



**FACULTY
OF SOCIAL SCIENCES**
Charles University

Faculty of Social Sciences, Charles University
Partner information 2018/2019, Erasmus+ Program

Full name of the Institution/Position	Contacts, Faculty of Social Sciences, Charles University in Prague
European Office Institutional Coordinator	Ms Ivana Herglová E-mail: ivana.herglova@ruk.cuni.cz Tel: (+420) 224 491 710 Web: http://www.cuni.cz/UKEN-145.html
European Office Incoming Students Coordinator	Ms Jana Dvořáková E-mail: jana.dvorakova@ruk.cuni.cz Tel: (+420) 224 491 310
Faculty of Social Sciences International Office, Manager	Ms Nina Bílovská E-mail: svoz@fsv.cuni.cz Tel: (+420) 222 112 228
Faculty of Social Sciences Incoming Students Coordinator	Ms Beáta Tomečková E-mail: incoming@fsv.cuni.cz Tel: (+420) 222 112 273
Faculty of Social Sciences Outgoing Students Coordinator	Ms Kateřina Krušová E-mail: outgoing@fsv.cuni.cz Tel: (+420) 222 112 235

Academic year 2018/2019 at Charles University	
Full academic year	24th September 2018 – 28th June 2019
Winter semester	24th September 2018 – 15th February 2019 <ul style="list-style-type: none">❖ Welcome Week: 24th September- 30th September 2018❖ Teaching period: 1st October – 20th December❖ Exam period: 7th January- 15th February 2019
Summer semester	11th February 2019 – 28th June 2019 <ul style="list-style-type: none">❖ Welcome Week: 11th February – 17th February❖ Teaching period: 18th February – 17th May 2019❖ Exam period: 27th May – 28th June 2019



Application process	
Application Procedure	Students have to be officially nominated by the partner university. Erasmus coordinators are asked to send a list of nominees (including their e-mail contacts, Erasmus code and field of study) to FSV Incoming Students Coordinator, Ms Beáta Tomečková, at incoming@fsv.cuni.cz , and to Ms Jana Dvořáková from the Charles University European Office at jana.dvorakova@ruk.cuni.cz .
Registration	Nominated students have to complete an on-line registration form, print two documents generated by the on-line system (Application Form + Learning Agreement) and get them stamped and signed by their university Erasmus Coordinator. On-line registration is available under the link: https://is.cuni.cz/webapps/erasmus/
Deadlines	For Winter Semester and full academic year: 15th June 2018 For Summer Semester: 31st October 2018
Note	The hard copy of the Application Form, learning agreement, latest transcript of records and language confirmation should be delivered to Charles University by the end of June 2018 (for the Winter Semester and full year 2018/19 nominees) or by the middle of November 2018 (valid for summer semester 2018/19 nominees) to the International Office, Faculty of Social Sciences, Smetanovo nabrezi 6, 110 00 Prague, Czech Republic
English Language Requirements	
It is assumed that applicants have sufficient knowledge of English to attend classes and to write papers in English language. Students who are not native speakers will be asked to demonstrate their ability to study in English, e.g. by presenting the results of any language tests they have taken. We welcome TOEFL and IELTS or Cambridge tests. The required level of knowledge is B2.	
Welcome 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 of the practical arrangements related to studies (registration, student travel passes, access to Charles University libraries, etc.).	
Terms	Winter Semester: 24^h September – 30th September 2018 Summer Semester: 11th February – 17th February 2019



**FACULTY
OF SOCIAL SCIENCES**
Charles University

International Students Club	Members of the International Club meet incoming students during the Welcome 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	
<p>The Faculty of Social Sciences of Charles University has 5 institutes:</p> <ul style="list-style-type: none">- Institute of Political Studies- Institute of International Studies- Institute of Economic Studies- Institute of Sociological Studies- Institute of Communication Studies and Journalism <p>The faculty has a wide selection of subjects taught in English in Political Science, International Relations and Economics & Finance. All nominated students will receive a list of courses taught in English available to our and international students for given academic year.</p>	
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 selected carefully and approved by the student’s home university.	
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: http://is.cuni.cz/studium/eng/predmety/
Note	<ul style="list-style-type: none">❖ SIS includes information about classes from all the Faculties at 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 actual semester in the course description.❖ Students have to pay attention to the last letter of the subject code. “B” at the end of the subject code refers to the subject taught at the Bachelor’s level. “M” stands for the Master’s level, “D” stands for PhD. students❖ Students should take at least half of the courses with the Faculty of Social Sciences.



FACULTY
OF SOCIAL SCIENCES
Charles University

Czech Language Classes

We offer Czech language classes at various levels, from Beginners to Upper 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.

<https://fsv.cuni.cz/en/academics/exchange-and-visiting-students/czech-foreign-language>

Exam Period & Transcripts of Records

Exam Period in Winter Semester: 7th January- 15th February 2019

Exam Period in Summer Semester: 27th May – 28th June 2019

Academic Transcripts will be provided by the International Office when all study requirements have been completed and **upon request only**.

Housing

Erasmus students are welcome to apply for accommodation in Charles University – Halls of Residence, the online application form includes a housing option.

Deposit & Cost	Since we have been facing overbooking of our accommodation facilities, we will ask your nominees to confirm their housing reservation by paying a deposit of 1800 CZK (approx. 70 €) plus the price for 1 month at a dormitory 2500-3500 CZK (approx. 100 - 140 €).	
Reference	“Hostivař” Dormitory Address: Weilova 2, 100 00 Praha 10 http://goo.gl/nMbO1	“Hvězda” Dormitory Address: Zvoníčková 5, 162 00 Prague 6 http://goo.gl/tuLBN

Visa to the Czech Republic

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 in as early as possible. Visa arrangement process may take up to 3 months.

Note	<ul style="list-style-type: none">❖ Semester-length students should apply for a student visa (long-stay visa for the purpose of study)❖ Full year students (2 semesters) should apply for a long-term residence permit❖ More information at https://fsv.cuni.cz/en/academics/practical-information/visa-and-renewals
------	---