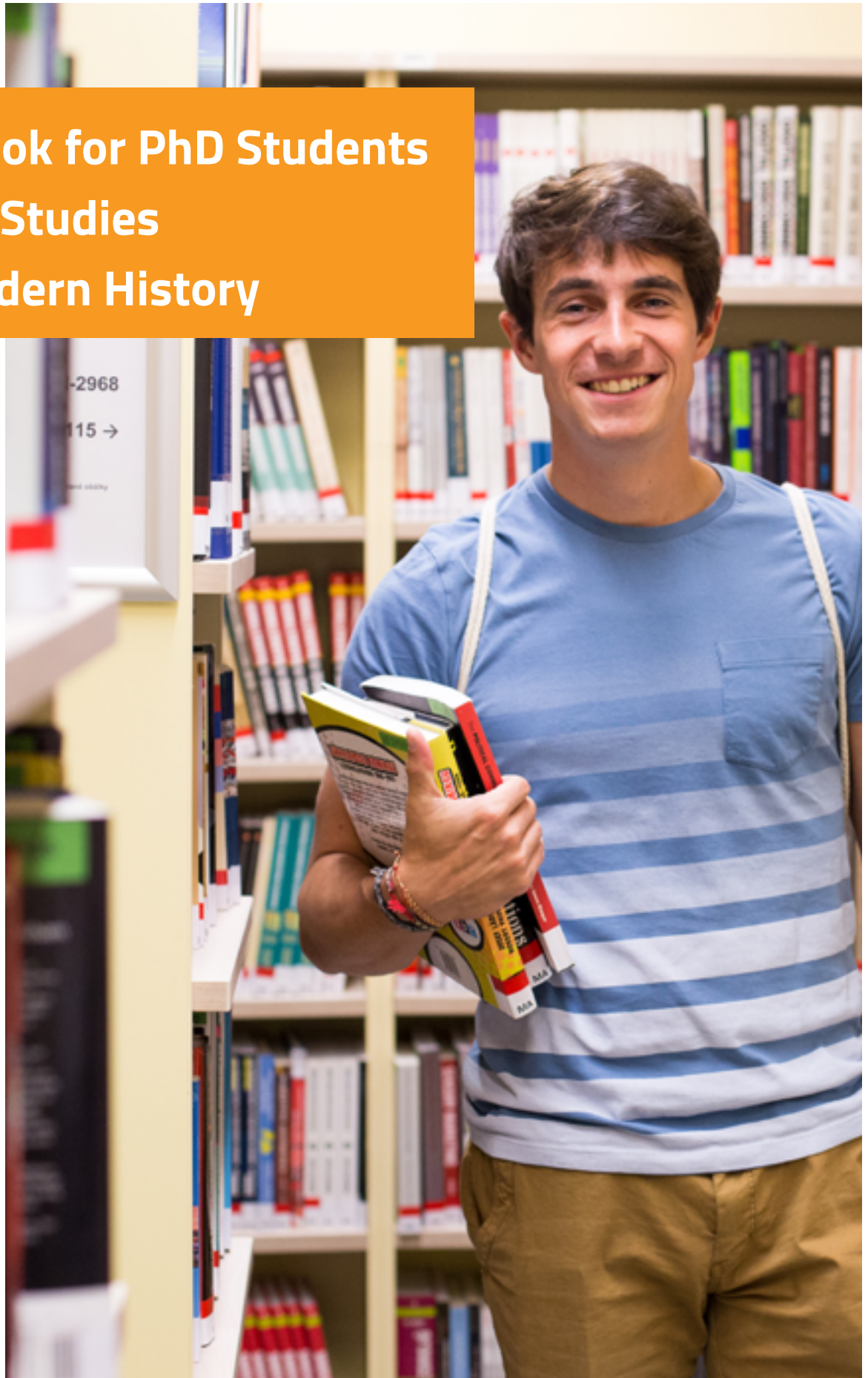


Handbook for PhD Students of Area Studies and Modern History

Institute of International Studies
Faculty of Social Sciences
Charles University

IMS
FSV UK





Dear colleagues,

On behalf of the Institute of International Studies, I would like to welcome you to our community. This Handbook for PhD 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, the academic calendar, and information on student life that can also be found on the Faculty's website.

We appreciate that you have chosen our Institute for your PhD studies and you want to focus more intensively on science and scientific work in your life. To get a PhD may be a long way with many struggles for your final goal, but all of them will make you smarter and stronger. The Institute of International Studies will help you by providing an excellent and motivating working environment to start your successful career in science and academia. It is committed to fostering a safe, inclusive, and welcoming environment for you to achieve your personal and academic goals. Therefore, as an Institute of International Studies community member, you are responsible for reviewing, understanding, and abiding by the policies and regulations outlined here, as well as all other university policies. The Institute of International Studies is a place that thrives when students succeed. That's why we're all here. Please utilise the abundant resources available at the Institute that are designed for just that—your success.

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

Sincerely

Dr Tomáš Nigrin

Director of the Institute

Table of Contents

PHD board	1
PhD programmes	3
General Information	5
Funding	11
Student mobility	15
How to enrol and what to do next?	19
Facilities for PhD students	23
Student representation	25
Institutional Structure	27
Life in Prague	31
Useful contacts	37



PHD board

About

The Institute of International Studies, Faculty of Social Sciences, Charles University offers two PhD programmes – Area Studies (AS) and Modern History (MH) – that can be studied either in the Czech language or in the English language. Each programme has a director, prof. Michal Kubát for AS and prof. Ota Konrád for MH. Programme Directors approve the Individual Study Plan, confirm courses completion and chair the Subject Area Board that assess student progress in the studies every six months (January, June). Besides, Programme Directors should be your first point of contact for any query related to the academic content of your programme (curriculum, student mobility, thesis, state exam etc.).

Director of Area Studies programme

- Prof. Michal Kubát: michal.kubat@fsv.cuni.cz

Director of Modern History programme

- Prof. Ota Konrád: ota.konrad@fsv.cuni.cz



Prof. Michal Kubát



Prof. Ota Konrád

PhD programmes

Area Studies (AS)

Area Studies (AS) is a four-year PhD programme that is ideal for students who want to explore the current (since 1990) developments of North America and Europe and aim to acquire a higher level of academic skills in terms of theoretical, methodological and analytical knowledge.

The Area Studies programme:

- is a unique study programme that you will not find at any university in the Czech Republic;
- provides a highly demanding multidisciplinary education, combining the approaches of all major social sciences (political science, sociology, modern history, law, economics, etc.);
- is internationally focused and provides a wide range of opportunities to study and work worldwide;
- is provided by top experts including regular visiting foreign professors;
- is carried out at the Institute of International Studies, which is characterised by a friendly and accommodating environment, including social, cultural, and sports activities;
- offers unique territorial coverage

The AS PhD graduates have 100% employability on top scientific, state, non-governmental, media, and other institutions and organisations, both at home and abroad (EU, NATO, OSCE, UN, and others).

Modern History (MH)

Modern History (MH) is a four-year PhD program that is ideal for students who want to explore the modern historical development of North America and Europe, their relations, and historiographical problems since the end of the 18th century and aim to acquire a higher level of academic skills in the methodology of modern and contemporary history in general.

The Modern History programme:

- is organised by the Institute of International Studies in cooperation with the Institute for Contemporary History of the CAS, which provides one-year internships for PhD students and their involvement in research at this leading Czech academic institution;
- provides a first-rate, yet challenging education in modern and contemporary history, combining a variety of approaches ranging from traditional political history to historical-anthropological approaches;
- cooperates with prominent universities abroad (e.g. University of Vienna, University of Groningen, University of Munich, University of North Carolina at Chapel Hill) and opens the opportunity for the so-called double supervision of dissertations (Cotutelle);
- helps its students to involve themselves in the activities of the institute through their membership in research groups and also within territorially focused departments;
- offers the opportunity to apply for an internal grant from the Centre for Doctoral Studies and provides the necessary background for the preparation of projects for other research grant providers, whether within Charles University, the Czech Republic or abroad.

The MD PhD graduates have 100% employability on top scientific, state, non-governmental, media, and other institutions and organisations, both at home and abroad.

General Information

The two study programmes are organised in both a full-time and combined form. The study obligations of each student and the timetable for their fulfilment are determined by the **individual study plan (ISP)**. During the first six semesters of their study, the students complete **prescribed courses** and **other academic responsibilities** in the form of publishing written works, active participation in international conferences, and internships/research stays abroad. By the end of their last semester, they **pass a state doctoral examination**. The study is completed by **defending the dissertation thesis**.

Details on the organisation and content of the studies are governed by the Rules for the Organization of Studies (in [CZE](#) and [ENG](#)) at the Institute of International Studies FSV UK and by other relevant faculty regulations.

Supervisor and Consultant

The supervisor is usually an academic employee of the Faculty of Social Sciences, Charles University (FSV UK). Exceptionally, if this is useful in terms of the dissertation topic, the supervisor may be an academic or a researcher from another workplace. The supervisor is usually an academic with the rank of associate professor or professor. The supervisor may be an academic with a PhD diploma, namely in justified cases where it is useful for the dissertation topic. Proposals for appointing supervisors, or more precisely consultants shall be submitted by the relevant Subject Area Board to the Dean of the Faculty. The admitted applicants shall be informed about the proposal by the Subject Area Board. The supervisor approves the assessment of the student's fulfilment of his / her study duties every year and sets the dates and tasks for the next period.

Individual Study Plan

Doctoral study programmes are conducted according to an **individual study plan** (hereinafter referred to as ISP), which must be compiled in accordance with the curriculum defined by the accreditation of a given study programme (for the detailed structure of each programme see the section below).

The content of the ISP is, in particular, a plan for the preparation of a dissertation thesis, the outline of study obligations, scientific research, or other creative obligations, as well as planned or recommended study stays abroad/internships. Notably, the ISP must include the following study requirements: JTD001, JTD003 (for MH), JTD004 (for AS), JTD005, JTD006, JTD007, JTD008, JTD009, JTD010, JTD011, JTD012, JTD013, JTD014, an IMS PhD Conference, minor dissertation defence and a dissertation defence, or in some cases other study requirements imposed by the Subject Area Board, academic supervisor of the study programme or the supervisor (especially JTD020).

The ISP includes a timetable for fulfilling individual obligations. The student is responsible for the preparation of the individual study plan. Students should follow the ISP template when filling out the ISP. In the ISP, all study requirements are scheduled to meet the standard period of study, i.e. eight semesters.

The first-year student is obliged to submit an individual study plan through the Study Information System for approval by the supervisor. Should s/he fail to do so by November 15 of the academic year in which s/he enrolled as a first-year student, his or her study will be terminated. The ISP is approved by the subject board of a corresponding doctoral study program. The subject board will discuss the ISP by the end of January of the academic year. Having been approved, the individual study plan becomes binding for the student.

The ISP explicitly stipulates which examinations (completed in the previous education) are recognised as fulfilling the requirements of PhD studies. Students submit photocopies of the relevant certificates (e.g. a diploma, university records of grades and other similar documents) to the Student Services Office of the Faculty.

Yearly Assessment of Study and Specification of ISP

Each academic year (a specific date will always be set by the academic supervisor of the study programme), students complete a yearly study assessment in the SIS, in which they capture the course of study in the past academic year in detail and justify any shortcomings in the ISP. On this basis, the supervisors will assess the course of study and propose measures to improve the learning outcomes, including, if necessary, reducing the scholarship of the student concerned for a specified period. The evaluations and supervisors' proposals are then assessed by the Subject Area Board, which will accept appropriate decisions, including student assessments.

The Subject Area Board assesses students at its June meeting. In case of giving a grade of B,

the relevant student is re-assessed at the following January meeting of the Subject Area Board. In the case of a completely unsatisfactory course of study, the Subject Area Board may give a grade of C and thus propose that the Dean of the Faculty terminates their studies for failing to fulfil their study requirements.

Final Assessment of Studies

The final assessment of the studies is part of the application for the state doctoral examination and the application for the dissertation defence. Assessments are made by supervisors and are approved by the academic supervisor of the study programme. The final assessment contains a detailed list of students' study and scientific activities and a list of their published works, and it explicitly states whether the student has met all the study requirements set by the ISP. Attached to the final assessment is an excerpt from the SIS, which certifies the fulfilment of all prescribed study requirements.

Interruption of Studies

Students initiate an official interruption of their studies by delivering **a formal written request** to the Student Services Office of the Faculty. The request must be made at least three weeks before the start of a semester and before they register for a further year of study. Unless disciplinary proceedings have been initiated against the students, the interruption request 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. Except for severe cases, mainly such as health reasons, the study may not be interrupted before completion of the first semester.

Please note that an official interruption of studies does not in any way extend the maximum allowed period of studies, which is eight years for a PhD degree. During an interruption period, the student loses the legal status of a student.

Termination of Studies

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

1. the student has not achieved to fulfil their ISP and, consequently, the student has received the grading C by the AS/MD Board;
2. the student has not registered for a further year of study or his/her studies have been interrupted and the student has not registered for a further year after the interruption;
3. the student has not successfully graduated within the maximum period allowed for his/her studies (for a PhD's degree eight years);

4. the Disciplinary Committee has decided to terminate the student's studies.

Fees (only for English-language PhD Programmes)

English-language PhD Programmes are considered part of the English-language programmes taught at the Faculty of Social Sciences, Charles University which imposes the following tuition fees: Annual tuition fees for students commencing in the academic year are set at **500 EUR**.

Students of English-language PhD programmes who systematically fulfil their study obligations, that are specified in their individual study plans, are awarded an annually special scholarship **300 EUR**.

Publications

Please report all publications at IMS, including those that have been created as part of grant projects investigated at FSV UK into the OBD database. See more information on the [IMS website](#).

The OBD Database can be used to register publications continuously. The publication for each calendar year must be entered into the database by March 15 of the following year at the latest. The materials for collective outputs must be submitted to Barbora Navrátilová (barbora.navratilova@fsv.cuni.cz) by February 15.

Plagiarism

Be aware that at Charles University plagiarism is strictly prosecuted. In extreme cases, it may result in expulsion from the University. The Faculty uses Urkund and Turnitin anti-plagiarism software for verifying that all essays and theses are free from plagiarism. Please make sure all information, data, graphs, and numbers in your work taken from external sources are explicitly quoted and correctly referenced. Various guides and manuals on research methods, academic writing, quotation,



acknowledgement of sources, and bibliographic citation are available at the Faculty's website for your reference.

What constitutes plagiarism:

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

Research centres

Research Centers are an integral part of research at IMS. PhD students are encouraged to participate in the activities of the Center of their choice. There are currently nine Research Centers at the IMS, see our [website](#).

If you are interested in becoming a member of one of the centers, please get in touch with the head of the center and the Deputy Director for Research, Prof. Tomáš Weiss (tomas.weiss@fsv.cuni.cz) and Mgr. Barbora Navrátilová (barbora.navratilova@fsv.cuni.cz).

Important documents

- [Director's Decree on doctoral studies at IMS FSV UK](#)
- [Rules for the organization of doctoral studies at the Institute of International Studies, FSV UK \(valid for all students starting their studies from the 2022/2023 academic year onwards\)](#)
- [Rules for the organization of doctoral studies at the Institute of International Studies, FSV UK](#)



Funding

Scholarships

Charles University's full-time doctoral students are awarded monthly **doctoral scholarships of 10 500 CZK** for the period of the whole 4-year study. The scholarship is tax-free.

The scholarship is increased to **12 500 CZK** per month once the state exam is successfully finished.

Students are subsequently remunerated according to the current financial capacity of the Institute for the tuition and participation in organisational matters related to the tuition (e.g. for ensuring a smooth course of the entrance examinations, membership in the examination boards). Similarly, they are included in the internal system of awarding remuneration for their publishing activity, with the requirement to report publications to the OBD Database (the Charles University register of all publication activities) and their dedication to the Faculty of Social Sciences.

Accommodation Bursary

A basic accommodation bursary is awarded by the Rector to all students upon application unless they are subject to an obstacle to granting a bursary, except for students to whom an increased bursary has already been awarded.

An increased accommodation bursary is awarded by the Rector based on an application for assessment of the social situation of the student's household, in accordance with applicable legislation. The bursary is usually paid in two categories, at two separate rates. The detailed award criteria are set out in a Rector's directive.

The bursary is paid by the Rector's Office, by way of a non-cash payment to the student's account. Where a student is enrolled in several programmes of study, this bursary may be awarded and paid only once for the given period.

Apart from that, students of the PhD Programmes can take advantage of several possibilities of gaining funding that can help them to finance their studies:

Funding at Charles University

Doctoral Studies Centre (CDS)

This internal programme of the Institute of International Studies is supporting its talented and excellent PhD students with the monthly financial support of 7 500 CZK for one academic year. PhD students can apply only after finishing their first year as the support is intended for the completion of the dissertation work or outputs of major grants.

For more information see the [website of the Institute](#).

Charles University Grant Agency (GA UK)

Charles University Grant Agency (GA UK) offers research grants for individual and collective research projects for Master and PhD students of the University. GA UK represents an excellent opportunity to fund your fieldwork/archive research and travel to conferences. A part of the yearly budget can also be paid in the form of a scholarship to the principal investigator.

For more information, see the [website of the Rectorate](#).

Funding in the Czech Republic

Czech Science Foundation (GA ČR)

The Czech Science Foundation (GA ČR) was established in 1993. It is an independent institution providing grants to fund basic research via projects ranging from 1 to 5 years in duration. The Czech Science Foundation provides funding for research projects which are selected annually based on a public competition. It also finances projects implemented via bilateral and European international programmes. Every year, the Foundation receives around 3000 applications for grant funding, of which around a quarter are successful. Charles University has been receiving GAČR funding since 1996; the University currently accounts for almost 20 per cent of all GAČR-funded projects.

For more information, see the [website of GA ČR](#).

Technology Agency of the Czech Republic (TAČR)

Technology Agency of the Czech Republic (TAČR) is a state body that was set up in 2009 to centralise state support for applied research and development. The Agency's main role is to prepare and implement programmes for applied research, experimental development, and innovation,



thus helping to boost the Czech Republic's competitiveness and support economic growth. One of the key benefits of the Agency's work is the strengthening of ties between research institutions and the commercial sector. Charles University has been a recipient of TAČR funding for projects since 2010 when the Agency announced its first public competition as part of the ALFA programme. In the third competition, almost a third of the projects submitted by Charles University was approved for funding – twice the average success rate.

For more information, see the [website of TAČR](#).

Centre français de recherche en sciences sociales (CEFRES)

The French Research Center in Humanities and Social Sciences (CEFRES) that resides in Prague is offering one-year scholarships of 10000 CZK per month for talented and excellent PhD students of their 2nd year and above studies. The support is provided within the programme CEFRES Platform PhD Fellowship to three students enrolled at the Academy of Sciences of the Czech Republic or the Charles University in Prague.

For more information, see the [website of CEFRES](#).



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 for one semester or a whole academic year, practical placements, summer schools, and research trips abroad. The University continuously strive to broaden the range of international activities on offer to students.

Erasmus

Erasmus+ study stays

[Study stays](#) are organised based on a series of bilateral agreements with specific partner universities. The selection panel for the Erasmus+ study exchange meets once a year in February/early March to decide upon exchanges in the following academic year. Application details are usually posted on the International Office's website in January/February. Successful applicants receive a 100% waiver of school fees at the host university and a scholarship from the Erasmus+ programme to help fund their living costs abroad. The exact amount of the scholarship depends on the destination and is given by the Rectorate.

Erasmus+ practical placements

Aside from study exchanges, [practical placements](#) provide students with yet another opportunity to gain experience abroad within the Erasmus+ programme. The selection panel for Erasmus+ practical placements usually meets twice a year. Information on procedures and deadlines are posted on the International Office's website. Although students can work at a broad range of organisations and institutions, practical placements are not offered in the EU institutions, organisations administering EU programmes or national diplomatic missions of a student's home country abroad.

Inter-university study exchanges

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

Aside from inter-university exchanges, students may also benefit from **inter-faculty** and **inter-government exchanges**. You may also study abroad in **Central and Eastern European countries with the Central European Exchange Programme for University Studies (CEEPUS)**. Alternatively, you can undertake an individual exchange as a freemover, if you can organise the exchange by yourself (note: financial support for these exchanges is limited, and the University abroad usually charges an additional fee.) All the outgoing programmes can be found at the [Faculty's website](#).

Funding for Exchange Abroad

Here below, you can find the financial support instruments of Charles University for exchanges abroad.

Rector's Mobility Fund

The University's main instrument for supporting students studying abroad, the Rector's Mobility Fund, was set up in 2001 primarily to help finance university-to-university exchanges. Financial support from the Rector's Mobility Fund may be granted to both the student, the academic staff, and also to the visiting academic staff. The Mobility Fund generally issues two calls for funding applications over the year, one with a deadline in March and one in October.

The Mobility Fund has the following principles:

- It will only ever fund future travel plans (i.e. it will not fund travel in arrears).
- It will provide no more than half of the student's anticipated expenses. The aim of the Mobility Fund is to contribute to the student's extra living/study expenses while they are abroad, not to provide 100% financing.
- The contribution cannot be claimed for Erasmus + stays, which include a scholarship.

POINT

POINT programme (Support for the Internationalisation of Charles University) was established as one of the instruments of financial support for activities aimed at increasing the level of internationalisation of the university. Concerning student activities, the support aims at short-term abroad stays such as:

- Support for participation in or stays of CU students at summer schools (except for language courses);
- Short free-of-charge professional internships of students with a maximum duration of 3 weeks;
- International competitions and championships;
- Student conferences or meetings related to the internationalisation of CU activities.

Detailed information about international student mobility can be found on the [Faculty's website](#).



How to enrol and what to do next?

Enrolment

Before you can commence your studies, you first **have to enrol**. PhD enrolment is the individual process, therefore visit Ms Denisa Šmejkalová, the PhD student officer. Find the contact to Ms Šmejkalová and the office hours of the Student Services Office on the [Faculty's website](#).

Once you are officially enrolled, you are allowed to attend courses at the University, take examinations, and receive an academic degree. Enrolment allows you access to all the facilities at the University.

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

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](#).

Student ID Cards

Charles University student ID cards serve as an evidence of the holder's relation to the University and one of its faculties. These chip cards contain personal data, a bar code, a photograph and a signature strip. The cards are used for access to FSV buildings

and to some FSV computer labs and libraries. You can also use your student card to pay for printing and copying, as well as meals in the University's cafeterias.

In order to be able to use the card for printing, copying, and in the University's 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 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 [here](#). The regular UK student card is issued free of charge, but UK students must pay a standard annual fee for the ISIC card.

Detailed information on UK student cards can be found on the [University's website](#).

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 the login: **a name login** (a sequence of letters) 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.

Password

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

Student Information System (SIS UK)

The [Student Information System](#) (SIS UK) 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 [Faculty's website](#).

Username and Password

The user login for access to the central SIS is:

- Username - the username 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**.

E-mail address

After the enrolment, the PhD student gets the e-mail address where the login is always in the following form: IDnumber@fsv.cuni.cz (for example: 15862168@fsv.cuni.cz). The e-mail alias in the nominal form name.surname@fsv.cuni.cz is automatically set for PhD students as well.

ORCID instructions

PhD students need to establish and then use an ORCID (academic personal identifier) at the beginning of the first year of the PhD study. Please find detailed instructions on how to register to the ORCID platform at the [Faculty's website](#).

Registration for Courses

You register for courses through the **Student Information System**. In order to log into the system,

you need to use the password you obtained along with your student ID (CAS password).

Registration for individual courses is open **twice a year**, at the start of each semester. 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.

Business cards

PhD students have the rights to order business cards with the affiliation of the Faculty of Social Sciences, Charles University. Find more information at the [Faculty's website](#).

Benefits

Office365, Grammarly



Facilities for PhD students

University Computer Labs, Wi-fi, Printers

Once you have enrolled, you are issued a computer account for the PCs at the Faculty. Your account is activated once you have changed the initial password provided by the Card Service Centre. Please do not share your login information with other students; students bear responsibility for the 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 is available at the [website of the Computer Science Centre](#).

Network printers

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

Libraries

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

The Library in Opletalova gathers collections of economic literature. Publications are freely available over the counter and placed along with magazines in the library. The library primarily offers the books for in-house loans and part of books for outside loans (books in high demand). Other books for outside loans are available in an adjoining depository and need to be ordered in advance.

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

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., check websites of the particular faculties.

UK Discovery System (UKAŽ)

You can use [UKAŽ](#) to search the UK's collections and find books, e-books, e-journal articles, and more. You can search 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 in to your account.

Doctoral Room

Our Institute provides a special office (C328 - 3rd floor) in the Jinonice Campus. All doctoral students are invited to study there and meet other colleagues during the standard opening hours of the Campus.

Student representation

SIMS

The SIMS is an informal association of elected IMS students, including a PhD representative, whose task is to solve students' problems, i.e. to bridge the imaginary gap between them and the academic staff and IMS management. The representatives of this association have the right to take part in meetings of the Institute's management, where they not only receive information on all IMS events but can also express their views and inform the management about wishes and comments from the students. Another activity of the SIMS is to organise traditional social and educational events (and not only them) for the IMS students.

These include, for example, welcome parties, Christmas parties, traditional beer get-togethers with teachers, year competitions, karaoke parties, lectures on current issues, breakfast with a celebrity, informative lectures on Erasmus and other student exchange agreements, or introductory newsletters for students in the first year of their bachelor's degree studies.

Elections to the SIMS are held at the beginning of each winter semester for students of all years. The elected representatives then elect the chairman of the whole association. The general requirement for candidates is the motivation to change things, the willingness to communicate and help others, and the desire to organise. We offer the possibility of self-fulfilment thanks to a wide range of cultural and social events, which the selected "SIMSák" ("SIMS person") can participate in, the possibility to test your abilities and skills and a pleasant team pulling on the same rope.

The SIMS is a member association of the CU Student Union and of the FSV UK Student Events, where it helps with the implementation of the events for all the FSV UK students.

Follow us on [Facebook](#) or on [Instagram](#).

E-mail: sims@fsv.cuni.cz

Academic Senate of the Faculty of Social Sciences (UK)

The Faculty Academic Senate consists of twenty members; ten are elected from the academic staff, and ten are its students. The Board of the Faculty Academic Senate consists of the President, the Vice-President, and two other members of the Board. The term of office of the Senate is two years. The current term of office is **1st February 2023 – 31st January 2025**.

The Faculty Academic Senate establishes working commissions, the regular being the Economic, Legislative, and Study Commission. At present, the Faculty Academic Senate also has a Social Commission, a Commission for Development, and a Commission for External Relations of the AS FSV UK.

If you have any suggestions for the Senate, you can turn to individual Senators depending on their institutional affiliation and/or commission membership, or simply e-mail senat@fsv.cuni.cz.

Find the list of student representatives including contacts of the IMS at the Academic Senate of FSV UK on the [Faculty's website](#).

Student Ombudsmen

The Student Ombudsman is a defender of the rights of the university students of the Faculty of Social Sciences of the Charles University. An Ombudsman's function is to ensure the quick and effective resolution of a broad range of problems experienced by students and contribute to the creation of a collegial atmosphere within the Faculty. An Ombudsman functions as a mediator, negotiator, advisor, and initiator. The office of the Ombudsman is a supportive position that complements the existing structure of the faculty. A Student Ombudsman will be supported by the Academic Senate of the Faculty of Social Sciences and if necessary, other bodies of the Faculty, for support.

The IMS Ombudsman can be contacted via e-mail at ombudsman.ims@fsv.cuni.cz.

More information can be found at the [Faculty's website](#).

Institutional Structure

Charles University (UK)

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

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

Faculty of Social Sciences (FSV UK)

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

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

The Hollar Building houses the central administration of FSV UK and the Institute of Communication Studies and Journalism. Courses of the Czech language are taught there. The central and journalist library is located there. (Smetanovo nábřeží 6, 110 01 Prague)

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

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

Institute of International Studies (IMS)

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

The students of the PhD programmes are, according to the topic of their dissertation and its territorial matters, assigned to the individual departments of the Institute of International Studies where they participate in scientific, pedagogical, and other activities.

Head of the Institute

Director

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

Deputy Directors

Deputy Director for Study

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

Deputy Director for Research

Dr Tomáš Weiss, e-mail: tomas.weiss@fsv.cuni.cz

Heads of Departments

Department of North American Studies

Dr Jan Hornát, e-mail: jan.hornat@fsv.cuni.cz

Department of European Studies

Dr Eliška Tomalová, e-mail: eliska.tomalova@fsv.cuni.cz

Department of German and Austrian Studies

Dr Zuzana Lizcová, e-mail: zuzana.lizcova@fsv.cuni.cz

Department of Russian and East European Studies

Dr Daniela Kolenovská, e-mail: daniela.kolenovska@fsv.cuni.cz

Directors of PhD programmes

International Area Studies

Prof. Michal Kubát, e-mail: michal.kubat@fsv.cuni.cz

Modern History

Prof. Ota Konrád, e-mail: ota.konrad@fsv.cuni.cz

Administrative staff

Administrative Coordinator

Mgr. Iveta Hönigerová, e-mail: iveta.honigerova@fsv.cuni.cz



Life in Prague

Studying

Library of the Institute of International Relations (IIR library)

([library website](#))

Nerudova 3, Praha 1

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

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

National Library of Technology (NTK)

([library website](#))

Technická 6/2710, 160 80 Praha 6 – Dejvice

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

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

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

Library of the Academy of Science

([library website](#))

Národní 1009/3, 115 22 Praha 1

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

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

National Library of the Czech Republic

([library website](#))

Klementinum 190, 110 00 Prague 1

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

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

UK Cafeterias

UK student cafeterias can be found all around Prague. Generally, they are close to one of the UK faculties or halls of residence. Students typically have a choice of four 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](#).

Sport

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

All necessary information about the sport classes on offer can always be found at the [Faculty of Arts Department of Physical Education](#) website. Students who wish to participate in one or more of the sports classes will have to register at the website using their CAS login and a Jinonice domain password.

The Faculty of Arts Department of Physical Education only communicates in Czech. Signing up for a sports activity and finding out details might be a bit challenging in the beginning. If you would like to join a sports class from the very beginning of your studies, we recommend you ask a Czech fellow student or a coordinator of English-language programmes to help you.

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

Health insurance (Czech citizens only)

Since 1. 1. 2018, the Czech state has paid for health insurance for Czech citizens aged over-26 and studying for the first time in a doctoral study programme carried out by a university in the Czech Republic at a standard time in the full-time form. But they must not be self-employed or employees at the same time. For more information, visit the [following website](#) (only in Czech).

Health Care (for non-Czech citizens)

Health Insurance for EU Citizens

All EU nationals should be able to cover the cost of standard medical treatment with their **European Health Insurance Card** (EHIC), with form E111, or by a Provisional Certificate. However, in order to obtain treatment under European regulations, students must make sure they contact a medical

institution that has a contract with the Czech public health insurance system (most of them have, but some institutions are purely private). Also, students must bring their EHIC or form E111 with them, as well as an ID (e.g., passport, ID card, driver's licence). Otherwise, the physician can insist on cash payment in advance.

If you are a student from an EU country, we recommend that you acknowledge your Health Insurance Card in case you need to visit a doctor during your stay in the Czech Republic. Visit any health insurance provider in the Czech Republic to get your EHIC card acknowledged. We recommend VZP, which is the most common provider. Its offices are listed [here](#). Please remember to get the EHIC card acknowledged as soon as possible, so that you do not need to do that when you are really feeling unwell. The doctor may not treat you without this acknowledgment.

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

Standard dental care is generally covered by the health insurance system as in other EU countries, however, some forms of nonessential (cosmetic) treatment or higher quality materials require extra payment.

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

Health Insurance for Non-EU Citizens

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

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

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

Psychological Counselling for Students

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

Address: Školská 13a, Prague 1

Support in Emergency and Crisis Situations

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

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

Public Transport

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

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

Finding your stop: Throughout the Prague public transport system, the names of each stop are announced over the public address system before the doors open. At each stop, the system will first give the name of the stop where you have arrived, and then say what the next stop is (in Czech, of course). In the more modern trams, buses and Metro trains, there is also a computer display which gives information about the stop that you have reached and other stops on the line ahead.

Travel passes: Cut-price travel is available for students under the age of 26. Students 26 and over have to pay full price, regardless of their student status. Thanks to an agreement between Charles University and the Prague Public Transit Company, the university’s electronic ID card can now also be used as a student ID for purchasing cut-price student travel passes. Students can simply take the ID card you will be issued at registration to the ticket office at any major Metro station and make your purchase. However, students need to wait 24 hours after their card is issued to allow the data to transfer and to use it in this way.

Students who are 26 and over do not qualify for the student discount. However, it is still possible to buy a normal season ticket or Lítačka. For more information, please visit [Prague Public Transit Company](#) website. See also the [Vaclav Havel Airport](#) website for information on traveling to and from the Prague airport.

Public Holidays

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

DATE	PUBLIC HOLIDAY	DATE	PUBLIC HOLIDAY
28th of September	Czech Statehood Day	-	Easter friday
28th of October	Independence Day	-	Easter Sunday
17th of November	Freedom and Democracy Day	-	Easter Monday
24th of December	Christmas Eve	1st of May	May Day
25th of December	Christmas Day	8th of May	Liberation Day
26th of December	St. Stephen’s Day/ Boxing Day	5th of July	Cyril and Methodius Day
1st of January	New Year’s Day	6th of July	Jan Hus Day

Useful contacts

Institute of International Studies

Institute is located at U Kříže 8, 158 00 Prague 5. The closest metro station is Jinonice (yellow line B); closest bus stop is Jinonice – buses no. 137, 149 and 904.

PhD Programmes Administrative Coordinator

E-mailing the PhD Programmes Administrative 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 student 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.

- Iveta Hönigerová: iveta.honigerova@fsv.cuni.cz

Office: C313 (3rd floor)

Programme Directors

Programme Directors should be your first point of contact for any query related to the academic content of your programme.

Area Studies

- Prof. Michal Kubát: michal.kubat@fsv.cuni.cz

Office: C317 (3rd floor)

Modern History

- Dr. Ota Konrád: ota.konrad@fsv.cuni.cz

Office: C414 (4th floor)

Faculty of Social Sciences

The FSV UK central administration is located in the Hollar Building, Smetanovo nábřeží 6, 110 01 Prague 1.

Student Services Office

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

- Denisa Šmejkalová: denisa.smejkalova@fsv.cuni.cz

Office: 205 (2nd floor)

Charles University

Central Administration, Rectorate

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

- +420 224 491 111

Information and Advisory Services

Information Services

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

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

Support for Students with Special Needs

You can find such support at Carolina Centre, Celetná 13, 116 36 Prague 1

- centrumcarolina@cuni.cz
- <https://centrumcarolina.cuni.cz/CCENG-9.html>

Advice and Counselling Services

You can find counselling services at Carolina Centre, Celetná 13, 116 36 Prague 1

- centrumcarolina@cuni.cz
- <https://centrumcarolina.cuni.cz/CCENG-9.html>

UK Gifts and Souvenirs

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

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

Card Service Centres

Card Service Centre - CU POINT

Celetná 13, Prague 1 (ground floor)

In this card service center, it is possible to arrange appointment to specific date via reservation system.

Card Service Centre at the Faculty of Law

Faculty of Law, nám. Curieových 7, Prague 1 (1st basement)

Card Service Centre at the Faculty of Mathematics and Physics

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

Detailed information on the opening hours of 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

