

Handbook for Students





Dear student,

On behalf of the Institute of International Studies of the Faculty of Social Sciences, Charles University (IMS FSV UK, also referred to as IMS), 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. Whatever your degree programme, your IMS FSV UK education will take you deep into your chosen area of expertise and give you its broader context in our rich multidisciplinary academic culture. It will help you develop your skills and your networks and prepare you for your future. We want you to learn how to think, not what to think. Our students are our partners and contributors, working alongside world-leading academic staff to pursue excellence, break boundaries and make an impact on global challenges.

IMS FSV UK is a community of great minds. You are a valuable member of that community. I hope you will take every opportunity to shape your time with us so that your experience is the best possible. 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 situated in three different cities. The Rectorate, which serves as the administrative centre for the entire university, is located in the historic centre of Prague. Additionally, the university includes various central institutes and centres for education and research, as well as facilities supporting diverse activities such as information services, the Central Library, halls of residence, and refectories, among others.



Faculty of Social Sciences (FSV UK)

Since its creation in 1990, the Faculty of Social Sciences has become an important 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.

The Faculty of Social Sciences is spread across three different locations in Prague.

The Jinonice Campus houses the Institute of International Studies, the Institute of Political Studies and the Institute of Sociological Studies. The central library of FSV UK, with extensive collections in political science, international relations, history, area studies, sociology, journalism, and media studies, is situated here. (U Kříže 8, 158 00 Praha 5 - Jinonice)

The Hollar Building houses the central administration of FSV UK and the Institute of Communication Studies and Journalism. The Hollar Student Zone, with modern multifunctional rooms for study and relaxation for FSV UK students, is located here. (Smetanovo nábřeží 6, 110 01 Praha 1)

The Opletalova Building houses the Institute of Economic Studies. The library containing collections in economics is located there. (Opletalova 26, 110 00 Praha 1)



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 Europe, Eurasia and North America. These geographic areas are covered and studied by the departments of the Institute – the Department of European Studies, the Department of German and Austrian Studies, the Department of North American Studies, and the Department of Russian and East European Studies.



Academic Information

Enrolment

Before you can commence your studies, you first have to enrol. Enrolment is scheduled for September and consists of two stages: online registration and in-person registration. Orientation meetings are usually offered by the International Office of the Faculty of Social Sciences one week before the start of the academic year. 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.

After enrolment, you will receive a Charles University student ID card, along with a login and password for the Central Authentication Service, which will enable you to access the Student Information System (SIS), EDUROAM internet service, the university e-mail system, and other services.

Detailed information about the enrolment procedure is provided by the International Office of the faculty during the summer.

Student ID Cards

Charles University student ID cards serve as proof of the holder's affiliation with the university. 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 for 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 recognised student identity card. Its holders gain access to a wide range of benefits and discounts. More information can be found at <https://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 here:

<https://fsv.cuni.cz/en/study/practical-information/student-id-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 the 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 \(SIS UK\)](#) 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/study/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: <https://fsv.cuni.cz/en/study/study-regulations/academic-calendar>.

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). The list of your courses can be found in *Karolinka* (an online course catalogue). The courses listed in *Karolinka* are linked to the SIS.

Course registration takes place twice a year: **before and at the start of each semester**. The academic calendar specifies the exact start and end times for course registration. Some courses with limited capacity may be in high demand, so we recommend not delaying your registration. Changes can be made until the registration period ends, including enrolling in additional courses or dropping previously registered ones. 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.

During course registration, you might find yourself on a **waiting list**. If this happens **for a compulsory course, please contact the lecturer** and ask them to admit you, as it is mandatory for you. You do not need to worry — your place in compulsory courses is guaranteed. For elective and optional courses, you will need to wait and see whether a spot becomes available. To secure a place in courses you are particularly interested in, early registration is strongly recommended as soon as online registration in SIS begins for the given semester. If you have any uncertainties or difficulties, don't hesitate to seek support from your programme coordinator.

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.
- If you fail to pass an elective course, you can register for it again, but only once. Alternatively, you may register for another elective course to obtain the required number of elective credits.
- If you fail to pass an optional course, you are not allowed to register for it again. Instead, you may need to take another optional or elective course to meet the credit requirements.

It is also possible to enrol in **courses offered by other faculties of Charles University**, and these are automatically considered optional. The dates and times for enrolment at other faculties may differ from those at FSV UK. If you are interested, please consult the academic calendar of the respective faculties. Enrolment for students of a given faculty usually begins slightly earlier than for students from other faculties (i.e., students have priority enrolment at their own faculty if they register on time).

Course Withdrawal / Additional Registration

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: <https://fsv.cuni.cz/en/study/student-forms>.

Your request must be signed by the teacher of the course before it is delivered to the International Office. After six weeks of classes in the respective semester, 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.

Neither failed courses (courses where you obtained an F grade) nor empty courses (courses you registered for but did not attempt to pass) will appear in your transcript of records.



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 and midterms). You will find detailed information about the 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 exam for 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.

If a student begins fulfilling the course requirements but does not complete them, they may receive an F grade. Conversely, if a student enrolls in a course but does not attend (in the case when attendance is not part of the assessment) and fails to withdraw in time, the lecturer must not assign an F grade. In such cases, no grade will be given, and the course will be marked as unfulfilled in SIS.

Grades and Grading System

FSV uses an internationally recognised **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 and Use of AI

Be aware that at Charles University, **plagiarism is strictly prosecuted**. In extreme cases, it may result in the termination of studies. The faculty uses 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 proofreader.
- Re-using your own work that has already been published, has been submitted as coursework 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 the student handbook *How to avoid plagiarism*:

<https://dspace.cuni.cz/bitstream/handle/20.500.11956/124174/Pln%C3%BD%20text.pdf>.

The **use of AI** must not replace the need for students' own study, analysis, and critical thinking. Their ability to formulate and express their own ideas and opinions is crucial and must not be affected by AI. AI may only be used as a tool for information retrieval and processing, not as a means of completing assignments or writing entire papers. Students are required to cite all AI sources used in the appropriate citation, thus adhering to the ethical rules of academic writing. The lecturer may place restrictions on the use of AI within the course or prohibit its use altogether. For detailed information, please refer to the *07/2023 Decree of the Director of IMS*:

https://ims.fsv.cuni.cz/sites/default/files/uploads/files/2307-vyhlaska-o-plagiatorstvi_0.pdf.

Registration for a Further Year of Study

You **must register** for the new academic year in September. The registration period is specified in the academic calendar on the faculty's website. You will be notified via e-mail with instructions on how to request a check of your study obligations through the SIS, and the International Office will carry out the check and subsequently register you for the next academic year.

To indicate your interest in continuing in the next academic year, there are two steps you need to take: obtain sufficient credits during the academic year and request a validation check through the SIS. If any of your grades are missing from the SIS in September, you should contact your lecturer promptly to resolve the issue. Once you submit the request, the International Office will verify the number of your credits and your mandatory courses and approve your registration for the new academic year.

The final deadline for this process is 30th September. However, we recommend completing it at the beginning of September (after taking any necessary exams during that month). You will not be able to register for courses for the new academic year in the SIS until your registration for the next year of study has been approved. Failure to complete this step will result in you being unable to continue, and following an e-mail reminder, the International Office will start the process of terminating your studies.

Required Credits

For Bachelor's Students:

45 credits to register for the second year of study

90 credits to register for the third year of study

135 credits to register for the fourth year of study

170 credits to register for the fifth year of study

170 credits to register for the sixth year of study

For Master's Students:

45 credits to register for the second year of study

90 credits to register for the third year of study

110 credits to register for the fourth year of study

110 credits to register for the fifth year of study

You can find more information here: <https://fsv.cuni.cz/en/study/current-students/following-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 an oral examination conducted before a committee consisting of three or more members. It comprises a thesis defence and either answering questions drawn by ballot or an academic debate on a selected 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. The dates of state examinations, registrations for them, fulfilment of study obligations, and submission of final theses are listed in the [faculty's academic calendar](#).

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 for all the classes required to complete your study plan have been recorded in SIS in the term defined by the schedule of the given academic session.
2. Register for the state exams via SIS.
3. Upload and submit your thesis in a .pdf format to SIS. Submit it electronically; a printed version is not required.

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. 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 potential 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 director** before you start writing in earnest.

The **BA Thesis Project template** is available on the Institute's website:

<https://ims.fsv.cuni.cz/en/academics/bachelors-degree-programs/history-and-area-studies-full-time-study-english/state-exam>.

4. **Submit and Complete your Thesis**

The exact **deadlines** for submitting your final thesis will vary slightly from year to year, but you will always find them in the current [faculty academic calendar](#).

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 April/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/August.
- If you plan to graduate **in the winter** (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 meet all the usual standards of an academic text (bibliography, attribution of sources, etc.).

The **minimum extent** of a bachelor's thesis written in English is 7,500 words, excluding abstract, appendices, and a list of references. This corresponds to the Dean's Measure of the minimum extent of 25 standard pages (45,000 characters with spaces). Pages should be numbered.

Please find **further information**, the Bachelor's Thesis Template and the related Dean's Measure with further specifications on the IMS website: <https://ims.fsv.cuni.cz/en/academics/bachelors-degree-programs/history-and-area-studies-full-time-study-english/state-exam>.

Every student must upload and **submit the thesis** via the SIS interface at <https://is.cuni.cz/studium/eng/>, in the module 'Thesis (Selection of Subject)'. The thesis must be in PDF/A format, version 1.3 or higher, and submitted electronically. A printed version is not required.

Content of the thesis

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

1. Title page in standard format;
2. Declaration that the thesis is your own work, dated by yourself;
3. Abstract summarising the contents of the thesis, five keywords;
4. Table of Contents;
5. The main text of the thesis itself, including the conclusion;
6. Summary (a brief description of the paper as a whole, max one page);
7. Full bibliography and citations.

Please don't get confused about the terms Conclusion and Summary. The conclusion is a crucial part of the main text of the thesis, and it is written in the same language as the main text of the thesis. The summary is a brief final description of the thesis (max one page). The summary should be written in Czech if the thesis is written in English.

The Bachelor's Thesis Template will serve as your guide. 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 evaluated by your thesis supervisor (also referred to as your advisor) and by another academic (referred to as the reviewer). Both will submit a written report on the quality of the thesis. The thesis reviewer is often, though not necessarily, present at the oral defence. The reports will be available to you prior to the final state exam. Please make sure you obtain copies of them, read them carefully, and prepare in advance to respond to the comments during your 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. 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 potential 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 director before you start writing in earnest.

The **MA Thesis Project template** is available on the Institute's website:

- For **BECES**: <https://ims.fsv.cuni.cz/en/academics/masters-degree-programs/balkan-urasian-and-central-european-studies-full-time-study-1>.
- For **MAS**: <https://ims.fsv.cuni.cz/en/academics/masters-degree-programs/master-area-studies-full-time-study-english/state-exam>.

4. Submit and Complete your Thesis

The exact **deadlines** for submitting your final thesis will vary slightly from year to year, but you will always find them in the current [faculty academic calendar](#).

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 April/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/August.
- If you plan to graduate **in the winter** (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 meet all the usual standards of an academic text (bibliography, attribution of sources, etc.).

The **minimum extent** of the master's thesis written in English is 15,000 words, excluding abstract, appendices, and a list of references. This corresponds to the Dean's Measure of the minimum extent of 50 standard pages (90,000 characters with spaces). Pages should be numbered.

Please find **further information** on the IMS website, including the Master's Thesis Template and the related Dean's Measure with further specifications.

- **BECES**: <https://ims.fsv.cuni.cz/en/academics/masters-degree-programs/balkan-urasian-and-central-european-studies-full-time-study-1>.
- **MAS**: <https://ims.fsv.cuni.cz/en/academics/masters-degree-programs/master-area-studies-full-time-study-english/state-exam>.

Every student must upload and **submit the thesis** via the SIS interface at <https://is.cuni.cz/studium/eng/>, in the module 'Thesis (Selection of Subject)'. The thesis must be in PDF/A format, version 1.3 or higher, and submitted electronically. A printed version is not required.

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

1. Title page in standard format;
2. Declaration that the thesis is your own work, dated by yourself;
3. Abstract summarising the contents of the thesis, five keywords;
4. Table of Contents;
5. The main text of the thesis itself, including the conclusion;
6. Summary (a brief description of the paper as a whole, max one page);
7. Full bibliography and citations.

Please don't get confused about the terms Conclusion and Summary. The conclusion is a crucial part of the main text of the thesis, and it is written in the same language as the main text of the thesis. The summary is a brief final description of the thesis (max one page). The summary should be written in Czech if the thesis is written in English.

The Master's Thesis Template will serve as your guide. 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 evaluated by your thesis supervisor (also referred to as your advisor) and by another academic (referred to as the reviewer). Both will submit a written report on the quality of the thesis. The thesis reviewer is often, though not necessarily, present at the oral defence. The reports will be available to you prior to the final state exam. Please make sure you obtain copies of them, read them carefully, and prepare in advance to respond to the comments during your 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, and status of the successfully completed studies, as well as the qualifications the graduate has received.

If you do not plan to attend the graduation ceremony, you need to **inform the International Office** after passing your final state exam to make the necessary arrangements while you are still in the Czech Republic. You should update the address where you want your diploma to be sent, and you must grant a power of attorney to the person who will later collect the issued diplomas from the rector's office and arrange their dispatch.



PROGRAMME INFORMATION

Programme Information

History and Area Studies (HAS)

Programme Director

Dr Jiří Vykoukal

E-mail: jiri.vykoukal@fsv.cuni.cz



General Information

History and Area Studies (HAS) is an interdisciplinary three-year English-language bachelor's degree programme that focuses on the modern history, culture, and politics of Central Europe with respect to the Czech Republic. It combines education in history and area studies with active training in the Czech language. Students will achieve at least a B2 (Upper Intermediate) level in Czech by the end of their studies. This study programme is provided by the Institute of International Studies in cooperation with the Institute for Language and Preparatory Studies of Charles University.

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). Please check the complete list of courses for this study programme in the **course book Karolinka**: <https://karolinka.fsv.cuni.cz/KFSV-1713.html>. The *Karolinka* course list is binding and is usually the most up-to-date version as well. Pay attention to the prerequisite links between individual years.

The state exam comprises **defence of the bachelor's thesis** (in English), **oral exam** 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).

Please, find detailed information about the HAS programme on the IMS website:

<https://ims.fsv.cuni.cz/en/academics/bachelors-degree-programs/history-and-area-studies>.

Course structure

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

Compulsory courses

Compulsory courses are divided into three groups according to the years of your study. First-year group is a prerequisite for registration for courses of the second-year group, and the second-year group is a prerequisite for registration for courses of the third-year group. **Students have to complete all courses from each group to be able to register for courses in the next academic year.** In total, the compulsory courses give **150 ECTS credits**.

First year

KNOWLEDGE-ORIENTATED COURSE	SEMESTER	EXAMINATION	CREDITS
Academic Writing	SS	Pass	6
Introduction to History	WS	Exam	6
Introduction to Area Studies	SS	Exam	6
Introduction to Government and Politics	SS	Exam	6

LANGUAGE COURSE	SEMESTER	EXAMINATION	CREDITS
Czech Language I	WS	Exam	4
Czech Language II	SS	Exam	4
Receptive Language Skills I	WS	Pass	4
Receptive Language Skills II	SS	Exam	4
Productive Language Skills I	WS	Exam	4
Productive Language Skills II	SS	Pass	4

Second year

KNOWLEDGE-ORIENTATED COURSE	SEMESTER	EXAMINATION	CREDITS
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 in the 20th Century	SS	Exam	6
Introduction to International Political Economy	SS	Exam	6

LANGUAGE COURSE	SEMESTER	EXAMINATION	CREDITS
Czech Language III	WS	Exam	4
Czech Language IV	SS	Exam	4
Academic Czech in Humanities and Social Sciences I	WS	Exam	4
Academic Czech in Humanities and Social Sciences II	SS	Exam	4

Third year

KNOWLEDGE-ORIENTATED COURSE	SEMESTER	EXAMINATION	CREDITS
Current Central Europe	SS	Pass	6
BA Thesis Seminar I	WS/SS	Pass	10
BA Thesis Seminar II	WS/SS	Pass	10

LANGUAGE COURSE	SEMESTER	EXAMINATION	CREDITS
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

Electives

You can see the most relevant elective courses in the list below. Please find the complete offer in *Karolinka*: <https://karolinka.fsv.cuni.cz/KFSV-1713.html>.

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

NAME OF COURSE	SEMESTER	EXAMINATION	CREDITS
Internship	WS/SS	Pass	3
Introduction to Intellectual History: Approaches and Methods	WS	Exam	6
Transatlantic Security Cooperation	SS	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 courses. 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 courses (that is, all 180 credits can be gained by taking only compulsory and elective courses from the list in *Karolinka*).

Balkan, Eurasian and Central European Studies (BECES)



Programme Director

Dr Tomáš Nigrin

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General Information

Balkan, Eurasian and Central European Studies (BECES) is a two-year master's degree programme that focuses on the modern history and current developments of Central Europe, the Balkans, 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.

Students choose between two regionally focused **specialisations**:

- **Balkan and Central European Studies;**
- **Russian and Eurasian Studies.**

Both specialisations analyse and integrate the political, societal, economic and cultural developments in the region and address broad thematic issues such as governance, security, nationalism, and ethnopolitical conflicts. They allow students to develop a blend of specialist area knowledge, analytical expertise, and language skills.

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 specialisation** (24 ECTS), **languages** (12 ECTS), **elective courses** (at least 12 ECTS credits in total), and **optional courses** (maximum 12 ECTS credits). Please check the complete list of courses for this study programme in the **course book *Karolinka***: <https://karolinka.fsv.cuni.cz/KFSV-1719.html>. The *Karolinka* course list is binding and is usually the most up-to-date version as well. Pay attention to the **prerequisite links between individual courses**.

The 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).

Please, find detailed information about the BECES programme on the IMS website: <https://ims.fsv.cuni.cz/en/academics/masters-degree-programs/balkan-eurasian-and-central-european-studies-beces-0>.

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 languages	12 ECTS
Electives (from a list)	Min. 12 ECTS
Optional courses	Max. 12 ECTS
Total	120 ECTS

Compulsory courses (common)

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

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

NAME OF COURSE	SEMESTER	EXAMINATION	CREDITS
Academic Writing	SS	Exam	6
Introduction to Research Design	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
MA Thesis Seminar I	WS/SS	Pass	15
MA Thesis Seminar II	WS/SS	Exam	15

Compulsory courses for Balkan and Central European Studies

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

Compulsory courses for Russian and Eurasian Studies

NAME OF COURSE	SEMESTER	EXAMINATION	CREDITS
Problems of the post-Soviet Space	WS	Exam	6
Introduction to 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

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	WS/SS	Pass	3
Greek Language III	WS	Exam	3
Greek Language IV	SS	Exam	3
Foreign Language I*	WS/SS	Pass	3
Foreign Language II*	WS/SS	Pass	3
Foreign Language III*	WS/SS	Pass	3
Foreign Language IV*	WS/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 allow students to specialise in the field of their interest. In total, the elective courses must give **at least 12 ECTS credits**. You can see only a small sample of elective courses below. Please find the complete offer of more than 90 electives for this study programme in *Karolinka*: <https://karolinka.fsv.cuni.cz/KFSV-1719.html>.

NAME OF COURSE	SEMESTER	EXAMINATION	CREDITS
Postcommunist transition in East Central Europe	SS	Exam	6
Economic Transformations in the post-Soviet Area	SS	Exam	6
Ethnic Issues and Territories in Eastern, East Central and Southeastern Europe	WS	Exam	6
Human Rights in post-Soviet Space	WS	Exam	6
Society and Culture in Central Eurasia	SS	Exam	6
Theorizing Memory: Social and Cultural Remembering	SS	Exam	6
Internal and External Security Policy in the EU	WS	Exam	6
Russia after 1991	WS	Exam	6
Ukraine after 1991	WS	Pass	6
Migrations in the Balkans in the 20th and 21st Centuries	WS	Exam	6
Russian-Turkish Rivalry over the Balkan and Caucasus Areas	SS	Exam	6
Images and Stereotypes of the Balkans	SS	Exam	6
World War II: Public History and Memory	SS	Exam	6
Internship for BECES	WS/SS	Pass	3

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 courses. 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 courses (that is, all 120 credits can be gained by taking only compulsory and elective courses from the list in *Karolinka*).

Master in Area Studies

Programme Director

Dr Jan Hornát

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General Information

The Master in Area Studies programme (MAS) is a two-year interdisciplinary master's degree programme focusing 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** that reflects their personal interests and future career plans. They may either **build an individualised thematic and territorial profile** or choose one of the following **optional study tracks: The US and Global Affairs, Transition and Integration in Europe, or Israel and the Middle East.**

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). Please check the complete list of courses for this study programme in the **course book *Karolinka***: <https://karolinka.fsv.cuni.cz/KFSV-1722.html>. The *Karolinka* course list is binding and is usually the most up-to-date version as well. Pay attention to the **prerequisite links between individual courses**.

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.

The state exam comprises a **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).

Please, find detailed information about the MAS programme on the IMS website: <https://ims.fsv.cuni.cz/en/academics/masters-degree-programs/master-area-studies-mas>.

Course structure

Compulsory courses	60 ECTS
Languages	12 ECTS
Electives (from a list / study tracks)	Min. 36 ECTS
Optional courses	Max. 12 ECTS
Total	120 ECTS

Compulsory courses

Compulsory core courses introduce the students to key concepts of area studies, the qualitative and quantitative methods in social sciences, as well as to academic writing. The core courses are intended to provide the students with the analytical skills and, thus, lay a solid foundation for further studies of specialised elective courses. In total, the core courses give **60 ECTS credits**.

NAME OF COURSE	SEMESTER	EXAMINATION	CREDITS
Academic Writing	SS	Exam	6
Introduction to Research Design	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
MA Thesis Seminar I	WS/SS	Pass	15
MA Thesis Seminar II	WS/SS	Exam	15

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	WS/SS	Pass	3
Greek Language III	WS	Exam	3
Greek Language IV	SS	Exam	3
Foreign Language I*	WS/SS	Pass	3
Foreign Language II*	WS/SS	Pass	3
Foreign Language III*	WS/SS	Pass	3
Foreign Language IV*	WS/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 allow students to specialise in the field of their interest. In total, the elective courses must give **at least 36 ECTS credits**. You can see only a small sample of elective courses below. Please find the complete offer of more than 130 electives for this study programme in *Karolinka*: <https://karolinka.fsv.cuni.cz/KFSV-1722.html>.

Students have the opportunity to **compile their own curriculum** that reflects their personal interests and future career plans. They may either build an **individualised thematic and territorial profile** or choose one of the following **optional study tracks**: The US and Global Affairs, Transition and Integration in Europe, or Israel and the Middle East.

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. After completion of the study track, in addition to their diploma, students receive a certificate of completion of the 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.

Below, you can see just a sample of courses for this study track. Please find the complete list in *Karolinka*: <https://karolinka.fsv.cuni.cz/KFSV-1722.html>.

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 in Political Economy in North American Context	SS	Exam	6
Major Issues in Contemporary Public Debates in the U.S.	WS	Exam	6
The Special Relationship between the United States and Great Britain	WS	Exam	6

U.S. Foreign Policy	WS	Exam	6
Critical Issues in U.S. - Chinese Relations	SS	Exam	6
Issues in United States National Security Policy	SS	Exam	6
U.S. and the Global South	WS	Exam	6

Transition and Integration in Europe study track

The 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.

Below, you can see just a sample of courses for this study track. Please find the complete list in *Karolinka*: <https://karolinka.fsv.cuni.cz/KFSV-1722.html>.

NAME OF COURSE	SEMESTER	EXAMINATION	CREDITS
Postcommunist transition in East Central Europe	SS	Exam	6
Political Systems of East Central European Countries	SS	Exam	6
European Culture and Society	WS	Exam	6
Grand Debates of European Integration	SS	Exam	6
Internal and External Security Policy in the EU	WS	Exam	6
EU Institutions	SS	Exam	6
European Economic Integration	SS	Exam	6
Cohesion Policy of the EU in Central and East European Countries	WS	Exam	6
Problems of the post-Soviet Space	WS	Exam	6
Post-Conflict Societies of the Western Balkans	WS	Exam	6

Israel and the Middle East study track

The track helps students understand the politics and societies in Israel and the Middle East, with a focus on the pressing conflicts and disputes in the region.

Please find the most current list of courses for this study track in *Karolinka*: <https://karolinka.fsv.cuni.cz/KFSV-1722.html>.

NAME OF COURSE	SEMESTER	EXAMINATION	CREDITS
Israel: Politics and Society	WS	Exam	6
The Israeli-Arab/Palestinian Conflict	WS	Exam	6
Israel's Foreign Policy	SS	Exam	6
The European origins of Zionist ideologies and their evolution: from East Europe to Israel	SS	Exam	6
Radicalization and Deradicalization	SS	Exam	6
Insurgency and Counterinsurgency	SS	Exam	6
Geopolitics of the Middle East	SS	Exam	4
Energy Security in Israel and the Middle East	WS	Exam	4
Territoriality of Radical Islamist Groups	WS	Pass	4
Foreign Policy of the Gulf Countries	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 courses. 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 courses (that is, all 120 credits can be gained by taking only compulsory and elective courses from the list in *Karolinka*).



Further Information

Interruption of Studies

You can initiate an official interruption of your studies by delivering a [formal written request](#) to the International Office. Without serious reasons, students might interrupt their studies only if they fulfil the obligations of the given part of the programme and have not started studying the next part of the programme. Studies cannot be interrupted retroactively. The application is processed within 30 days. The decision regarding the interruption of studies is delivered into the recipient's own hands and becomes legally binding either 30 days after the date of delivery or on the date of the student's signature if they waive their right to appeal. Unless disciplinary proceedings have been initiated against the student, the request for interruption shall be granted. Studies may be interrupted either for a semester or an entire academic year, and students may request an interruption of their studies more than once. With the exception of very serious, especially health-related reasons, the study may be interrupted no earlier than in the second year of the study.

Interruption can also be 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 six years for a Bachelor's degree and 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 (refer to the chapter Registration for a Further Year of Study in this handbook);
2. The student has not registered for a further year of study, or his/her studies have been interrupted, and he/she has not registered for a further year after the interruption ended;
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 on the faculty website: <https://fsv.cuni.cz/en/study/scholarships-and-tuition-fees>.

The obligation to pay the tuition fee for the whole academic year arises for a student with the start of the academic year. Therefore, the student's obligation to pay the full-year tuition fee does not cease to exist in the case of graduation neither termination or interruption of studies in the middle of the academic year. The yearly fees are payable in two instalments – one instalment per semester. Invoices and payment instructions are sent to students by the International Office via e-mail after the start of each semester. Newly admitted students are asked to pay the tuition fee for the first semester in advance to confirm their interest in enrolling in the particular programme. The deadline for payments is clearly stated on each invoice.

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

Every invoice will include the following information: (I) nominal tuition fee payable in Euros; (II) the equivalent sum payable in Czech crowns according to the current exchange rate on the day the invoice was issued; (III) payment due date. In case of failure to pay the tuition fee as per deadlines, the procedure of terminating the student's studies will be started as per paragraph II (1) of the standard Contract regarding full-time study.

Our colleagues from the International Office are ready to assist in case of any uncertainties or difficulties with making the payment. In justified exceptional cases, you may request the International Office for an extension of deadlines.

Funding

Merit Scholarship

This scholarship (the Scholarship for Outstanding Academic Achievement) is offered to students with excellent study results each year, and it is administered automatically by the faculty, i.e. you do not have to apply for it.

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 award. The students are divided into five subgroups according to the 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.

“FSV UK SCHOLARS” Programme

This scholarship is directly offered and administered by the Faculty of Social Sciences, Charles University, with a contribution from the Czech Ministry of Education, Youth and Sports. The scholarship is intended to support the living costs of students in a demonstrably difficult financial situation. Students need to apply for this scholarship directly to the International Office.

The “FSV UK Scholars” Programme is available to any student enrolled in a Bachelor's or Master's degree programme at the Faculty of Social Sciences, Charles University, who meets the conditions. The scholarship is administered as a one-time lump-sum payment on a year-by-year basis. Usually, the scholarship is provided to 8—10 awardees per year. The exact amount of scholarship can differ based on the number of supported students. Most often, it is about 75,000 CZK (approx. 3,000 EUR). The deadline for applications is 30 April.

More information can be found here: <https://fsv.cuni.cz/en/admissions/scholarships-funding-and-fees/fsv-uk-scholars-program>.

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 two or three times a year. Information on procedures and deadlines is 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, organisations administering EU programmes or national diplomatic missions of a student's home country abroad.

Erasmus+ ICM. Erasmus+ International Credit Mobility (E+ ICM) is a programme within the Erasmus+ framework promoting the exchange of students, academics, and non-academic staff with partner countries of the Erasmus+ programme — mostly non-EU and non-EFTA countries and non-candidate countries of the EU. Mobilities are realised via specific projects with partner universities, and the period of implementation is usually 3 years. Current partner universities of the Institute of International Studies (IMS) are Al-Farabi Kazakh National University in Kazakhstan and Pontificia Universidad Católica de Valparaíso in Chile. Successful applicants are entitled to a scholarship from the E+ ICM programme.

Inter-faculty study exchanges. FSV UK also offers its students international exchange on the basis of inter-faculty agreements, i.e. contracts directly concluded between FSV UK and a foreign university. Inter-faculty agreements are managed by FSV UK's International Office.

Inter-university study exchanges. Charles University also provides its students with opportunities for international exchanges based on inter-university agreements, i.e. contracts concluded directly between Charles University and a foreign university. Inter-university agreements are managed by the Rectorate (RUK) International Office.

In addition to these, **inter-government exchanges** are available. 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 organise 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 Institute's website (<https://ims.fsv.cuni.cz/en/academics/internationalization>) and on the faculty's website (<https://fsv.cuni.cz/en/exchange/outgoing-opportunities-calendar>).

University Computer Labs, Wi-Fi, Printers

Once you have enrolled, you are issued a computer account for the PCs at the FSV UK. Your account is activated once you have changed the initial password provided by the Card Service Centre. If you have access to the Central Authentication Service (CAS), you are also allowed access to the PCs at FSV UK. You need to use your ID as a login (on the student card under the photo). The password is identical to CAS. 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, and Jinonice buildings. The Wi-Fi network can be accessed through EDUROAM. Information on how to connect, including a step-by-step guide, is available on the faculty's website, in the Guides and Manuals section: <https://fsv.cuni.cz/en/study/guides-and-manuals/it-support-computers-and-login>.

Network printers

Most school copiers and printers operate on a student ID card. At the Jinonice Campus, there are multiple printers in the library (building A, floors 1 and 3), as well as in the B building (room 325). First, you have to deposit the necessary sum into the card account at the counter in the library. Then all you have to do is wave the barcode in front of the reader next to the printer, enter the relevant parameters and then remove the desired papers. Don't forget to log out of the device to prevent others from printing using your account. For more information, see: <https://knihovna.fsv.cuni.cz/en/services/printing-and-copying>.

IT support

There is an IT support office in each building of FSV UK. For assistance, you can also contact them by e-mail at ito@fsv.cuni.cz. Questions specifically related to Google services should be directed to google@fsv.cuni.cz. They can help you with lost passwords, technical issues with your accounts, Wi-Fi, etc.

For more detailed information about IT support, internet connectivity, computers, printers, etc., please visit the faculty's website: <https://fsv.cuni.cz/en/study/guides-and-manuals/it-support-computers-and-login>.

Faculty E-mails, Microsoft Office, Moodle

Faculty e-mails for students

Every student has access to the e-mail address `fsv.cuni.cz`, available via Gmail. Your e-mail is in the format: `ukco@fsv.cuni.cz` (UKČO is the eight-digit student personal number); the password is the same as the CAS password. Your e-mail account will be activated after your enrolment in the study programme.

The faculty e-mail address is **the main communication channel** between the student and FSV UK. Once students have access to the faculty e-mail, they are required to use it for all communication with FSV UK staff. All messages from the SIS, the International Office, the Institute, and other parts of the faculty will be sent to this address. You should not forget to check it regularly so as not to miss any essential information about your studies. Along with the faculty address, you get access to other Google Apps tools and services, including unlimited storage.

University e-mails

All Charles University staff and students are provided with an identity in the M365 cloud under `ukco@o365.cuni.cz`. Since March 1, 2024, the Rectorate has issued student aliases in the format `firstname.lastnameXYZ@student.cuni.cz`. While our faculty does not restrict students from using their university e-mails, faculty accounts (`ukco@fsv.cuni.cz`) must be used when communicating with FSV UK employees. That means the faculty accounts will be the main ones for you.

Therefore, all staff and students should log in to their university e-mail and **set up forwarding to their faculty e-mail**, as the Rectorate sends e-mails to these university addresses. More information and guidance on forwarding settings can be found here: <https://fsv.cuni.cz/en/staff/it-department/setting-forwarding-university-address-faculty-e-mail>.

MICROSOFT OFFICE 365 for students

FSV UK provides its students with a complete Microsoft Office 365 Professional Plus license for up to 5 devices. If you want to use this license, register on `office365.com` with your CAS credentials (`personal_number@fsv.cuni.cz`) and then download the installer for your device (Windows/macOS) from the Office365 cloud. The license is associated with the assigned account, which, after registration, has the form `ukco@fsv.cuni.cz`. You can find more details on the pages of our IT.

Moodle

Moodle is an e-learning portal through which many teachers share course materials and readings, and where you can also submit your assignments. Not all teachers use Moodle to share resources, but many do — you will learn this during the first lesson. The link for Moodle can usually be found in the SIS syllabus. The login and password for Moodle are the same as for your SIS account.

The FSV Library

The FSV Library is the basic information centre of the faculty, which manages all the book and journal collections of the faculty. At the same time, it serves as an information and study centre for students, teachers, researchers and other employees of the Faculty of Social Sciences and for the general public.

In order to use the university's library services, you need to have your Charles University ID card (ISIC). Once you have your card, complete an online application form (<https://library.cuni.cz/e-application/>). The librarians are ready to help you if necessary. Registration with the library is free.

The Jinonice Library offers a wide collection in the fields of sociology, political science, international studies, history, journalism and media studies. The library has over 167 study spaces, 55 relaxation spaces and more than 40,000 volumes on free selection.

There are four types of **study rooms** at the Jinonice Library: individual (for 1—2 people), team study rooms (for 4—6 people), large group study rooms (up to 12 people), and night study rooms. Individual, team, and large group study rooms can be booked through the library discovery service (UKAŽ). Bookings can also be arranged upon request at the circulation desk on the 1st floor, or via e-mail (knihovna@fsv.cuni.cz). Key cards are issued at the circulation desk. For users from the Faculty of Social Sciences, five individual study rooms are available for immediate use without reservation. You can open individual unoccupied study rooms using an ISIC card. These study rooms are freely available; please do not leave your belongings unattended.

The Opletalova Library gathers collections of economic literature. Publications are freely available over the counter and placed along with magazines in the library. The library primarily offers books for in-house loans and some of the books for outside loans (books in high demand).

The FSV Library offers both **in-house loans and external loans**. For home use, students and UK staff can borrow books marked with a white stripe on the spine (status: Regular loan in the online catalogue). Most of the collection is stored in external depositories (Krystal, Lešetice), and these books can be requested in advance via the online catalogue or in person at the library.

For more detailed information about the FSV Library, see: <https://knihovna.fsv.cuni.cz/en>.

UK Discovery System (UKAŽ)

You can use UKAŽ (<https://library.cuni.cz/services/ukaz/>) 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, 118 50 Praha 1 – Malá Strana

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 organisations. The library systematically collects thematic materials on Czech foreign policy/relations, international relations, international security, international organisations, and problems of selected 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). For registration, you are required to provide your identification card (identity card, driving licence, or passport) and your student card (ISIC).

National Library of Technology (NTK)

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

Technická 2710/6, 160 80 Praha 6 – Dejvice

The National Library of Technology (NTK) is the largest and 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 a very nice café there.

Registering with the library gives you access to a wide range of services. You can use your ISIC card as your customer card. The full price is 100 CZK for an annual membership or 50 CZK for a half-year membership (students are eligible for a 50% discount). An identity card or passport and proof of residence are required for registration. Even if you do not register, you can enter the library using a free entrance pass — print it at the ticket machine near the main library turnstiles and scan it to enter.

Library of the Academy of Science

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

Národní 1009/3, 110 00 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 connections, 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. For absent borrowings, you will also need to present a residence permit in the Czech Republic. Your ISIC card can serve as a library card. 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). For absent borrowings, you will also need to present a residence permit in the Czech Republic. Your ISIC card can serve as a library card. The price is 280 CZK for a year's membership or 150 CZK for a half year. A day pass will cost you 50 CZK (with unlimited internet access included).

National Library of the Czech Republic

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

Klementinum, Mariánské nám. 190/5, 110 00 Praha 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, and 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.

You have to be registered to enter the library. The membership fee is 100 CZK per year for those aged 15—25 (200 CZK for those aged 26 and over), plus 10 CZK for a library card. To gain membership, you need a valid personal identity document (ID card, passport, driving licence, Czech permanent or long-term residence permit, etc.). However, you can get a day pass for 20 CZK to study in the reading room and use books within the library.

Accommodation

Arranging accommodation is generally up to each student. Nevertheless, the faculty can mediate an accommodation at the Charles University Dormitories (<https://kam.cuni.cz/KAMEN-1.html>) or they can recommend several private dormitories. Prague is a vibrant city with many accommodation options available, and students can arrange accommodation of their choice.

More detailed information is available at the faculty website:

<https://fsv.cuni.cz/en/study/practical-information/accommodation>.

UK Cafeterias

UK student cafeterias can be found all around Prague. Generally, they are close to one of the UK's 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>.

At the Jinonice Campus, you can find the UKafé bistro located in the foyer of building A. The menu includes several types of filled baguettes (including vegan options), sandwiches, pasta and vegetable salads by weight, soup according to the daily menu and a selection of hot delicacies. The cafe also offers various types of sweet pastries and cakes, as well as cold and hot drinks, including quality coffee.

Students are entitled to two subsidised meals a day in the Charles University canteens. In the case of the UKafé bistro, this subsidy, for the time being, covers only filled baguettes.

It is possible to pay on the spot in cash or by credit card. At the cash desk, it is also possible to top up a student or employee card, with a minimum amount of 200 CZK.

Furthermore, students have access to the kitchen in room C118, located behind the Miloslav Petrussek auditorium. The kitchen is equipped with a microwave oven, a kettle, a refrigerator, and tables.

Sport

FSV UK does not have its own department of sports and physical education; however, students can participate in sports activities organised by the Faculty of Arts and the Faculty of Law. Among the most common sports 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 sports classes on offer can be found on our faculty's website: <https://fsv.cuni.cz/en/life-faculty/sports>. The registration is the same as for all other courses, in SIS. Please note: The registration for sports courses at the Faculty of Arts (FF UK) opens on a different day from your regular course registration. Follow the news notification bar in SIS to learn the exact date.

If you prefer to exercise on your own, you can take advantage of the Multisport card for students. For a monthly fee of 349 CZK, you get four free entries per month to a wide network of sports facilities (pools, gyms, climbing, etc.) and four bike sharing fares. See the following website for more information: <https://ukpoint.cuni.cz/IPSCEN-198.html>.

You can also use public and university sports facilities (swimming pools, saunas, squash, fitness centres) at the Sport Centre Hostivař (Bruslařská 1132, Praha 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. Although the practitioner should (in theory) be willing to provide the treatment simply on the basis of your European Health Insurance Card, it will save you both time and a lot of unpleasant paperwork during the doctor's visit if you **register your EHIC in advance with any Czech insurance provider**. 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://en.vzp.cz/contacts/branches>. 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.

You can register your card at any branch of VZP, but one of the largest branches in the city centre is conveniently located 5 minutes' walk from Hollar, at Na Perštýně 6, Praha 1 (entrance in Martinská street). There is a queuing system in operation, pick a number from the machine by the entrance (press the button: for individual insurance, "individuální pojištění" in Czech), and then wait till your number comes up. The counter staff will help you with the rest.

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. Emergency ambulance 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, private healthcare, 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.

Please note: The European Health Insurance Card is not an alternative to travel insurance and does not guarantee free services. As each country's healthcare system is different, services that cost nothing at home might not be free in another country.

More detailed information is available at the faculty website: <https://fsv.cuni.cz/en/exchange/info-exchange-students/practical-information/health-insurance>.

Health Insurance for Non-EU Citizens

As of 2 August 2021, the Foreign Nationals Residence Act newly stipulates the obligation for foreign nationals entering the territory with the intention of staying more than 90 days in the Czech Republic to have travel insurance covering comprehensive health care. This obligation does not apply to foreign nationals covered by Czech public health insurance, or if their health insurance is paid for on the basis of an international agreement or if they hold a valid EHIC or GHIC health insurance card.

You can choose any insurance company that offers comprehensive health care. The most popular insurance providers in the Czech Republic are PVZP, AXA, Slavia, Uniqa, ALLIANZ and others. You must submit the document on travel medical insurance before the visa is indicated in your passport.

More detailed information is available at the faculty website: <https://fsv.cuni.cz/en/exchange/info-exchange-students/practical-information/health-insurance>.

Medical Care

If you need medical care, **guidance** is available on the faculty website:

<https://fsv.cuni.cz/en/study/practical-information/medical-care>.

Charles University has partnered with healthcare provider AGEL, which is available to provide medical services to all full-time degree students. If you are not yet registered with a General Practitioner and find yourself with acute health issues, you can come without an appointment every Monday to Friday at 7:30 - 9:00 a.m. If you choose to, you can also register with AGEL as your GP. Upon arrival at the clinic, please report to the reception desk to receive further instructions. Students must prove their affiliation with Charles University (please bring your ISIC card) and state their health insurance company.

Poliklinika Agel Praha

Address: Italská 560/37, 121 43 Praha 2

Phone: +420 221 087 111

Website: <https://poliklinika.agel.cz/praha.html>

AGEL also provides dental care at:

Stomatologické centrum Agel

Address: Vladislavova 1390/17, 110 00 Praha 1

Phone: +420 604 551 117

Website: <https://stomatologickecentrum.agel.cz/en/index.html>

Students with Special Educational Needs

Charles University offers a wide range of support for students with special educational needs. A student with special educational needs is a student with vision, hearing and mobility impairments, specific learning disorders, chronic illnesses or complaints, psychological disorders, impaired ability to communicate and combined disabilities. This support is provided free of charge based on the student's type of disability and may include modification of study conditions and environment, assistance, information and counselling services or the provision of technical equipment and aids. To be able to make use of these services, you need to be registered as a student with special educational needs. If you are interested in being registered as such a student, please contact the faculty coordinator for students with special educational needs, who will provide you with all the necessary information. It is recommended to stay in contact with this coordinator during the whole period of your study so that any problems that occur can be addressed in time. Please also inform your study programme director and programme coordinator as early as possible.

FSV UK coordinators for students with special educational needs:

E-mail: specialni.potreby@fsv.cuni.cz

Please schedule an appointment via e-mail.

Mgr. Lenka Lapšanská

Hollar building, room No. 219 / Jinonice building, room No. C615

Phone: +420 222 112 239 / +420 267 224 211

Bc. Lucie Pištěková, DiS.

Hollar building, room No. 220 / Jinonice building, room No. C616

Phone: +420 222 112 234 / +420 267 224 210

More information: <https://fsv.cuni.cz/en/study/counselling/students-special-educational-needs>.

Psychological Counselling for Students

There are several services you can use if you find yourself in a difficult situation:

In case of emergency, there are walk-in medical centres in Prague that are ready to help you in a mental health crisis. For more information, see the faculty website: <https://fsv.cuni.cz/en/study/counselling/psychological-help>.

Both FSV UK and Charles University offer short- and long-term counselling and therapy to help students with problems concerning their mental health, studies, family, personal, or other issues. If you are unsure about turning to an expert with your problems, you can arrange a free consultation.

FSV UK therapist Mgr. Anna-Marie Pospíšilová

E-mail: annamarie.pospisilova@ruk.cuni.cz

In-person sessions take place in Jinonice, room C617. Consultations and the first five sessions are free of charge. For more information, visit: <https://fsv.cuni.cz/en/study/counselling/psychological-help>.

Carolina Centre Counselling Services

Carolina Centre offers counselling in both Czech and English, free of charge for all UK students and employees. You can visit the counselling centre in person, and they also offer online services via Skype, Teams, Zoom, and other available tools.

Address: Školská 13a, 110 00 Praha 1

Email: counsel@ruk.cuni.cz

Website: <https://centrumcarolina.cuni.cz/CCENG-64.html>

There is an online application where you can book an appointment.

Asking for help is not a weakness but rather a strength.

Support in Emergency and Crisis Situations

In case of an urgent crisis, dial the public emergency phone line 112 (Integrated Rescues System — Ambulance, Police, and Fire and Rescue Service), and/or contact your embassy or consulate.

The EU **emergency call number 112** operates 24/7 and can dispatch calls in multiple languages free of charge. It works on mobile networks even without a SIM card or credit. The **diplomatic missions** typically provide assistance in cases such as traffic accidents, hospitalisation, bereavement, arrest or detention, lost or stolen passports, and financial emergencies. For a list of embassies and consulates, please visit: <https://www.embassypages.com/czech>.

Useful information can also be found on your health or travel insurance providers' websites. If you need non-life-threatening medical assistance, guidance is available on the faculty website: <https://fsv.cuni.cz/en/study/practical-information/medical-care>.

For additional emergency or crisis support, students can also contact Charles University at counsel@ruk.cuni.cz. The university offers supportive assistance, depending on the student's needs and interests.

Security at FSV UK

The **Crisis Information and Notification System (KISS)**, operated by Charles University, is in operation at FSV UK. The system is used for broad communication with students and employees at FSV UK in case of emergency and crisis situations. KISS also ensures communication with the Czech Integrated Rescue System, significantly improving our ability to respond promptly to unexpected events.

On the following page, you will find important information related to security at FSV UK, including **useful contacts and advice** on what to do in case of a security incident: <https://fsv.cuni.cz/en/about/security-fsv-uk>.

Students are required to **report any injury sustained in connection with their courses** to the lecturer. The lecturer will ensure the provision of first aid and medical treatment. The lecturer and the injured student are required to record every injury in the "Student Injury Report" form.

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. You can get an idea by looking at the maps: <https://pid.cz/en/transport-schemes/>. 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 arrived and then say what the next stop

is (in Czech). In some modern trams, buses, and metro trains, an electronic display provides information about the stops you have reached and upcoming stops on the line.

Tickets are readily available in airport lounges, in the hall of Holešovice Station and Prague Main Station, at newsstands and kiosks and from ticket machines at every entrance to the metro and selected bus and tram stops. You can also buy tickets and coupons via the Lítačka app: <https://app.pidlitacka.cz/>. Last but not least, there is a ticket machine accepting contactless payments, including credit and debit cards, in the middle of every tram vehicle.

Single tickets are priced at 30 CZK for a 30-minute journey, 40 CZK for 90 minutes, 120 CZK for 24 hours, and 330 CZK for 72 hours. During this period, you may freely switch between trams, buses, the metro, and even certain ferries and trains within Prague. One item of larger luggage is included in the fare for the 24/72-hour ticket. Otherwise, a fee of 20 CZK applies for one large item of luggage. For more information, see: <https://www.dpp.cz/en/fares/fare-pricelist> or <https://pid.cz/en/tickets-and-fare/>.

After boarding a bus or tram, or upon entering the metro area, **these tickets must be date-stamped to make them valid!** Look out for the little yellow boxes with a green arrow, which are available at the entrance to the metro and on all trams and buses. Insert your ticket into the slot beneath the arrow, ensuring the blank strip on the bottom edge is facing upwards. You will hear a faint whirring sound, and the ticket will emerge stamped with the time and date of the journey's start. Your ticket is not valid without this time and date stamp. You may be fined if you are caught travelling with an unstamped ticket. Make sure you hold the ticket the correct way up before stamping it. Some ticket inspectors can be rather strict about this.

We recommend buying **season tickets**: monthly, quarterly, or annually. You'll save money and won't need to worry about buying and validating a ticket for every journey. You'll need to obtain a Lítačka Card for this, but afterwards, you can conveniently buy your season tickets via the Lítačka app. Discounted travel is available for students under the age of 26. Students aged 26 and over must pay the full fare. The university's electronic ID card (ISIC) can be used as proof of student status when buying discounted student travel passes. The price list is available here: <https://pid.cz/en/tickets-and-fare/>.

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. The public transport runs on a Sunday schedule. On some public holidays, supermarkets and large shops are closed too.

DATE	PUBLIC HOLIDAY	SHOPS ARE
28 September	Czech Statehood Day	Closed
28 October	Independence Day	Closed
17 November	Freedom and Democracy Day	Open
24 December	Christmas Eve	Open until noon
25 December	Christmas Day	Closed
26 December	St. Stephen's Day / Boxing Day	Closed
1 January	New Year's Day	Closed
	Easter Friday	Open
	Easter Sunday	Open
	Easter Monday	Closed
1 May	May Day / Labour Day	Open
8 May	Liberation Day	Closed
5 July	Cyril and Methodius Day	Open
6 July	Jan Hus Day	Open

At Charles University, **Dean's Day and Rector's Day** are designated days when classes and regular office hours are usually cancelled, unless students and their lecturer voluntarily agree otherwise. These days give students and the academic community an opportunity to relax, meet informally, or take part in university events. At our faculty, one Dean's Day is usually announced each semester. Rector's Day is a university-wide day off, typically scheduled in the summer semester as Rector's Sports Day, during which students and staff can join sports activities and social gatherings. The dates of these days can always be found in the [faculty academic calendar](#) for the relevant academic year.

Useful contacts

Institute of International Studies

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

Website: <https://ims.fsv.cuni.cz/en>

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 e-mail 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.



Dr Petra Baštová

E-mail: study.ims@fsv.cuni.cz

Room: B323

Programme Directors

Programme Directors are ready to advise you on the academic content of your programme (curriculum, student mobility, thesis, state exam, etc.). Please inform your programme director immediately about any special educational needs you have and any emergencies affecting your studies.

History and Area Studies



Dr Jiří Vykoukal

E-mail: jiri.vykoukal@fsv.cuni.cz

Room: B334

Balkan, Eurasian and Central European Studies



Dr Tomáš Nigrin
E-mail: tomas.nigrin@fsv.cuni.cz
Room: C313

Master in Area Studies



Dr Jan Hornát
E-mail: jan.hornat@fsv.cuni.cz
Room: B325

Administrative Officer for English Language Programmes



Eva Špriňarová
E-mail: eva.sprinarova@fsv.cuni.cz
Room: C313

Faculty of Social Sciences

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

Website: <https://fsv.cuni.cz/en>

International Office

Rooms 217—219, 2nd floor

Contacts and office hours: <https://fsv.cuni.cz/en/contact-us/international-degree-programmes>

The International Office should be your first point of contact for any queries related to general administrative procedures, such as enrolment in studies, recognition of previous education, confirmations of study, financial procedures, study interruptions, etc.

- Lukáš Budín (contact person for current degree students):
e-mail: degreeprograms@fsv.cuni.cz, room: 217, phone: +420 222 112 254
- Marcela Vrbatová (contact person for applicants):
e-mail: admissions@fsv.cuni.cz, room: 217, phone: +420 222 112 284
- Eva Kapuciánová (contact person for queries about financial procedures):
e-mail: eva.kapucianova@fsv.cuni.cz, room: 219, phone: +420 222 112 287

Charles University

Central Administration, Rectorate

Rectorate is located at Ovocný trh 5, 116 36 Praha 1.

Website: <https://cuni.cz/UKEN-1.html>

UK Gifts and Souvenirs

For Charles University memorabilia, visit Knihkupectví Karolinum at Celetná 18, 110 00 Praha 1.

Opening hours: <https://shop.cuni.cz/gb/content/4-about-us>

E-shop: <https://shop.cuni.cz/gb/>

Information and Advisory Services

Information Services

You can find information services called "UK Point" ("CU Point") at Celetná 13, 116 36 Praha 1.

Opening hours: <https://ukpoint.cuni.cz/IPSCEN-30.html>

Phone: +420 224 491 850

E-mail: info@cuni.cz

Website: <https://ukpoint.cuni.cz/IPSCEN-1.html>

Advice and Counselling Centre

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

E-mail: counsel@ruk.cuni.cz

Website: <https://ukpoint.cuni.cz/IPSCEN-311.html>

Card Service Centres

Card Service Centre at CU Point

Address: Celetná 13, 110 00 Praha 1, ground floor

Phone: +420 224 491 610

At this centre, it is possible to schedule an appointment for a specific time via the **reservation system**: <https://cuni.cz/UK-2303.html>. A reservation is not mandatory; it simply ensures faster processing of your request. You will find a queue ticket dispenser on the left side of the entrance to the CU Point hall. Before entering the hall, select the desired service on the machine, and after entering, wait for your number to be called on the screen above the information desk.

Card Service Centre at the Faculty of Law

Address: nám. Curieových 7, 116 40 Praha 1, ground floor, door No. 6, counter 13

Phone: +420 221 005 487

Detailed information on the opening hours of both these centres is available on the website:

<https://cuni.cz/UKEN-135.html>.

Emergency Phone Numbers

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

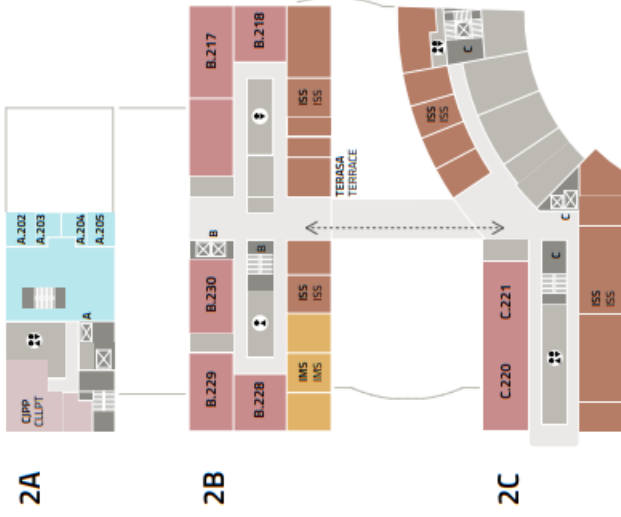
AREÁL JINONICE orientální plán JINONICE CAMPUS floor plan



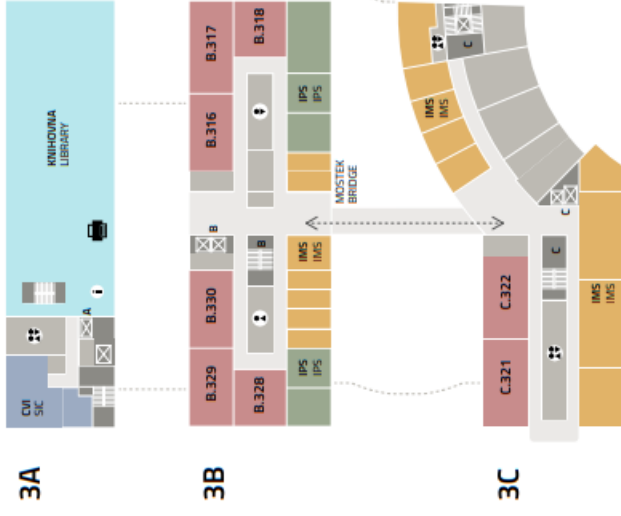
FAKULTA
SOCIÁLNÍCH VĚD
Univerzita Karlova



1A

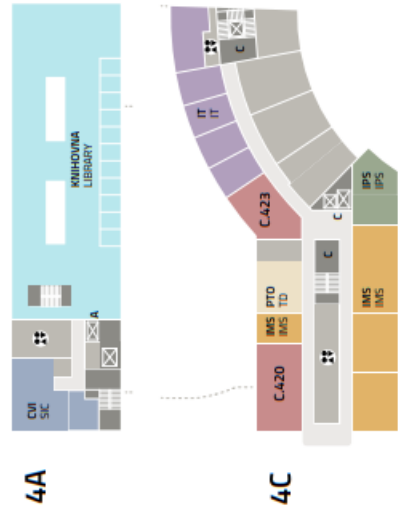


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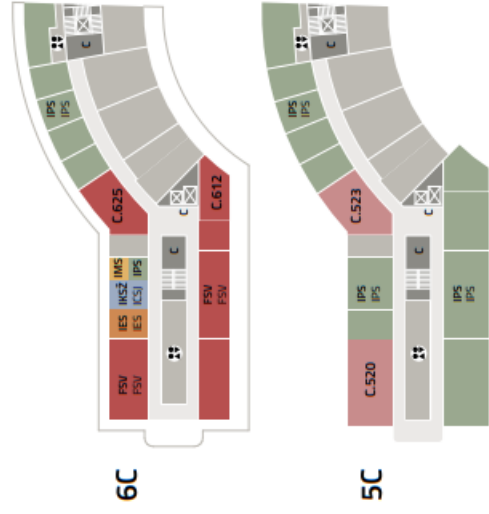


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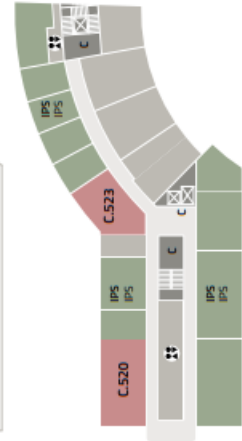
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C.019 - C.025 FOTOKOMORA DARKROOM
PARKOVÁNÍ PARKING



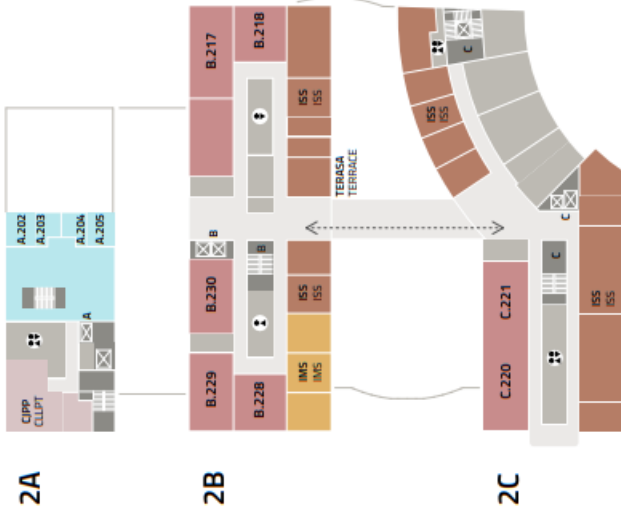
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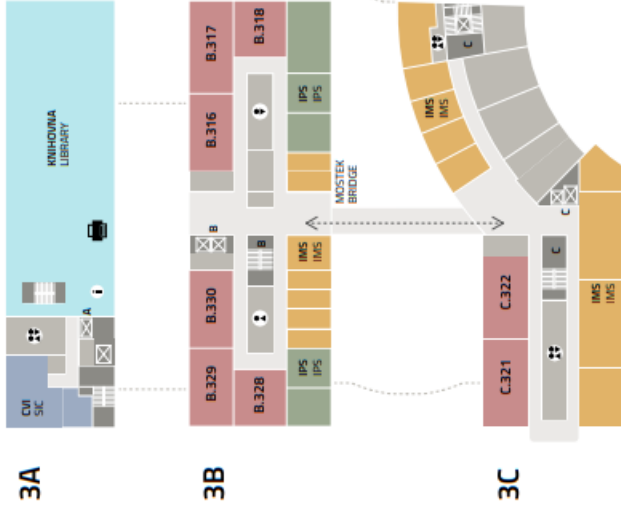
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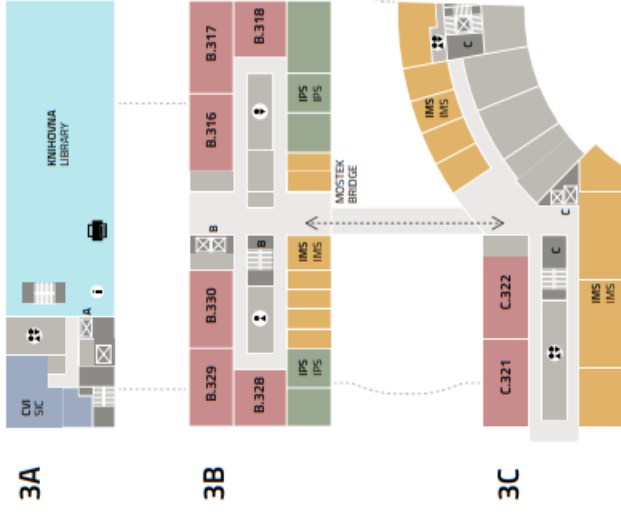
5C



2B



3B



2C

3C

- **Fakulta sociálních věd - děkanát (FSV)**
Faculty of Social Sciences - Dean's Office (FSV)
- **Institut ekonomických studií (IES)**
Institute of Economic Studies (IES)
- **Institut mezinárodních studií (IMS)**
Institute of International Studies (IMS)
- **Institut politologických studií (IPS)**
Institute of Political Studies (IPS)
- **Institut sociologických studií (ISS)**
Institute of Sociological Studies (ISS)
- **Centrum vědeckých informací (SIC)**
Scientific Information Centre (SIC)
- **Rozhlasová a televizní laboratoř (RTL)**
Radio and Television Laboratory (RTL)
- **Centrum jazykové a pedagogické přípravy (CJPP)**
Centre for Language Learning and Pedagogical Training (CJPP)
- **Učebny, posluchárny**
Classrooms, halls
- **IT oddělení (IT)**
IT department (IT)
- **Provozně technické oddělení (PTO)**
Technical department (TD)
- **Knihovna**
Library

- VSTUP ENTRANCE**
- Informace**
- Schodiště, výtah**
Stairs, elevator
- WC ženy / muži**
Restroom women / men
- Satna**
Cloakroom
- Copycentrum**
Copy centre



