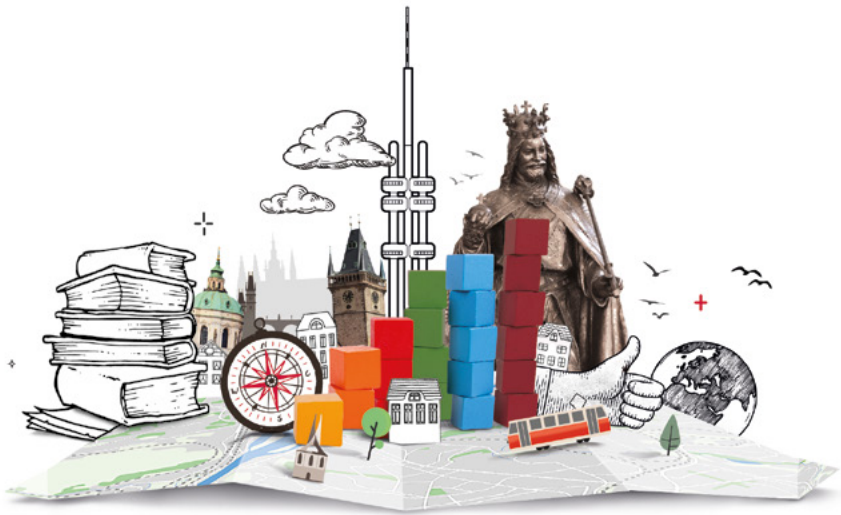




FACULTY
OF SOCIAL SCIENCES
Charles University



INTRO

2023/24

FSV UK Handbook
for students of English language
degree programmes

CONTENT

A. INTRODUCTION	7
1. WELCOME TO CHARLES UNIVERSITY!	7
2. FACULTY OF SOCIAL SCIENCES	8
B. ACADEMIC INFORMATION	10
1. PERIOD OF STUDY	10
2. REGISTRATION FOR CLASSES AND EXAMS	10
Czech Language Classes	11
Withdrawal/Additional Registration for Classes	12
Registration for Further Year of Study	12
Interruption of Studies	14
Termination of Studies	14
3. GRADES AND GRADING SYSTEM	15
4. TRANSFERRING CREDIT	16
5. FINAL STATE EXAMS AND GRADUATION	17
Bachelor/Master Thesis	17
Final State Exam	18
Administrative Procedures Before Taking the Final State Exam	18
Plagiarism And Cheating	18
6. ACADEMIC CEREMONIES & DIPLOMAS	19
Diploma and Graduation Ceremony	19
7. STUDENT MOBILITY	21
Study Abroad Opportunities – Basic Principles	21
Types of Exchange Programmes Available	21
Funding	22
C. FINANCIAL PROCEDURES AND POLICIES	23
1. GENERAL PROVISIONS	23
Discount in Tuition Fees	23
2. SCHOLARSHIPS	24
Merit Scholarship	24
3. BANK DETAILS	25
D. VISA SEEKING STUDENTS	26

Which Documents You Will Need for a Residence Permit Application/Renewal	26
Ministry of the Interior Office for University Students	27
Registration with the Immigration Police upon Arrival to Czechia	28
E. UNIVERSITY LIFE	29
1. STUDENT ID CARDS	29
2. IT – LOGINS, PASSWORDS, WI-FI, MICROSOFT 365, GMAIL	30
User’s Account	30
The Login and Charles University Central Authentication Service (Cas) Password	30
Forgotten Password	30
Wi-Fi	31
Student Faculty Email Account	31
Microsoft Office 365 for Students	31
Copying	32
Important Information	32
And Don’t Forget To	33
3. THE STUDENT INFORMATION SYSTEM (SIS)	33
4. LIBRARIES	34
How To Borrow?	34
Hollar Building	35
Opletalova Building	35
Jinonice Building	35
Opening Hours	35
5. HOUSING AND CAFETERIAS	36
Halls of Residence	36
Cafeterias	36
6. HEALTH INSURANCE	37
Health Insurance for EU Citizens	37
Health Insurance for Non-EU Citizens	37
7. COUNSELLING AND HELP	38
Students With Special Needs	38
Career Advisor for students and alumni	39
Contacts and guides what to do if you encounter or witness sexual or gender-based violence	39
8. SPORT	40
9. ERASMUS STUDENT NETWORK CHARLES UNIVERSITY PRAGUE (ESN CU PRAGUE)	41
10. PUBLIC HOLIDAYS	42

11. WHO TO TALK TO WHEN YOU NEED...	43
F. ACADEMIC CALENDAR	44
G. USEFUL CONTACTS	49
1. FACULTY OF SOCIAL SCIENCES	49
International Office	49
Institutes	50
Study Programmes	51
Faculty Central Administration	54
2. CHARLES UNIVERSITY	54
Information and Advisory Services	54
Card Service Centres	54
3. EMERGENCY PHONE NUMBERS	54

LIST OF ABBREVIATIONS:

ETC – European Credit Transfer and Accumulation System
CUNI – Charles University
FSV UK – Faculty of Social Sciences, Charles University in Czech
ISIC – International Student Identity Card
MOI – Ministry of Interior
UK – Univerzita Karlova (Charles University)
UKČO – Charles University - number of the person
SIS – Student Information System



Dean's welcome

Dear students,

It is my utmost pleasure to welcome you at the Faculty of Social Sciences of Charles University, the second youngest faculty at the oldest university in Central Europe. We try to effectively combine the strength of both our faculty's relative youth and the Charles University's tradition. We strive for academic excellence in both teaching and research while maintaining an informal, open and friendly environment for both our student and the academic staff. I highly value your choice to study at our

Faculty, which you selected from a broad international competition. As we now offer study programmes in English at all of the Faculty's five institutes, with close to one thousand students from abroad enrolled in them, you will discover that our institution features a truly international environment.

Having said that, I hope you will enjoy the relaxed atmosphere of the beautiful city of Prague. You can explore your new surroundings, starting with the city itself, but including the rest of Czechia and the Central European region. As our students, you will also have an opportunity to spend a part of your studies at one of our partner institutions abroad, which I would heartily recommend as a highly enriching component of your programme.

We are fully committed to making your study at the Faculty as productive as possible. It starts with the dedicated teachers in the courses you are going to attend. We also pride ourselves with helpful and committed administrative staff supporting our international students. I am sure you will learn much about the faculty, the city or the country from your peers from the Czech Republic. To make the initial interaction with them easier, the Faculty runs a buddy programme through which we intentionally connect our international and Czech students. Whenever in doubt or if in trouble, please do not hesitate to ask – whether your colleagues, your

teachers or our administrators. We are all here to help and make your study stay in Prague worthwhile.

I wish you stimulating, interesting and inspirational studies with us, and I hope we will be able to meet either in the lecture halls or at one of the Faculty's extracurricular events.

*PhDr. JUDr. Tomáš Karásek, Ph.D.
Dean, Faculty of Social Sciences,
Charles University*

A. INTRODUCTION

1. WELCOME TO CHARLES UNIVERSITY!

Charles University (UK) was founded in 1348 by the Holy Roman Emperor Charles IV as the first university to the north of the Alps and to the east of Paris. It belongs to the oldest and largest universities in the world and it is the oldest and also the largest university in Czechia.

Today Charles University has 17 faculties in 3 different cities, 3 university institutes, 6 further centres for educational, scientific, research, development and other activities or for provision of information services, 5 university-wide special facilities and the Rectorate as the administrative centre of the whole University. The Faculty of Social Sciences is the second youngest faculty, founded in 1990.

The University as a whole has about 50 000 students with more than 10 000 students coming from foreign countries. There are over 1 000 accredited degree programmes, 208 of which are taught in foreign languages. Charles University covers the full spectrum of fields – medicine, pharmacy, science, humanities and social sciences, theology and sport at bachelor, master and doctoral

levels. Over 150 academic programmes are taught in a foreign language, mainly in English but also in German or French.

The University is also dedicated to international cooperation with prestigious educational and research institutions. UK has signed a total of 500 bilateral agreements on the Erasmus programme framework and 190 international partnership agreements with foreign universities.



2. FACULTY OF SOCIAL SCIENCES

The Faculty of Social Sciences (FSV UK) is the second youngest faculty of Charles University. Shortly after its creation in 1990 the Faculty became a regional centre of teaching and research in economics, sociology, political science, international relations, area studies, media studies and journalism. Currently the Faculty has around 5 000 full-time students. More than 1 000 of them are enrolled in one of our English-language degree programmes. FSV UK has one of the highest international mobility participation rates of all the faculties of Charles University. Each year it welcomes around 500 exchange

students from all over the world.

FSV UK emphasizes the development of international cooperation. Firstly, by developing and strengthening scientific bonds, student and academic mobility and, secondly, by offering English-taught degree programmes.

Our mission is the promotion of learning and the protection of knowledge, the cultivation of free thought, independent academic research and the support of the creative spirit of human society.



LOCATION



1

Celetná building

Houses: Charles University Rectorate
Address: Celetná 20, 110 00, Praha 1

2

Hollar building

Houses: Institute of Communication Studies
and Journalism
Central administration of the Faculty
Dean's Office
International Office
Address: Smetanovo nábřeží 6, 110 01 Prague 1

3

Opletalova building

Houses: Institute of Economic Studies
Address: Opletalova 26, 110 00 Prague 1

4

Jinonice Campus

Houses: Institute of International Studies
Institute of Political Studies
Institute of Sociological Studies
Address: U Kříže 8, 158 00 Prague 5

The Faculty is divided into five institutes spread at four different locations in Prague



Hollar building

is our main campus. It is located on Smetanovo nábřeží in the very centre of Prague with a beautiful view over the Charles Bridge and the Prague Castle. It is the seat of the Dean's Office, the central administration and also of the Institute of Communication Studies and Journalism.

Opletalova building

is found on Opletalova street in the very centre of Prague, just few blocks from the Wenceslas Square. It houses the Institute of Economic Studies.

Jinonice Campus

is located a little further away from the city centre, near the metro station Jinonice. It houses three of our institutes: Institute of International Studies, Institute of Political Studies and the Institute of Sociological Studies.

Celetná building

Charles University Rectorate is located here. The Rectorate is divided into four organizational parts: Rector's Office, Bursar's Office, Departments of Rectorate, Internal Audit Department.

B. ACADEMIC INFORMATION

Study at the Faculty of Social Sciences is governed by three interlocking sets of regulations: The Higher Education Act of Czechia, The Consolidated Study and Examination Code of Charles University and The Faculty's own Rules for the Organisation of Studies. All regulations are available on the Faculty [website](#).

The academic year is traditionally divided into two semesters: winter and summer semester. Each semester is followed by an examination period lasting five weeks, during which there are no classes. Further useful information on deadlines is available in academic calendar which is published every year on the intranet of the Faculty website. You can find the academic calendar for the year 2023/2024 at the end of this brochure.

1. PERIOD OF STUDY

The maximum allowed period of study in any study programme is 6 years for a Bachelor's degree and 5 years for a Master's degree. Standard period of study is 3 years for a Bachelor's degree and 2 years for a Master's degree. Periods of interruption of studies do not extend this deadline.

2. REGISTRATION FOR CLASSES AND EXAMS

Students may register for classes and exams exclusively **through the Student Information System (SIS)**. Students log into the system using the login and password they obtained after the registration for study along with their student ID (CAS password) or they will receive them by email. Registration for individual classes is open twice per year, at the start of the relevant semester.



During this time students are free to attend any courses and add or drop classes according to their preference. **Please make sure you have enrolled for all the classes you wish to take by the end of the registration period and at the same time drop/de-register from all the classes you do not wish to attend.**

Student may register for each mandatory class and mandatory elective class **no more than twice during the whole of their studies**. Optional courses may be taken only once. In case a student fails to pass a mandatory class they need to register for the class again the following academic year. **If a student fails to pass a mandatory class twice, their studies will be terminated.**

The vast majority of classes are concluded by a written exam, even though some lecturers will prefer an oral exam or a combined final grade (e.g. any combination of essays, coursework, quizzes, presentations, midterm and a final exam). Students are allowed a total of three attempts (two retakes) to pass the final exam of each class in the given semester. However, students can only sit a retake if they failed the first/previous attempt. Improvements of once received passing grade (A to E) are not allowed.

CZECH LANGUAGE CLASSES

Each course has a unique code in the SIS system. Classes beginning with JLB are generally language courses. JLB100 through JLB103 are classes Czech as a Foreign Language I-IV, intended primarily for our international students. Complete beginners should register for JLB100; those who have some prior knowledge of Czech language and would like to register for one of the more advanced courses will have to pass a placement test before the classes begin. In most semesters we will run several groups simultaneously at various levels.



WITHDRAWAL/ADDITIONAL REGISTRATION FOR CLASSES

Late registration and/or withdrawal is subject to a written request. Students who wish to add and/or drop a class after the standard registration period must make a formal written request to the International Office using the official and specific Request form you can find on the [website](#). The subject's lecturer must sign a request for additional enrolment into the subject or for additional deletion of the subject from SIS. Both forms must be approved before they are delivered to the International Office.

Late registrations and withdrawals are possible no later than 6 weeks after the standard registration period. It is not possible to withdraw from a class which has been completed already including failed courses with grade F.

REGISTRATION FOR FURTHER YEAR OF STUDY

International Office makes the registration for continuing students. Students are obliged to apply in SIS for the check of their study requirements fulfillment. Students will be notified in advance via e-mail and receive instructions on how to apply for the check. If they don't apply for this, they will receive an e-mail reminder, and if they still ignore this obligation, the IO starts the termination of their study. If some of their grades are missing, students should contact their teacher about it as soon as possible.

Registration for a further year of study is conditional on students having fulfilled the specified minimum study requirement in the preceding years.



Minimum amount of credits required for registration for a further year in regular full-time studies in individual study programmes:

Bachelor's study programmes

45 credits to register for the second year of studies

90 credits to register for the third year of studies

135 credits to register for the fourth year of studies

170 credits to register for the fifth year of studies

170 credits to register for the sixth year of studies

Master's study programmes

45 credits to register for the second year of studies

90 credits to register for the third year of studies

110 credits to register for the fourth year of studies

110 credits to register for the fifth year of studies

In case of prior official interruption of studies for a semester, these figures are adjusted proportionally, (e.g. registering for the 3rd year of Master studies after an interrupting studies for a semester would require 68 credits instead of 90).

Classes may be withdrawn from your study programme curricula and at the same time new classes may be added in your second or third years of studies. Credits earned for classes that are later on removed from the curricula remain valid for the rest of your study. Similarly, if a new class is added you may take the class and the credits gained will be counted towards your total amount.

In case a class is modified and its credit value changes (e.g. increases), there will be no credit correction (i.e. upgrading) for classes completed prior to such a change.

Even though students must earn 120, resp. 180 credits in order to conclude their studies by defending the Master/Bachelor Thesis and passing the Final State Exam, they are free to take additional classes on top of the required 120/180 credits.

INTERRUPTION OF STUDIES

A student can initiate official interruption of studies by delivering a formal written request to the International Office. The official request form can be found on the [website](#). The request must be made at least 3 weeks before the start of a semester and before the student registers for further year of study. 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 the whole academic year and students may ask for interruption of studies more than once. With the exception of particularly serious cases, mainly health reasons, study may not be interrupted before the completion of the first semester.

Interruption can be also initiated by the dean on the grounds that the tuition fee was not paid and the student ignored the appeal to do so.

Students applying for interruption in the summer semester should make sure they have enough credits to be able to register for further year of studies in the beginning of new academic year. Please note that official interruption of studies does not in any way extend the maximum allowed period of studies which is 6 years for a Bachelor's degree and 5 years for a Master's degree.

During the interruption period, the student loses the legal status of a student, i.e. loses the purpose of stay, and the visa/residence permit will be terminated.

TERMINATION OF STUDIES

The Faculty of Social Sciences can terminate studies of a student in the following circumstances:

- a) the student has not achieved the required number of credits to be registered for a further year of study;
- b) the student has not asked/applied in SIS for the checking of their study requirements and ignores the e-mail reminder;
- c) the student has not successfully graduated during the maximum allowed period of their studies;
- d) the student failed to pass a mandatory class twice;
- e) the Disciplinary Committee decided to terminate the studies;
- f) the students whose studies have been interrupted failed to pay the tuition fees despite the Faculty reminders and appeals.

3. GRADES AND GRADING SYSTEM

In the Czech university system, courses are either completed by an examination or by other study requirements.

The recommendation for using the A-F classification is as follows: To evaluate the student's performance in percentage (0-100 %) and providing the evaluation accordingly 0-50 % = F, 51-60 % = E, 61-70 % = D, 71-80 % = C, 81-90 % = B, 91 % and more = A

Where a course is completed by a study requirement other than an examination, it is not graded, but it is recorded as Z – Zápočet (non-graded credit in a non-examination subject). This is in effect a Pass in a two tier Pass/Fail grading system.

Grading Scheme		Description
A	Excellent	Excellent performance. The student has shown excellent performance, originality and displayed an exceptional grasp of the subject.
B	Very Good	Very good performance. The student understands the subject well and has shown some originality of thought. Above the average performance, but with some errors.
C	Good	Good performance. Generally sound work with a number of notable errors.
D	Satisfactory	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	Sufficient performance. Acceptable performance with significant drawbacks. Performance meets the minimum requirements.
F	Fail	Fail. The student has not succeeded in mastering the subject matter of the course.
Z - Zápočet	Pass/Credit	Pass. The student receives credit for the course but no specific grade.

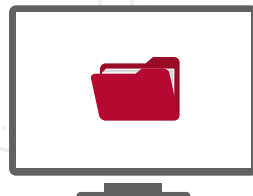
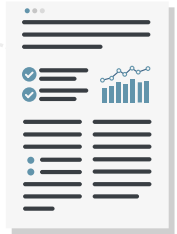
4. TRANSFERRING CREDIT

Students have a possibility to transfer credits provided they follow the procedure spelled out below. There are three types of credit transfer: credit transfer within Charles University from previous studies, credit transfer from studies abroad (generally an exchange within Erasmus network), and transfer of credits from the previous study (outside CU). You can find specific credit transfer forms for credit transfer within CU and transfer from studies abroad/previous study at the Faculty [website](#). Please make sure you **select the correct form**.

1) Transfer of credit is only possible with the agreement of the relevant course teacher and programme supervisor. Agreement of the programme supervisor only is sufficient when transferring credit from an Erasmus exchange.

2) In order to arrange the transfer of credit, the student needs to fill out the appropriate credit transfer form and attach a copy of a transcript of records or a print-out from SIS that shows the courses and grades received.

3) Once the student secures a signature of the course teacher and programme supervisor, the credit transfer form along with the supporting documents should be delivered to the International Office.



5. FINAL STATE EXAMS AND GRADUATION

BACHELOR/MASTER THESIS

The Bachelor/Master thesis is an extended piece of original academic writing, with which students are expected to complete their studies. Students have some flexibility in their choice of thesis topic. Generally, a thesis topic that falls into any of the main subject areas of the programme will be acceptable, though individual thesis proposals are subject to the approval of the programme supervisor. The Faculty institutes have different methods of assigning/selecting thesis topic. **Please consult your programme coordinator for further details.**

Although the final thesis must be student's own work, each individual student will be assigned an academic, the thesis advisor, who will advise and guide the student in their research, especially in the early stages of the thesis formation. Students are encouraged to identify and propose a potential advisor from amongst the regular teachers of the programme/institute, according to their research interests. The choice of a thesis advisor is, however, subject to the approval of the programme supervisor. In the early stages of the thesis writing, students are expected to submit a simple 2-4 page outline of their proposed thesis, for preliminary approval by the programme supervisor. This is the so-called Thesis Proposal. Once the thesis proposal is approved by both the thesis advisor and the programme supervisor it will be registered into the SIS. The thesis itself should be submitted about one month before the final state exam. As a rough guide, the basic timeline is as follows, but please remember to check for specific deadlines for submitting a thesis project as well as the final thesis in a current academic calendar:

- If you plan to graduate in the summer semester (June or September), the final thesis must be submitted in mid-May/end of July of the year when you want to graduate.
- If you plan to graduate in the winter semester (February), the final thesis must be submitted in early January of the year when you want to graduate.

For further information on the Bachelor/Master thesis please speak to the relevant programme coordinator.



FINAL STATE EXAM

All Bachelor/Master degree programmes at Czech universities are completed by a Final State Examination. The form of the final state exam (written, oral or combination) depends on the individual study programme. More information can be found on Karolinka pages of the individual programmes and [here](#). The final state exam itself takes about 45 to 60 minutes. Each student is given 45 minutes to prepare their answers after they draw the questions (applies to the later type of the final state exam). Committee members have the right to address the student with more detailed questions related to the given topic. 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. Organization of Final State Exams is the responsibility of the Institute.

ADMINISTRATIVE PROCEDURES BEFORE TAKING THE FINAL STATE EXAM

There are a number of administrative steps students must take before they are allowed to proceed to the Final State Exam. The procedure is stated in the Rules for Organization of Studies and students are obliged to follow its updates.

- 1) Students have to register for the final state exam. Registration is done online via SIS.
- 2) The thesis must be submitted electronically via SIS UK in PDF/A format. Some programmes may require also a hard copy.
- 3) The Bachelor and Master Theses are assigned and submitted at dates stipulated by the timetable of the academic year.

The student sets their own theme in the form of a request to the person entrusted with the management of theses. The project must have a character of a thesis and must be signed by the proposed supervisor.

PLAGIARISM AND CHEATING

Do not do it. Be aware that at Charles University plagiarism and cheating are strictly prosecuted. In extreme cases they may result in expulsion from the university. The faculty uses the Turnitin and Theses anti-plagiarism software for verifying that all Master and Bachelor theses (as well as randomly selected written coursework) are free from plagiarism. Master and Bachelor theses are checked for plagiarism automatically as they are entered into SIS.

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, quotations and acknowledgement of sources and bibliographic citations are available at the Faculty's [library website](#) for your reference.

6. ACADEMIC CEREMONIES & DIPLOMAS

MATRICULATION CEREMONY AND OATH

In a matriculation ceremony, students entered in the student register of a faculty (matricula) pledge to fulfil the requirements of academic study, to honour their moral obligation toward the University, and to respect its internal regulations and the decisions of academic officials.

All students shall take the matriculation oath and typically it is done during the matriculation ceremony in October; specific date is always in the academic calendar. The ceremony takes place every year so it is possible for students to attend it in their second or further year of studies. Usually, the international students sign a written oath which they receive during registration for studies in September.

DIPLOMA AND GRADUATION CEREMONY

During the graduation ceremony the student officially graduates from Charles University, taking the academic pledge (in Latin) and receiving a diploma + diploma supplement which entitles them to use an academic degree.

Master's graduation ceremonies take place in the Aula Magna of the Carolinum, Bachelor's ceremonies in Profesní dům. The graduation ceremony is held in Czech/English and Latin, features university insignia and high-ranking university officials wearing academic gowns.

The International Office will inform students of their specific date of 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 course of the ceremony graduates receive their diplomas, printed in Latin on a handmade paper rolled into a blue tube. Those who graduated with honours (Summa Cum Laude) receive red tubes.

Included is also a bilingual (Czech-English) diploma supplement which follows the model developed by the European Commission and describes the nature, level, content, context

and status of the successfully completed studies as well as the qualifications obtained. If you are not planning on attending the graduation ceremony you need to inform the International Office after passing your final state exam in order to make necessary arrangements while still in Czechia.



Charles University maintains the traditional academic rites of passage: matriculation and graduation ceremonies.

7. STUDENT MOBILITY

The international mobility at the Faculty is mainly based on the European Higher Education Area which is coordinated by the Bologna Process. Its most visible demonstration is the ERASMUS+ Programme. The Faculty is also developing international cooperation beyond the framework of the European programmes. This includes bilateral cooperation with partner universities in North and South America, Asia, the Middle East and Australia.

STUDY ABROAD OPPORTUNITIES – BASIC PRINCIPLES

There are two main channels available to our students: (i) formal exchanges (through Erasmus+ and similar programmes); (ii) shorter periods of study, generally suggested by the students themselves, in which they conduct research for their Master's thesis, with financial support from the University.

Students must remain registered as students at the Faculty of Social Sciences throughout the entire period of their studies abroad. This is a fundamental requirement for students to participate in an exchange and/or to receive funding and it means students must continue to pay school fees, so they remain registered.


TYPES OF EXCHANGE PROGRAMMES AVAILABLE

The Erasmus+ study stay: study stays are organised on the basis of a series of bilateral agreements with specific partner universities. The selection panel for the Erasmus+ study stays is held once a year in February for study stays in the following academic year (i.e. February 2024 for stays in academic year 2024/2025). Details are usually posted on the International Office's website in January.

Successful applicants are entitled to an Erasmus+ scholarship that will help to fund their living costs abroad. The exact amount of the scholarship will depend on the destination and is provided by the Ministry of Education, Youth and Sports and the LLP ERASMUS+ headquarters in Brussels via Rectorate of Charles University (RCU).

The Erasmus+ practical and graduate placements: aside from study exchanges practical and graduate placements provide students with yet another opportunity to gain experience abroad within the Erasmus+ programme. Details with information on procedure and deadlines are posted on the IO website. The applications may be submitted and are evaluated twice a year in September and January.

Although students can work at broad range of organizations and institutions, a practical or graduate placement may not be performed in the EU institutions, organizations administering the EU programmes.



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+ program - mostly non-EU and non-EFTA countries and non-candidate countries of the EU.

Mobilities are realized via specific projects with partner universities, the period of implementation is usually 3 years. Our current partner universities are in Montenegro, Bosna and Herzegovina, Armenia, Albania and Moldova.

Successful applicants are entitled to a scholarship from E+ ICM programme.

Inter-university study exchanges are generally organised with universities outside the EU – the USA, Australia, New Zeland, Japan, China, Taiwan, Russia, though FSV UK also has a wide range of **inter-faculty agreements** with Latin America, Mexico, China, Izrael, Canada, Australia, New Zeland, USA.

Offers of individual exchanges are announced generally twice a year (Fall and Spring round), special offers could be announced during 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, and students may apply for funding from the Rector's Mobility Fund.

Aside from inter-university exchanges students may also benefit from inter-government exchanges and other programmes: DAAD, AKTION, CEEPUS and 4EU+.

FUNDING

The University's main instrument for the support of students studying abroad is the Rector's Mobility Fund (Fond mobility UK). The Mobility Fund generally issues two calls for funding applications per year. Applications must be made through an online application at the rectorate website.

The Mobility Fund has two basic principles: (i) it will only ever fund future travel plans (i.e. it will not fund travel in arrears); (ii) it will provide no more than half of the student's anticipated expenses.

Students seeking funding for individual study/research trips related to their thesis may also apply for funding from the Rector's Mobility Fund under the same conditions as exchange students.

For short term internationalization activities, such as summer schools, conferences or internships up to 3 weeks, students can apply twice a year for the POINT programme (Support for Internationalization of Charles University).

C. FINANCIAL PROCEDURES AND POLICIES

1. GENERAL PROVISIONS

School fees at the Faculty of Social Sciences in any given year are specified on the Faculty website.

The obligation to pay the tuition fee for the whole academic year arises to 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 installments – one installment per semester. Students will be issued with an invoice for the upcoming semester after start of the semester and will be sent a scanned copy of their semestrial invoice together with payment instructions to their registration / faculty e-mail.

Students may pay their school fees either in Euro, or in Czech crowns. Students who wish to pay their school 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 Euro.

Every invoice will include the following information: (I) nominal school fees payable in Euro; (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 student's studies will be started as per paragraph II (1) of the standard Contract regarding full-time study.

DISCOUNT IN TUITION FEES

The Faculty of Social Sciences offers students the opportunity to obtain various discounts on the tuition fee in all study programs. Find the detailed information on the [website](#) or ask the International Office.

2. SCHOLARSHIPS

MERIT SCHOLARSHIP

Scholarship for excellent study results is paid out in November retrospectively for the previous academic year in the form of a one-time payment.

The scholarship can be paid out:

- a) To students enrolled in Bachelor's study programme realized by the Faculty who in the previous academic year studied at the Faculty in the first, second or third year and during the given year acquired at least 45 credits.
- a) To students enrolled in Master's study programme realized by the Faculty who in the previous academic year studied at the Faculty in the first year and acquired at least 45 credits.

The students who fulfil all the conditions listed above will have their grade point average (GPA) calculated for the previous academic year. It will be based on all the exams including retakes and all classified credits. Calculation of a GPA is based on the number of credits which can be obtained by a successful completion of courses or exams. If a student acquired more than 60 credits in the previous academic year, deductions amounting to 0.01 will be set for each credit exceeding the limit. The final study results of a student will be calculated as a GPA reduced by the deductions.

Students who met conditions listed above will be divided into five groups according to institutes. These five groups are further divided into sub-group (Bachelor vs. Master students, 1st year vs. continuing students). Designated percentage of students within each sub-group with the best study results will be awarded 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 specific amount of scholarship will be determined linearly according to study results within each sub-group. Minimum and maximum amount of scholarship and the percentage of students eligible for scholarship will be stipulated by the Dean upon the statement obtained from the Academic Senate.



3. BANK DETAILS

Name of bank	Komerční banka
Address	Spálená 51, Prague 1, Czechia
Post code	110 00
Account name	Univerzita Karlova Fakulta sociálních věd
Variable symbol	Invoice number

Account currency	CZK
Account number	85033011/0100
IBAN	CZ58 0100 0000 0000 8503 3011
Swift code	KOMBCZPPXXX

Account currency	EUR
Account number	107-8975070267/0100
IBAN	CZ49 0100 0001 0789 7507 0267
Swift code	KOMBCZPP

D. VISA SEEKING STUDENTS

Students who are not citizens of the EU, citizens of EFTA, or permanent residents of Czechia, must obtain either a visa or a residence permit (the student may choose) in order to study at Charles University.

The first long-term visa/residence permit application is made at the Czech Embassy, usually in the student's country of residence. Processing time is often 60 days. Please note, if you will be granted a long-term residence permit you are obliged to register with the Prague office of the Ministry of Interior within 30 days after your arrival and apply for the taking of biometrics data for your Czech ID card.

Students then will have to renew their visa/residence permit during their studies. Regarding a visa renewal, students are actually required to apply for a long-term residence permit for the purpose of studies instead, because student visas cannot be extended or renewed. Application for residence permit following up on a long-term student visa must be made no earlier than 90 days and no later than 14 days before the original visa expires. Application for residence permit renewal must be made no earlier than 120 days and no later than 0 days before the original residence permit expires. An application for a long-term residence permit following up on a long-term student visa, or an application to extend the current long-term residence permit is filed at the Ministry of the Interior (MOI) offices according to the applicant's place of residence or at the special MOI office designated for university students only. Residence permit will be issued in the first instance for a maximum of 1 year.

WHICH DOCUMENTS YOU WILL NEED FOR A RESIDENCE PERMIT APPLICATION/RENEWAL

- Completed Application Form;
- A valid travel document (generally your passport);
- 2 photographs;
- A document confirming the purpose of your stay in Czechia (a student status confirmation will be



issued by the International Office only if students have no outstanding debts to the Faculty of Social Sciences);

- Evidence of sufficient funds to cover your stay in Czechia, ie. a bank statement demonstrating your financial situation. If the documents are issued in other language than Czech, translation to Czech language will be requested. There is a specific amount that must be shown as a proof of sufficient funds. Applicants may be also asked to submit a copy of their valid banking card. See more on the [MOI website](#).
- Proof of accommodation in Czechia. For students staying in the hall of residence this document can be supplied by the Accommodation Office of the hall of residence or the International Office upon request. The deadline for applications for extension of accommodation contracts will be communicated via email. Students living in private housing must submit an official Proof of accommodation form (available for download on the MOI website) which needs to be filled in and signed by the landlord of the apartment in which they live. Landlord's signature must be certified.
- Evidence of comprehensive health care insurance cover taken with Pojišťovna VZP, a.s. See more [here](#) or on the Faculty [website](#)

Within 30 days after entering Czechia (or once the long-term residence permit is granted if the student is already in Czechia), students have to register at the Ministry of the Interior webpage and submit their biometric data (face depiction and fingerprints). Alternatively, students can arrange an in-person meeting at Hládkov and submit the biometrics there. The finished card has to be collected on an agreed-on date. [Administration fee](#) for the residence card is 2,500 CZK.

Please pay full attention to the official communication from the state administrative should you wish not to risk legal complications which can lead even to an expulsion.

MINISTRY OF THE INTERIOR OFFICE FOR UNIVERSITY STUDENTS

Charles University together with the Ministry of the Interior of Czechia opened a MOI office at the address Hládkov 682/9, Prague 6 (Komenského hall of residence building). This office deals exclusively with international university students from countries outside the EU studying in Prague. Students and academic staff can arrange all their requirements associated with residence permit at this office.

In order to get an appointment you can apply [online](#) or e-mail to pobyty.hladkov@mvcz.cz. You can also make a telephone reservation (tel. line: +420 974 801 801). All callers are kindly requested to inform the phone operator that they are university students.

REGISTRATION WITH THE IMMIGRATION POLICE UPON ARRIVAL TO CZECHIA

All students who arrive on student visa and residency permit are legally obliged to register with the Immigration Police within 30 business days of arrival. Students who are citizens of the EU or EFTA member countries are legally obliged to register with the Immigration Police within 30 days of arrival. Students who live in one of the UK dormitories will be registered automatically by the Accommodation Office, so they do not need to register in person.

To register with the Immigration Police, a student will need the following documents:

- A valid travel document (generally your passport);
- Registration Card: available at the Immigration Police office
- Health insurance valid for Czechia

Students should register at the branch of the Czech Immigration Police. Immigration Police Office contacts can be found on their [website](#).



E. UNIVERSITY LIFE

1. STUDENT ID CARDS

Charles University student ID cards serve as evidence of the holder's relation to UK and to 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 the FSV Hollar building and to some FSV computer labs and libraries. Students also use their student cards to pay for printing and copying as well as in the UK cafeterias.

In order to be able to use the card for printing/copying and also in the UK cafeterias, the student must put credit on their student card. Please note, the card basically operates with two different accounts and thus you need to put in credit separately for printing and for use in the cafeterias.



When a student enrolls at Charles University, they can choose between two types of student identity cards:

- regular UK student ID card
- UK – ISIC card

ISIC is the only internationally recognized student identity card. Its holder gains access to a wide range of benefits and discounts. UK students have the attractive option of getting a UK Student Card that is merged with the ISIC card, thus enabling the student to use all standard UK services and also benefit from ISIC-related discounts. The UK student card itself is issued free of charge, the standard annual ISIC fee for UK students is 320 CZK. The ISIC function of the card expires after 16 months at the latest. Standard validity is from the beginning of September till the end of December of the following year.

Detailed information on UK student cards can be found on the [UK website](#). Don't forget that it is necessary to use your student card to secure access to CAS, i.e. the Central Authentication Service of Charles University: cas.cuni.cz. CAS makes it easy for you to log in to university and Faculty applications so that you can use the same username and password everywhere. If you have problems with access all you have to do is contact our IT department, and they will be happy to advise you – helpdesk@fsv.cuni.cz.

2. IT – LOGINS, PASSWORDS, WI-FI, MICROSOFT 365, GMAIL

USER'S ACCOUNT

Each student at the FSV is issued a computer account for the PCs at the FSV; it is activated once the initial password provided at the Card Service Centres has been changed. Please do not share your login information with other students; students bear the responsibility for the misuse of their account in case of insufficient protection of the password.

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

THE LOGIN AND CHARLES UNIVERSITY CENTRAL AUTHENTICATION SERVICE (CAS) PASSWORD

Together with a student ID card students are issued with an initial password at the Card Service Centre which they are required to change within 5 days at the following address: <https://ldap.cuni.cz>. The CAS Password enables students to set their own password(s) for all of the university-wide applications (the SIS, library catalogue, Eduroam wifi network, etc.).

There are two types of login: a name login (sequence of letters and number(s)) and a numerical login (printed on the student ID under the photograph).

FORGOTTEN PASSWORD

A password can be reset in CAS in three ways:

- 1) A student can ask for an initial password to be generated (and printed out) at any card service centre. Again they will be required to change the initial password within 5 days at the following Address: <https://ldap.cuni.cz>.
- 2) A student can ask the User Support staff at one of the Faculty buildings to reset their password. The student will be required to show their student ID.
- 3) A student can use the form on <https://ldap.cuni.cz/reset> to fill in the required personal data: first name, last name, student ID number, date of birth, the last four digits of the national ID number (can be provided by the International Office) and a valid email address; and type in their own password. If all the personal data match, the student will receive an email to the address indicated in the form, containing a link to a page where they will be asked to confirm their new password.



WI-FI

A wireless network is available for student use throughout the Hollar, Opletalova and Pekařská buildings. The WI-FI network can be accessed through EDUROAM. Information on how to connect including a step-by-step guide are available on the university [website](#). The Eduroam provider, CESNET, offers services for document storage and sharing, online meetings and computing and data resources for free. Check their [website](#).

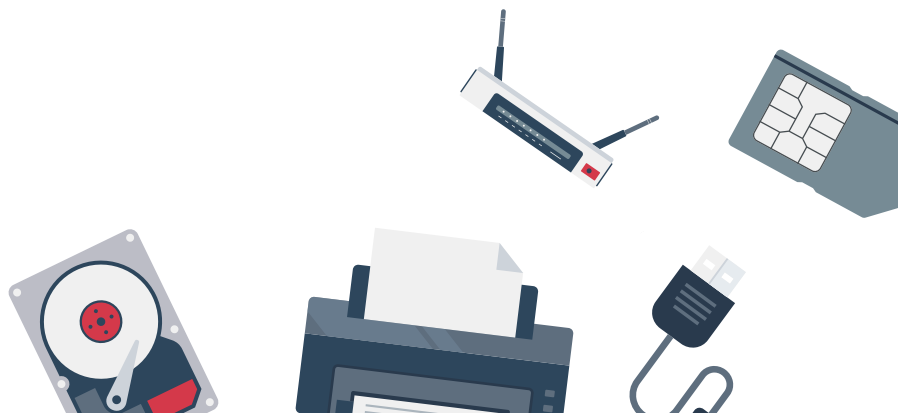
STUDENT FACULTY EMAIL ACCOUNT

You will have your own faculty e-mail, where you will receive valuable information from teachers, from the SIS, etc. So check it regularly.

At first, some e-mails from teachers may go to your private account, but this will change over time, and it is essential to use the Faculty e-mail. If for some reason you do not want to use this e-mail, then set up automatic forwarding to your personal e-mail, so that you do not lose important information (exam dates, changes in lectures, etc.). However, be aware that access rights to shared documents can only be valid via the original e-mail.

MICROSOFT OFFICE 365 FOR STUDENTS

Faculty 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 [UKČO@fsv.cuni.cz](#). You can find more details on the pages of our IT.



COPYING

Most school copiers and printers also operate on a student ID card. First, you have to deposit the necessary sum to the card account at the counter in the library. Then all you have to do is wave the barcode in front of the reader, enter the relevant parameters and then remove the desired papers. Don't forget to log out of the device so that someone does not print out a diploma in three copies, for example, on your account.




IMPORTANT INFORMATION

- By default, you access your G Suite account via Gmail.
- Your login details are the same as the number on your ISIC and the ones you use to log in to SIS and CAS. Your login name is therefore in the format, e.g. 12345678@fsv.cuni.cz.
- The login password is the same as your CAS login password and must be at least eight characters long.
- IT staff is authorized to provide user support only in the event of a login data malfunction. In this case, prepare a valid ISIC card for identity verification during a personal visit.
- If you know that you will not look at the Faculty e-mail regularly, have incoming mail forwarded from it to the address you will use. However, be aware that access rights to documents can only be valid via the original e-mail.
- Your data in G Suite is owned by FSV UK. The administrator has rights to all primary calendars of all users and limited rights to Google Groups.
- We must point out that when using the G Suite, each student is obliged to comply with legal and other binding regulations.
- If there is a problem and you do not know the advice, our IT department will help you - just write to google@fsv.cuni.cz.


AND DON'T FORGET TO

- Get a student ID
- Register in the SIS and check your personal data. If the SIS does not allow you to correct some of them, they must be dealt with by the study department.
- Log in to the Faculty e-mail and, if necessary, set up automatic forwarding.
- Write down important data from the academic year schedule.
- Carefully study the currently valid rules for the organization of the study.
- Follow FSV UK on social media.
- Share with us your study experiences on social media with #FSVUK.

 [Faculty of Social Sciences](#)

 [Degree Students Group](#)

 [FSV UK](#)

 [fsv_charlesuni](#)

 [FSV UK Alumni](#)

3. THE STUDENT INFORMATION SYSTEM (SIS)

The Student Information System (accessible at www.is.cuni.cz/studium) serves students, academic staff, and applicants for study at Charles University. It provides comprehensive information on study-related matters. The SIS is basically a database of all classes, their syllabi and schedule as well as all UK students and lecturers.

Using the SIS, students sign up for classes at the beginning of each semester and for exams at the end of semester. The SIS serves as an electronic record of studies.

4. LIBRARIES

The Faculty of Social Sciences has three libraries of its own. The Central Library in the Hollar building (Smetanovo nábřeží 6, Prague 1) serves as a methodology center for scientific information as well as a library which lends materials from the field of journalism, media studies and marketing. Opletalova Library (Opletalova 26, Prague 1) specializes in economic literature. Jinonice library (U Kříže 1, Prague 5 - Jinonice) is primarily focused on sociology, political science and international studies.

While you are studying at FSV UK, you can borrow books, read newspapers and magazines (both current daily press and archive issues), study university theses, use electronic information resources, get advice about the methodology of your scientific research, benefit from a rich digital library, use reprographic services (printing, copying, scanning) or library services (interlibrary loan service, assistance in searching). The library is also provided with study places and a computer room equipped with high quality audio and video technology - all to ensure efficient studies.

Moreover, our library offers wide range of the electronic resources through e-Resources CUNI Portal. The library provides access to the world's largest information databases (many are available throughout the CU but there are also unique technical databases only within FSV UK) – electronic information resources are accessible through the Portal of Electronic Sources. It's up to you whether you want to look at the latest subject field research or read the current issue of The New York Times or The Economist.

HOW TO BORROW?

To search for documents (books, theses, journals, newspapers...), use the online catalog (ukaz.cuni.cz/en). The availability of requested publications is shown in the "Library (no. of items)" (FSV UK). Via the catalog you can also make a reservation or order a book.

A large portion of the collection is located in external storage (Krystal, Lešetice), from which the documents can be requested via the online catalog. The delivery takes 3 to 7 days from Krystal repository and up to 30 days from Lešetice repository. Registered readers can borrow books for 30 days.

The maximum number of external loans is 30 titles. It is essential to respect the lending period or a penalty for late return is charged (according to a valid price list). If a requested book is not available in our libraries you can use the interlibrary loan service. The requested title will be borrowed from other libraries outside of Prague (free service) or from abroad (paid service). Requests should be sent to mvs@fsv.cuni.cz.

HOLLAR BUILDING

The Library in the Hollar building exerts the functions of a centre for scientific information and it manages in-house and outside loans from the specialized journalist collections. These open-shelf collections are partly, along with the handbook library, located in the reading rooms. The most of the collections is located in depositories and loans are realized on request in advance.

OPLETALOVA BUILDING

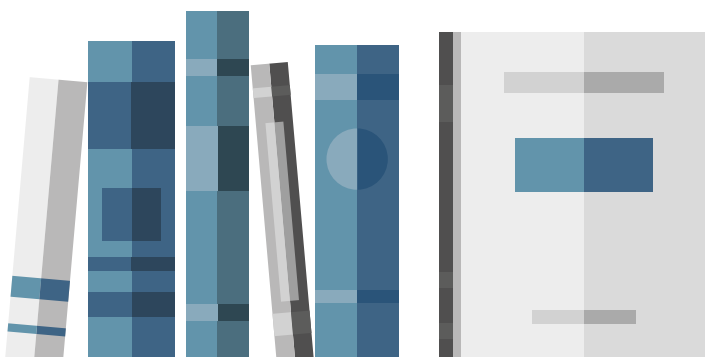
The Library in the Opletalova building collects economic literature. The library is relatively small and serves rather as a reference library and reading room. Originals and journals are available open-shelf in the library's reading room and for in-house loans only. Books for outside loans are located in the depository and need to be ordered in advance.

JINONICE BUILDING

This library serves primarily the FSV UK departments located in Jinonice Campus (Institute of Sociological Studies, Institute of Political Studies, Institute of International Studies).

OPENING HOURS

Opening hours may change during the year. You can always check the opening hours for each building at the library's [website](#).



5. HOUSING AND CAFETERIAS

HALLS OF RESIDENCE

Charles University owns and operates total of 11 halls of residence around Prague where students can find comfortable and cheap accommodation. Although Faculty of Social Sciences mainly accommodates its own students in halls of residence situated in Prague 10 and Prague 6, housing in other UK dormitories might be arranged based on student's preference and subject to free capacity of the chosen hall of residence.

Housing options vary from a single room with ensuite bathroom and toilet to a double room with shared bathroom and toilet facilities. The prices range from 3,500 CZK to 6,000 CZK (140–240 EUR) per month and depend on the location of the hall of residence, the number of people in the room and the room equipment. Each hall of residence offers basic facilities such as a kitchen, a fridge, an internet access and a laundry and drying room, some would also feature a common room or a gym and an adjoining cafeteria. Unfortunately online housing reservation system has not been finished yet and thus students who wish to stay in one of the halls of residence have to apply through the International Office. Students should make sure to read carefully both the Accommodation Agreement and the General Terms and Conditions of Accommodation in the Dormitories of Charles University.

CAFETERIAS

UK student cafeterias can be found all around Prague and generally are close to either one of the UK faculties or halls of residence. For students who most often find themselves in the Hollar or Opletalova building, the following three cafeterias would be the closest:

- Právnická cafeteria, Nám. Curieových 7
- Arnošta z Pardubic cafeteria, Voršilská 1
- Kajetánka cafeteria, Radimova 35/12



Generally, the student cafeterias are quite affordable since the price for a lunch menu consisting of a soup and a main dish is usually around 80–90 CZK/3–4 EUR. Typically students would have a choice from 4 or 5 options, and sometimes even a dessert is included. It is possible to use a reservation system either directly at the cafeteria or online at www.kam.cuni.cz to order a specific choice for the next day.

6. HEALTH INSURANCE

HEALTH INSURANCE FOR EU CITIZENS

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

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

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

HEALTH INSURANCE FOR NON-EU CITIZENS

Effective August 2021, all foreign nationals entering Czechia and staying in its territory for more than 90 days have to take out travel medical insurance covering comprehensive health care within 90 days of entering Czechia. At the moment (until August 2026), this comprehensive health care insurance as required by the [Act on the Residence of Foreign Nationals](#) may be taken out exclusively with [Pojišťovna VZP, a.s.](#)

Further information including contact details for selected health care centers able to provide service in English language is available on the Faculty's [website](#).

7. COUNSELLING AND HELP

STUDENTS WITH SPECIAL NEEDS

Charles University offers a wide range of support for students with disabilities (visual impairment, hearing disorders, speech impediments, physical disability, autism spectrum disorders, mental disorders, specific learning and behaviour disorders). 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 needs. If you are interested in being registered as such a student, please contact the Faculty coordinator for students with special 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 occurring problems can be addressed in time.

FSV UK coordinators for students with special needs:

(office no. 219, 220, Hollar building)

specialni.potreby@fsv.cuni.cz

+420 222 112 239,

+420 222 112 234

Please schedule an appointment via e-mail.

University-wide office for students with special needs Centrum Carolina is part of CU Point, Centre for Information, Counselling and Social Services.

Address: Celetná 13,
110 00 Prague 1

E-mail: centrumcarolina@cuni.cz

PSYCHOLOGICAL COUNSELLING FOR INTERNATIONAL STUDENTS

The Faculty of Social Sciences has a therapist who offers short- and long-term counseling to help you with problems concerning your mental health and study, family, personal, or other problems. The length of one session is 50–60 minutes and they are free of charge. How to make an appointment? Send email to our therapist:

Anna-Marie Pospíšilová, annamarie.pospisilova@ruk.cuni.cz

Address: Counselling center – Školská 13a, Prague 1

Charles University's Carolina Centre offers [counselling](#) in English as well. To arrange an appointment, send an email to a [particular counselor](#).

CAREER ADVISOR FOR STUDENTS AND ALUMNI

PhDr. Sylvie Fišerová

Phone: 770 130 537

E-mail: sylvie.fiserova@fsv.cuni.cz

Appointments available by prior [arrangement](#)

FSV UK STUDENT OMBUDSMEN

The Student Ombudsman is the protector of the rights of FSV UK students. The Ombudsman's function is to ensure the rapid and effective resolution of a wide range of problems experienced by students.

IES FSV UK ombudsman.ies@fsv.cuni.cz

ICSJ FSV UK ombudsman.iksz@fsv.cuni.cz

IMS FSV UK ombudsman.ims@fsv.cuni.cz

IPS FSV UK ombudsman.ips@fsv.cuni.cz

ISS FSV UK ombudsman.iss@fsv.cuni.cz

Find more information [here](#).

CONTACTS AND GUIDES WHAT TO DO IF YOU ENCOUNTER OR WITNESS SEXUAL OR GENDER-BASED VIOLENCE

PhDr. Kateřina Šámalová, Ph.D.

Charles University ombudswoman

e-mail: ombudsman@cuni.cz

Mgr. Blanka Štefaničová

phone: 224 491 759

e-mail: blanka.stefanicova@ruk.cuni.cz

independent sexual harassment expert witness

What to do: visit Carolina Centre [website](#)

8. SPORT

Faculty of Social Sciences 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 Faculty of Law. Among the most common sport classes are volleyball, basketball, floorball, squash, badminton and swimming, but also yoga, tai-chi, ping pong, zumba, rowing or bouldering.

All necessary information on sport classes on offer can always be found at the Faculty of Arts department of Physical Education website <http://ktv.ff.cuni.cz>. Students who wish to participate in some of the sports classes will have to register at the website using their CAS login. Students can set their Jinonice domain password online when they login into <https://ldap.cuni.cz> using their CAS login and password.

Some of the sports activities that are less demanding in terms of space needed, such as yoga or tai-chi, are held in a gym in the Jednota hall of residence close to the Institute of Economic Studies. However the majority of sports activities are held in the Hostivař sports centre which is not so centrally located.

The Faculty of Arts Department of Physical Education really only communicates in Czech thus 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 either a Czech fellow student, a member of the ESN CU Prague or some of your older fellow students to help you.



9. ERASMUS STUDENT NETWORK CHARLES UNIVERSITY PRAGUE (ESN CU PRAGUE)

Erasmus Student Network Charles University Prague (ESN CU Prague) is a student club which organises various social, cultural and sports events for both international and Czech students, and generally helps international students with their stay in Prague. Students of all faculties of our university are welcome to take part in activities and events including trips and parties.

Aside from social events and various trips and excursions, which give students a chance to explore the Czech history, cultural heritage and nature, the following activities are among the most important the ESN CU Prague organizes:

- **Buddy programme** which connects local and international students at Charles University. The local student, "Buddy", is a volunteer who is a guide and a friend to an international student. Buddies help international students with an orientation in the new environment, take care of necessary formalities at the beginning of their stay and share what Czechia has to offer. Buddy Programme is open to all exchange and full-time degree students at Charles University.
- **Orientation week** when students have an opportunity to meet future fellow classmates, discover the university and the beauty of Prague;
- **Tandem teaching programme** where students are paired so that they can teach each other the requested language;
- **Czech film club** as a weekly event when Czech films are screened with English subtitles with free admission;

ESN CU Prague Contact Information

ESN CU [website](#) / info@esncuprague.cz

Buddy programme [website](#) / buddy_fsv@esncuprague.cz

10. PUBLIC HOLIDAYS

There are 13 days throughout the year that are by law defined as public holidays and are considered non-working days. Generally the Faculty buildings would be closed and no classes would be held on these days. For the academic year 2023/2024, the public holidays fall on the following days:

28 th September	Czech Statehood Day
28 th October	Independence Day
17 th November	Freedom and Democracy Day
24 th December	Christmas Eve
25 th December	Christmas Day
26 th December	St. Stephen's Day/Boxing Day
1 st January	New Year's Day
29 th March	Easter Friday
1 st April	Easter Monday
1 st May	May Day/Labour Day
8 th May	Liberation Day
5 th July	Cyril and Methodius Day
6 th July	Jan Hus Day





11. WHO TO TALK TO WHEN YOU NEED...

In the table below you will find a list of where to go when you need specific information or services. If you need something which is not found in this list, please contact the International Office. The most recent list of administrative personnel and their positions can be found on the Faculty website.

accommodation, UK halls of residence	Accommodation Office / International Office
add/drop courses	International Office – Student Services Officer
advising, general	International Office / UK Information and Advisory Centre
advising, academic	Programme coordinator
admissions	International Office
complaint, general	International Office
complaint, academic	Programme coordinator
computer login and password, obtaining	UK Card Service Centre
confirmation of study, obtaining	International Office
counselling, psychological	UK Information and Advisory Centre
diploma, information	International Office – Student Services Officer
graduation, information and ceremony	International Office – Student Services Officer
interruption of studies, to apply for	International Office – Student Services Officer
registration for classes	SIS online / International Office – Student Services Officer
residence permit, information and advice on obtaining	International Office
scholarship, application for	International Office
social and health insurance, information	International Office
student ID card	UK Card Service Centre
student mobility	International Office – Erasmus coordinator / Inter-university exchanges coordinator
thesis, Master's or Bachelor's	Programme coordinator / International Office
transcripts, request copies	International Office
transfer credit, request	International Office – Student Services Officer
tuition, payment of	International Office
visa, information and advice on obtaining	International Office



F. ACADEMIC CALENDAR

The Academic Year commences on 1st October 2023 and finishes on 30th September 2024. Registration for new and continuing degree-seeking students takes place before the beginning of the academic year. Degree-seeking students will be allowed to register for their studies only once a year, prior to the start of the Winter Semester. Special arrangements will be made for visiting students who are scheduled to arrive halfway through the year, enabling them to register at the start of the Summer Semester. This option is not available for degree-seeking students.

Registration for individual classes is open twice per year, at the start of the relevant semester. Students will be allowed to register for classes solely through the on-line Student Information System (SIS) and during the period prescribed in this calendar. Registration for classes during the prescribed period is a prerequisite for the successful completion of the class!

PRE-SEMESTER PERIOD End of the academic year of 2022/2023 and preparation for the academic year of 2023/2024	1. 9. 2023 to 30. 9. 2023
Enrolment of applicants admitted to Bachelor's and Master's study (in accordance with the list from Student Services Office)	from 12. 6. 2023 to 29. 9. 2023
Enrolment of applicants admitted to Bachelor's and Master's study in the study programmes offered in a foreign language (in accordance with the list from OCJSP)	from 5. 9. to 30. 9. 2023
CERGE - enrolment of applicants admitted to Master's and Doctoral study	19. 9. to 30. 9. 2023
Enrolment of applicants admitted to the first year of Doctoral study	28. 6. 2023 and 18. 9. 2023
Examination period for the summer semester of 2022/2023 (continuation)	1. 9. to 8. 9. 2023
Electronic enrolment of students in the 2 nd and higher years of Bachelor's and Master's study through SIS UK	continuously, if they have met all the conditions for advancement to the next segment of study until 22. 9. 2023
Matriculation ceremony	19. 10. 2023

Graduation ceremony	Master's 13. and 14. 9. 2023
State examinations – autumn terms	
Bachelor's study	4. 9. 2023 to 15. 9. 2023
Master's study	11. 9. 2023 to 22. 9. 2023
Submission of applications for rigorosum examinations applicants who intend to take the exam in October 2023	by 10. 7. 2023
Submission of rigorosum theses	by 4. 9. 2023
Doctoral state examinations	1. 9. 2023 to 22. 9. 2023
WINTER SEMESTER 2023/2024	1. 10. 2023 to 18. 2. 2024
Beginning of courses in winter semester	2. 10. 2023
Courses	2. 10. 2023 to 22. 12. 2023
Registering for subjects in winter semester for Bachelor's study	19. 9. 2023 from 11.00 a.m. to 8. 10. 2023 to 23.59 p.m.
Registering for subjects in winter semester for post-Bachelor's and Doctoral study	19. 9. 2023 from 10.00 a.m. to 8. 10. 2023 until 23.59 p.m.
Registering for subjects for Exchange students	21. 9. 2023 from 10.00 a.m. to 8. 10. 2023 until 23.59 p.m.
Registering for subjects for students of other faculties	25. 9. 2023 from 10.00 a.m. to 8. 10. 2023 until 23.59 p.m.
Graduation ceremony	Bachelor's 3. 10. 2023 to 5. 10. 202
Dean's day	27. 10. 2023
Graduation ceremony	Bachelor's 1. and 5. 12. 2023 Master's 6. and 7. 12. 2023
Christmas holidays	23. 12. 2023 to 1. 1. 2024
Registration for the State final examination (Bachelor's + Master's)	from 1. 12. 2023 to 3. 1. 2024
Submission of Bachelor's and Diploma theses for the State final examination in January and February terms	3. 1. 2024 23.59 p.m.
Deadline for fulfilling all the study obligations for students registered for the State final examination	Bachelor's study by 7. 1. 2024 Master's study by 14. 1. 2024
State examinations – winter terms	
Bachelor's study	15. 1. 2024 to 26. 1. 2024
Master's study	22. 1. 2024 to 2. 2. 2024
Rigorosum examinations	9. 10. 2023 to 20. 10. 2023
CERGE – Doctoral study	20. 11. 2023 to 23. 1. 2024
Doctoral study	8. 1. 2024 to 9. 2. 2024
Listing of topics of theses in SIS UK actively offered by teachers to students	continuously

Submission and filing of projects and propositions of Bachelor's and Diploma theses	stipulated within the fulfilment of the course of the seminar for final theses or by a decree of the director of the institute
Evaluation of courses in Bachelor's and post-Bachelor's programmes by students of winter semester of 2023/2024	18. 12. 2023 to 11. 2. 2024
Evaluation of Doctoral courses by students of winter semester of 2023/2024	12. 2. 2024 to 18. 2. 2024
Week for substitute courses (including substitutions for 27. 10., 17. 11. 2023) and examination pre-terms	2. 1. 2024 to 5. 1. 2024
Registering for examinations in SIS UK	from 1. 12. 2023
Examination period	8. 1. 2024 to 16. 2. 2024
SUMMER SEMESTER OF 2023/2024	19. 2. 2024 to 30. 6. 2024
Beginning of courses in summer semester	19. 2. 2024
Courses	19. 2. 2024 to 17. 5. 2024
Registering for subjects in summer semester for Bachelor's study	6. 2. 2024 from 11.00 a.m. to 25. 2. 2024 until 23.59 p.m.
Registering for subjects in summer semester for post-Bachelor's and Doctoral study	6. 2. 2024 from 10.00 a.m. to 25. 2. 2024 until 23.59 p.m.
Registration for subjects in summer semester for Exchange students	8. 2. 2024 from 10.00 a.m. to 25. 2. 2024 until 23.59 p.m.
Registering for subjects in summer semester for students of other faculties	12. 2. 2024 from 10.00 a.m. to 25. 2. 2024 until 23.59 p.m.
Graduation ceremony	Bachelor's 21. 3. 2024 Master's 20. 3. 2024
Dean's day	28. 3. 2024
Rector's day	14. 5. 2024
Curricula	
Opening of Karolinka for the academic year of 2024/25	1. 4. 2024
Submission of Karolinka for the academic year of 2024/25	9. 6. 2024
Registration for the State final examination (Bachelor's + Master's)	17. 4. 2024 to 30. 4. 2024
Submission of Bachelor's and Diploma theses for the State final examination in June terms	by 30. 4. 2024 23.59 p.m.
Deadline for fulfilling all the study obligations for students registered for the State final examination	Bachelor's study by 26. 5. 2024 Master's study by 2. 6. 2024
State examinations – summer terms	
Bachelor's study	3. 6. 2024 to 21. 6. 2024
Master's study	10. 6. 2024 to 28. 6. 2024
Doctoral study	20. 5. 2024 to 28. 6. 2024
Period for evaluating individual study plan (Doctoral study)	1. 5. 2024 to 30. 9. 2024

Listing of topics of theses in SIS UK actively offered by teachers to students	continuously
Submission and filing of projects and propositions of Bachelor's and Diploma theses	stipulated within the fulfilment of the course of the seminar for final theses or by a decree of the director of the institute
Submission of applications for rigorosum examinations For applicants intending to take the examination in March 2024	by 5. 1. 2024
Submission of rigorosum theses	by 2. 2. 2024
Rigorosum examinations	4. 3. to 15. 3. 2024
Evaluation of courses in Bachelor's and post-Bachelor's programmes by students of summer semester of 2023/2024	13. 5. 2024 to 30. 6. 2024
Evaluation of Doctoral courses by students of summer semester of 2023/2024	1. 7. 2024 to 10. 7. 2024
Evaluation of Doctoral study	28. 8. 2024 to 10. 9. 2024
Week for substitute courses (including substitutions for 28. 3., 29. 3., 1. 4., 1. 5., 8. 5. a 14. 5. 2024) and examination pre-terms	20. 5. 2024 to 24. 5. 2024
Registering for examinations in SIS UK	from 1. 4. 2024
Examination period	27. 5. 2024 to 28. 6. 2024 2. 9. 2024 to 6. 9. 2024
Deadline for fulfilling all the study obligations, for students registered for the State final examination in September	Bachelor's study by 25. 8. 2024 Master's study by 1. 9. 2024
Registration for the State final examination (Bachelor's and Master's)	from 1. 7. 2024 to 31. 7. 2024
Submission of Bachelor's and Diploma theses for the State final examination held in September	by 31. 7. 2024 23.59 p.m.
State examinations – autumn terms	
Bachelor's study	2. 9. 2024 to 13. 9. 2024
Master's study	9. 9. 2024 to 20. 9. 2024
Submission of applications for rigorosum examinations For applicants intending to take the examination in October 2024	by 8. 7. 2024
Submission of rigorosum theses	by 2. 9. 2024
Doctoral state examinations	2. 9. 2024 to 20. 9. 2024
ADMISSIONS PROCEDURE	
Submission of conditions for admissions procedure for the academic year of 2024/2025	3. 7. 2024
Submission of applications for Bachelor's study	by 29. 2. 2024
Submission of applications for Master's study	by 31. 3. 2024
Submission of applications for Bachelor's and Master's study offered in foreign language	by 30. 4. 2024
CERGE – submission of applications for Master's study	by 31. 3. 2024

Submission of applications for Doctoral study in terms of Doctoral programmes with the beginning of classes on 1. 10. 2024	by 30. 4. 2024
CERGE – submission of applications for Doctoral study	by 31. 3. 2024
Admissions examination	
Bachelor's and Master's study programmes offered in Czech	from 3. 6. 2024 to 19. 6. 2024
Bachelor's and Master's study programmes offered in foreign language	3. 4. 2024 to 31. 8. 2024
Doctoral study programmes with the beginning of classes on 1. 10. 2024	10. 6. 2024 to 19. 6. 2024
Substitute term for admissions examinations for all the study fields	24. 6. 2024 to 28. 6. 2024
SUMMER HOLIDAYS	1. 7. 2024 to 31. 8. 2024
Pre-semester period of the academic year of 2024/2025	1. 9. 2024 to 30. 9. 2024



G. USEFUL CONTACTS

1. FACULTY OF SOCIAL SCIENCES

INTERNATIONAL OFFICE

Location:

Hollar Building, Rooms 216, 217 and 218

Faculty of Social Sciences

Smetanovo nabrezi 6, 110 01 Praha 1

Degree Students

Name	Areas of Responsibility	Telephone	Email	Room
RNDr. Michal Semian, Ph.D.	Erasmus Mundus Joint Master Degree Programmes	+420 222 112 184	degreeprograms@fsv.cuni.cz	218
Preeti Samuel Rajendran	Contact for high school counsellors, communications		preeti.rajendran@fsv.cuni.cz	218
Mgr. Lukáš Budín	English-taught Bachelor and Master Degree programmes	+420 222 112 254	degreeprograms@fsv.cuni.cz	217
Ing. Eva Kapuciánová	English-taught Bachelor and Master degree programmes	+420 222 112 287		217
Bc. Marcela Vrbatová	English-taught Bachelor and Master Degree programmes, Degree Recognition (nostrification)	+420 222 112 284	admissions@fsv.cuni.cz	217

Exchange Students

Name	Areas of Responsibility	Telephone	Email	Room
Mgr. Michaela Rudinská	Head of International Office Internalization, POINT, scholarships Strategic partnerships, Fund Junior Consultations in person only upon agreed appointment.	+420 222 112 228	svoz@fsv.cuni.cz	216a
Bc. Marie Stanovská	Deputy Head of International Office Inter-faculty/ Inter-university cooperation: outgoing + incoming students Rector's Mobility Fund Summer School TFAS Prague (AIPES)	+420 222 112 221	studyabroad@fsv.cuni.cz	216

Mgr. Antonella Kopic Bernardon	Inter-government exchanges: both incoming and outgoing students AKTION, CEEPUS, DAAD Freemover: outgoing/ incoming students	+420 222 112 187	inbound@fsv.cuni.cz	216
Ing. Radek Kovács	ERASMUS+ study exchanges: outgoing students ERASMUS+ practical and graduate placements: outgoing students ERASMUS+ academic staff mobility Erasmus+ staff training Leadership exCHANGE (summer school) ERASMUS+ ICM outgoing students	+420 222 112 235	outgoing@fsv.cuni.cz	216a
Bc. Barbora Stará	ERASMUS+ incoming students ERASMUS+ ICM incoming students ERASMUS+ practical placements: incoming students	+420 222 112 273	incoming@fsv.cuni.cz	216
PhDr. Veronika Šilhová	Exchange coordinator Freemover programmes - incoming students (Ukraine) ERASMUS+ International Credit Mobility - agreements	+420 222 112 140	veronika.silhova@fsv.cuni.cz exchange@fsv.cuni.cz	216a

INSTITUTES

Institute of Communication Studies and Journalism

Address: Smetanovo nábřeží 6, 110 01 Prague 1 / Hollar building

Directions: The closest metro station is Národní třída (yellow line B);
closest tram stop is Národní divadlo – trams no. 6, 9, 22, 18 or 17.

Institute of Economic Studies

Address: Opletalova 26, 110 00 Prague 1 / Opletalova building

Directions: The nearest Metro station is Muzeum (transfer station: green line A, red line C).

Institute of International Studies

Institute of Political Studies

Institute of Sociological Studies

Address: U Kříže 8, 158 00 Prague 55

Directions: The nearest metro station is Jinonice (yellow line B).

STUDY PROGRAMMES

Bachelor in Economics and Finance (BEF)

Programme Director: doc. PhDr. Julie Chytilová Ph.D. / e-mail: julie.chytilova@fsv.cuni.cz
Programme Coordinator: RNDr. Michal Červinka Ph.D. / e-mail: michal.cervinka@fsv.cuni.cz

History and Area Studies (HAS)

Academic Supervisor: doc. PhDr. Jiri Vykoukal, CSc. / e-mail: jiri.vykoukal@fsv.cuni.cz
Programme Coordinator: Bc. Jiřina Tomečková / e-mail: has.ims@fsv.cuni.cz;
study.ims@fsv.cuni.cz

Politics, Philosophy and Economics (PPE)

Programme Director: Janusz Salamon, Ph.D. / e-mail: janusz.salamon@fsv.cuni.cz,
janusz.salamon@fsv.cuni.cz
Programme Coordinator: Mgr. Jakub Franěk, Ph.D. / e-mail: jakub.franek@fsv.cuni.cz

Social Sciences (SOSCI)

Academic Supervisor: doc. Mgr. Martin Hájek, Ph.D. / e-mail: martin.hajek@fsv.cuni.cz
Programme Coordinator: Ing. Zuzana Kotherová, Ph.D. /
e-mail: zuzana.kotherova@fsv.cuni.cz

Balkan, Eurasian and Central European Studies (BECES)

Academic Supervisor: doc. PhDr. Tomáš Nigrin Ph.D. /
e-mail: tomas.nigrin@fsv.cuni.cz
Programme Coordinator: Bc. Jiřina Tomečková / e-mail: beces.ims@fsv.cuni.cz;
study.ims@fsv.cuni.cz

Corporate Strategy and Finance in Europe (CSF)

Academic Supervisor: doc. PhDr. Martin Gregor, Ph.D. /
e-mail: martin.gregor@fsv.cuni.cz
Programme Coordinator: PhDr. Lenka Št'astná, Ph.D. / e-mail: lenka.stastna@fsv.cuni.cz

Erasmus Mundus International Master in Security, Intelligence and Strategic Studies (IMSISS)

Academic Supervisor: doc. PhDr. Emil Aslan, Ph.D. / e-mail: emil.aslan@fsv.cuni.cz
Programme Coordinator: Mgr. Anzhelika Solovyeva /
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Erasmus Mundus Journalism, Media and Globalisation (EMI)

Academic Supervisor: doc. PhDr. Alice Němcová Tejkalová, Ph.D.

e-mail: alice.tejkalova@fsv.cuni.cz

Programme Coordinator: Mgr. Sandra Lábová / e-mail: sandra.labova@fsv.cuni.cz

European Politics and Society (EPS)

Academic Supervisor: Mgr. Eliška Tomalová, Ph.D. / e-mail: eliska.tomalova@fsv.cuni.cz

Programme Coordinator: PhDr. Martin Mejstřík / e-mail: martin.mejstrik@fsv.cuni.cz

Programme Study Support: Mgr. Eliška Ullrichová / e-mail: eps@fsv.cuni.cz

Geopolitical Studies (GPS)

Academic Supervisor: doc. Michel Perottino, Ph.D. / e-mail: michel.perottino@fsv.cuni.cz

Programme Coordinator: Mgr. Martin Riegl, Ph.D. / e-mail: martin.riegl@fsv.cuni.cz

International Economic and Political Studies (IEPS)

Academic Supervisor: doc. PhDr. Miloš Brunclík, Ph.D. /

e-mail: milos.brunclik@fsv.cuni.cz

Programme Coordinator: Mgr. Lukáš Hájek, M.A., Ph.D. / e-mail: lukas.hajek@fsv.cuni.cz

International Masters in Economy, State and Society (IMESS)

Academic Supervisor and Programme Coordinator:

doc. PhDr. Jiří Vykoukal, CSc. / e-mail: jiri.vykoukal@post.cz

Programme Study Support: Bc. Jiřina Tomečková / e-mail: study.ims@fsv.cuni.cz

Master in Area Studies (MAS)

Academic Supervisor: prof. Mgr. Tomáš Weiss, M.A., Ph.D. /

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

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study.ims@fsv.cuni.cz

Master in Economics and Finance (MEF)

Programme Director: doc. PhDr. Adam Geršl, Ph.D. / e-mail: adam.gersl@fsv.cuni.cz

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Master in Finance and Data Analytics (MFDA)

Programme Director: doc. PhDr. Jozef Baruník, Ph.D. / e-mail: jozef.barunik@fsv.cuni.cz
Programme Coordinator: PhDr. František Čech Ph.D. / e-mail: frantisek.cech@fsv.cuni.cz

Master in International Relations (MAIN)

Programme Director: doc. PhDr. Jan Karlas, M.A., Ph.D. / e-mail: jan.karlas@fsv.cuni.cz
Programme Coordinators:
Mgr. Viera Martinková, Ph.D. / e-mail: viera.martinkova@fsv.cuni.cz;
Dr. rer. pol. Michal Parížek, M.Sc., Ph.D. / e-mail: michal.parizek@fsv.cuni.cz

Master in International Security Studies (MISS)

Academic Supervisor: doc. PhDr. Vít Strítěcký, M.Phil., Ph.D. /
e-mail: vit.stritecky@fsv.cuni.cz
Programme Coordinator: Mgr. Anzhelika Solovyeva /
e-mail: anzhelika.solovyeva@fsv.cuni.cz

Media and Area Studies (MARS)

Academic Supervisor: PhDr. Jakub Končelík, Ph.D. / e-mail: jakub.koncelik@fsv.cuni.cz
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Public and Social Policy (PASP)

Academic Supervisor: doc. PhDr. Pavol Frič, Ph.D. / fric@fsv.cuni.cz
Programme Coordinator: Mgr. Mirna Jusić, M.A. / e-mail: mirna.jusic@fsv.cuni.cz

Society, Communication and Media (SCM)

Academic Supervisor: doc. PhDr. Dino Numerato, Ph.D. / e-mail: dino.numerato@fsv.cuni.cz
Programme Coordinator: Terezie Hanzlíková / e-mail: terezie.hanzlikova@fsv.cuni.cz

Sociology of Contemporary Societies (SCS)

Programme Director: doc. PhDr. Zdeněk Uherek, CSc. / e-mail: zdenek.uherek@fsv.cuni.cz
Programme Coordinator: Lenka Dvořáčková / e-mail: lenka.dvorackova@fsv.cuni.cz

FACULTY CENTRAL ADMINISTRATION

Faculty central administration resides in the Hollar building.

The Dean

PhDr. JUDr. Tomáš Karásek, Ph.D.
e-mail: tomas.karasek@fsv.cuni.cz

Vice-Dean for International Relations

PhDr. Zuzana Kasáková, Ph.D.
e-mail: zuzana.kasakova@fsv.cuni.cz

Vice-Dean for Student Affairs

PhDr. Malvína Krausz Hladká, Ph.D. / e-mail: malvina.hladka@fsv.cuni.cz

2. CHARLES UNIVERSITY

INFORMATION AND ADVISORY SERVICES

- **Information Services**
e-mail: ipsc@ruk.cuni.cz
Web: <https://ukpoint.cuni.cz/>
Address: Celetná 13, 116 36 Prague 1
- **Office for Students with Special Needs**
e-mail: ipsc@ruk.cuni.cz
Address: Celetná 13, 116 36 Prague 1
- **Advice and Counselling Centre**
e-mail: counsel@ruk.cuni.cz
Address: Školská 13a, 110 00 Prague 1
- **CU Gifts and Souvenirs**
e-mail: point@cuni.cz
Web: <https://ukpoint.cuni.cz/>
Address: Celetná 14, 116 36 Prague 1

CARD SERVICE CENTRES

- **Card service centre at the CU Point**
Address: Celetná 13, 116 36, Prague 1,
Card service centre at the Faculty of Law
Address: nám. Curieových 7, 110 00 Prague 1 / ground floor, room no. 34
- **Card service centre at the Faculty of Mathematics and Physics**
Address: Ke Karlovu 3, 121 16 Prague 2 / second basement floor, room no. M266
Find more information on the [CUNI website](#)

3. EMERGENCY PHONE NUMBERS

- **European Emergency Number:** 112
- **Ambulance:** 155
- **Police:** 158
- **Fire brigade:** 150

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