



*Faculty of Social Sciences, Charles University in Prague  
Partner information 2016/2017, Inter-Faculty Agreements Exchange*

Full name of the Institution/Position	Contacts, Faculty of Social Sciences, Charles University in Prague	
Faculty of Social Sciences International Office	<b>Address:</b>	Smetanovo nabrezi 6 110 01 Praha 1 Czech Republic
	<b>E-mail:</b>	<a href="mailto:svoz@fsv.cuni.cz">svoz@fsv.cuni.cz</a>
	<b>Web:</b>	<a href="http://fsveng.fsv.cuni.cz">http://fsveng.fsv.cuni.cz</a>
	<b>Fax:</b>	(+420) 222 112 270
Incoming Student Coordinator	<b>Before arrival</b>	<b>Irena Tauerová</b>
	<b>E-mail:</b>	<a href="mailto:irena.tauerova@fsv.cuni.cz">irena.tauerova@fsv.cuni.cz</a>
	<b>Tel:</b>	(+420) 222 112 221
Incoming Student Coordinator	<b>After arrival</b>	<b>Beáta Tomečková</b>
	<b>E-mail:</b>	<a href="mailto:incoming@fsv.cuni.cz">incoming@fsv.cuni.cz</a>
	<b>Tel:</b>	(+420) 222 112 273
Outgoing Student Coordinator	<b>E-mail:</b>	<b>Irena Tauerová</b> <a href="mailto:irena.tauerova@fsv.cuni.cz">irena.tauerova@fsv.cuni.cz</a>
	<b>Tel:</b>	(+420) 222 112 221

**Academic year 2016/2017 at Charles University**

Full academic year	<b>3<sup>rd</sup> October 2016 – 30<sup>th</sup> June 2017</b>
Winter semester	<b>3<sup>rd</sup> October 2016 – 12<sup>th</sup> February 2017</b> <ul style="list-style-type: none"><li>❖ Orientation Week: 26<sup>th</sup> September- 30<sup>th</sup> September</li><li>❖ Teaching period: 3<sup>rd</sup> October – 23<sup>rd</sup> December</li><li>❖ Exam period: 9<sup>th</sup> January- 10<sup>th</sup> February</li></ul>
Summer semester	<b>20<sup>th</sup> February 2016 – 30<sup>th</sup> June 2017</b> <ul style="list-style-type: none"><li>❖ Orientation Week: 13<sup>th</sup> February – 17<sup>th</sup> February</li><li>❖ Teaching period: 20<sup>th</sup> February – 20<sup>th</sup> May</li><li>❖ Exam period: 22<sup>nd</sup> May - 30<sup>th</sup> June</li></ul>



### Application Process

Student has to be nominated for the Exchange Program by their coordinator from the home Faculty/University and fill in an application form provided by us. The following documents should be enclosed:

- ❖ CV
- ❖ Motivation Letter
- ❖ Study plan
- ❖ Transcript of Records
- ❖ Letter of Recommendation
- ❖ Copy of the Passport

Student should sign the application and get it checked and signed by the coordinator who will scan all the documents together and email to our International Office.

**In the same time, student has to fill also an E-Application Form:**

<http://goo.gl/forms/tVUDYJKRq5>

Once the student is accepted, we will inform their coordinator and post acceptance, housing and visa (if needed) documents to their address.

Deadlines

For Winter Semester and full academic year: **30th April**

For Summer Semester: **15th October**

Early applications are strongly encouraged, especially if the student has to apply for a visa.

### English Language Requirements

It is assumed that applicants will have a sufficient knowledge of English to attend classes and write papers in the English language. Students who are not native speakers may be asked to demonstrate their ability to study in English, e.g. by presenting the results of any language tests they have taken. Although we welcome TOEFL and IELTS, they are not necessarily a condition of entry. A real ability to study in English is more important.

### Orientation Week

The Faculty of Social Sciences regularly runs an Orientation Program in both winter and summer semester. This program is designed especially for incoming students in order to take care of many practical arrangements related to their studies (registration, student travel passes, access to Charles University libraries, etc.).

Terms

Winter Semester: 26<sup>th</sup> September – 30<sup>th</sup> September 2016

Summer Semester: 13<sup>th</sup> February – 17<sup>th</sup> February 2017

International Students Club

Members of the Club meet incoming students during the Orientation Week and guide them around not only through the necessary academic arrangements but also run the “buddy program”, excursions, and other social events.



### Subjects Taught in English

The Faculty of Social Sciences of Charles University has 5 institutes:

- Institute of Political Studies
- Institute of International Studies
- Institute of Economic Studies
- Institute of Sociological Studies
- Institute of Communication Studies and Journalism

The faculty has a strong selection of subjects taught in English in Political Science, International Relations and Economics & Finance. While our selection of subjects in Sociology, Communication Studies and Journalism is not that strong, we will gladly accept students from these subject areas as well.

### Registration for Classes

Students can enrol in both Bachelor's and Master's degree courses regardless of their academic level. However, the list of the chosen subjects has to be approved by the student's home Faculty.

Student Information System (SIS)	This search engine is the best source of information about classes, and it also includes information about the student's status and results. SIS can be accessed under the following link: <a href="http://goo.gl/URQVOs">http://goo.gl/URQVOs</a>
Note	<ul style="list-style-type: none"><li>❖ SIS includes information about classes from all the Faculties of Charles University, taught in all languages. Students have to choose "Faculty of Social Sciences" from the drop-down box, and always double-check the language of instruction and the semester in the course description.</li><li>❖ The student has to pay attention to the last letter of the subject code. The "B" at the end of the subject code refers to the subject taught at the Bachelor level. The "M" stands for the Master's level.</li><li>❖ Students should take at least half of the courses with the Faculty of Social Sciences.</li></ul>
Link	Under the following link you will find instructions on how to find an appropriate list of classes, how our class codes work, and how to distinguish between graded and non-graded classes: <a href="http://goo.gl/oD379Y">http://goo.gl/oD379Y</a>

### Czech Language Classes

We offer Czech language classes at various levels, from Beginners to Intermediate. Incoming students are welcome to register for these. However, we must point out that, because these classes are not part of the standard curriculum, they are not financed by the Czech Ministry of Education. We therefore have to make a small charge to cover our costs.



### Exam Period & Academic Transcripts

Exam Period in Winter Semester: 9<sup>th</sup> January- 10<sup>th</sup> February, 2017  
Exam Period in Summer Semester: 22<sup>nd</sup> May - 30<sup>th</sup> June, 2017  
Academic Transcripts will be provided by the International Office after all study requirements are completed and upon request only.

### Housing

Exchange students will be automatically accommodated at Charles University “Hvězda” dormitory, unless the student explicitly refuses this option.

Reference	“Hvězda” Dormitory Address: Zvoníčková 5, 162 08 Praha 6 <a href="http://goo.gl/nMbO1">http://goo.gl/nMbO1</a>
-----------	--

### Visa to the Czech Republic

The students from non-EU and non-EFTA countries will need a student visa. To obtain their visa in a timely manner, we strongly recommend students to send their applications early. Visa application process may take up to **3 months**.

Note	<ul style="list-style-type: none"><li>❖ Semester-length students should apply for a student visa (long-stay visa for the purpose of study)</li><li>❖ Full year students (2 semesters) should apply for a long-term residence permit</li><li>❖ More information on <a href="http://goo.gl/GSG5n9">http://goo.gl/GSG5n9</a></li></ul>
------	---