



**FACULTY
OF SOCIAL SCIENCES**
Charles University

Faculty of Social Sciences, Charles University
Partner information 2018/2019, Inter-Faculty Agreements Exchange

Full name of the Institution/Position	Contacts, Faculty of Social Sciences, Charles University in Prague
Faculty of Social Sciences International Office	Address: Smetanovo nabrezi 6 110 01 Praha 1 Czech Republic Web: http://fsveng.fsv.cuni.cz Fax: (+420) 222 112 270
Faculty of Social Sciences International Office, Manager	E-mail: svoz@fsv.cuni.cz Tel: (+420) 222 112 228
Faculty of Social Sciences Incoming Students Coordinator	E-mail: aneta.hoschlova@fsv.cuni.cz Tel: (+420) 222 112 221

Academic year 2018/2019 at Charles University	
Full academic year	24th September 2018 – 28th June 2019
Winter semester	24th September 2018 – 15th February 2019 <ul style="list-style-type: none">❖ Orientation Week: 24th - 30th September❖ Teaching period: 1st October – 21st December❖ Exam period: 7th January- 15th February
Summer semester	11th February 2019 – 28th June 2019 <ul style="list-style-type: none">❖ Orientation Week: 11th February – 17th February❖ Teaching period: 18th February – 17th May❖ Exam period: 27th May – 28th June

Application process

Student has to be nominated for the Exchange Program by their coordinator from the home Faculty/University and fill in an application form provided by us. The following documents should be enclosed:

- ❖ CV
- ❖ Motivation Letter



FACULTY
OF SOCIAL SCIENCES
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- ❖ Study plan
- ❖ Transcript of Records
- ❖ Letter of Recommendation
- ❖ Copy of the Passport

Student should sign the application and get it checked and signed by the coordinator who will scan all the documents together and email to our International Office.

In the same time, student has to fill in also an E-Application Form:

<http://goo.gl/forms/tVUDYJKRq5>

Once the student is accepted, we will inform their coordinator and post acceptance, housing and visa (if needed) documents to their address.

Deadlines

For Winter Semester and full academic year: **30th April**

For Summer Semester: **15th October**

Early applications are strongly encouraged, especially if the student has to apply for a visa.

English Language Requirements

It is assumed that applicants will have a sufficient knowledge of English to attend classes and write papers in the English language. Students who are not native speakers may be asked to demonstrate their ability to study in English, e.g. by presenting the results of any language tests they have taken. Although we welcome TOEFL and IELTS, they are not necessarily a condition of entry. A real ability to study in English is more important.

Orientation Week

The Faculty of Social Sciences regularly runs an Orientation Program in both winter and summer semester. This program is designed especially for incoming students in order to take care of many of the practical arrangements related to studies (registration, student travel passes, access to Charles University libraries, etc.).

Terms

Winter Semester: 24th September – 30th September 2018

Summer Semester: 11th February – 17th February 2019

International Students Club

Members of the International Club meet incoming students during the Orientation Week and guide them around not only through the necessary academic arrangements but also run the “buddy program”, excursions, and other social events.



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Subjects Taught in English

The Faculty of Social Sciences of Charles University has 5 institutes:

- Institute of Political Studies
- Institute of International Studies
- Institute of Economic Studies
- Institute of Sociological Studies
- Institute of Communication Studies and Journalism

The faculty has a strong selection of subjects taught in English in Political Science, International Relations and Economics & Finance. While our selection of subjects in Sociology, Communication Studies and Journalism is not that strong, we will gladly accept students from these subject areas as well.

Registration for Classes

Students can enrol in both Bachelor's and Master's degree courses regardless of their academic level. However, the list of the chosen subjects has to be approved by the student's home Faculty.

Student Information System (SIS)	This search engine is the best source of information about classes, and it also includes information about the student's status and results. SIS can be accessed under the following link: http://is.cuni.cz/studium/eng/predmety/
Note	<ul style="list-style-type: none">❖ SIS includes information about classes from all the Faculties at Charles University, taught in all languages. Students have to choose "Faculty of Social Sciences" from the drop-down box, and always double-check the language of instruction and the actual semester in the course description.❖ Students have to pay attention to the last letter of the subject code. "B" at the end of the subject code refers to the subject taught at the Bachelor's level. "M" stands for the Master's level.❖ Students should take at least half of the courses with the Faculty of Social Sciences.
Link	Under the following link you will find instructions on how to find an appropriate list of classes, how our class codes work, and how to distinguish between graded and non-graded classes: https://goo.gl/xR9NLx

Czech Language Classes

We offer Czech language classes at various levels, from Beginners to Upper Intermediate. Incoming students are welcome to register for these. However, we must point out that, because these classes are not part of the standard curriculum, they are not financed by the Czech Ministry of Education. We therefore have to make a small charge to cover our costs.



Exam Period & Academic Transcripts

Exam Period in Winter Semester: 7th January- 15th February 2019

Exam Period in Summer Semester: 27th May – 28th June 2019

Academic Transcripts will be provided by the International Office when all study requirements have been completed and **upon request only**.

Housing

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

Reference

“Komenského” Dormitory

Address: Parlářova 6, 169 00 Praha 6

<https://goo.gl/maps/8sQ1xXvmpEF2>

“Kajetánka” Dormitory

Address: Radimova 12, 169 00 Praha 6

<https://goo.gl/maps/E8nHdHRgTbU2>

Visa to the Czech Republic

Students from non-EU and non-EFTA countries will need a student visa. To obtain their visa in a timely manner, we strongly recommend students to send their applications in as early as possible. Visa arrangement process may take up to **3 months**.

Note

- ❖ Semester-length students should apply for a student visa (long-stay visa for the purpose of study)
- ❖ Full year students (2 semesters) should apply for a long-term residence permit
- ❖ More information at <https://goo.gl/pe19ZQ>