

FSV
2016/2017

STUDENT MANUAL FOR EXCHANGE STUDENTS OF FACULTY
OF SOCIAL SCIENCES, CHARLES UNIVERSITY

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INTRODUCTION

WELCOME TO CHARLES UNIVERSITY

Charles University (UK) 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. Charles University as a whole has signed over 1900 bilateral agreements on the Erasmus programme framework and 250 international partnership agreements with foreign universities where Faculty of Social Sciences is directly involved.

FACULTY OF SOCIAL SCIENCES

The Faculty of Social Sciences (FSV UK) is the second youngest faculty of Charles University. 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. FSV UK has one of the highest international mobility participation rates of all the faculties of Charles University.

Each year it welcomes around 600 exchange students from all over the world.

FSV UK 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.

LOCATIONS

FSV UK is divided into five institutes spread at four different locations in Prague:

HOLLAR BUILDING

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.

Houses

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

Address

- Smetanovo nábřeží 6, 110 01 Prague 1

OPLETALOVA BUILDING

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.

Houses

- Institute of Economic Studies

Address

- Opletalova 26, 110 00 Prague 1

JINONICE BUILDING

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.

Houses

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

Address

- U Kříže 8, 158 00 Prague 5

RYTÍŘSKÁ BUILDING

The Rytířská building is located in the city centre at the bottom of the Wenceslas Square. It houses West European Studies of the Institute of International Studies.

Houses

- Institute of International Studies – Department of European Studies

Address

- Rytířská 31, 110 00 Prague 1



ACADEMIC INFORMATION

ACADEMIC YEAR

The Czech university year is traditionally divided into two semesters: Winter and Summer Semester. Each semester is followed by an examination period lasting 5 weeks during which there are no classes.

WINTER SEMESTER 2016/2017	26 TH SEPT 2016 – 17 TH FEB 2017
Registration and orientation for visiting and exchange students (see detailed schedule from International Office)	26 th September – 2 nd October 2016
Beginning of classes in the Winter Semester	3 rd October 2016
Classes	3 rd October – 22 nd December 2016
Registration for classes in the Winter Semester (exclusively through the on-line SIS Student Information System)	26 th Sept – 14 th Oct 2016 (to 2pm)
St. Wenceslas Day (Faculty closed)	28 th September 2016
Independent Czechoslovak State Day (Faculty closed)	28 th October 2016
Struggle for Freedom and Democracy Day (Faculty closed)	17 th November 2016
Dean's Holiday (Faculty closed)	18 th November 2016
Christmas holiday	23 rd Dec 2016 – 2 nd Jan 2017
Pre-examination week for teachers to make up missed classes and to hold early exams	3 rd –6 th January, 2017
Registration for examinations through the on-line Student Registration System (SIS)	from 1 st December 2016
Examination period	9 th Jan – 17 th Feb 2017
SUMMER SEMESTER 2016/2017	20 TH FEB – 30 TH JUNE 2017
Registration and orientation for visiting students (see detailed schedule from International Office)	13 th –19 th February 2017
Beginning of classes in the Summer Semester	20 th February 2017
Registration for classes in the Summer Semester (exclusively through the on-line SIS Student Information System)	13 th Feb – 3 rd Mar 2017 (to 2pm)
Classes	20 th February – 19 th May 2017
Dean's holiday (Faculty closed)	13 th April 2017
Easter Friday (Faculty closed)	14 th April 2017
Easter Monday (Faculty closed)	17 th April 2017
Rector's sports day (restricted opening)	17 th May 2016
Registration for examinations through the on-line Student Registration System (SIS)	from 10 th April 2017
Pre-examination week for teachers to make up missed classes and to hold early exams	21 st –26 th May 2017
Examination period	29 th May – 30 th June 2017
Course Evaluation for the Summer Semester 2016/2017	5 th –23 rd June 2017

REGISTRATION FOR CLASSES

Students are able to enrol for classes during a three-week registration period 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. After the end of the registration period, adding new classes will not be possible.

In academic year 2016/17 the registration periods for exchange students will be as follows:

Winter Semester

26th September 2016 – 14th October 2016 to 2:00pm

Summer Semester

13th February 2017 – 3th March 2017 to 2:00pm

Registration for classes can only be done through our **Student Information System (SIS)**, which is accessible at <http://is.cuni.cz/studium/eng> or through our website www.fsv.cuni.cz → [Intranet](#) → [SIS](#) (in the top menu). Students can log into the system with the password they obtained along with their student ID (CAS password).

To register for a class, log in to the SIS, choose “*Subjects and Schedule Registration*” and click on “*Enroll (my own)*” in the green menu at the top. Search for a class by applying the various filters and check the details and outline of the courses by following the links [courses]. Tick the particular class in the left column and click on “*Enroll*”. After a successful registration, a yellow message “*Subject enrolled*” will be displayed, and the course will appear under the “*Enrolled*” button in the top menu. All registrations show as “*preliminary*” until the end of the registration period. Later this message disappears.

The registration for classes during the prescribed period is a prerequisite for the successful completion of a class!

Schedules of courses also show up on the list of enrolled courses in the right column. If not,

go to the course outline by following the link under the course code and check the schedule in the central right menu.

WITHDRAWAL FROM CLASSES

To withdraw from a class, go to the “Enrolled” list again and click on the blue icon with a red minus sign. This option is available only within the three-week registration period. After it is over, please email incoming@fsv.cuni.cz with your full name and a code and the name of the course you want to remove from your list and it will be deleted manually. Please note that this can be done only prior to the start of the exam period.

FULL CLASSES

If a class is full, the enrolment button will switch to a waiting list option. You can be added on the list any time before the end of the registration period. When a place in the class has been vacated, the next student on the waiting list will be automatically registered for the class.

CLASSES AT OTHER FACULTIES

You can register for **less than half of your classes with other faculties** of Charles University. Their registration period is sometimes different and you may need to wait one or two weeks before their registration system opens for students from other faculties. Find their registration dates at their websites. Some faculties, however, do not allow students to sign up for a course electronically via Student Information System by themselves. In that case, check with the professor if you can join the class even though you are from FSV UK. If the professor approves it, please send an email to incoming@fsv.cuni.cz to be added manually to the list of students.

CLASS CODES

All classes offered at FSV UK 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, if you learn to read them properly. The codes we use at this Faculty always comprise of 3 (sometimes 4) initial letters, followed by 3 numerals, e.g. *JEB026*, *JSM629*, *JMMZ001*. (The structure of class codes at other Faculties can differ, these explanations apply only to classes at FSV UK)

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 FSV UK 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 JLB and JMMZ.

The third letter of the code tells you whether this is a Bachelor-level class, or a Master's-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's 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 JLB are courses of Czech as a Foreign Language, intended primarily for our exchange students. They are not part of our standard curriculum, and they are therefore subject to a fee. Registration for language classes is done exclusively through the on-line SIS Student Information System. In most semesters we will run several groups simultaneously from Beginner to Intermediate level.





EXAMS

Two types of examinations exist at FSV UK. An exam can be taken in an oral or written form. Written exams may involve taking a test or producing a paper on a specified topic. Most exams are scheduled for the period after classes. Some courses, however, require students to do mid-term exams as well.

Most final exams, especially oral ones, give students an option to choose one out of several

exam dates. This date has to be registered for in Student Information System in advance. If students fail, a retake can be done in the same semester before the end of the current exam period. Please note that students are allowed to retake the exam only in case of a failed exam. Students are not allowed to retake the exams just to improve their results. More information about student rights and obligations are available at the Faculty website.

GRADES AND GRADING SYSTEM

FSV UK 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 (see table below).

Where a course is completed by a study requirement other than an examination, it is not graded, but it 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	Výborně	Excellent	Excellent performance. The student has shown originality and displayed an exceptional grasp of the material and deep analytical understanding of the subject.
2	Velmi dobře	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	Dobře	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	Nedostatečně	Fail	Fail. The student has not succeeded in mastering the subject matter of the course.
Z	Zápočet	Pass/Credit	Pass. The student receives credit for the course but no specific grade.

TRANSCRIPT OF RECORDS

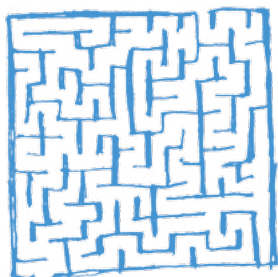
All grades will be listed on a Transcript of Records which gives a summary of student's results and which can be used for a later transfer of credits at home university. It becomes available as soon as all grades are released in

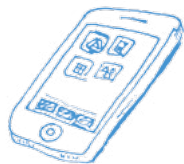
the Student Information System. If students are not able to collect it before they leave the Czech Republic, it can be sent to their address upon emailed request.

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. FSV UK uses the Urkund anti-plagiarism software for verifying that all master and bachelor theses (as well as randomly selected written course-work) 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 acknowledgement of sources and bibliographic citations are available at the Faculty website for your reference.





UNIVERSITY COMPUTER LABS, LOGINS, PASSWORDS, WI-FI

COMPUTER LABORATORIES

Opletalova building: Room 016

Location: In the basement area, under the staircase – straight ahead.

Opening hours: The lab is freely accessible on Mo–Th 8am–7.45pm and Fr 8am–4.45pm.

Entrance with a student ID card.

Jinonice building: Rooms 2063, 2066, 2067, 2071, 2074

Location: 1st floor of the building A (In the lift you will need to push button for the second floor)

Opening hours: The labs are freely accessible on working days from 8.15am–7pm unless classes are held there (timetables are posted on the lab door).

User's support resides in the office no. 2065.

USER'S SUPPORT STAFF AT FSV UK

Hollar: room no. 214

Mo–Th 9–11am and 1–3pm
Fr 9–11am

Opletalova: room no. 014

Mo–Th 9–11am and 1–3pm
Fr 9–11am

Jinonice: room no. 2065

Mo–Fr 8:15am–7pm

Please stop by during office hours ONLY.

USER'S ACCOUNT

Each student at the FSV UK is issued a computer account for the PCs at the FSV UK; it is activated once the initial password provided at the Card Service Centre 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

A 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 initial password does not allow access to applications, but it enables you to set your own password, with which you can then access all the applications used in CAS.

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



FORGOTTEN LOGIN

Hollar Library and computer lab in Opletalova (016) have computers (visibly labelled with a sign *Logins*) allowing access to an online application where students can look up their name login based on knowing their numerical login. Students may also obtain their login information from the User Support staff during office hours.

FORGOTTEN PASSWORD

A password can be reset in CAS in two ways:

1. You can ask for your initial password to be generated (and printed out) at any card service centre. Again you will be required to change the initial password within 5 days at the following address: <https://ldap.cuni.cz>.
2. 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 your national ID number and a valid email address) and type in your own password. If all the personal data match, you will receive an email to the address indicated in the form, containing a link to a page where you will be asked to confirm your password.

The password set as described in paragraph 2 (i.e. using the web form) is sufficient to access the central 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 University eduroam and the JINONICE domain.

LOGIN PROCESS TO THE COMPUTERS AT FSV UK

If a student has an access to the CAS s/he is also granted access to the PCs at FSV UK. 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

Beginning academic year 2016/2017, each student has an access to a @fsv.cuni.cz e-mail account accessible through Gmail. Please use your CAS login and password. You can find basic information about your faculty Google/Gmail account on civt.fsv.cuni.cz webpage.

NETWORK PRINTERS

Each of our computer rooms, and each of our libraries, is 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 card. Obviously, students should make sure they have enough credit to cover their print requirements.

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

LIBRARIES

FSV UK has three libraries of its own. The Hollar building houses the Central and Journalist Library. The Institute of Economic Studies houses the Economics collection. 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 function of a centre for scientific information, it is the basic library for all the disciplines studied at the faculty and, primarily it manages in-house and outside loans from the specialized journalist collections. These open-shelf collections are partly, along with the handbook 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	10am–7pm
Tuesday to Friday	9am–7pm

OPLETALOVA BUILDING

The Institute of Economic Studies Library collects economic literature. 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	10am–7pm
Tuesday to Thursday	9am–7pm
Friday	9am–3pm

SERVICES IN LIBRARIES IN HOLLAR AND OPLETALOVA

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.

Both libraries provide both in-house loans and outside loans. Students can take home books labelled with a red stripe on the spine (statuses *Regular loan I*, *Regular loan II* and *Regular loan III* in the on-line catalogue). The most of the collection is located in the external depositories and the books can be ordered via the on-line catalogue in advance or in person at the library.

The loan period for documents labelled as Regular loan I and Regular loan II 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. Students who don't return the borrowed books on time will be fined. For the items labelled as Regular loan I and Regular Loan II 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, the legal actions will have to be taken. If the reader refuses to pay the fine, the Head of the library may 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.

THE MASARYK SOCIAL SCIENCES LIBRARY IN THE CAMPUS IN JINONICE

This integrated library serves to FSV UK departments located in the building (the Institute of Sociology, Institute of Political Sciences, Institute of International Studies) and to some other departments and faculties of Charles University. The Masaryk Library of Social Sciences in Jinonice consists of two parts – the library with charging desk in the main building and study room placed over the street.

Opening hours:

Monday to Friday 8:30am–7pm

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

Charles University card is required to entering both parts of the library. If you need to find the required publication, it is necessary to use the electronic catalogue.

OTHER LIBRARIES IN PRAGUE

Charles University students can use all the libraries of other faculties for free. Information about these libraries is always available on the websites of each faculty. There are also further libraries in Prague such as National Library of the Czech Republic (so-called Klementinum, <http://www.nkp.cz>) or the Municipal Library of Prague (<http://www.mpl.cz>).



HOUSING AND CAFETERIAS

HALLS OF RESIDENCE

Charles University owns and operates several 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 Charles University 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. 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 or European office at Charles University.

CAFETERIAS

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

Arnošt z Pardubic cafeteria, Voršilská 1

Opening hours: Mo–Th 10:45am–2:30pm
Fr 10:45am–2pm

Jednota cafeteria, Opelatalova 38

Opening hours: Mo–Th 10:45am–2:30pm
Fr 10:45am–2pm

Jinonice cafeteria, Jinonice campus, U Kříže 10

Opening hours: Mo–Th 11:30am–2pm
Fr 11:30am–1:30pm

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 80 / € 3. 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.

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

directly with the EHIC/E111. 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 centres able to provide service in English language is available on the Faculty's website.

INTERNATIONAL STUDENT OFFICE

Our International Student Advisors provide information services in English to assist international students during their period of study. We can help you with the practical aspects of living in Prague and counsel on general matters related to your studies. If you need to know about anything and don't know who to ask, we may serve as your first point of contact! In case of more specialized or more serious matters we will refer you to the right individual who will be able to assist you further.

International Student offices can be found at:

Student Residence Švehlova, ground floor

Office hours: Monday 2pm – 4:30pm

Address: Slavíkova 22, 130 00 Prague 3

Student Residence Hvězda, Block III, room 10

Office hours: Wednesday 2pm – 4:30pm

Address: Zvoníčkova 5, 162 08 Prague 6

PSYCHOLOGICAL COUNSELLING FOR INTERNATIONAL STUDENTS

International students of Charles University who are interested in receiving psychological counselling in English can make an appointment through a website <http://vsporadna.cz/cuni> or by sending an email to counsel@ruk.cuni.cz. This service is available to all "full-time" students free of charge. Currently, we offer counselling sessions in English only during spring and fall semester.

Office hours: Monday 12–3pm

Address: Information, Counselling and Social Service Centre, Školská 13a, 110 00 Prague 1





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

- **Orientation week** - students have the opportunity to meet future fellow classmates, discover the university and the beauty of Prague.
- **Tandem teaching program** - students are paired so that they can teach each other the requested language.
- **Czech film club** – it is 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 or buddy@ic-cuni.cz

web: www.ic-cuni.cz

PUBLIC HOLIDAYS

There are 14 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 2016/17, the public holidays fall on the following days:

28th September	Wednesday	Czech Statehood Day
28th October	Friday	Independence Day
17th November	Thursday	Freedom and Democracy Day
24th December	Saturday	Christmas Eve
25th December	Sunday	Christmas Day
26th December	Monday	St Stephen's Day
1st January	Sunday	New Year's Day
14th April	Friday	Easter Friday
16th April	Sunday	Easter Sunday
17th April	Monday	Easter Monday
1st May	Monday	May Day
8th May	Monday	Liberation Day
5th July	Wednesday	Cyril and Methodius Day
6th July	Thursday	Jan Hus Day

REGISTRATION WITH THE FOREIGN POLICE

Students who wish to study in the Czech Republic for a period longer than 90 days are legally obliged to register with the Immigration Police upon arrival.

Students who live in the one of Charles University dormitories will be registered automatically by the Accommodation Office, so they do not need to register in person.

Students who live in private housing will have to register with the Immigration Police themselves. Students do not need to do this in person only if their landlord registers them with the Immigration Police.

Students who are not nationals of the EU/EFTA should register within 3 days of arrival. EU or EFTA students should make the registration within 30 days.

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

- Passport
- Registration Card: available at registration
- 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 red/C metro line to “Hlavní nádraží” station, and then trams no. 9 or 26 to “Olšanská” stop.

The Immigration Police Office hours:

Monday	8am–5pm
Tuesday	8am–3pm
Wednesday	8am–5pm
Thursday	8am–3pm
Friday	8am–12pm



USEFUL CONTACTS

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); closest tram stop is Jindrisska – trams no. 3, 9, 14, 24.

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

FSV UK central administration is located in the Hollar building.

The Dean of the Faculty of Social Sciences:

PhDr. Jakub Končelík, Ph.D.

Vice-Dean for Student Affairs:

PhDr. Ing Petr Soukup

e-mail: petr.soukup@fsv.cuni.cz

Vice-Dean for International Relations:

PhDr. Zuzana Kasáková, Ph.D.

e-mail: zuzana.kasakova@fsv.cuni.cz

INTERNATIONAL OFFICE

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

IO fax: +420 222 112 270

Head of the Office:

Nina Bílovská (room no. 218)

Phone: +420 222 112 228

e-mail: svoz@fsv.cuni.cz

Incoming Students Coordinator:

Beáta Tomečková (room no. 216)

phone: +420 222 112 273

e-mail: incoming@fsv.cuni.cz

Office Hours:

Monday:	—	1:30–4:30pm
Tuesday:	9–11am	—
Wednesday:	—	1:30–3:30pm
Thursday:	—	—
Friday:	9–11am	—



CHARLES UNIVERSITY

CENTRAL ADMINISTRATION, RECTORATE

Address: Rectorate, Ovocny trh 5,
116 36 Prague 1

Phone: +420 224 491 111

INFORMATION AND ADVISORY CENTRE

Information Services

e-mail: ipc@ruk.cuni.cz

CU Gifts and Souvenirs

e-mail: point@cuni.cz

Office for Students with Special Needs

Address: Celetna 13, 116 36 Prague 1

CARD SERVICE CENTRES

Card service centre at the Information and Advisory Centre

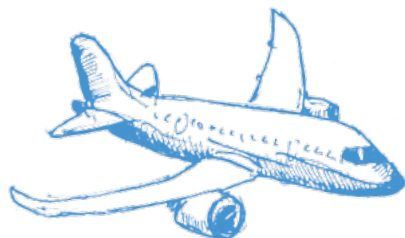
Address: Information and Advisory Centre,
Celetna 13, 116 36 Prague 1 /*building of the
Faculty of Education, ground floor/*

Card service centre at the Faculty of Law

Address: Faculty of Law, nam. Curieovych 7,
110 00 Prague 1 /*ground floor, room no. 34/*

Card service centre at the Faculty of Mathematics and Physics

Address: Faculty of Mathematics and Physics,
Ke Karlovu 3, 121 16 Prague 2
/*second basement floor, room no. M266/*



IMPRINT

EDITORS:

Beáta Tomečková
Marianna Zapotilová
Veronika Šilhová
Barbora Pelantová
Tereza Novotná
Lukáš Martin

GRAPHIC DESIGN:

Jakub Čaja

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Charles University

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CHARLES UNIVERSITY
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