

Handbook for Students





Dear student,

On behalf of the Institute of International Studies, I would like to welcome you to our community. Whether this is your first semester, your last, or something in between, this Handbook for Students is an important document that provides you with key academic, enrolment, and student policies and procedures pertinent to your education. This handbook also includes some general curriculum and financial information. Complete information on those topics, and on majors and minors, the academic calendar, and student life can be found on the website of the Institute.

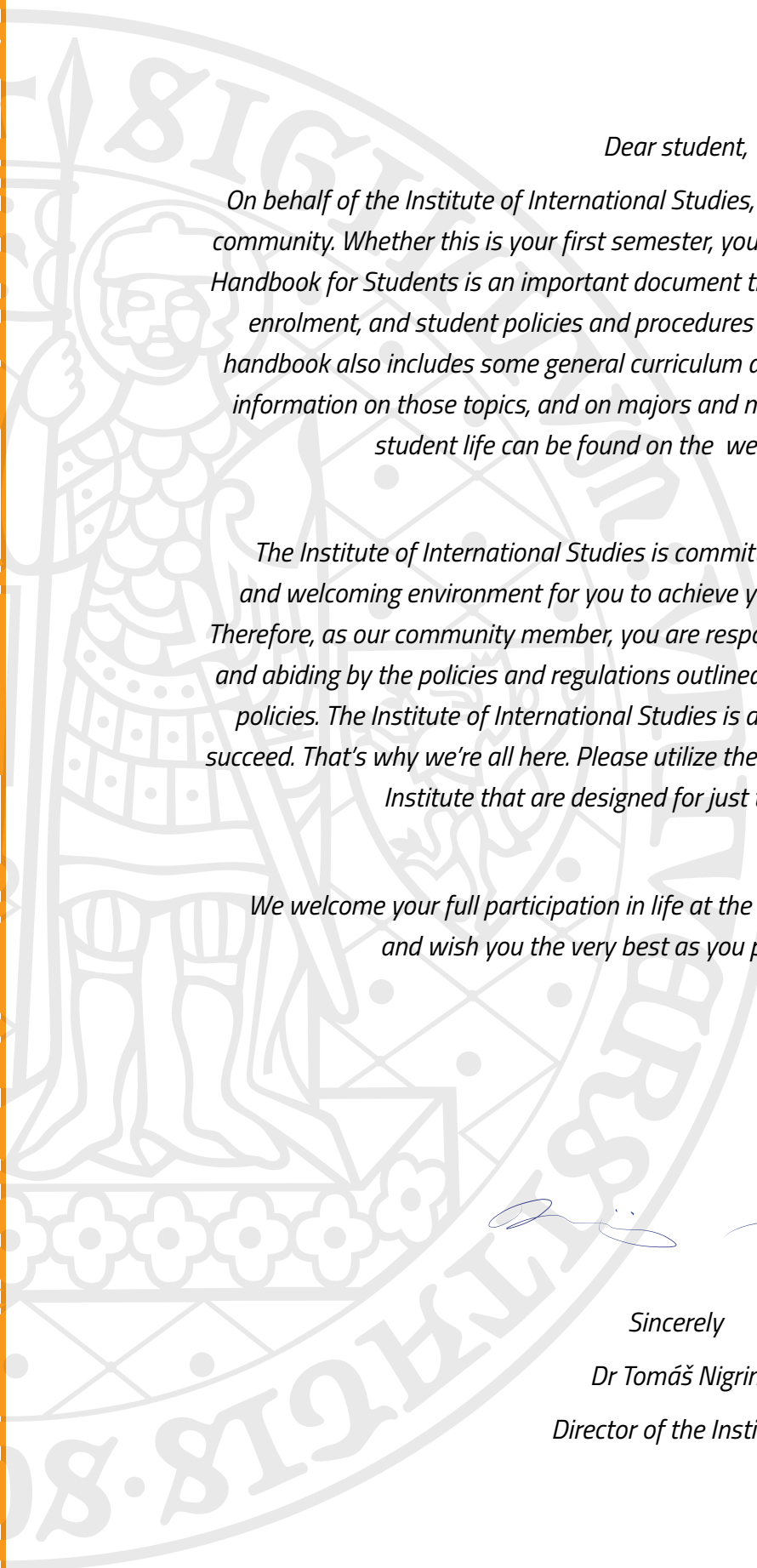
The Institute of International Studies is committed to fostering a safe, inclusive, and welcoming environment for you to achieve your personal and academic goals. Therefore, as our community member, you are responsible for reviewing, understanding, and abiding by the policies and regulations outlined here, as well as all other university policies. The Institute of International Studies is a place that thrives when students succeed. That's why we're all here. Please utilize the abundant resources available at the Institute that are designed for just that—your success.

We welcome your full participation in life at the Institute of International Studies and wish you the very best as you pursue your passion.

Sincerely

Dr Tomáš Nigrin

Director of the Institute



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Introduction

Charles University (UK)

Charles University (UK) was founded in 1348 by the Holy Roman Emperor, Charles IV, as the first university north of the Alps and east of Paris. It is one of the oldest and largest universities in the world and is by far the oldest and largest university in the Czech Republic.

Today, Charles University has seventeen faculties located in three different cities, three institutes, six centres for educational and scientific research and development and for other activities such as information services, five university-wide special facilities, and the Rectorate, which is the administrative centre for the whole university. The Faculty of Social Sciences is the second youngest faculty, founded in 1990.

Faculty of Social Sciences (FSV UK)

Since its creation in 1990, the Faculty of Social Sciences has become a regional centre for teaching and research in economics, sociology, political science, international relations, area studies, modern history, media studies, and journalism. Its mission is the promotion of learning and the production of knowledge, the cultivation of free thought and independent academic research, and unlocking the creative spirit of human society.

The Faculty of Social Sciences is not located in one campus but is spread at three different locations in Prague.

The Hollar Building houses the central administration of FSV UK and the Institute of Communication Studies and Journalism. Courses of Czech language are taught there. The central and journalist library is located there. (Smetanovo

nábřeží 6, 110 01 Prague)

The Opletalova Building houses the Institute of Economic Studies. Courses of Czech language are taught there. Library containing collections in economics is located there. (Opletalova 26, 110 00 Prague)

Jinonice Campus houses the Institute of International Studies, Institute of Political Studies and the Institute of Sociological Studies. The library with wide collections in political science, sociology, and area studies is located there. (U Kříže 8, 158 00 Prague).

Institute of International Studies (IMS)

The Institute of International Studies (IMS) was established as a division of the Faculty of Social Sciences in 1994. The Institute offers bachelor's, master's and doctoral degree programmes in area studies and modern history. It concentrates its activities on four primary regions: North America, Western Europe, the German-speaking countries, and the countries of the former Soviet Union, East-Central Europe, and South-Eastern Europe. These geographic areas are covered and studied by the departments of the Institute – the Department of North American Studies, the Department of European Studies, the Department of German and Austrian Studies and the Department of Russian and East European Studies.

AACADEMIC INFORMATION

Academic Information

Enrolment

Before you can commence your studies, you first have to enrol. Enrolment usually takes place one week prior to the beginning of the academic year at the International Office of the Faculty of Social Sciences. Once you are officially enrolled, you are allowed to attend courses at the university, take examinations and receive an academic degree. Enrolment allows you access to all the facilities at the university.

Once you have enrolled, you will receive a Charles University student ID card, and a login and password to the Central Authentication Service that enables you to access the Student Information System, EDUROAM internet service, the university e-mail system, etc.

Student ID Cards

Charles University student ID cards serve as evidence of the holder's relation to UK and 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 FSV buildings and to some FSV computer labs and libraries. You can also use your student card to pay for printing and copying, as well as meals in the UK cafeterias.

In order to be able to use the card for printing, copying, and in the UK cafeterias, you must **top up your student card** with money. Please note that the one card is connected to two different financial accounts and thus you need to top up the card separately for printing and for use in cafeterias.

When you enrol at Charles University, you can choose between **two types of student identity cards**:

- Regular UK student ID card
- UK – ISIC card

The ISIC card is the only internationally recognized student identity card. Its holders gain access to a wide range of benefits and discounts. More information can be found at <https://www.isic.cz/en/>. The regular UK student card is issued free of charge, but UK students must pay a standard annual fee for the ISIC card.

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

Central Authentication Service (CAS)

The Central Authentication Service is used to authenticate students by username and password for:

- Student Information System (SIS) applications,
- faculty information systems and computing facilities,
- setting a secondary password in the following systems:
 - EDUROAM and internet access in the dorms,
 - JINONICE domain,
- The eduID.cz identity federation, which enables students to access multiple service providers, most notably:
 - The electronic resources portal of Charles University,
 - The 'Moodle' e-learning system

Login

There are two types of login: **a name login** (a sequence of letters and number(s)) and **a numerical login** (printed on your student ID right under your photograph) that can be used interchangeably. If you are not sure what your name login is, use your personal number as printed on the identity card below your photograph.

Password

Initial passwords are generated for you at card service centres. These passwords have **a limited lifetime** and are valid for only five days. You have to change your initial password before it expires. If you fail to change the initial password before it expires, you will need to visit a card service centre to get a new one. A password obtained this way is considered verified.

Student Information System (SIS UK)

The Student Information System (SIS UK), website: <https://is.cuni.cz/studium/eng/>, serves the purpose of managing study-related affairs at Charles University. In order to log in to the system,

a valid combination of a username and password is required. These credentials are provided and managed exclusively by the Charles University Central Authentication Service (CAS).

For detailed information, look at the website: <https://fsv.cuni.cz/en/academics/practical-information/guides-and-manuals/sis-manuals>.

Username and Password

The user login for access to the central SIS is:

- User name—the user name can be either your **personal identification number** (printed below your photograph on your student ID card) or your **CAS login**.
- Password—this is **assigned by CAS**.

Academic Year

The academic year at the Faculty of Social Sciences is traditionally divided into **two semesters**: Winter and Summer. Each semester is followed by an **examination period** lasting five weeks, during which there are no classes. You can find the academic calendar with all important deadlines for the upcoming academic year at the Faculty's website.

Registration for Courses

You register for courses through the **Student Information System**. In order to log into the system, you need to use the password you obtained along with your student ID (CAS password).

Registration for individual courses is open **twice a year**, at the start of each semester. During the registration period you are free to attend any courses and add or drop courses according to your preference. Before the end of the registration period, please make sure you have enrolled in all the courses you wish to take and dropped/de-registered from all the courses you do not wish to attend.

You may register for mandatory courses and electives no more than twice during your studies. Optional courses may be taken only once.

In case you fail to pass a mandatory course, you need to register for the course again the following academic year. If you fail to pass a mandatory course twice, your **studies will be terminated**.

Withdrawal/Additional Registration for Courses

A written request is required for late registration and/or withdrawal. If you wish to add or drop a class after the standard registration period, you must make a formal written request to the International Office using the official request form. Your request must be signed either by the programme coordinator or the programme supervisor before it is delivered to the International Office. After

six weeks from the end of the standard registration period it is not possible to withdraw from a class, nor may you withdraw from a course you have already completed, including courses you have failed with a grade of F.

Exams

You register for exams through the Student Information System (SIS). Registration for exams is open **twice a year**, at the end of each semester. The vast majority of classes are concluded by a written exam, although some lecturers will prefer an oral exam or a combined final grade (e.g. any combination of essays, coursework, quizzes, presentations, midterm and an exam). You will find detailed information about exam requirements of a particular course in its syllabus, which can be found in the SIS.

Students are allowed a total of **three attempts** (i.e., two retakes) to pass the state exam of each class in a given semester. However, you can only sit a retake exam if you failed the first/previous attempt. Improvement of a passing grade (A to E) that has already been received is not allowed.

Grades and Grading System

FSV uses an internationally recognized **A-F grading system**, often referred to as ECTS grading. However, some courses can be completed by a study requirement other than an examination. In that case, it is not graded A–F, but it is **recorded as P** (Pass)—non-graded credit for a non-examination subject. This is in effect a Pass in a two-tier Pass/Fail grading system.



GRADING SCHEME		DESCRIPTION
A	Excellent (91% and more)	Excellent performance. The student has shown excellent performance, originality and displayed an exceptional grasp of the subject.
B	Very Good (81-90%)	Very good performance. The student understands the subject well and has shown some originality of thought. Better than average performance, but with some errors.
C	Good (71-80%)	Good performance. Generally sound work with a number of notable errors.
D	Satisfactory (61-70%)	Satisfactory performance. The student has shown some understanding of the subject matter but has not succeeded in translating this understanding into consistently original work. Overall good performance with a number of significant errors.
E	Sufficient (51-60%)	Sufficient performance. Acceptable performance with significant drawbacks. Performance meets the minimum requirements.
F	Fail (0-50%)	Fail. The student has not succeeded in mastering the subject matter of the course.
P	Pass/Credit	Pass. The student receives credit for the course but no specific grade.

Please note that other faculties **may use a 1-4 grading system** (1—excellent performance, 2—good performance, 3—satisfactory performance, 4—fail). For more detailed information about this system check the website of the particular faculty.

Plagiarism

Be aware that at Charles University **plagiarism is strictly prosecuted**. In extreme cases it may result in expulsion from the university. The faculty uses Urkund and Turnitin anti-plagiarism software for verifying that all essays and theses are free from plagiarism. 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, quotation, acknowledgement of sources, and bibliographic citation are available at the Faculty website for your reference.

What constitutes plagiarism:

- Using someone else's text, pictures, graphs, data etc. without citing the source.
- Using someone else's exact words without marking them with quotation marks and citing the source.
- Rephrasing someone else's ideas, thoughts, considerations etc. in your own words without quoting the source.
- Not mentioning others who contributed to your work by gathering data, preparing illustrations, graphs, etc. This does not include your supervisor or proof-reader.
- Re-using your own work that has already been published, has been submitted as course work in another course or that was used in your thesis in a previous study programme (self-plagiarism or autoplagiarism) without quoting the source.
- Excessive use of someone else's text or your own previous text when it is not necessary for the present research.

Plagiarism does not require intent. It is also not limited to books and articles but comprises Internet sources (texts, pictures, videos, code etc.) as well as any other sources of ideas, data, and arguments (datasets, lectures).

If you are not sure, always contact your lecturer/supervisor and seek assistance or check this [handbook](#).

Registration for a Further Year of Study

You **have to register** for the new academic year with the International Office in late September. The registration period is specified in the academic calendar on the website of the Faculty and you will also be notified of it in advance via email.

For registration, you should bring a printout of your grades from SIS. Before you print your grades, it is necessary to check to see that all your grades have been entered into SIS. If some of your grades are missing, you should contact your 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.

State Exam and Thesis Defence

All undergraduate/graduate degree programmes at the Institute of International Studies, Faculty of Social Sciences are completed by the state exam. The state exam is always an oral examination in front of a committee consisting of three or more people.

The state exam comprises a thesis defence and answering questions drawn by ballot/with an academic debate on a given topic.

For more detailed information about the state exam, see the programmes' information in the next section.

Final state exams are generally held three times per year. For the winter semester in late January/early February and for the summer semester in June, or September.

Administrative procedures before taking the state exam

Please note that there are a number of administrative steps you must take before you will be allowed to proceed to the Final State Exam.

1. Check whether the grades from all the classes you have taken have been recorded to SIS.
2. Register for the state exams via SIS.
3. Upload an electronic copy of your thesis in a ".pdf" format to SIS.

Your participation in the exam is conditional on your fulfilling all of these steps.

BA Thesis

The Bachelor's Thesis is an extended piece of original academic writing, with which you are expected to complete your studies.

There are several steps to follow in preparing, registering

and completing the thesis, which we have outlined below.

1. Determine your thesis topic and tentative research questions

You have some flexibility in your choice of thesis topic. Generally, a thesis topic that falls into any of the main subject areas of the programme will be acceptable, although individual thesis proposals are subject to the approval of the programme director once you have discussed the topic with your potential thesis supervisor.

2. Find Your Thesis Supervisor

Although the final thesis must be your own work, you will be assigned an academic fellow who will advise and guide you in your research, especially in the early stages of the thesis as your thesis supervisor. You are encouraged to identify and propose a potential advisor from amongst the regular teachers of the programme/institute, according to your research interests. The choice of a thesis advisor is, however, subject to the approval of the programme director.

3. Submit a Thesis Project

You have to submit an outline of your proposed thesis no later than 12 months before you intend to graduate. The exact dates are specified in the academic calendar for the particular year. This outline is the so-called thesis project. Generally, it is about 2-4 pages in length, and it must include:

- The proposed title of your thesis
- The name of your supervisor
- A short outline of your proposed line of argument (including potential chapters) and the methodology you plan to use
- A bibliography of your main sources, related to both the content and the methodology of the thesis

At this early stage, we do not expect you to go into any particular detail, but the text should be sufficiently well developed that we can tell what your main topic will be, how you plan to structure the text, and what sources you plan to use.

The thesis project is subject to the **approval of the programme director**, who may ask you to revise your project if he/she thinks this is necessary. It is therefore advisable to secure the approval of the programme coordinator before you start writing in earnest.

4. Submit and Complete your Thesis

The thesis itself must be submitted in the final semester of your studies, generally a few weeks before the date of your last exam. The exact deadlines for submitting your thesis project and your final thesis will vary slightly from year to year, but you will always

find them in the current academic calendar of the university.

As a rough guide, the basic timeline is as follows, but please remember to check for specific deadlines:

- If you plan to graduate **in the summer** (June): submit the project in May/June of the year before you intend to graduate. Submit the final thesis in May.
- If you plan to graduate **in the autumn** (September): submit the project in August/September of the year before you intend to graduate. Submit the final thesis in July.
- If you plan to graduate **in the spring** (February): submit the project in January/February of the year before you intend to graduate. Submit the final thesis in January.

Formal Requirements of the Thesis

When preparing your thesis, please remember that:

Your thesis is an original piece of academic writing and must fulfil all the usual standards of an academic text (bibliography, attribution of sources, etc).

The minimum length of the thesis is **35 standard manuscript pages**, excluding supplements. For the purposes of calculating the length of the thesis, a standard manuscript page is taken to be 1800 keystrokes long (including spaces). Pages should be numbered.

Every student must submit two printed copies of the thesis on paper. An electronic version of the thesis, identical to the printed version, must be uploaded by the student in SIS, through the interface at <https://is.cuni.cz/studium/> in the module 'Thesis (Selection of subject)', solely in PDF/A format, version 1.3 or higher.

Content of the thesis

Every thesis must contain the following (in this order):

1. Title page in standard format
2. The original project of your Bachelor's Thesis, as described above, signed and approved by the Programme Coordinator
3. Abstract summarising the contents of the thesis, five keywords
4. Declaration that the thesis is your own work, signed and dated by yourself
5. Table of Contents
6. The main text of the thesis itself
7. Conclusion

8. Full bibliography and citations

For detailed information about the formal requirements please ask your thesis supervisor.

Oral Defence of the Thesis

As part of the state exam that takes place at the end of your studies, you will be expected to undertake an oral defence of your thesis.

Prior to that, your thesis will be independently assessed by an academic other than your thesis supervisor, who will submit a written report on the quality of the thesis. This academic is the so-called thesis opponent, who will often, but not necessarily, be present at the oral defence. His/her report will be available to you in advance of the state exam. Please make sure you get a copy, read it, and prepare yourself in advance to react to his/her comments during the thesis defence.

MA Thesis

The Master's Thesis is an extended piece of original academic writing, with which you are expected to complete your studies.

There are several steps to follow in preparing, registering and completing a thesis, which we have outlined below.

1. Determine your thesis topic and tentative research questions

You have some flexibility in your choice of thesis topic. Generally, a thesis topic that falls into any of the main subject areas of the programme will be acceptable, although individual thesis proposals are subject to approval of the programme director once you have discussed the topic with your potential thesis supervisor.

2. Find Your Thesis Supervisor

Although the final thesis must be your own work, you will be assigned an academic who will advise and guide you in your research, especially in the early stages of the thesis. This is your thesis supervisor. You are encouraged to identify and propose a potential supervisor from amongst the regular teachers of the programme/institute, according to your research interests. The choice of a thesis supervisor is, however, subject to the approval of the programme director.

3. Submit a Thesis Project

You have to submit an outline of your proposed thesis no later than 12 months before you intend to graduate. The exact dates are specified in the academic calendar for the particular year. This outline is the so-called thesis project. Generally, it is about 2-4 pages in length, and it must include:

- The proposed title of your thesis

- The name of your supervisor
- A short outline of your proposed line of argument (including potential chapters) and the methodology you plan to use
- A bibliography of your main sources, related to both the content and the methodology

At this early stage, we do not expect you to go into any particular detail, but the text should be sufficiently well developed that we can tell what your main topic will be, how you plan to structure the text, and what sources you plan to use.

The thesis project is subject to **approval of the programme director**, who may ask you to revise your project if he/she thinks this is necessary. It is therefore advisable to secure the approval of the programme coordinator before you start writing in earnest.

4. Submit and Complete your Thesis

The thesis itself must be submitted in **the final semester of your studies**, generally a few weeks before the date of your last exam. The exact deadlines for submitting your thesis project and your final thesis will vary slightly from year to year, but you will always find them in the current academic calendar of the university.

As a rough guide, the basic timeline is as follows, but please remember to check for specific deadlines:

- If you plan to graduate in the summer (June): submit the project in May/June of the year before you intend to graduate. Submit the final thesis in May.
- If you plan to graduate in the autumn (September): submit the project in August/September of the year before you intend to graduate. Submit the final thesis in July.
- If you plan to graduate in the spring (February): submit the project in January/February of the year before you intend to graduate. Submit the final thesis in January.

Formal Requirements of the Thesis

When preparing your thesis, please remember that:

Your thesis is an original piece of academic writing and must fulfil all the usual standards of an academic text (bibliography, attribution of sources, etc).

The minimum length of the thesis is **50 standard manuscript pages**, excluding supplements. For the purposes of calculating the length of the thesis, a standard manuscript page is taken to be 1800 keystrokes long (including spaces). Pages should be numbered.

Every student must submit an electronic version of the thesis, identical to the printed version, must be uploaded by the student in SIS, through the interface at <https://is.cuni.cz/studium/> in the module 'Thesis (Selection of subject)', solely in PDF/A format, version 1.3 or higher.

Content of the thesis

Every thesis must contain the following (in this order):

1. Title page in standard format
2. The original project of your Master's Thesis, as described above, signed and approved by the Programme Coordinator
3. Abstract summarising the contents of the thesis, five keywords
4. Declaration that the thesis is your own work, signed and dated by yourself
5. Table of Contents
6. The main text of the thesis itself
7. Summary
8. Full bibliography and citations

For detailed information about the formal requirements please **ask your thesis supervisor**.

Oral Defence of the Thesis

At the end of your studies, you will be expected to undertake an oral defence of your thesis.

Prior to that, your thesis will be independently assessed by an academic other than your thesis supervisor, who will submit a written report on the quality of the thesis. This academic is the so-called thesis opponent, who will often, but not necessarily, be present at the oral defence. His/her report will be available to you in advance of the state exam. Please make sure you get a copy, read it, and prepare yourself in advance to react to his/her comments during the thesis defence.

Diploma and Graduation Ceremony

During the graduation ceremony, you officially graduate from Charles University, taking the academic pledge (in Latin) and receiving a diploma that entitles you to use an academic degree. 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 of the Professed' on the Lesser Town Square (Profesní dům, Malostranské náměstí) for graduates of Bachelor's programmes. The graduation ceremony is held in Czech, English, and Latin and features university insignia and high-ranking university officials wearing academic gowns. All diplomas for Charles University are printed en masse several times a year, depending on the timing of graduation ceremonies.

The International Office informs students of the date of their graduation ceremony. Graduation ceremonies are generally held **three times per year**, at the end of September for those who passed their final state exam in June, in November for those who finished their studies in September and in mid-March for those who finished in February. In the course of the ceremony graduates receive their diplomas, which are printed in Latin on handmade paper rolled into a blue tube. Those who graduate with honours (Summa Cum Laude) receive red tubes. A bilingual (Czech-English) diploma supplement is included, which follows a model developed by the European Commission. The supplement describes the nature, level, content, context and status of the successfully completed studies, as well as the qualifications the graduate has received.

If you are not planning on attending the graduation ceremony, you need **to inform the International Office** after passing your final state exam in order to make necessary arrangements while you are still in the Czech Republic.



Programme Information

Undergraduate programme

History and Area Studies (HAS)

Programme Director

Dr Jiří Vykoukal

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General Information

History and Area Studies (HAS) is an interdisciplinary three-year bachelor’s programme that focuses on the modern history, culture and politics with respect to the Czech Republic in Central European and global context. It combines the education in history and area studies with active training of the Czech language.

In order to accomplish HAS, students must obtain **180 ECTS credits and pass the state exam**. The curriculum is composed of **compulsory courses** (150 ECTS credits in total), **elective courses** (at least 12 ECTS credits in total), and **optional courses** (maximum 18 ECTS credits).

A state exam comprises **defence of the bachelor’s thesis** (in English), **answering questions** on a given topic from the field of **Modern history** (in English), and **a debate on a selected Czech academic text** relating to topics examined in compulsory courses (in Czech).

Course Structure

Compulsory Courses	150 ECTS
Elective Courses	30–12 ECTS
Optional Courses	0–18 ECTS
Total	180 ECTS

Compulsory Courses

NAME OF COURSE	SEMESTER	EXAMINATION	CREDITS
Czech Language 1	WS	Exam	4
Czech Language 2	SS	Exam	4
Receptive Language Skills 1	WS	Pass	4
Receptive Language Skills 2	SS	Exam	4
Productive Language Skills 1	WS	Pass	4
Productive Language Skills 2	SS	Exam	4
Academic Writing	WS	Pass	6
Introduction to History	WS	Exam	6
Introduction to Area Studies	SS	Exam	6
Introduction to Government and Politics	SS	Exam	6
Czech Language 3	WS	Exam	4

Czech Language 4	SS	Exam	4
Academic Czech in Humanities and Social Sciences 1	WS	Exam	4
Academic Czech in Humanities and Social Sciences 2	SS	Exam	4
World History of the 20th Century	WS	Exam	6
International Relations since 1918	WS	Exam	6
European Integration	SS	Exam	6
Modern History of Central Europe	SS	Exam	6
Central European Culture from the 19th Century to 1945	SS	Exam	6
Introduction to International Political Economy	SS	Exam	6
Czech in Communication	WS	Exam	4
Academic Communication in Czech	SS	Exam	4
Lexical-Stylistic Seminar	WS	Pass	4
Academic Reading in Czech	WS	Pass	6
Academic Writing in Czech	SS	Pass	6
Current Central Europe	SS	Pass	6
BA Thesis Seminar I	WS	Pass	10
BA Thesis Seminar II	SS	Pass	10

Electives

NAME OF COURSE	SEMESTER	EXAMINATION	CREDITS
Internship	WS/SS	Pass	3
Introduction to Intellectual History: Approaches and Methods	WS	Exam	6
Transatlantic Security Cooperation	WS	Exam	6
Identity and inter-cultural communication	WS	Exam	6
Central European and Czech Literature	WS	Exam	6
Central European and Czech Politics	WS	Exam	6
Central European and Czech History	WS	Exam	6
Czech Linguistics	SS	Exam	6
Prague: the Metropolis of Central Europe	SS	Exam	6

Optional courses

Off-field optional courses can be taken at any department of Charles University. Students may take a maximum of 18 ECTS credits of optional course. These credits can also be used to follow elective courses or languages. There is no minimum number of credits to be taken in this category of course (that is, all 180 credits can be gained by taking only compulsory and elective courses from the list above).

Graduate programmes

Balkan, Eurasian And Central European Studies (BECES)

Programme Director

Dr Tomáš Nigrin

E-mail: tomas.nigrin@fsv.cuni.cz

General Information

Balkan, Eurasian and Central European Studies (BECES) is a two-year master’s programme that focuses on the modern history and current developments of Central Europe, the Balkan Peninsula, and the post-Soviet area (including the Caucasus and Central Asia). Students are given the opportunity to focus on either a single country or a whole region from a thematic angle, which could be history, culture, political development or environmental issues. In order to enhance their curriculum, students choose within two study tracks: **Balkan and Central European Studies** or **Russian and Eurasian Studies**.

In order to accomplish BECES, students must obtain **120 ECTS credits** and **pass a state exam**. The curriculum is composed of seven **compulsory courses** (60 ECTS credits in total), **compulsory courses for the specialization** (24 ECTS), languages (12 ECTS), **elective courses** (at least 12 ECTS credits in total), and **optional courses** (maximum 12 ECTS credits).

A state exam comprises **defence of the master’s thesis** and **an academic debate on a selected topic** (beyond the thesis focus) with respect to Central Europe and the Balkans (for Balkan and Central European Studies) or with respect to Russia and the post-Soviet Area (for Russian and Eurasian Studies).

Course structure

Compulsory courses (common)	60 ECTS
Compulsory courses for Balkan and Central European Studies	24 ECTS
Compulsory courses for Russian and Eurasian Studies	24 ECTS
Foreign Language	12 ECTS

Electives (from a list)	12 ECTS
Optional (out of a list)	12 ECTS
Total	120 ECTS

Compulsory courses (common)

Compulsory core courses introduce the students to the quantitative and qualitative methods in social sciences as well as to academic writing. The core courses are intended to provide the students with the analytical skills, thus, to give a solid ground for further studies of specialized elective courses.

In total, the core courses give **60 ECTS credits**.

NAME OF COURSE	SEMESTER	EXAMINATION	CREDITS
Academic Writing	SS	Exam	6
Qualitative Methods in Social Sciences	WS	Exam	6
Quantitative Methods in Social Sciences	SS	Exam	6
Area Studies: Theory and Methodology	WS	Exam	6
Comparative and Conceptual History	WS	Exam	6
M.A. Thesis Seminar for BECES I	WS/SS	Pass	15

M.A. Thesis Seminar for BECES II	WS/SS	Pass	15
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Compulsory courses for Balkan and Central European Studies

NAME OF COURSE	SEMESTER	EXAMINATION	CREDITS
Introduction to the History, Politics and Society of East-Central and South-Eastern Europe	WS	Exam	6
Political Systems of East-Central European Countries	SS	Exam	6
Concepts and Interpretations of East-Central European History	SS	Exam	6
Concepts and Interpretations of Balkan History	SS	Exam	6

Compulsory courses Russian and Eurasian Studies

NAME OF COURSE	SEMESTER	EXAMINATION	CREDITS
Introduction to the History, Politics and Society of Russia and Eastern Europe	WS	Exam	6
Concepts and Interpretations of Russian History	SS	Exam	6
Nationalism and Historiography in Central Eurasia	WS	Exam	6
Problems of the Post-Soviet Space	WS	Exam	6

Languages

Language courses constitute an integral part of BECES. Students are expected **to master a language** that will allow them to analyse and understand the development of their region of interest at a basic level at least. Students may choose from a range of language courses offered at Charles University. Alternatively, students may find a course externally if the language is not available at the university. The choice of the course is, however, subject to **approval of the programme director**.

In total, the language courses must give at least **12 ECTS credits**.

NAME OF COURSE	SEMESTER	EXAMINATION	CREDITS
Czech as a Foreign Language I	WS/SS	Exam	6
Czech as a Foreign Language II	WS/SS	Exam	6
Czech as a Foreign Language III	WS/SS	Exam	6
Czech as a Foreign Language IV	WS/SS	Exam	6
Russian Language I	WS	Exam	6
Russian Language II	SS	Exam	6
Russian Language III	WS	Exam	6
Russian Language IV	SS	Exam	6
Polish I	WS	Pass	3
Polish II	SS	Pass	3
Polish III	WS	Pass	3
Polish IV	SS	Pass	3
Greek Language I	WS	Pass	3
Greek Language II	SS	Pass	3

Greek Language III	WS	Pass	3
Greek Language IV	SS	Pass	3
Foreign Language I*	WS	Pass	3
Foreign Language II*	SS	Pass	3
Foreign Language III*	WS	Pass	3
Foreign Language IV*	SS	Pass	3

** Students who find the language course externally must discuss the choice with the programme director. The programme director will then specify the course completion requirements.*

Electives

Elective courses cover a wide range of specific areas which allows the students to specialize in the field of their interest.

In total, the elective courses must give at least **12 ECTS credits**.

NAME OF COURSE	SEMESTER	EXAMINATION	CREDITS
Russian and Post-Soviet Security	WS/SS	Exam	6
Economic transformation in East-Central and South-Eastern Europe	WS	Exam	6
Cold War in Documents (1945-1962)	WS	Exam	6
Cold War in Documents (1963-1991)	SS	Exam	6
Splendor and Misery of Détente	WS	Exam	6

Economic Transformations in the Post-Soviet Area	SS	Exam	6
Cohesion Policy of the EU in Central and East European Countries	WS	Exam	6
Internship for BECES	WS/SS	Pass	3
Images and Stereotypes of the Balkans	WS	Exam	6
Central European Cinema	WS/SS	Exam	6
Cultural Legacies and Developments in the Balkans: Modern and Traditional Entanglements	WS	Exam	6
Economy and Politics in 20th Century Eastern Europe	WS	Exam	6
Russian-Turkish Rivalry over the Balkan and Caucasus Areas	SS	Exam	6
Ethnic Conflicts in Central and Eastern Europe	SS	Exam	6
Ethno-Political Conflicts in the Caucasus	WS	Exam	6
Ethnic Issues and Territories in Easter, East Central and Southeastern Europe	WS	Exam	6
Israel: Politics and Society	WS	Exam	6
Small States in the EU	SS	Exam	6

Cultural History of Communist Europe	WS	Exam	6
Legal Framework of the European Union	SS	Exam	6
Central Europe: Ideologies and Politics (1700'-present)	WS/SS	Exam	6
Theorizing Memory: Social and Cultural Remembering	SS	Exam	6
History and Present in South-east European Cinema	SS	Exam	6
The Foreign Policy of Poland, the Czech Republic, Hungary, and Slovakia towards Israel	SS	Exam	6
Central European Academy – European and National Revolutions (1989-2019)	SS	Course credit	4
U.S.-Czechoslovak Economic and Cultural Relations in the Cold War	WS	Exam	6
Oil and Gas in the Post-Soviet Area	SS	Exam	6
Post-Soviet Central Eurasia	WS	Exam	6
Russia after 1991	WS	Exam	6
Russia's Aggression against Ukraine: Implications for European Security	SS	Exam	6

Ukraine after 1991	SS	Pass	6
Who Controls the Past, Controls the Future?	SS	Exam	6
Social Exclusion and the Roma in Central Europe	SS	Exam	6
Doing Business in Central Europe	SS	Exam	6
Putin's Russia	WS	Exam	6

Optional Courses

Off-field optional courses can be taken at any department of Charles University. Students may take a maximum of 12 ECTS credits of optional course. These credits can also be used to follow elective courses or languages. There is no minimum number of credits to be taken in this category of course (that is, all 120 credits can be gained by taking only compulsory and elective courses from the list above).

Master in Area Studies (MAS)

Programme Director

Prof. Tomáš Weiss

E-mail: tomas.weiss@fsv.cuni.cz

General Information

The Master in Area Studies programme (MAS) is a two-year interdisciplinary master’s programme that offers expert knowledge and analytical-synthetic skills focused on the modern history and current developments in Europe, Eurasia, and North America. The programme provides a detailed and systematic understanding of the area’s current challenges. Students have the opportunity to **compile their own curriculum** to reflect their personal interest, or they may choose one of the following specialised tracks: **The US and Global Affairs** or **Transition and Integration in Europe**.

To accomplish MAS, students must obtain 120 ECTS credits and **pass a state exam**. The curriculum is composed of seven **compulsory courses** (60 ECTS credits in total), **languages** (12 ECTS), **elective courses** (at least 36 ECTS credits in total), and **optional courses** (maximum 12 ECTS credits).

The study track, which students may choose by the end of the first semester, requires at least **30 ECTS credits** obtained from **the elective courses flagged for the specific study track**. Besides, students must submit **a master’s thesis that falls within the scope of the chosen study track**.

A state exam comprises **defence of the master’s thesis** and **an academic debate on a selected topic** from within the specialisation created throughout the studies (beyond the thesis focus).

Course structure

Compulsory courses	60 ECTS
Languages	12 ECTS
Electives (tracks)	min. 36 ECTS
Optional (from a list)	12 ECTS
Total	120 ECTS

Compulsory courses

Compulsory core courses introduce the students to key concepts of area studies, the quantitative and qualitative methods in social sciences as well as to academic writing. The core courses are intended to provide the students with the conceptual toolbox and analytical skills, thus, to give a solid ground for further studies of specialized elective courses.

In total, the core courses give **60 ECTS credits**.

NAME OF COURSE	SEMESTER	EXAMINATION	CREDITS
Academic Writing	WS	Exam	6
Qualitative Methods in Social Sciences	WS	Exam	6
Quantitative Methods in Social Sciences	SS	Exam	6
Area Studies: Theory and Methodology	WS	Exam	6
Comparative and Conceptual History	WS	Exam	6
M.A. Thesis Seminar for MAS I	WS/SS	Pass	15
M.A. Thesis Seminar for MAS II	WS/SS	Pass	15

Languages

Language courses constitute an integral part of MAS. Students are expected **to master a language** that will allow them to analyse and understand the development of their region of interest at a basic level at least. Students may choose from a range of language courses offered at Charles University. Alternatively, students may find a course externally if the language is not available at the university. The choice of the course is, however, subject to **approval of the programme director**.

In total, the language courses must give at least **12 ECTS credits**.

NAME OF COURSE	SEMESTER	EXAMINATION	CREDITS
Czech as a Foreign Language I	WS/SS	Exam	6
Czech as a Foreign Language II	WS/SS	Exam	6
Czech as a Foreign Language III	WS/SS	Exam	6
Czech as a Foreign Language IV	WS/SS	Exam	6
Russian Language I	WS	Exam	6
Russian Language II	SS	Exam	6
Russian Language III	WS	Exam	6
Russian Language IV	SS	Exam	6
Polish Language I	WS	Pass	3
Polish Language II	SS	Pass	3
Polish Language III	WS	Pass	3
Polish Language IV	SS	Pass	3
Greek Language I	WS/SS	Pass	3
Greek Language II	WS/SS	Pass	3
Greek Language III	WS/SS	Exam	3
Foreign Language I*	WS	Pass	3
Foreign Language II*	SS	Pass	3

Foreign Language III*	WS	Pass	3
Foreign Language IV*	SS	Pass	3

** Students who find the language course externally must discuss the choice with the programme director. The programme director will then specify the course completion requirements.*

Electives

Elective courses cover a wide range of specific areas and issues which allows the students to specialize in the field of their interest. Students may choose from all courses taught at the Institute of International Studies.

In total, the elective courses must give at least **36 ECTS credits**.

You can find the list of available courses here: <https://karolinka.fsv.cuni.cz/KFSV-1422.html>

*Apart from building an individual thematic and territorial profile, students can follow one of the offered study tracks. The study track requires **at least 30 ECTS credits obtained from the elective courses flagged for the specific study track**. Besides, students must submit a **master's thesis that falls within the scope of the chosen study track**.*

The US and Global Affairs study track

The US and Global Affairs track introduces students to skills essential for the analysis of US foreign policy, its structural underpinnings and their impact across the globe and in various policy fields.

NAME OF COURSE	SEMESTER	EXAMINATION	CREDITS
Government in the United States	WS	Exam	6
The Transatlantic Link: Understanding America from Europe	SS	Exam	6
U.S. Legal Culture	SS	Exam	6

Major Problems of Political Economy in the North American Context	SS	Exam	6
U.S. Foreign Policy	WS	Exam	6
Internship for MAS	WS/SS	Pass	6
Critical Issues in U.S. – Chinese Relations	SS	Exam	6
Global Governance: The U.S. and International Organizations	SS	Exam	6
Evolution of Sino-American Relations	WS	Exam	6
Hollywood/Europe: A Transnational Film Culture.	WS	Exam	6
Landmarks in 20th Century U.S. History and Their Interpretations	WS	Exam	6
Issues in United States National Security Policy	SS	Exam	6
Major Issues in Contemporary Public Debates in the U.S.	WS	Exam	6
Promoting Democracy Abroad: The U.S. and the EU in Third Countries	WS	Exam	6
The Special Relationship between the United States and Great Britain	WS	Exam	6

U.S. and Human Rights	WS	Exam	6
U.S. Foreign Policy During the Cold War	SS	Exam	6
U.S. Foreign Policy in the Age of Trump	SS	Exam	6
Political Geography	SS	Exam	6
U.S. and the Global South	WS	Exam	6

Transition and Integration in Europe study track

Transition and Integration in Europe track focuses on the study of the latest development of the post-Communist European countries with respect to the transition from the Communist society and integration into the Euro-Atlantic structures.

NAME OF COURSE	SEMESTER	EXAMINATION	CREDITS
Political Systems of East-Central European Countries	SS	Exam	6
Problems of the Post-Soviet Space	WS	Exam	6
Internship for MAS	WS/SS	Pass	6
Cultural Legacies and Developments in the Balkans: Modern and Traditional Entanglements	WS	Exam	6
Economy and Politics in 20th Century Eastern Europe	WS	Exam	6

Ethnic Conflicts in Central and Eastern Europe	SS	Exam	6
Russia's Aggression against Ukraine: Implications for European Security	SS	Exam	6
Ukraine after 1991	SS	Pass	6
Political Geography	SS	Exam	6
The Transformation of the Communist Successor Parties in Central Europe and the Influence of Western European Leftists	SS	Exam	6
Social Exclusion and the Roma in Central Europe	SS	Exam	6
European Union in International Affairs	WS	Exam	6
European Economic Integration	WS	Exam	6
European Comparative Politics and Society	WS	Exam	6
Transnational History of Contemporary Europe	WS	Exam	6
Cohesion Policy of the EU in Central and East European Countries.	WS	Exam	6
EU Policies	SS	Exam	6
Rebuilding Europe	WS	Exam	6

Grand Debates of European Integration	SS	Exam	6
Small States in the EU	SS	Exam	6

Optional Courses

Off-field optional courses can be taken at any department of Charles University. Students may take a maximum 12 ECTS credits of optional course. These credits can also be used to follow elective courses or languages. There is no minimum number of credits to be taken in this category of course (that is, all 120 credits can be gained by taking only compulsory and elective courses from the lists above).



Further Information

Interruption of Studies

You can initiate an official interruption of your studies by delivering a **formal written request** to the International Office. The request must be made at least three weeks before the start of a semester and before you register for a further year of study. Unless disciplinary proceedings have been initiated against you, the request for interruption shall be granted. Studies may be interrupted either for a semester or an entire academic year, and students may request an interruption of their studies more than once. With the exception of particularly serious cases, mainly such as health reasons, study may not be interrupted before 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 a written request to do so.

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

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

Termination of Studies

The Faculty of Social Sciences can terminate a student's studies in the following cases:

1. the student has not achieved the number of credits required for registration for a further year of study;

2. the student has not registered for a further year of study or his/her studies have been interrupted and the student has not registered for a further year after the interruption;
3. the student has not successfully graduated within the maximum period allowed for his/her studies (for a Master's degree, five years; for a Bachelor's degree, six years);
4. the student has twice failed to pass a mandatory class;
5. the Disciplinary Committee has decided to terminate the student's studies;
6. the student has failed to pay tuition fees.

Financial Procedures and Policies

Fees at the Faculty of Social Sciences in any given year are specified in the pricelist issued by the Dean. Fees are payable by the semester. Students will be issued an invoice at the start of each semester and receive a scanned copy of the invoice by e-mail. Payment should preferably be made online or by bank (wire) transfer to the Faculty's account. We can also accept payment by credit card, in cash, or by personal cheque at the cash desk located in the Hollar Building. Payment should be made no later than the payment due date on the invoice.

More information about payment can be found in the invoice.

If you 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 to an extended payment date, but the deadline for reaching an agreement on this point is the standard payment date. It is not acceptable for students to simply delay payment without discussing it with the programme. 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.

Funding

Merit Scholarship

If you achieve excellent study results, you can be awarded a **merit scholarship** by the Faculty of Social Sciences.

The scholarship is paid out in November or December retrospectively for the previous academic year in the form of a one-time lump-sum payment. All students (Czech and English programmes together) who met the scholarship's criteria are considered for the scholarship awarding. The students are divided into five subgroups according to Institutes. The predefined percentage of students with the best study results within each of these sub-groups is awarded the 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 amount of scholarship can be determined linearly according to study results. The Dean will stipulate the minimum and maximum amount of scholarship and the percentage of students eligible for the scholarship upon the statement obtained from the academic senate.

Development Scholarship

Charles University offers scholarships for students from developing and transition countries.

The Development Scholarships are available for any degree programme at the Faculty of Social Sciences, Charles University. The scholarship is administered as a one-time lump-sum payment to selected students to support the student's basic living costs. Usually, we provide 6 to 8 scholarship per year across all of our fee-based programmes. The exact amount of scholarship can differ based on the number of supported students. Usually, it is about CZK 75 000 (approx. EUR 3 000). The scholarship is provided on a year-by-year basis. The deadline for applications is late April.

You can find details information and how to apply for the scholarship on the faculty's website: <https://fsv.cuni.cz/en/admissions/scholarships-and-funding/development-scholarships>.

Accommodation Bursary

A basic accommodation bursary is awarded by the Rector to all students upon application unless they are subject to an obstacle to granting a bursary, except for students to whom an increased bursary has already been awarded. An increased accommodation bursary is awarded by the Rector based on an application for assessment of the social situation of the student's household, in accordance with applicable legislation.

The bursary is usually paid in two categories, at two separate rates. The detailed award criteria are set out in a Rector's directive. The bursary is paid by the Rector's Office, by way of a non-cash payment to the student's account. This bursary is paid over ten months in an academic year to a student enrolled in a bachelor's or master's programme, and during the whole academic year to a doctoral student. Where a student is enrolled in several programmes of study, this bursary may be awarded and paid only once for the given period.

Student Mobility

As a student of Charles University, you can take advantage of a wide range of student mobility opportunities. The international activities available to you include study periods abroad lasting one semester or a whole academic year, practical placements, summer schools, and research trips abroad. The University is continuously striving to broaden the range of international activities on offer to students.

The Erasmus+ study exchange. Study exchanges are organised on the basis of a series of bilateral agreements with specific partner universities. The selection panel for the Erasmus+ study exchange meets once a year in February/early March to decide upon exchanges in the following academic year. Application details are usually posted on the International Office's 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 living costs abroad. The exact amount of the scholarship depends on the destination and is given by the Rectorate.

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 usually meets twice a year. Information on procedures and deadlines are posted on the International Office's website. Although students can work at a broad range of organisations and institutions, practical placements are not offered in the EU institutions, organizations administering EU programmes or national diplomatic missions of a student's home country abroad.

Inter-faculty study exchanges. Inter-university study exchanges are generally organised with universities outside the EU – primarily in the USA and Australia, though FSV also has a limited range of contacts in Canada, New Zealand, Latin America and East Asia. Opportunities for individual exchanges are announced at various dates throughout the year, depending on the administrative deadlines of the partner universities. Some inter-faculty exchanges come with a scholarship already attached, but in most cases, they guarantee only a waiver of school fees at the host university. The Inter-Faculty Agreement is administered by the International Office of the faculty, which, on the basis of written materials and an interview with the candidates, carries out the final selection of nominees.

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

Aside from inter-university exchanges, students may also benefit from **inter-faculty and inter-government exchanges**. You may also study abroad in **Central and Eastern European countries with the Central European Exchange Programme for University Studies (CEEPUS)**. Alternatively, you can undertake an individual exchange as a freemover, if you can organize the exchange by yourself (note: financial support for these exchanges is limited, and the university abroad usually charges an additional fee.)

More detailed information about international student mobility can be found on the faculty's website: <https://fsv.cuni.cz/en/exchange/erasmus>.

University Computer Labs, Wi-fi, Printers

Once you have enrolled you are issued a computer account for the PCs at the Faculty. Your account is activated once you have changed the initial password provided by the Card Service Centre. Please do not share your login information with other students; students bear responsibility for misuse of their account in cases where the password has been insufficiently protected.

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

Wi-fi

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

Network printers

Each of our computer rooms and each of our libraries is connected to a central printer server.

You send the required document/web-page to the central printer server, where it is held in a line until you give the server an instruction to actually print the document/s. To print the documents, you need your student ID card. You place your card on the electronic reader next to the printer/copier. This will automatically identify you, print out any of your documents that are waiting on the server, and deduct the appropriate charge from the credit on the card. Therefore, you need to top up credit to your ID card. You can do so directly in the libraries in the Hollar and Opletalova buildings.

Libraries

FSV UK has three libraries of its own.

The Central Library in Hollar performs the functions of the Scientific Information Center, serves as a basic library for all the study disciplines studied at the faculty and provides all library services, book purchase, digitization, book processing and all methodological work. The library provides access to major unique collections of journalism and media literature, whether historical or contemporary, entire volumes of journals and magazines, and offers access to extensive electronic information resources. Books and magazines are partly located in the study rooms of the library. However, the majority of the collection is deposited in depositories and loans are secured upon prior arrangement.

The Library in Opletalova gathers collections of economic literature. Publications are freely available over the counter and placed along with magazines in the library. The library primarily offers

the books for in-house loans and part of books for outside loans (books in high demand). Other books for outside loans are available in an adjoining depository and need to be ordered in advance.

The Library in Jinonice provides access to major collections of literature on political science, sociology, modern history, and area studies; entire volumes of journals and magazines; and offers access to extensive electronic information resources. It provides all library services, book purchase, digitization, book processing and all methodological work.

The reading room of the library is located in a separate space in the opposite building (U Kříže 1-3).

UK Discovery System (UKAŽ)

You can use UKAŽ (<http://discovery.cuni.cz/en>) to search the UK's collections and find books, e-books, e-journal articles and more. You can search Discovery UK as a guest, without logging in. However, in order to obtain full texts, you need to use your SIS/CAS ID and password to sign into your account.

Electronic Resources

In the Charles University E-Resources Portal you can find all the electronic resources available at our library and Charles University. Qualification theses defended after the year 2005 are accessible in the UK Digital Repository. When you are not working at a computer connected to the Charles University network, you can access electronic resources using remote access: log in using your ID number (the number below your photo on the ID Card) or username, and your password from the Central Authentication Service/Information System.

For detailed information, look at the website of the library: <https://knihovna.fsv.cuni.cz/en>.

As a student of Charles University, you can also enter the libraries of other faculties. For detailed information about the book collections, opening hours etc., look at the websites of the particular faculties.

Life in Prague

Studying

Library of the Institute of International Relations (IIR library)

<https://www.iir.cz/en/library-services>

Nerudova 3, Praha 1

The library fund offers more than 100 000 volumes of monographs, proceedings, yearbooks, materials from conferences, and research and analytic studies of research institutes and international organizations. The library systematically collects thematic materials on Czech foreign policy/relations; international relations; international security; international organizations; and problems of select states.

Your first visit to the library is considered informative. To order information materials as well as to obtain entry later, an admission card is necessary (50 CZK for students per year / 100 CZK full price).

National Library of Technology (NTK)

<https://www.techlib.cz/en/>

Technická 6/2710, 160 80 Praha 6 – Dejvice

The National Library of Technology (NTK) is the largest and the oldest library of science and technology literature in the Czech Republic, with a collection of over 1.5 million volumes. Even though it is a library of technology, the building provides a vast number of study rooms (for individuals and teams) and around 1,300 places to study and 600 places to relax, even for those who are studying social sciences. There is also a night study room which is open 24/7. There is also very nice café there.

You have to be registered to enter the library. To join, use your ISIC card. The price is 100 CZK for a year's membership or 50

CZK for a half year. However, you can use a free day pass - print it using the ticket machine near the main library turnstiles. Then, scan it to enter.

Library of the Academy of Science

<https://www.lib.cas.cz/en/>

Národní 1009/3, 115 22 Praha 1

Located opposite the National Theatre on the bank of the Vltava, this is truly a gorgeous library. With its huge hall with ornate archways, marble lamp-posts and gilding everywhere, it offers a great atmosphere for reading and studying. The library has desks for reading with Internet connection and the books are located along the walls. Here you can enjoy a wide range of English-language books, journals, and periodicals on art, science, politics, and history. You can borrow most items except journals, periodicals, and some older books. If you're looking for a specific book, try out their database, they have a huge number of books that you can get upon request. To study in the library, you have to become a member.

You have to be registered to enter the library. To join, use your ID (passport or driver's license). The price is 190 CZK for a year's membership or 100 CZK for a half year, plus 50 CZK for the card. A day pass will cost you 10 CZK or 30 CZK (with unlimited internet access included).

National Library of the Czech Republic

<http://www.en.nkp.cz/>

Klementinum 190, 110 00 Prague 1

Soak up the academic atmosphere and centuries of history—this is an old Jesuit library that dates back to the 17th century and boasts an extensive collection of fiction and non-fiction in English (covering subjects such as literary criticism, European history, philosophy, art, etc.). The highlight of the library is the General Reading Room (it's on your right after you pass the security gate). It has lots of academic books, most of them in English, you can read books here that are only available for use in the reading room. Last but not least, it has Wi-Fi. This spacious room is an ideal place to cram for your finals or do research for your paper and it's extremely popular among study-abroad and local students who spend many a day reading at the lamp-lit desks. Upon entry, make sure to check your coat and a backpack in the cloakroom. The diligent staff will make sure you do, if you forget.

You have to be registered to enter the library. The fee to join is 150 CZK for a year's membership (for people over the age of 26), and 10 CZK for a library card. To gain membership, you need official proof of your temporary or permanent residency in the Czech Republic. However, you can get a day pass for 10 CZK to study in the reading room and use books within the library.

UK Cafeterias

UK student cafeterias can be found all around Prague. Generally, they are close to one of the UK faculties or halls of residence. Students typically have a choice of four or five main dish options and sometimes a dessert is included. It is possible to use a reservation system to order a specific choice for the next day, either directly at the cafeteria or online at <https://kam.cuni.cz/KAMEN-1.html>.

Sport

FSV UK 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 the Faculty of Law. Among the most common sport classes are volleyball, basketball, floorball, squash, aerobics, badminton, and swimming, but yoga, tai-chi, ping pong, zumba and wall-climbing are also available.

All necessary information about the 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 one or more of the sports classes will have to register at the website using their CAS login and a Jinonice domain password.

The Faculty of Arts Department of Physical Education only communicates in Czech. 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 a Czech fellow student or a coordinator of English-language programmes to help you.

You can also use public and university sports facilities (swimming pools, saunas, squash, fitness centres) at the Sport Centre Hostivař (Bruslařská 1132, Prague 10, close to the Hostivař dormitory).

Health Care

Health Insurance for EU Citizens

All EU nationals should be able to cover the cost of standard medical treatment with their **European Health Insurance Card** (EHIC), with form E111, or by a Provisional Certificate. However, in order to obtain treatment under European regulations, students must make sure they 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 bring their EHIC or form E111 with them, as well as an ID (e.g., passport, ID card, driver's licence). Otherwise, the physician can insist on cash payment in advance.

If you are a student from an EU country, we recommend that you acknowledge your Health Insurance Card in case you need to visit a doctor during your stay in the Czech Republic. Visit any health insurance provider in the Czech Republic to get your EHIC card acknowledged. We recommend

VZP, which is the most common provider. Its offices are listed here: <https://www.vzp.cz/kontakty/pobocky>. Please remember to get the EHIC card acknowledged as soon as possible, so that you do not need to do that when you are really feeling unwell. The doctor may not treat you without this acknowledgment.

If you need treatment by a specialist, a general practitioner will refer you to one. In urgent cases, visitors can go directly to a hospital with their EHIC/E111. Transport to the hospital is covered by the insurance system and is provided free of charge. In case of urgent medical transport, or in the case of treatment by a doctor from the emergency services, you will also have 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 nonessential (cosmetic) treatment or higher quality materials require extra payment.

Other kinds of medically related care, e.g. non-urgent treatment or medically assisted transport home following a serious illness or injury are not covered by the EHIC/E111. For that reason, 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 European EHIC/E111. However, most students will have already purchased international travel medical insurance, because it is one of the prerequisites for receiving a student visa. For students who have not done so, it is recommended that they purchase insurance from a Czech provider. Všeobecná zdravotní pojišťovna (VZP) is generally recommended because they have the largest health-care network.

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

Further information, including contact details for selected health care centres that are able to provide service in the English language, is available on the Faculty's website in the section Academic/ Practical Information.

Psychological Counselling for Students

If you are interested in receiving psychological counselling in English, you can make an appointment through a [website](#) or by sending an email to counsel@ruk.cuni.cz. This service is available to all "full-time" students free of charge.

Address: Školská 13a, Prague 1

Support in Emergency and Crisis Situations

The role of Charles University is supportive and help of any kind only depends on the student's interest. All incoming students must upon their arrival have health insurance valid for the Czech Republic and provide valid contact information. Please make sure that the contact information you provided on your application form is valid.

In need of help, the student can contact [Charles University](#) using the email address: emergency@cuni.cz. In case of an urgent crisis dial emergency phone line 112 (Integrated Rescues System) or contact your Embassy or Consulate. For the contact list of embassies and consulates, please visit the following [website](#). **These contacts are not intended for study issues!**

Public Transport

Prague offers an excellent public transport system consisting of three metro lines (A green, B yellow, C red), a tram network, and buses. There are several kinds of tickets you can use in Prague. Tickets are available from many newsstands and tobacconists, at ticket offices in the metro, and from automatic machines in the metro and at selected bus and tram stops. Single tickets cost either CZK 30 or CZK 40. The CZK 30 ticket is valid for 30 minutes and the CZK 40 ticket is valid for 90 minutes of unlimited travel. You may freely change between trams, buses, the metro and trains (in the Prague metro area) as you wish. You do not need to buy a new ticket, regardless of how many times you change, until the time period of the ticket runs out. After boarding a bus or tram, or upon entering the metro, tickets must be date-stamped in order to make them valid. You will need a special ticket for large luggage!

To date-stamp your ticket: Look for the little yellow boxes with a green arrow, which are available at the entrance to the Metro and on all trams and buses. Place the ticket in the slot below the arrow, with the blank strip on the bottom edge uppermost. You will hear a faint whirring noise, and the ticket will emerge with the time and date when you started to travel. Your ticket is not valid without this time and date stamp. You may be fined if you are caught travelling with an unstamped ticket. Please also try to hold the ticket the right way up when you are stamping it. Some ticket inspectors can be very unpleasant about this!

Finding your stop: Throughout the Prague public transport system, the names of each stop are announced over the public address system before the doors open. At each stop, the system will first give the name of the stop where you have arrived, and then say what the next stop is (in Czech, of course). In the more modern trams, buses and Metro trains, there is also a computer display which gives information about the stop that you have reached and other stops on the line ahead. However, this feature is not yet universal.

Travel passes: Cut-price travel is available for students under the age of 26. Students 26 and over

have to pay full price, regardless of their student status. Thanks to an agreement between Charles University and the Prague Public Transit Company, the university's electronic ID card can now also be used as a student ID for purchasing cut-price student travel passes. Students can simply take the ID card you will be issued at registration to the ticket office at any major Metro station and make your purchase. However, students need to wait 24 hours after their card is issued to allow the data to transfer and to use it in this way.

Students 26 and over do not qualify for the student discount. However, it is still possible for them to buy a normal season ticket or lítačka at <https://www.litacka.cz/en>. For more information, please visit the websites of the Prague Public Transit Company, www.dpp.cz. See also the Václav Havel Airport website: <http://www.prg.aero/en/parking-transport/transport/public-transit/> for information on traveling to and from the Prague airport.

Public Holidays

There are 14 days of the year that are defined by law as public holidays and are considered non-working days. Generally, the Faculty buildings will **be closed**, and **no classes will be held** on these days.

DATE	PUBLIC HOLIDAY
28th of September	Czech Statehood Day
28th of October	Independence Day
17th of November	Freedom and Democracy Day
24th of December	Christmas Eve
25th of December	Christmas Day
26th of December	St. Stephen's Day/Boxing Day
1st of January	New Year's Day
	Easter Friday
	Easter Sunday
	Easter Monday

1st of May	May Day
8th of May	Liberation Day
5th of July	Cyril and Methodius Day
6th of July	Jan Hus Day



Useful contacts

Institute of International Studies

You can find offices at U Kříže 8, Praha 5 - Jinonice. The closest metro station is Jinonice (yellow line B); closest bus stop is Jinonice (buses no. 137 and 149).

Secretary of the Institute of International Studies

- Dr Lucie Jůzová: lucie.juzova@fsv.cuni.cz

English Language Programmes Coordinator

Emailing the English Language Programmes Coordinator is the preferred and most effective method of communication. The programme coordinator is here to provide a response or an update email to all students' queries.

It should be your first point of contact for any query related to the operation of your programme or your participation in your programme.

- Klára Kosová: study.ims@fsv.cuni.cz

Programme Directors

Programme Directors should be your first point of contact for any query related to the academic content of your programme (curriculum, student mobility, thesis, state exam etc.).

History and Area Studies

- Dr Jiří Vykoukal: jiri.vykoukal@fsv.cuni.cz

Balkan, Eurasian and Central European Studies

- Dr Tomáš Nigrin: tomas.nigrin@fsv.cuni.cz

Master in Area Studies

- Prof. Tomáš Weiss: tomas.weiss@fsv.cuni.cz

Faculty of Social Sciences

You can find the faculty at Hollar Building, Smetanovo nábřeží 6, 110 01 Prague 1

International Office (rooms no. 216, 217 and 218 / 2nd floor)

The International Office should be your first point of contact for any query related to the general administrative procedures such as enrollment to studies, interruption of studies, financial procedures, recognition of previous education etc.

- Lukáš Budín (room no. 216): degreeprograms@fsv.cuni.cz, +420 222 112 254
- Kateřina Frídová (room no. 216): admissions@fsv.cuni.cz, +420 222 112 284

Charles University

Central Administration, Rectorate

Rectorate is located at Ovocný trh 3-5, 116 36 Prague 1

- +420 224 491 111

Information and Advisory Services

Information Services

You can find information services at Celetná 13, 116 36 Prague 1

- ipsc@ruk.cuni.cz
- <http://ipsc.cuni.cz>

Office for Students with Special Needs

Celetná 13, 116 36 Prague 1

- ipsc@ruk.cuni.cz

Advice and Counselling Centre

If you are in need, you can find help at Školská 13a, 110 00 Prague 1

- counsel@ruk.cuni.cz

UK Gifts and Souvenirs

For some Charles University memorabilia visit Celetná 14, 116 36 Prague 1

- point@cuni.cz
- <http://point.cuni.cz>

Card Service Centres

Card Service Centre at the Centre for Information, Counselling and Social Services

Information and Advisory Centre, Opletalova 38, Prague 1 (building of the CU Students Hall of Residence Kolej Jednota – ground floor)

Card Service Centre at the Faculty of Law

Faculty of Law, nám. Curieových 7, Prague 1, (ground floor, room no. 34)

Card Service Centre at the Faculty of Mathematics and Physics

Faculty of Mathematics and Physics, Ke Karlovu 3, Prague 2 (second basement floor, room no. M266)

Detailed information on the opening hours of these centres is available on the website www.cuni.cz/prukazy

Emergency Phone Numbers

European Emergency Number:	112
Ambulance:	155
Police:	158
Fire Brigade:	150



