the right-hand column. A relevant print-out from the SIS also needs to be attached.
3. Once the form is signed, it should be delivered to the International Office.

2.5 FINAL EXAMS AND GRADUATION

MASTER'S /BACHELOR'S THESIS

The Master/Bachelor thesis is an extended piece of original academic writing, with which students are expected to complete their studies. Students have some flexibility in their choice of thesis topic. Generally, a thesis topic that falls into any of the main subject areas of the programme will be acceptable, though individual thesis proposals are subject to the approval of the programme supervisor. Also the Faculty institutes have different methods of assigning/selecting thesis topic. Please consult your programme coordinator for further details.

Although the final thesis must be student's own work, each individual student will be assigned an academic, the thesis advisor, who will advise and guide the student in his/her research, especially in the early stages of the thesis formation. Students are encouraged to identify and propose a potential advisor from amongst the regular teachers of the programme/institute, according to their research interests. The choice of a thesis advisor is, however, subject to the approval of the programme supervisor.

In the early stages of the thesis writing, and no later than 12 months before the intended thesis defence students are expected to submit a simple 2-4 page outline of their proposed thesis, for preliminary approval by the programme supervisor. This is the so-called Thesis Proposal. Once the thesis proposal is approved by both the thesis advisor and the programme supervisor it will be registered into the SIS. The earliest you can attempt the thesis defence is 12 months after the topic was registered in the SIS. The thesis itself should be submitted about one month before the final state exam.

As a rough guide, the basic timeline is as follows, but please remember to check for specific deadlines for submitting a thesis project as well as the final thesis in a current academic calendar:

If you plan to graduate in the summer semester (June): you will want to submit thesis project in May/June of the year before you intend to graduate and the final thesis a year after the project in mid-May.

If you plan to graduate in the winter semester (February): you will want to submit thesis project in January/February of the year before you intend to graduate and the final thesis a year after the project in early January.

For further information on the Master/Bachelor thesis please speak to the relevant programme coordinator.

FINAL STATE EXAM

All Master/Bachelor degree programmes at Czech universities are completed by a Final State Examination. At the Faculty of Social Sciences the final state exam, which also includes the thesis defence, is always an oral exam in front of an examination committee typically consisting of 4 people. Final state exams are generally held twice per year, at the end of each semester (late January/early February and June). There is an additional option in September. However taking the final state exam in September is possible only upon request and with prior agreement of the relevant programme supervisor. Request for a permission to take advantage of the September option should be communicated well in advance and definitely before the end of classes in summer semester (generally mid-May).

The final state exam itself takes about 45 to 60 minutes and includes thesis defence and answering questions drawn by ballot. Each student is given 45 minutes to prepare his/her answers after they draw the questions. Committee members have the right to address the student with more detailed questions related to the given topic.

ADMINISTRATIVE PROCEDURES BEFORE TAKING THE FINAL STATE EXAM

There are a number of administrative steps students must take before they will be allowed to proceed to the Final State Exam.

1. Students have to deliver two bound copies of their Master/Bachelor thesis to the institute secretariat by the appropriate deadline. Students also have to upload an electronic version of the thesis, identical to the printed one, in a pdf format into the SIS. Students are advised to upload their thesis into the SIS before they hand in the hard copies.
2. Students have to fill in the Application Form for the Final State Examination, and hand in two copies of the form at the institute secretariat together with their thesis.
3. Together with the application form for the final state exam and the thesis, student must also submit the Bibliographical Registration Form with details of their thesis; the form is available at the Faculty website.
4. Students have to deliver a print-out of their grades from SIS to their programme supervisor who verifies whether the student has completed all study requirements and upon verification signs the print-out. The signed print-out from the SIS then has to be delivered to the International Office. The deadline for this procedure is specified in academic calendar.

ACADEMIC CEREMONIES & DIPLOMAS

Charles University maintains the traditional academic rituals of passage: matriculation and graduation ceremonies.

MATRICULATION CEREMONY AND OATH

In a matriculation ceremony, students entered in the student register of a faculty (matricula) pledge to fulfil the requirements of academic study, to honour their moral obligation toward the University, and to respect its internal regulations and the decisions of academic officials.

All students shall take the matriculation oath and typically it is done during the matriculation

ceremony in the beginning of October; specific date is always in the academic calendar. The ceremony takes place every year so it is possible for students to attend it in their second or further year of studies. However since the matriculation ceremony is held in Czech international students often opt out and instead of attending the ceremony simply sign the oath which they receive in writing during registration for studies in September.

DIPLOMA AND GRADUATION CEREMONY

During the graduation ceremony the student officially graduates from Charles University, taking the academic pledge (in Latin) and receiving a diploma which entitles him/her to use an academic degree.

The order of the graduation ceremony is stipulated in Appendix 2 of the Code of Matriculation and Graduation Ceremonies (available in Czech only). Graduation ceremonies take place in the Aula Magna of the Carolinum for graduates of Master's and Doctoral programmes and in the Hall of the 'House for the Professed' at Lesser Town Square for graduates of Bachelor programmes. (Profesní dům, Malostranské náměstí). The graduation ceremony is held in Czech and Latin, features university insignia and high-ranking university officials wearing academic gowns.

Diplomas for the whole of Charles University are printed en block only several times per year corresponding with the timing of graduation ceremonies. Student services will inform students of their specific date of graduation ceremony. Graduation

ceremonies are generally held twice per year at the end of September for those who passed their final state exam in June and in mid-March for those who finished their studies in September and February.

In course of the ceremony graduates receive their diplomas, printed in Latin on a handmade paper rolled into a blue tube. Those who graduated with honours (Summa Cum Laude) receive red tubes.

Included is also a bilingual (Czech-English) diploma supplement which follows the model developed by the European Commission and describes the nature, level, content, context and status of the successfully completed studies as well as the qualifications obtained.

If you are not planning on attending the graduation ceremony you would do well to inform Student Services after passing your final state exam in order to make necessary arrangements while still in the Czech Republic.

2.6 PLAGIARISM AND CHEATING

Do not do it. Be aware that at Charles University plagiarism and cheating are strictly prosecuted. In extreme cases they may result in expulsion from the university. The faculty uses the Urkund anti-plagiarism software for verifying that all master and bachelor theses (as well as randomly selected written coursework) are free from plagiarism. Master and bachelor theses are checked for plagiarism automatically as they are entered into SIS.

Please make sure all information, data, graphs and numbers in your work taken from external sources are explicitly quoted and correctly referenced. Various guides and manuals on research methods, academic writing, quotations and acknowledgment of sources and bibliographic citations are available at the Faculty website for your reference.

2.7 ESTABLISHING THE EQUIVALENCE OF YOUR DEGREE

Under Czech law, students who have obtained their Bachelor's (or Master's) degree abroad are required to obtain an official document to say that their degree is recognised in the Czech Republic before they can register for a degree program at a Czech university. Officially, this document is called an "*Osvědčení o rozhodnutí o uznání rovnocennosti diplomu získaného na zahraniční vysoké škole*". Conversationally, however, almost everybody calls it a "nostrifikace".

Applications for nostrifikace should be made in the first instance to a Czech public university (or a specific school or faculty of such university) which has an equivalent degree program, and the application must contain the following:

1. An application form, including the student's current contact information;
2. A certified copy of the student's foreign diploma;
3. A certified copy of the student's official transcript of grades or of the diploma supplement;
4. Officially authenticated translations of both documents into Czech (the translations are not required if the original documents are in English or bilingual where one of the languages is English);
5. In some cases, where demanded by the relevant international agreement, an additional

document to prove the authenticity of the diploma may also be required. It is either an apostille or a legalization process done by the Ministry of Foreign Affairs of the home country of the foreign higher education institution and the diplomatic mission of the Czech Republic in the given country. For the list of countries and required authentications please see the FSS CU website.

SECONDARY EDUCATION

The Bachelor's degree programs at Charles University in Prague are open to candidates who have already completed their secondary or professional (vocational) secondary education. Students who graduated from high school abroad must have their secondary school leaving certificate recognized by Czech authorities. This process is called "nostrifikace" in Czech

2.8 STUDENT MOBILITY

The international mobility at the Faculty is mainly based on the European Higher Education Area which is coordinated by the Bologna Process. Its most visible demonstration is the ERASMUS+ Programme. The Faculty is also developing international cooperation beyond the framework of the European programmes. This includes cooperation with partner universities in North America, Asia and the Middle East.

STUDY ABROAD OPPORTUNITIES FOR INTERNATIONAL STUDENTS - BASIC PRINCIPLES

There are two main channels available to our students: (1) formal exchanges (through Erasmus+ and similar programmes); (2) shorter periods of study, generally suggested by the students themselves, in which they conduct research for their Master's thesis, with financial support from the University.



Students must remain registered as students at the Faculty of Social Sciences throughout the entire period of their studies abroad. This is a fundamental requirement for students to participate in an exchange and/or to receive funding and it means students must continue to pay school fees, so they remain registered.

TYPES OF EXCHANGE PROGRAMMES AVAILABLE

The Erasmus+ study exchange: study exchanges are organised on the basis of a series of bilateral agreements with specific partner universities. The main selection panel for the Erasmus+ study exchange is held in February and early March for exchanges in the following academic year (i.e. February 2016 for exchanges in academic year 2016/17). Details are usually posted on the IO website in January/February.

Successful applicants receive a 100% waiver of school fees at the host university, and a scholarship from the Erasmus+ programme to help fund their studies. The exact amount of the scholarship will depend on the destination and is given by the Rectorate.

The Erasmus+ practical placements: aside from study exchanges practical placements provide students with yet another opportunity to gain experience abroad within the Erasmus+ programme. The selection panel for Erasmus+ practical placements is generally held twice a year. Details with information on procedure and deadlines are posted on the IO website.

Although students can work at broad range of organizations and institutions, a practical placement may not be performed in the EU institutions, organizations administering the EU programmes or national diplomatic missions of a student's home country abroad.

Inter-university study exchanges are generally organised with universities outside the EU - primarily the USA and Australia, though FSS also has a limited range of contacts in Canada, New Zealand, Latin America and the Far East.

Offers of individual exchanges are announced at various dates throughout the year, depending on the administrative deadlines of the partner universities. Some inter-university exchanges come with a scholarship already attached, but in most cases they guarantee only a waiver of school fees at the host university, and students may apply for funding from the Rector's Mobility Fund.

Aside from inter-university exchanges students may also benefit from inter-faculty and inter-government exchanges.

FUNDING

The University's main instrument for the support of students studying abroad is the Rector's Mobility Fund (Fond mobility UK). The Mobility Fund generally issues two calls for funding applications per year. Applications must be made through the International Office of the Faculty.

The Mobility Fund has two basic principles:
 (1) it will only ever fund future travel plans (i.e. it will not fund travel in arrears);
 (2) it will provide no more than half of the student's anticipated expenses.

Students seeking funding for individual study/research trips related to their thesis may also apply for funding from the Rector's Mobility Fund under the same conditions as exchange students

3. FINANCIAL PROCEDURES AND POLICIES

3.1 BANK DETAILS

Name of bank	Komerční banka	
Address	Spálená 51, Prague 1, Czech Republic	
Post code	110 00	
Account name	Univerzita Karlova v Praze Fakulta sociálních věd	
Variable symbol	Invoice number	
Account currency	CZK	EUR
Account number	85033011/0100	107-8975070267/0100
IBAN	CZ58 0100 0000 0000 8503 3011	CZ49 0100 0001 0789 7507 0267
Swift code	KOMBCZPPXXX	KOMBCZPP

3.2 GENERAL PROVISIONS

School fees at the Faculty of Social Sciences in any given year are specified in the price-list issued by the Dean.

Fees are normally payable by the semester. Students will be issued with an invoice at the start of each semester and receive a scanned copy of their invoice by e-mail.

Every invoice will include the following information:

1. nominal school fees payable in Euro;
2. the equivalent sum payable in Czech crowns according to the current exchange rate on the day the invoice was issued;
3. payment due date.

Students may pay their school fees either in Euro, or in Czech crowns. Students who wish to pay their school fees in a third currency (e.g. US dollars) are free to do so, but they must make sure they pay the equivalent value of the price in Czech crowns (CZK), not the nominal price in Euro.

Payment should preferably be made by bank (wire) transfer to the Faculty's account. We can also accept payment in cash or by personal cheque.

Payment should reach the Faculty's account no later than the payment due date on the invoice. If students are experiencing cash flow problems, we are willing to discuss splitting the fees into 2-3 smaller payments with a fixed payment calendar, and/or to agree an extended payment date, but the deadline for reaching an agreement on this is the standard payment date. It is not acceptable for students to simply delay payment without discussing it.

Students who do not pay their fees in full by the specified payment date, and who make no alternative arrangements, will receive ONE reminder from the International Office by e-mail, with a final payment deadline 50 days after the date on which the invoice was issued. If no payment is received by this second deadline, the student's studies will be terminated with no further discussion, as per paragraph II (1) of the standard Contract regarding full-time study.

3.3 DISCOUNT IN SCHOOL FEES

The Faculty of Social Sciences offers students the opportunity to apply for a discount in their final year (or final semester) of study in all study programmes.

The discount is available to students in the closing stages of their studies, who have already completed all study requirements specified by the curriculum of their programme, except the Master Thesis Seminar and the Final State Exam. All relevant study requirements must be completed before the start of the semester in which students wish the discount to come into effect.

Students must apply for a discount by means of the Application for a Discount in School Fees form, which is available on the Faculty of Social Sciences website. Discounts will not be granted automatically.

Completed application forms must be delivered before the deadline to the International Office. The deadline to apply for the discount is always the last day of September for the Winter Semester, and the last day of February for the Summer Semester.

Although supplementary documentation may be presented as photocopies or printouts, the application form itself must be in the original, with the student's original signature.

Applications received by the deadline will be assessed by a committee. Students, who are waiting for a decision on whether they have qualified for the discount, will not be expected to pay any school fees until after the committee has reported.

Students who have already qualified for the discount in an earlier semester may continue to study at the lower rate of school fees for more than one semester, if they need extra time to write their thesis. It is not necessary to reapply for the discount in later semesters.

The reduced school fee is € 300 per semester for all study programmes.

Special discounts for students in bachelor's programme in economics and finance and a continuing master's study programme of economics and finance:

Discount for students in 1st year of study

A reduction in school fees amounting to either € 1,000 or € 2,000 of the fee for each semester in the first academic year may be offered. The reduction in school fees is offered to successful applicants based on the quality of their applications assessed by the Admission Panel.

Discount for students in 2nd & higher year of study

Student's GPA (Grade point average) for the previous academic year within the study programme will be calculated every year based on all the results achieved in the examinations and credit examinations and students will be ranked from the best-achieving to the worst-achieving based on the above-mentioned criteria.

- a. A student ranking among the 20% of best-achievers is entitled to the reduction amounting to € 1,000 of the fee for each semester in the following academic year.
- b. A student ranking among the 10% of best-achievers is entitled to the reduction amounting to € 2,000 of the fee for each semester in the following academic year.
- c. In case the number of students within the study programme is lower than 10, the reduction stated in paragraph b. applies to the best student only.
- d. The tuition fee reduction can only be offered to a student who fulfills the eligibility criteria of minimal sum of credits (equivalent to a sum of credits needed for the merit scholarship) and who has not exceeded the standard length of study (3 years for a Bachelor's degree and 2 years for a Master's degree).

Discount in bachelor's study programme of economics and finance and a continuing master's study programme of economics and finance and corporate finance and strategy programme:

Students whose sibling undertakes studies in the same study programme, i.e. Economics and

Finance (regardless of the fact whether they study in a bachelor's or continuing master's programme) are entitled to a further reduction amounting to € 1,000 of the fee for each semester of the following academic year, provided their sibling still undertakes the studies in the same study programme. Such a reduction always applies to each sibling.

3.4 SCHOLARSHIPS

MERIT SCHOLARSHIP

Scholarship for excellent study results is paid out in November retrospectively for the previous academic year in the form of a one-time payment.

The scholarship can be paid out:

- a. To students enrolled in Bachelor's study programme realized by the Faculty who in the previous academic year studied at the Faculty in the first, second or third year and during the given year acquired at least 45 credits.
- b. To students enrolled in Master's study programme realized by the Faculty who in the previous academic year studied at the Faculty in the first year and acquired at least 30 credits.

The students who fulfil all the conditions listed above will have their grade point average (GPA) calculated for the previous academic year. It will be based on all the exams including retakes and all classified credits. Calculation of a GPA is based on the number of credits which can be obtained by a successful completion of courses or exams. If a student acquired more than 60 credits in the previous academic year, deductions amounting to 0.01 will be set for each credit exceeding the limit. The final study results of a student will be calculated as a GPA reduced by the deductions.

Students who met conditions listed above will be divided into five groups according to institutes. These five groups are further divided into sub-group (Bachelor vs. Master students, 1st year vs.

continuing students). Designated percentage of students within each sub-group with the best study results will be awarded scholarship. The entire sum of scholarship money for excellent study results will be distributed evenly among all the selected students within the sub-groups. The specific amount of scholarship will be determined linearly according to study results within each sub-group. Minimum and maximum amount of scholarship and the percentage of students eligible for scholarship will be stipulated by the Dean upon the statement obtained from the Academic Senate.

DEVELOPMENT SCHOLARSHIP

The Faculty of Social Sciences is able to offer a limited number of partial scholarships for students of all fee based programmes. Scholarships are available for students from developing countries and/or countries going through a process of political and economic transition.

The Faculty of Social Sciences offers students a 50% waiver of school fees for their first semester of study, plus a one-off lump sum payment to cover the basic living costs. School fees for the second semester of study will not be waived. Further information is available on the faculty website.

Applications must be delivered to the International Office by the last day of April. All applications will be assessed by a Scholarship Review Board. The results will be announced to students by the second week of June at the latest.

4. VISA SEEKING STUDENTS

Students who are not citizens of the EU, citizens of EFTA, or permanent residents of the Czech Republic, must obtain either a visa or a residence permit (the student may choose) in order to study at Charles University.

The first visa/residence permit application is made at the Czech Embassy, usually in the student's country of residence. Processing time is often 60 days.

Students then will have to renew their visa/residence permit during their studies. As regards a visa renewal, students are actually required to apply for a long-term residence permit for the purpose of studies instead, because student visas cannot be extended or renewed.

Application for residence permit/renewals/extensions must be made no earlier than 90 days and no later than 14 days before the original visa/residence permit expires. An application for a long-term residence permit following up on a long-term student visa, or an application to extend the current long-term residence permit is filed at the Ministry of the Interior (MOI) offices according to the applicant's place of residence or at the special MOI office designated for university students only. Residence permit will be issued in the first instance for a maximum of 1 year. The validity of the long-term residence permit can be repeatedly extended, but no longer than by 2 years.

WHICH DOCUMENTS YOU WILL NEED FOR A VISA RENEWAL/A RESIDENCE PERMIT EXTENSION

- Completed Application Form
- A valid travel document (generally your passport)
- 2 photographs
- A document confirming the purpose of your stay in the Czech Republic (a student status confirmation will be issued by the International Office only if students have no outstanding debts to the Faculty of Social Sciences).
- Evidence of sufficient funds to cover your stay in the Czech Republic, e.g. a bank statement demonstrating your financial situation. If the documents are issued in other language than Czech, translation to Czech language will be requested. There is a specific amount that must be shown as a proof of sufficient funds (e.g. CZK 55,000 for 6 months, CZK 81,400 for 12 months). Applicants may be also asked to submit a copy of their valid banking card.
- Proof of accommodation in the Czech Republic. For students staying in the hall of residence this document can be supplied by the Accommodation Office of the hall of residence or the International Office upon request. Students living in private housing must submit an official Proof of accommodation form (available for download on the MOI website) which needs to be filled in and signed by the landlord of the apartment in which they live. Landlord's signature must be certified.
- Evidence of comprehensive health care insurance cover; a document on having paid the insurance premium may be requested. Insurance must be provided by an insurance company that is authorized to provide its services in the Czech Republic – for a list of accredited health insurance providers see the Faculty website.

If a long-term residence permit is granted, students will be issued with a residence card detailing their residency status and carrying biometric data (face depiction and fingerprints). Students will be invited by the Ministry of the Interior to provide biometric data at one of its branches within three days after being granted the permit. When the card is ready for pick up, they will be asked to come to collect it. Administration fee for the residence card is CZK 2,500.

MINISTRY OF THE INTERIOR OFFICE FOR UNIVERSITY STUDENTS

Charles University in Prague together with the Ministry of the Interior of the Czech Republic opened a new MOI office at the address Hládkov 682/9, Prague 6 (Komenskeho hall of residence building). This office deals exclusively with international university students from countries outside the EU studying in Prague. Students and academic staff can arrange all their requirements associated with residence permit.

Prior telephone reservation is necessary in order to get an appointment (tel. line: +420 974 820 680). You can also email to pobyty.hladkov@mvcv.cz. All callers are kindly requested to inform the phone operator that they are university students.

Office hours:

Monday — Thursday	8:00—16:00
Friday	8:00—12:00

REGISTRATION WITH THE IMMIGRATION POLICE UPON ARRIVAL TO THE CZECH REPUBLIC

All students who arrive on a student visa are legally obliged to register with the Immigration Police within 3 days of arrival. Students who live in the one of CU dormitories will be registered automatically by the Accommodation Office, so they do not need to register in person.

To register with the Immigration Police, a student will need the following documents:

- A valid travel document (generally your passport)
- Registration Card: available at the Immigration Police office
- Health insurance valid for the Czech Republic

Students should register at the branch of the Czech Immigration Police in Prague 3, Olšanská 2. The given office can be best reached by taking the C metro line (red) to "Hlavní nádraží" station, and then trams no. 9 or 26 to "Olšanská" stop.

The Immigration Police Office hours:

Monday & Wednesday	8:00—17:00
Tuesday & Thursday	8:00—15:00
Friday	8:00—12:00

5. UNIVERSITY LIFE

5.1 WHO TO TALK TO WHEN YOU NEED...

In the table below you will find a list of where to go when you need specific information or services. If you need something which is not found in this list, please contact the International Office. The most recent list of administrative personnel and their positions can be found on the Faculty website.

accommodation, CU halls of residence	Accommodation Office / International Office
add/drop courses	International Office – Student Services Officer
advising, general	International Office / CU Information and Advisory Centre
advising, academic	Programme coordinator
admissions	International Office
complaint, general	International Office
complaint, academic	Programme coordinator
computer login and password, obtaining	Card Service Centre
confirmation of study, obtaining	International Office
diploma, information	International Office - Student Services Officer
graduation, information and ceremony	International Office - Student Services Officer
interruption of studies, to apply for	International Office - Student Services Officer
registration for classes	SIS online / International Office - Student Services Officer
residence permit, information and advice on obtaining	International Office
scholarship, application for	International Office
social and health insurance, information	International Office
student ID card	Card Service Centre
student mobility	International Office – Erasmus coordinator/ Inter-university agreements coordinator
thesis, Master's or Bachelor's	Programme coordinator/International Office
transcripts, request copies	International Office
transfer credit, request	International Office - Student Services Officer
tuition, payment of	International Office
visa, information and advice on obtaining	International Office

INTERNATIONAL OFFICE: ENGLISH-LANGUAGE DEGREE PROGRAMMES SECTION

PERSONNEL	MAIN AREA OF RESPONSIBILITY
Petra Vařeková	Student Services Officer (SSO): registration for classes and further year(s) of study; any and all procedures related to official student status; diploma and graduation ceremony; transcripts and confirmation of study
Barbora Pelantová	Accommodation in CU halls of residence; visa/residence permit assistance; financial procedures and tuition payment; admissions Also: transcripts and confirmation of study
Tereza Novotná	Student support coordinator; recruitment; PR; establishing equivalence of previous degree/nostrification; internationalisation Also: transcripts and confirmation of study

STUDENTS WITH SPECIAL NEEDS

Students may file the request for a modification in order to become the students with special educational needs. Then they are attributed necessary special aids as well as modified forms and, in some indicated cases, contents of their studies, too (for example an individual educational plan).

Individual categories of students with special educational needs concern visual impairment, hearing disorders, speech impediments, physical disability, autism spectrum disorders, mental disorders, specific learning and behaviour disorders.

In regards to the ways how the Ministry of Education, Youth, and Sports (MŠMT) has been stipulating special educational needs of university students since 2012 and advocating equal study opportunities for all students, a school is required to document the needs as well as forms of modification for each such student.

FSS CU has established the position of a contact person-coordinator for the applicants and students with special educational needs. The agenda entails contacting a student with special educational needs, coordinating all the necessary activities, such as arranging functional diagnostics, communication with teachers, submission of the proposal to the vice-dean for student affairs.

Each applicant for the status of a student with special educational needs will attend an approximately half-an-hour long interview with the vice-dean for student affairs, the so called functional diagnostics, in order to specify student's needs. Possible modifications might include the provision of special aids (such as a dictaphone), individualized language courses, modifications in examination proceedings, and others.

FSS coordinator for students with special needs

Ms. Veronika Trestrová

office no. 111, Hollar building
+420 222 112 256
veronika.trestrova@fsv.cuni.cz

Consultation hours:

we recommend to schedule an appointment via e-mail

Monday	13:30—16:30
Tuesday	9:00—11:00
Wednesday	13:30—15:30
Friday	9:00—11:00

University-wide office for students with special needs is part of the Information and Advisory Centre

Address: Celetná 13, 116 36 Prague 1

Email: ipsc@ruk.cuni.cz

5.2 STUDENT ID CARDS

Charles University student ID cards serve as evidence of the holder's relation to CU and to one of its faculties. These chip cards contain personal data, a bar code, a photograph and a signature strip. The cards are used for access to the FSS Hollar building and to some FSS computer labs and libraries. Students also use their student cards to pay for printing and copying as well as in the CU cafeterias.

In order for the student to be able to use the card for printing/copying and also in the CU cafeterias, the student must put credit on his/her student card. Please note, the card basically operates with two different accounts and thus you need to put in credit separately for printing and for use in the cafeterias.

When a student enrolls at Charles University, s/he can choose between two types of student identity cards: **regular CU Student Card** and **CU-ISIC Student Card**.

ISIC is the only internationally recognized student identity card. Its holder gains access to a wide range of benefits and discounts. CU students have the attractive option of getting a CU Student Card that is merged with the ISIC card, thus enabling the student to use all standard CU services and also benefit from ISIC-related discounts. The CU student card itself is issued free of charge, the standard annual ISIC fee for CU students is CZK 190. The ISIC function of the card expires after 16 months at the latest. Standard validity is from the beginning of September till the end of December of the following year.

Detailed information on CU student cards can be found on the CU website in section Students/Charles University Student Cards.



5.3 UNIVERSITY COMPUTER LABS, LOGINS, PASSWORDS AND WI-FI

COMPUTER LABORATORIES

Students should primarily use computer labs of their own institute. Should you need to use a computer lab outside your home institute, please use the computers available in the libraries of each of the buildings.

The Hollar building:

Room 180

Location: To the right after exiting the elevator on 1st floor. (Button for the 2nd floor in the elevator).

Opening hours: The lab is accessible for taught classes only.

Entrance with a student chip card.

Room 020

Location: In the basement area, under the back staircase, next to the coffee machine.

Opening hours: The lab is freely accessible on workdays 8:00—20:00.

Entrance with a student chip card.

Couple PCs available for use are in the library in the subterranean area, entrance from the courtyard.

The Opletalova building (IES):

Room 016

Location: In the basement area, under the staircase.

Opening hours: The lab is freely accessible on Mo–Th 8:00–19:45 and Fr 8:00–16:45.

Entrance with a student chip card.

Couple PCs available for short-term use are in the library on 2nd floor, room no. 310.

The Jinonice building (IIS, IPS, ISS):

Rooms 2063, 2066, 2067, 2071, 2074

Location: 1st floor of the building A (You will want to push button for the 2nd floor in the elevator)

Opening hours: The labs are freely accessible on workdays 8:15—19:00 unless classes are held there (timetables are posted on the lab door).

The computer labs and networks (both wireless and fixed line) fall under the administration of the UVT (the rector's office IT department) and not the FSS CU. User's support resides in the office no. 2065.

USER'S SUPPORT STAFF AT FSS

Please visit them during office hours ONLY.

Hollar: room no. 213

Mo–Th 9:00–11:00 and 13:00–15:00

Fr 9:00–11:00

E-mail: civt_hollar@fsv.cuni.cz

Opletalova: room no. 014

Mo–Th 9:00–11:00 and 13:00–15:00

Fr 9:00–11:00

E-mail: civt_opletalova@fsv.cuni.cz

Jinonice: room no. 2065

Mo–Fr 8:15–19:00

E-mail: civt_jinonice@fsv.cuni.cz

USER'S ACCOUNT

Each student at the FSS is issued a computer account for the PCs at the FSS; it is activated once the initial password provided at the Card Service Centres has been changed. Please do not share your login information with other students; students bear the responsibility for the misuse of their account in case of insufficient protection of the password.

Please note student account is automatically terminated once the studies have been completed. Student's account may also be temporarily blocked or terminated in cases of the violation of the rules regarding the use of the computer technology of the Faculty.

THE LOGIN AND CHARLES UNIVERSITY CENTRAL AUTHENTICATION SERVICE (CAS) PASSWORD

Together with a student ID card student is issued an initial password at the Card Service Centre which s/he is required to change within 5 days at the following address: <https://ldap.cuni.cz>. The CAS password enables students to set their own password(s) for all of the university-wide applications (the SIS, library catalogue, Eduroam wifi network, etc.).

There are two types of login: a name login (sequence of letters and number(s)) and a numerical login (printed on the student ID under the photograph).

FORGOTTEN LOGIN

Numerical login is printed on the student ID card under the photograph.

Computer labs 020 (Hollar) and 016 (Opletalova) have computers (visibly labelled with a sign Log-ins) allowing access to an online application where students can look up their name login based on knowing their numerical login. Students can also contact the User Support staff during office hours for name login.

FORGOTTEN PASSWORD

A password can be reset in CAS in two ways:

1. A student can ask for an initial password to be generated (and printed out) at any card service centre. Again s/he will be required to change the initial password within 5 days at the following address: <https://ldap.cuni.cz>.
2. A student can use the form on <https://ldap.cuni.cz/reset> to fill in the required personal data (first name, last name, personal ID number, date of birth, the last four digits of the national ID number and a valid email address) and type in his/her own password. If

all the personal data match, the student will receive an email to the address indicated in the form, containing a link to a page where s/he will be asked to confirm his/her new password.

The password set as described in paragraph 2 (i.e. using the web form) is sufficient to access SIS. However, this password is considered less secure than the password activated as described in paragraph 1, and for this reason it does not allow access to the Eduroam and the JINONICE domain.

LOGIN PROCESS TO THE COMPUTERS AT FSS

If a student has an access to the CAS s/he is also granted access to the PCs at the FSS. In Hollar and Opletalova buildings, students must use their name login and not the numerical one to access the PCs.

WI-FI

A wireless network is available for student use throughout the Hollar, Opletalova and Jinonice buildings. The WI-FI network can be accessed through EDUROAM. Information on how to connect including step-by-step guide is available on Faculty's intranet, section Guides and Manuals.

STUDENT FACULTY EMAIL ACCOUNT

Each student with CAS login and password has access to a @fsv.cuni.cz e-mail account accessible through Gmail. Please use your CAS numerical login and password. You can find basic information about your faculty Google/Gmail account on civt.fsv.cuni.cz webpage.

PLEASE NOTE: *The faculty Gmail address will be noted as a primary contact address in the SIS and will be the main communication channel of the faculty towards you. If you do not wish to use your faculty email actively we advise you have all your incoming mails forwarded to an email you intend to use.*

NETWORK PRINTERS

All computer rooms, and each of the Faculty's libraries, are connected to a central print server. Students send the required document/web-page to the central print server, where it is held in a line until the student gives the server an instruction to actually print the document/s.

To print the documents, students will need their student ID card. Students place their card on the electronic reader next to the printer/copier. This will automatically identify the student, print out any documents that are waiting on the server, and deduct the appropriate charge from the credit on the ID card. Students should make sure they have enough credit to cover their print requirements. Also, students should remember to "log-off" by again placing their card on the electronic reader next to the printer/copier.

Each student needs to add credit to his/her ID card. Students can do so directly in the libraries in Hollar and Opletalova buildings. In the Jinonice building an automated machine is available next to the printer/copier in the building lobby.

LOCATION OF COPIERS/PRINTERS

Hollar:

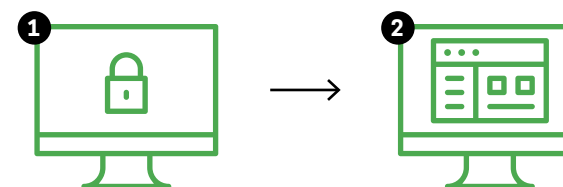
A small printer is available in room no. 020 and multipurpose copier/printer in the library

Opletalova:

A small printer is available in room no. 016 and multipurpose copier/printer in the library

Jinonice:

several multipurpose copier/printers are located in the reading room, the library and the building lobby



5.4 THE SIS

The Student Information System (accessible at www.is.cuni.cz/studium) serves students, academic staff, and applicants for study at Charles University; it provides comprehensive information on study-related matters. The SIS is basically a database of all classes, their syllabi and schedule as well as all CU students and lecturers.

Using the SIS, students sign up for classes at the beginning of each semester and for exams at the end of semester. The SIS serves as an electronic record of studies.

5.5 LIBRARIES

The Faculty of Social Sciences has three libraries of its own. The Hollar building houses the Central and Journalist Library. The Institute of Economic Studies houses the Economics collection. The Charles University campus in Jinonice houses the Masaryk Social Sciences Library, which includes books on Political Science, Sociology and Area Studies.

HOLLAR BUILDING

The Library in the Hollar building exerts the functions of a centre for scientific information and it manages in-house and outside loans from the specialized journalist collections. These open-shelf collections are partly, along with the hand-book library, located in the reading rooms. The most of the collections is located in depositories and loans are realized on request in advance.

Opening hours:

Monday	10:00–19:00
Tuesday to Friday	9:00–19:00

OPLETALOVA BUILDING

The Library in the Opletalova building collects economic literature. The library is relatively small and serves rather as a reference library and reading room. Originals and journals are available open-shelf in the library's reading room and for in-house loans only. Books for outside loans are located in the depository and need to be ordered in advance.

Opening hours:

Monday	10:00–19:00
Tuesday to Thursday	9:00–19:00
Friday	9:00–15:00

THE MASARYK SOCIAL SCIENCES LIBRARY IN THE CAMPUS IN JINONICE

This integrated library serves the FSS departments located in the building (Institute of Sociological Studies, Institute of Political Studies, Institute of International Studies) and some other departments and faculties of CU. The Masaryk Library of Social Sciences in Jinonice consists of two parts – the library with check-out desk/charging desk in the main building and a reading room located across the street.

Opening hours:

Monday to Friday	8:30–19:00
------------------	------------

First Friday every month (except the exam period) the library inclusive of study room is closed.

The CU student ID card is required to enter the both parts of the library. If you need to find the required publication, it is necessary to use the electronic catalogue.

SERVICES IN LIBRARIES

The registration for Charles University students is free of charge. Students need to prove their identity with a student card along with a filled-in coupon for a given year.

All libraries provide both in-house loans and outside loans. Students can take home books labelled with a red stripe on the spine (status Regular loan I, Regular loan II, Study loan and Short-term loan in the online catalogue). The most of the collection in Hollar and Opletalova libraries is located in the external depositories and the books can be ordered via the online catalogue in advance or in person at the library. Majority of the collection in the Jinonice library is housed on site and outside loans do not need to be preordered. Most books can be found on shelf using the collection name and location code; if a book is in the depository, it takes about 15 minutes to locate it and check out.

The loan period for documents labelled as Regular loan I, Regular loan II and Study loan is 30 days. The period for Regular loan I and Regular loan II can be extended twice, but only if no one else reserves the same document; Study loan cannot be extended. The loan period for Short-term loan is 5 days and cannot be extended. Students who don't return the borrowed books on time will be fined. For all outside loans the fine is 5 CZK per day, for the in-house items the fine is 50 CZK per day and for outstanding loans of special devices the fine is 100 CZK per day. The amount applies to each loaned item. If the reader does not return the loan, legal actions will have to be taken. If the reader refuses to pay the fine, the Library Manager can make a determination to cancel the right to use the library services until the case is resolved.

If a student loses the borrow items, s/he is obliged to report the lost items immediately. The library may ask the user to replace the item or to pay the sum equivalent to its acquisition price or more in case of older publication. The reader is obliged to compensate the loss in 30 days.

If a student loses the borrow items, s/he is obliged to report the lost items immediately. The library may ask the user to replace the item or to pay the sum equivalent to its acquisition price or more in case of older publication. The reader is obliged to compensate the loss in 30 days.

OTHER LIBRARIES IN PRAGUE

CU students can use all the libraries of other CU faculties for free. Information about these libraries is available on the websites of each CU faculty. There are also further public libraries in Prague which the students may find useful, such as :

- **National Library of the Czech Republic** (so-called Klementinum, www.nkp.cz),
- **Municipal Library of Prague** (www.mpl.cz),
- **CERGE-EI library** (www.olib.cerge.cuni.cz),
- **Institute of International Relations library** (www.katalog.iir.cz)

5.6 HOUSING AND CAFETERIAS

HALLS OF RESIDENCE

Charles University owns and operates total of 13 halls of residence around Prague where students can find comfortable and cheap accommodation. Although Faculty of Social Sciences mainly accommodates its own students in halls of residence situated in Prague 10 and Prague 6, housing in other CU dormitories might be arranged based on student's preference and subject to free capacity of the chosen hall of residence.

Housing options vary from a single-room to a double-room, from room with ensuite bathroom and toilet facilities to a room with shared bathroom and toilet facilities. The prices range from 5,000 CZK to 7,000 CZK (€ 210–300) per month and depend on the location of the hall of residence, the number of people in the room and the room equipment. Each hall of residence offers basic facilities such as a kitchen, a fridge, an internet access and a laundry and hanging room, some would also feature a common room or a gym and an adjoining cafeteria.

Unfortunately online housing application system has not been finished yet and thus students who wish to stay in one of the halls of residence have to apply through the International Office.

CAFETERIAS

CU student cafeterias can be found all around Prague and generally are close to either one of the CU faculties or halls of residence. For students who most often find themselves in the Hollar or Opletalova building and the Jinonice campus the following three cafeterias would be the closest:

Arnošt z Pardubic cafeteria, Voršilská 1

Opening hours:

Mo—Th 10:45—14:30
Fr 10:45—14:00

Jednota cafeteria, Opletalova 38

Opening hours:

Mo—Th 10:45—14:30
Fr 10:45—14:00

Jinonice cafeteria, Jinonice campus, U Kříže 10

Opening hours:

Mo—Th 11:30—14:00
Fr 11:30—13:30

The Jinonice campus also features a small bistro where students can also use their student ID card to pay for food.

Student cafeterias are quite affordable since the price for lunch menu consisting of a soup and a main dish is usually around CZK 60 / € 2,50. Typically students would have a choice from 4 or 5 options and sometimes even a dessert is included. It is possible to use a reservation system either directly at the cafeteria or online at www.kam.cuni.cz to order a specific choice for the next day.

5.7 HEALTH CARE

HEALTH INSURANCE FOR EU CITIZENS

All EU nationals should be able to cover the cost of standard medical treatment through their European Health Insurance Card (EHIC), through form E111, or through a Provisional Certificate. However, in order to obtain treatment under the provisions of European regulations, students must make sure to contact a medical institution that has a contract with the Czech public health insurance system (most of them have, but some institutions are purely private). Also, students must take their EHIC or form E111 with them as well an ID (eg. passport, ID card, driver's licence). Otherwise, the physician can insist on cash payment.

If you need treatment by a specialist, the general practitioner will refer you to one. In urgent cases visitors can go to a hospital with the EHIC/E111 direct. Transport to the hospital is covered by the insurance system and is provided free of charge. In the case of urgent medical transport, or in the case of treatment by a doctor from the emergency services, it is also necessary to present your EHIC/E111 or Provisional Certificate.

Standard dental care is generally covered by the health insurance system. As in other EU countries, however, some forms of non-essential (cosmetic) treatment or higher quality materials require extra payments.

Other kinds of medically related care, e.g. non-urgent treatment, or medically assisted transport home following serious illness or injury, are not covered by EHIC/E111, and for these eventualities, we recommend students take out extra medical travel insurance with an insurance provider in their home country.

HEALTH INSURANCE FOR NON-EU CITIZENS

Students from countries outside the EU are not covered by the EHIC/E111. However most students will have already purchased international travel medical insurance as it is one of the prerequisites for receiving a student visa. For students who have not done so it is recommended to purchase insurance from a Czech provider. *Všeobecná zdravotní pojišťovna (VZP)* is generally recommended as they have the widest health-care network.

In the Czech republic, non-prescription drugs and medicines are sold only in pharmacies and generally are not available at supermarkets. Pharmacies may be recognised by the prominent green cross-displayed over the shop-front.

Further information including contact details for selected health care centers able to provide service in English language is available on the Faculty's website.

5.8 SPORT

Faculty of Social Sciences does not have its own department of sports and physical education, however students can participate in sport activities organized by the Faculty of Arts and also Faculty of Law. Among the most common sport classes are volleyball, basketball, floorball, squash, badminton and swimming, but also yoga, tai-chi, ping pong, zumba, rowing or bouldering.

All necessary information on sport classes on offer can always be found at the Faculty of Arts department of Physical Education website <http://ktv.ff.cuni.cz>. Students who wish to participate in some of the sports classes will have to register at the website using their CAS login and a Jinonice domain password. Students can set their Jinonice domain password online when they login into <http://ldap.cuni.cz> using their CAS login and password.

Some of the sports activities that are less demanding in terms of space needed, such as yoga or tai-chi, are held in a gym in the Jednota hall

of residence close to the Institute of Economic Studies. However the majority of sports activities are held in the Hostivař sports centre which is not so centrally located.

The Faculty of Arts Department of Physical Education really only communicates in Czech thus signing up for a sports activity and finding out details might be a bit challenging in the beginning. If you would like to join a sports class from the very beginning of your studies we recommend you ask either a Czech fellow student, a member of the International Club or some of your older fellow students to help you.



5.9 INTERNATIONAL CLUB

Charles University International Club (IC CUNI) is a student club which organises various social, cultural and sports events for both international and Czech students, and generally helps international students with their stay in Prague.

Students of all faculties of our university are welcome to take part in activities and events including trips and parties.

Aside from social events and various trips and excursions, which give students a chance to explore the Czech history, cultural heritage and nature, the following activities are among the most important the IC CUNI organizes:

Buddy program which provides international students with a helping hand from the local students thus making their stay in Prague more comfortable and enjoyable.

Orientation week when students have an opportunity to meet future fellow classmates, discover the university and the beauty of Prague.

Tandem teaching program where students are paired so that they can teach each other the requested language.

Czech film club as a weekly event when Czech films are screened with English subtitles with free admission.

Charles University International Club contact information:

email: info@ic-cuni.cz

FSS IC representative: buddy@ic-cuni.cz

web: www.ic-cuni.cz

5.10 PUBLIC HOLIDAYS

There are 13 days throughout the year that are by law defined as public holidays and are considered non-working days. Generally the Faculty buildings would be closed and no classes would be held on these days. For the academic year 2015/16, the public holidays fall on the following days:

28 th September	Monday	Czech Statehood Day
28 th October	Wednesday	Independence Day
17 th November	Tuesday	Freedom and Democracy Day
24 th December	Thursday	Christmas Eve
25 th December	Friday	Christmas Day
26 th December	Saturday	St Stephen's Day
1 st January	Friday	New Year's Day
27 th March	Sunday	Easter Sunday
28 th March	Monday	Easter Monday
1 st May	Sunday	May Day
8 th May	Sunday	Liberation Day
5 th July	Tuesday	Cyril and Methodius Day
6 th July	Wednesday	Jan Hus Day

6. USEFUL CONTACTS

6.1 FACULTY OF SOCIAL SCIENCES

INSTITUTES

Institute of Communication Studies and Journalism

ADDRESS:

Smetanovo nabrezi 6, 110 01 Prague 1
(Hollar building)

DIRECTIONS:

The closest metro station is Narodni trida (yellow line B);
closest tram stop is Narodni divadlo – trams no. 6, 9, 22, 18 or 17.

Institute of Economic Studies

ADDRESS:

Opletalova 26, 110 00 Prague 1
(Opletalova building)

DIRECTIONS:

The closest Metro station is Muzeum (transfer station: green line A, red line C).

Institute of International Studies

Institute of Political Studies

Institute of Sociological Studies

ADDRESS:

U Krize 8, 158 00 Prague 5
(Jinonice building)

DIRECTIONS:

The closest metro station is Jinonice (yellow line B);
closest bus stop is Jinonice – buses no. 137 and 176.

FACULTY CENTRAL ADMINISTRATION

Faculty central administration resides in the Hollar building.

THE DEAN

PhDr. Jakub Končelík, Ph.D.

VICE-DEAN FOR STUDENT AFFAIRS

PhDr. Ing Petr Soukup
e-mail: soukup@fsv.cuni.cz

VICE-DEAN FOR INTERNATIONAL RELATIONS

PhDr. Zuzana Kasáková, Ph.D.
e-mail: zuzana.kasakova@fsv.cuni.cz

EMERGENCY PHONE NUMBERS

European Emergency Number: 112

Ambulance: 155

Police: 158

Fire brigade: 150

USEFUL LINKS

Web: fsv.cuni.cz

Facebook: facebook.com/faculty.of.social.sciences

Twitter: [@Study_in_Prague](https://twitter.com/Study_in_Prague)

Instagram: [fsv_univerzitarykarlova](https://www.instagram.com/fsv_univerzitarykarlova)

Youtube: youtube.com/fsvuk

LinkedIn: [FSV UK Alumni](https://www.linkedin.com/company/FSV_UK_Alumni)

INTERNATIONAL OFFICE

ADDRESS:

Smetanovo nabrezi 6, 110 01 Prague 1
(Hollar building – rooms no. 201, 216, 217, 218)

IO fax: +420 222 112 270

HEAD OF THE OFFICE:

Richard Olehla (room no. 218)

Outgoing students (Inter-faculty agreements)

Phone: +420 222 112 228

e-mail: richard.olehla@fsv.cuni.cz

OFFICE HOURS:

Monday: — 13:30–16:30

Tuesday: 9:00–11:00 —

Wednesday: — 13:30–15:30

Thursday: — —

Friday: 9:00–11:00 —

INTERNATIONAL OFFICE STAFF:

NAME	AREAS OF SPECIAL RESPONSIBILITY	PHONE/EMAIL
Irena Tauerová (room 217)	Summer programmes Mobility Fund Outgoing students (Inter-university agreements) <i>Language: English, Portuguese</i>	+420 222 112 221 irena.tauerova@fsv.cuni.cz
Jan Procházka (room 216)	ERASMUS+ Outgoing students Outgoing students (Inter-government agreements) <i>Language: English</i>	+420 222 112 235 outgoing@fsv.cuni.cz
Barbora Pelantová		+420 222 112 287 barbora.pelantova@fsv.cuni.cz
Petra Vařeková	English-taught Bachelor and Master degree programmes <i>Language: English</i>	+420 222 112 254 petra.varekova@fsv.cuni.cz
Tereza Novotná (all room 216)		+420 222 112 284 tereza.novotna@fsv.cuni.cz
Beáta Tomečková (room 216)	ERASMUS+ Incoming students Incoming students (Inter-university, inter-faculty and inter-government agreements) <i>Language: English</i>	+420 222 112 273 incoming@fsv.cuni.cz
Jana Seidenglanzová (room 201)	ERASMUS+ practical placements outgoing students <i>Language: English</i>	+420 222 112 291 jana.seidenglanzova@fsv.cuni.cz

STUDY PROGRAMMES

Bachelor in Economics and Finance (BEF)

PROGRAMME SUPERVISOR:

Prof. RNDr. Jiří Hlaváček, CSc.
e-mail: garant.bef@fsv.cuni.cz

PROGRAMME COORDINATOR:

RNDr. Michal Červinka Ph.D.
e-mail: cervinka@utia.cas.cz

Master in Economics and Finance (MEF)

PROGRAMME SUPERVISOR:

Prof. Ing. Oldřich Dědek, CSc.

PROGRAMME COORDINATORS:

PhDr. Jaromír Baxa, Ph.D.
e-mail: jaromir.baxa@centrum.cz
Jiří Novák, Ph.D.
e-mail: novakji@fsv.cuni.cz

International Economic and Political Studies (IEPS)

PROGRAMME SUPERVISOR:

Doc. Ing. Vladimír Benáček, CSc.
e-mail: benacekv@fsv.cuni.cz

PROGRAMME COORDINATOR:

Mgr. Martin Riegl, Ph.D.
e-mail: martin.riegl@fsv.cuni.cz

Corporate Strategy and Finance in Europe (CSF)

PROGRAMME SUPERVISOR:

Prof. Ing. Michal Mejstřík, CSc.

PROGRAMME COORDINATOR:

PhDr. Leka Štastná
e-mail: stastna@fsv.cuni.cz

Balkan, Eurasian and Central European Studies (BECES)

PROGRAMME SUPERVISOR AND COORDINATOR:

Doc. PhDr. Jiří Vykoukal, CSc.
e-mail: jiri.vykoukal@post.cz

Central European Comparative Studies (CECS)

PROGRAMME SUPERVISOR:

doc. PhDr. Ota Konrád, Ph.D.

PROGRAMME COORDINATOR:

PhDr. Tomáš Nigrin, Ph.D.
e-mail: nigrin@fsv.cuni.cz

European Studies (ES)

PROGRAMME SUPERVISOR AND COORDINATOR:

Prof. JUDr. PhDr. Ivo Šlosarčík, LL.M., Ph.D.
e-mail: slosarcik@fsv.cuni.cz

International Masters in Economy, State and Society (IMESS)

PROGRAMME SUPERVISOR AND COORDINATOR:

Doc. PhDr. Jiří Vykoukal, CSc.
e-mail: jiri.vykoukal@post.cz

Transatlantic Studies (TS)

PROGRAMME SUPERVISOR:

Doc. PhDr. Francis D. Raška, Ph.D.
e-mail: drfrancisraska@yahoo.com

PROGRAMME COORDINATOR:

Mgr. Petr Anděl, Ph.D.
e-mail: petr_andelcz@yahoo.com

Geopolitical Studies (GPS)

PROGRAMME SUPERVISOR:

doc. PhDr. Michel Perottino, Ph.D.
e-mail: perottino@fsv.cuni.cz

PROGRAMME COORDINATOR:

Mgr. Martin Riegl, Ph.D.
e-mail: riegl@fsv.cuni.cz

Master in International Security Studies (MISS)

PROGRAMME SUPERVISOR:

Doc. PhDr. Běla Plechanovová, CSc.

PROGRAMME COORDINATOR:

PhDr. Vít Střítecký, M.Phil., Ph.D.
e-mail: stritecky@fsv.cuni.cz

Master in International Relations (MAIN)

PROGRAMME SUPERVISOR:

Doc. PhDr. Jan Karlas, M.A., Ph.D.

PROGRAMME COORDINATOR:

Michal Parížek, Ph.D.
e-mail: parizek@fsv.cuni.cz

Public and Social Policy (PSP)

PROGRAMME SUPERVISOR:

Doc. PhDr. Pavol Frič, Ph.D.
e-mail: fric@fsv.cuni.cz

PROGRAMME COORDINATOR:

Mgr. Karolína Dobiášová
e-mail: dobiasova@fsv.cuni.cz

Sociology in European Context (SEC)

PROGRAMME SUPERVISOR:

Doc. PhDr. Jadwiga Šanderová, CSc.
e-mail: jadwiga.sanderova@centrum.cz

PROGRAMME COORDINATOR:

Mgr. Petra Alexandra Beránková
e-mail: p.a.berankova@gmail.com

PRAREAS Academic Coordinator

PhDr. Jiří Kocián, Mgr. Kateřina Papežová
e-mail: prareas@fsv.cuni.cz

6.2 CHARLES UNIVERSITY IN PRAGUE

CENTRAL ADMINISTRATION, RECTORATE

ADDRESS:

Rectorate, Ovocny trh 5, 116 36 Prague 1

PHONE:

+420 224 491 111

INFORMATION AND ADVISORY CENTRE

INFORMATION SERVICES

ADDRESS:

Celetna 13, 116 36 Prague 1

E-MAIL:

ipsc@ruk.cuni.cz

WEB:

<http://ipsc.cuni.cz/>

OFFICE FOR STUDENTS WITH SPECIAL NEEDS

ADDRESS:

Celetna 13, 116 36 Prague 1

E-MAIL:

ipsc@ruk.cuni.cz

ADVISE AND COUNSELLING SERVICES

ADDRESS:

Skolska 13a, 110 00 Prague 1

E-MAIL:

counsel@ruk.cuni.cz

CU GIFTS AND SOUVENIRS

ADDRESS:

Celetna 13, 116 36 Prague 1

E-MAIL:

point@cuni.cz

WEB:

<http://point.cuni.cz>

CARD SERVICE CENTRES

CARD SERVICE CENTRE AT THE INFORMATION AND ADVISORY CENTRE

ADDRESS:

Celetna 13, 116 36 Prague 1
/building of the Faculty of Education, ground floor/

OPENING HOURS:

Mo-Th 9:00–12:00 and 12:30–18:00

Fr 9:00–12:00 and 12:30–16:00

CARD SERVICE CENTRE AT THE FACULTY OF LAW

ADDRESS:

nam. Curieovych 7, 110 00 Prague 1
/ground floor, room no. 34/

OPENING HOURS:

Mo-Th 9:00–12:30 and 13:00–16:30

Fr 9:00–13:00

CARD SERVICE CENTRE AT THE FACULTY OF MATHEMATICS AND PHYSICS

ADDRESS:

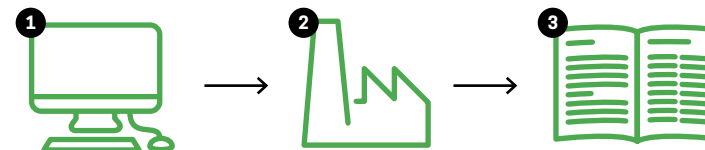
Ke Karlovu 3, 121 16 Prague 2
/second basement floor, room no. M266/

OPENING HOURS:

Mo and Wed 13:00–18:00

Tu and Th 9:00–12:00 and 12:30–18:00

IMPRINT



Editors:

Tereza Novotná
Barbora Pelantová

Graphic Design:

Jakub Čaja

Printer:

Copy General

Published by:

International Office
Faculty of Social Sciences, Charles University in Prague

All information is correct as of September 2015



FACULTY
OF SOCIAL SCIENCES
Charles University

