



ACADEMIC INFORMATION



FACULTY
OF SOCIAL SCIENCES
Charles University

AGENDA

- 1) Student manual academic year 23/24 and other guides for students
- 1) Academic calendar, payment calendar and hybrid lectures in WS 23/24
- 1) Study Regulations
- 1) Degree Recognition - Nostrifikace
- 2) Course codes & class location
- 3) Czech language courses
- 4) Faculty emails, Eduroam wifi & E-learning support
- 5) Registration into studies & Student ID Card
- 6) Examination
- 7) Plagiarism
- 8) Study abroad opportunities
- 9) Useful links



STUDENT MANUAL 2023/2024

- ❑ PLEASE download and read carefully Student Manual for the academic year 23/24 - [HERE](#)



All detailed information from welcome presentation videos

- ❑ [Charles University Guide for International Students](#)

ACADEMIC CALENDAR - WS

Winter Semester 2023/2024	October 1, 2023 – February 16, 2024
Registration for classes in SIS (Student Information System) - Online	September 19, from 10/11 am CET (masters/bachelors) - October 8, 11:59 pm CET
Welcome Week	As per ESN presentation, to be sent by email
ONLINE Q&A on Registrations	September 14 (2 p.m.)
Orientation meeting	September 25, 9 a.m., Jinonice campus
Classes	October 2 – December 22, 2023
Registration for Examinations in SIS – Online	Starts December 1, 2023
Examination Period	January 08 – February 16, 2024



ACADEMIC CALENDAR - SS

Summer Semester 2023/2024	February 19, 2024 – June 30, 2024
Registration for classes in SIS (Student Information System) - Online	February 2, from 10/11 am CET (masters/bachelors) - February 25, 11:59 pm CET
Classes	February 19 – May 17 2024
Registration for Examinations in SIS – Online	Starts April 1 2024
Examination Period	May 27 – June 28 2023 September 2 – September 6 2023

The academic calendar is available [HERE](#)



PAYMENT CALENDAR

Winter Semester	
Issuance of invoices	Beginning of October
Instalment due date	22/10/2023
Summer Semester	
Issuance of invoices	Beginning of March
Instalment due date	31/03/2024



What To Do When The Course Is Full?

1. Do not panic.
2. Enrol into the waiting list.
3. Email the professor.
4. If the professor confirms your spot by email, forward the professor's email to us and we can add you to the course.
5. Make a plan B course selection – search for more courses.



HYBRID LECTURES IN WS 23/24

- HYBRID tuition** available for students with visa issues that can't come before October 2nd
- BUT online tuition is ONLY a corrective measure for valid objective reasons
- Online classes upon request, which must be submitted to the IO and approved
- After arrival, students will resume the courses in-person

STUDY REGULATIONS

- ❑ Please make sure you READ the Student Manual!

- ❑ Limited number of times you can register for each subject during the whole time of study :
 - Mandatory and Elective Mandatory – twice at maximum
 - Elective – once at maximum

- ❑ Three attempts to pass the class exam – retakes only allowed if you have failed the previous attempt(s).

- ❑ Minimum amount of credits required per year – see [HERE](#)
- ❑ Maximum period of studies – 6 year for bachelors; 5 year for masters

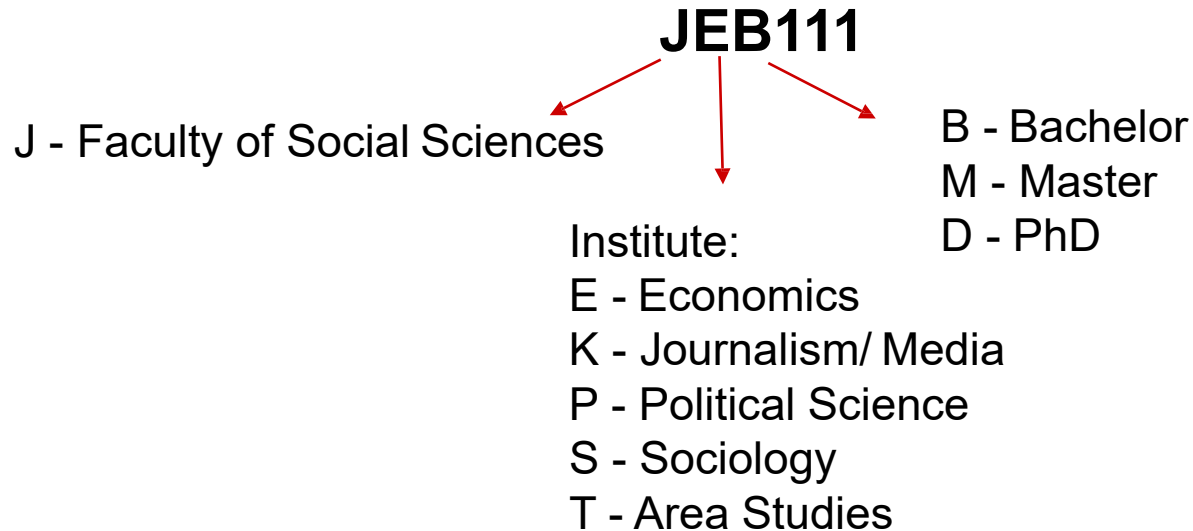
PLEASE, read carefully our website [HERE](#)

DEGREE RECOGNITION = NOSTRIFICATION

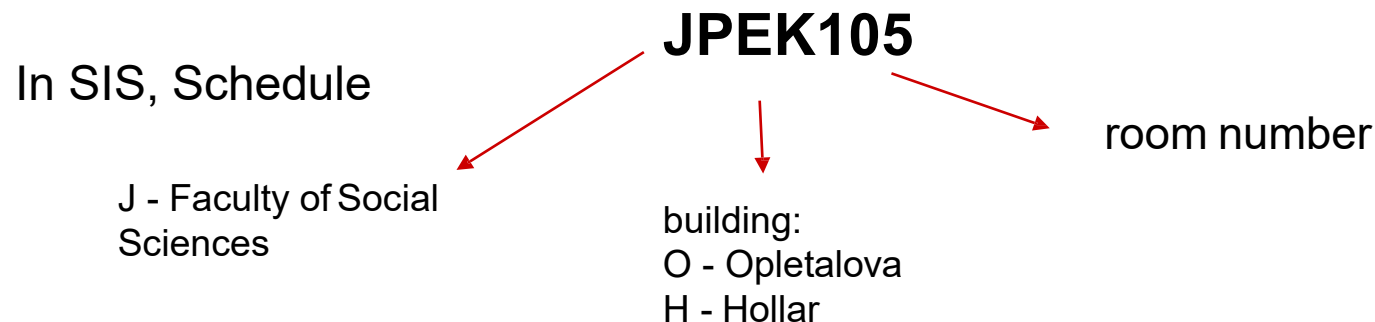
- Only for the purpose of the study at FSV UK – can be done by FSV
 - Submit notarized copy of Diploma and transcript at registration
 - If you don't have it available yet – bring it to IO ASAP
- For the official degree recognition for other purposes
 - Submit the application to the Rectorate CU
- Detailed information available on our website [here](#) (bachelor)/[here](#) (high school)
- For more information regarding the process of recognition of your previous education you can also contact Marcela Vrbatová or write to admissions@fsv.cuni.cz

How to read Course code and class location

Course code in SIS:



Class location code:



Please note that location codes for Jinonice campus look different – e.g. B328



CZECH LANGUAGE COURSES

Czech as a Foreign Language



Czech language courses are especially designed for students from degree programmes and Erasmus students (including students from other university faculties). They are taught from the beginner level and students can enroll in each course both in the winter and summer semester.

Tuition fees:

Degree programme students do not pay an extra fee.

This will be settled with the institute they study at.

Erasmus and PhD. students pay **4,800,- CZK** per semester in the **Hollar building** at the **cash office**.

Should you have any questions, do not hesitate to contact the coordinator: frantesova@fsv.cuni.cz

Courses from A1 to B2

Czech as a Foreign Language I [JLB100](#)

Czech as a Foreign Language II [JLB101](#)

Czech as a Foreign Language III [JLB102](#)

Czech as a Foreign Language IV [JLB103](#)

Training Videos

YouTube Channel Čeština pro cizince FSV UK

- How often: **2x a week 120-min session**
- Credited by **6 ECTS**
- For more information click [here](#)



FACULTY EMAILS, WIFI

FACULTY IDENTIFICATION

xxxxxx = six digit student personal number

FACULTY EMAILS

- The main communication channel between the student and FSVUK
- Every student is allocated the faculty e-mail address xxxxxx@fsv.cuni.cz

- How to log in to the account?
 - Use the gmail.com address to log in
 - As an e-mail fill in xxxxxx@fsv.cuni.cz and the **password is the same as the password for logging in to the SIS**

- **EDUROAM** – wifi in all academic buildings (classrooms, cafeterias, dormitories etc.) Registration - [HERE](#)



WHAT INFORMATION HAVE WE GOT THUS FAR?

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NOW:

1. Registration into studies & Student ID Card
2. Examination
3. Plagiarism

STUDENT ID CARD

- Proof of your student status – various discounts
- Access to libraries, cafeterias, lab rooms etc.
- CU International Student ID Card – free of charge
- CU_ISIC International Student ID Cards – 320CZK



- The ID cards are issued by Card Service Centres whose location, contact information and office hours can be found [here](#).



EXAMS

Completion of the courses:

- By **an exam – oral or written** (registration via SIS)
- Non-graded courses (pass/fail results)
- 3 attempts per exam

Grading system at the FSV UK:

- A - F

For more information click [here](#).



PLAGIARISM

- **Always acknowledge your sources in your essays!**
- Use internet sources, but always refer the sources properly
- **Plagiarism** = class failing, disciplinary hearing, university report
- **Guidelines available here:**
<https://fsv.cuni.cz/en/academics/forms-and-regulations/study-regulations/bibliographic-citation-guide>



STUDY ABROAD OPPORTUNITIES

- ❑ Many options to study for 1-2 semesters abroad at one of our partner universities – Exchange option on our website



ABOUT • ADMISSIONS • STUDY • **EXCHANGE** • RESEARCH • LIFE AT FACULTY • CONTACT US

EXCHANGE

Exchanges and placements are a unique possibility to broaden your horizons, meet a lot of interesting people and learn another foreign language.

FSV UK is a proud partner of many very good universities.

[Read more](#)

- ERASMUS+
- Other programmes
- Summer schools
- Funding
- Academics

- Staff
- Life
- Contacts
- COVID-19

MOST POPULAR Masters degrees Bachelor's Degrees How to Apply FAQ COVID-19 International Office

- ❑ Erasmus plus programme [HERE](#)
- ❑ Inter-university and inter-faculty agreements etc. across the whole world [HERE](#)

WHAT TO DO WHEN

- ❑ You need a study confirmation:
Come to the International Office

- ❑ You want to transfer credits from previous study/Exchange
[Guide on how to transfer your credits](#)

- ❑ You have technical issues, i.e., with SIS, wifi password, etc.
Contact the [IT Support](#)

- ❑ You have academic issues, can't reach the teacher or are falling behind
Contact your program coordinator

FINISHING YOUR STUDIES

- ❑ Requirements:
 - Obtain enough credits (180 for BA/120 for MA)
 - Pass all mandatory courses/electives according to your program's plan
 - Submit your thesis
 - Pass Final State exams (several parts depending on the program)

- ❑ Final Thesis = extended piece of original academic writing supervised by Academic supervisor

- ❑ More information on the Thesis and Finale state exams [here](#)

- ❑ Non-EU: Student visas's/student residence permits **expire by the date of the successful completion** of the final state exam/thesis defence
- ❑ If you plan to stay in Czechia, apply for your job seeker visa as soon as the final state exam/thesis defense is successfully over

USEFUL LINKS

- [Official webpage of FSV UK](#) (rules, regulations, measures, academic calendar,...)
- [Official webpage of Charles University](#)
- [CAS](#)
- [SIS](#)
- [Private Facebook group](#) - for FSV UK degree students
- [IO contact page](#)
- [SIS manuals](#)
- [CU Point](#) Centre for Information, Counseling and Social Services
- [FSV UK students clubs](#)
- [FSV UK merch](#)



PLEASE REMEMBER!

- Use faculty email address & read emails that you receive from us
- For more details read a Student Manual
- Join our private Facebook group to receive updates regularly
- If you need help, don't hesitate to contact the IO!
- And most importantly.

Enjoy your study stay!

The screenshot shows a website navigation menu with the following items: ABOUT, ADMISSIONS, STUDY, EXCHANGE, RESEARCH, LIFE AT FACULTY, and CONTACT US. Below the menu, the 'STUDY' page is displayed, featuring a sub-header 'STUDY' and the text 'All the necessary information about studying at FSV UK.' A 'Read more' button is visible. To the right of the text is a photograph of a student sitting at a desk with a laptop. Further right is a list of links: Practical Information, Study Regulations, Student Forms, Guides and Manuals, Students with Special Educational Needs, PhD Students, Language Centre, Alumni, and Covid-19 FAQ. At the bottom of the page, a 'MOST POPULAR' section lists: Masters degrees, Bachelor's Degrees, How to Apply, FAQ COVID-19, and International Office.

