



Charles University (UK)
Faculty of Social Sciences (FSV UK)
Institute of Communication Studies and Journalism (ICSJ)

Handbook for MUNDUS Journalism Students



Opening Note	5
Introducing University	7
Academic Information	13
Prague Curriculum	19
Master's diploma thesis	33
Academic ceremonies & diplomas	39
Financial procedures and policies	41
Visa seeking students	43
University Life	49
Academic Calendar	67
Useful Contacts	71

Opening Note

Dear student !

Let us welcome you to the Faculty of Social Sciences and its Institute of Communication Studies and Journalism. We are delighted that you have chosen specialization "Totalitarianism & Transition" and decided to proceed with your studies in Prague, making Charles University your new alma mater. According to multiple prestigious international rankings, our Faculty belongs among the best universities. We hope you will start your path towards a very successful career or continue on it here.

Whether you are still in Aarhus, just arrived, or already enrolled for courses, the Handbook you are reading right now should guide you through your studies. It provides students with important information concerning essential academic, enrollment, and student policies and procedures.

We want you to feel at home at our Faculty. Therefore, we are committed to providing you with a supportive, open, inclusive, and fair environment. We believe you will achieve your personal academic goal and build new long-lasting friendships. Use and enjoy the abundant resources available at the Faculty. Since various difficulties and obstacles might arise during your studies. In such cases, do not hesitate to seek help.

We welcome your commitment and full participation in the life of our community. We are very much looking forward to meeting you in the corridors of our Faculty and at various cultural, community, or sports events.

Good luck !
Your EMJ Prague Team

Introducing University



1. 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 the east of Paris. It belongs among the oldest and largest universities globally, and it is the oldest and the largest university in Czechia.

Today Charles University has 17 faculties in 3 different cities, three university institutes, six other centers for educational, scientific, research, development, other activities or provision of information services, five university-wide special facilities, and the Rectorate. The Faculty of Social Sciences is the second youngest faculty, founded in 1990.

The university has about **53 000 students**, with more than 7 000 students coming from foreign countries. There are over 300 accredited degree programs and 660 study disciplines. Charles University covers the full spectrum of medicine, pharmacy, science, humanities and social sciences, theology, and sport at bachelor, master, and doctoral levels. Over one hundred fifty academic programs are taught in a foreign language, mainly in English, but also in German or French.

The university dedicates energy to international cooperation with prestigious educational and research institutions. The UK has signed 450 bilateral agreements on the Erasmus program framework and 190 international partnership agreements with foreign universities.



P

H

C

O

2. Faculty of Social Sciences

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

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

The Hollar building (H) is our main campus and a place where you will attend most of your classes. You can find it on Smetanovo nábřeží in the very center 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.

Celetná building (C) is a historic building in Prague's old town. You can find audiovisual laboratories there. It is also the seat of Charles University's Rectorate.

Pekařská building (P) is located a little further away from the city center, near the metro station Jinonice. It houses three institutes: the Institute of International Studies, the Institute of Political Studies, and the Institute of Sociological Studies.

Opletalova building (O) is found on Opletalova street in Prague, just a few blocks from Wenceslas Square. It houses the Institute of Economic Studies.

3. Institute of Communication Studies and Journalism

The Institute of Communication Studies and Journalism (ICSJ) **offers bachelor's, master's and doctoral degree programs** in marketing communication and PR, media studies, and journalism. The ICSJ also guarantees and organizes rigorous examinations in the field of Media Studies. The ICSJ aims to develop scientific and research activity in public and media communication and media history, emphasizing Czechia, former Czechoslovakia before 1989, and its historic neighbors. The ICSJ teaches journalism, analyzes mass media in international comparison and political, economic, and cultural contexts.



Academic Information



The academic year is divided into two periods: winter and summer semesters. The examination periods follow after each semester and last five weeks, during which there are no classes. Further helpful information on deadlines are available in the academic calendar, which is published every year on the intranet of the Faculty website. You can find the current academic calendar at the end of this brochure.

1. Courses enrollment and exams

Students enroll in courses and for exams exclusively through the **Student Information System (SIS)**. Students log into the system using the password they obtained and their **student ID (CAS password)**. Enrollment for individual classes is open twice per year, at the start of the relevant semester. Students are free to attend any courses during this time 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 enrollment period, and at the same

time, drop from all the courses you do not want to attend.

Erasmus Mundus students will be enrolled into compulsory courses automatically.

Students may enroll into compulsory and optional classes no more than twice during the whole of their studies. If a student fails to pass a required course, s/he needs to enroll in the class again the following academic year. If a student fails to pass a compulsory class twice, his/her 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 a passing grade (A to E) are not allowed.

2. Czech language classes

Classes' **codes 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 the 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.

3. Withdrawal and additional registration for classes

Late enrollment and withdrawal are subject to a **written request**. Students who wish to add and drop a class after the standard registration period must make a formal written request to the program coordinator. The program coordinator and program supervisor must sign the request for additional deletion of the course from SIS. Both **forms must be approved** before it is delivered to the International Office.

Late registrations are possible at most six weeks after the standard registration period. Late withdrawals are possible till the end of the semestral examination period. It is not possible to withdraw from a class that has been completed already, including failed courses with grade F.

4. Termination of studies

The Faculty of Social Sciences can terminate studies of a student in case:

- the student has not achieved the required number of credits to be registered for a further year of study;
- the student has not asked / applied in SIS for the checking of her/his study requirements and ignores the e-mail reminder;
- the student has not successfully graduated during the maximum allowed period of his/her studies;
- the student failed to pass a compulsory courses twice;
- the student failed a compulsory courses twice;
- the students whose studies have been interrupted failed to pay the tuition fees despite the Faculty reminders and appeals.

5. 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	Word evaluation	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 good work with several notable errors.
D	Satisfactory	Satisfactory performance. The student has shown some understanding of the subject matter but has not successfully translated this understanding into consistently original work. Overall good performance with several 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	Pass/Credit	Pass. The student receives credit for the course but no specific grade.



Prague Curriculum



The processes constituting the pillars of democracy are increasingly challenged in the world today. The Totalitarianism & Transition specialization in Prague focuses on issues arising from this political upheaval.

The specialization gives you a solid understanding of the contemporary history of post-totalitarian countries, and you will work with key issues facing journalism in light of ongoing political, market-related, and technological transformations. Your theoretical knowledge becomes the point of departure for the practical courses in audio, video, and multimedia journalism production.



Media in Central Europe

Prof. PhDr. Jan Jiráček, Ph.D.
winter semester
lectures and seminars
exam

Media and journalism and their performance are key issues of liberal democracy. The status of media is therefore a crucial point in the transition from a totalitarian to a liberal political environment. The course "Media in Post-Totalitarian Countries" offers basic knowledge of the development of media in post-totalitarian countries of Central Europe (mainly Czechia, but also Poland, Hungary and Germany) from 1989 until now. It supports students' critical approach to reflections on mass media and social media, and on contemporary societies and their political communication.

The course is designed as a seminar (with some introductory lecturing), with active student participation (discussing "media news" every meeting and "team project" at the end of the course). Students should have a basic knowledge of sociology, social theory, and communication science on an introductory level, some basic knowledge of world (American and European) history, and popular culture.

Contemporary History of Central Europe

PhDr. Michal Dimitrov Ph.D.
winter semester
lectures
exam

Since 1989, Central European countries have been committed to common European values such as liberal democracy, respecting the rule of law, and human rights. Czechia, Slovakia, Poland, and Hungary joined the EU in 2004 and referenced Francis Fukuyama; this is when history should have ended. However, the success story seems to take an "illiberal" turn – for instance, through media outlets' monopolization and the popular appeal of authoritarianism. Thus, present political trajectories in the region cause bewilderment in the core countries of the EU. As Jacques Rupnik pointed out in December 2017, "the decoupling of liberalism and democracy in Central and Eastern Europe has a lot to do with the post-1989 confusion, and indeed collusion, between political and economic liberalism". To understand this confusion and collu-

sion, profound knowledge of the contemporary history of the region is required.

The course "Contemporary History of Post-Totalitarian Countries" provides knowledge of the contemporary history of post-totalitarian countries in Central (and Eastern) Europe. After finishing this course, students should understand the specifics of its political, socio-economic, and cultural developments in the recent past and their impact on the societies of Central European countries today. The course uses various methodological approaches to deal with critical historical and contemporary issues such as the nation-building process. It deals with the German political, economic and cultural hegemony; expulsion/resettlement of Germans and coming to terms with the past; dynamics of the development of societies in the communist era; achievements and failures of the post-communist transformation; and important recent topics such as the migration crisis, etc. Students are expected to work in groups and discuss the issues based on their presentations.

Audiovisual Journalism of 21st Century

Mgr. František Géla
and Mgr. Kateřina Etrychová
lectures and seminars
classified credit
winter semester

Apart from political and market-related transitions, the workflow of current media professionals also faces challenges related to technological challenges and professional convergence. Therefore, being a journalist in contemporary media does not only mean being a writer, a photographer, or a reporter. Instead, various multimedia skills are essential, and working with text, photography, sound, and video are all part of the basis of journalists' daily work. Being able to report instantly using various forms of media has become natural in the media industry.

"Audiovisual Journalism of the 21st Century" aims to develop journalism and reporting skills. The first part of the course combines excursions to public and private news TV broadcasters and lectures that provide essential editorial and technological knowledge in TV journalism. Within its practical part, the course combines TV studio and fieldwork both with professional broadcast technologies and widely used consumer devices (i.e., smartphones and tablets). Students will work on simulated TV newscasts, including work in the TV studio, editing news stories, and live reporting.

Post-Digital Photojournalism

Mgr. Sandra Štefaniková
lectures and seminars
classified credit
winter semester

In light of the political, market-related, and technological developments described above, the course "Post-Digital Photojournalism" discusses the current situation of visual journalism. With the rise of digital technologies, theoreticians began talking about the death of traditional photography and describing the era as post-photographic. Twenty years later, it is evident that visual messages are more powerful than ever in and beyond political discourse.

This course introduces today's condition of visual journalism and its development in the last few decades. Students will learn about the transition from traditional film-based photography to digital imaging to the current post-digital condition. The course also includes practical assignments which will help students understand the nature of problems introduced in the theoretical lectures. Students will try traditional technical equipment, DSLRs, mobile photojournalism, drone journalism, VR journalism, and AI in digital imaging, among other things.

Diploma Thesis

Seminar 1 and 2

Annamária Neag, Ph.D.
winter and summer semester
seminars
credit

Writing the thesis provides the opportunity to choose a subtheme/region/theory within the broader field of studies to produce an original piece of empirical work.

The master's thesis courses have two main objectives. The first objective is to provide the relevant

methodological and theoretical knowledge and skills at an advanced level necessary for MA students to produce a master's thesis. The second objective is to guide students in developing the core design of their thesis, i.e., their research questions, theoretical/conceptual framework, methods and research design, and textual structure.

The first part of the master's thesis courses consists of seminar discussions and lectures. In the second part, students have individual consultations with an academic supervisor.

Foreign Correspondence

doc. PhDr. Alice Němcová Tejkalová,
Mgr. Veronika Macková, Ph.D.
lecture and seminars exam
summer semester

The course "Foreign Correspondence" covers both the fascinating history of the profession and its current situation that is influenced by both technological and economic challenges. The course uses the practical skills students gained from the previous studies to simulate the work of foreign correspondents. The students' knowledge about the Central and Eastern Europe region is used in their journalistic stories, deeply grounded in their theoretical knowledge.

The course consists of two main sections. In the first section, theoretical approaches are introduced, while in the second section, students are dedicated to their creative work.





PhDr. Michal Dimitrov, Ph.D.

Michal Dimitrov has worked as a freelance journalist (reporter, editor, commentator, and presenter) for Czech Television (Česká televize) and other mass media (e.g., Hospodářské noviny) for nearly two decades. Apart from his career in media and communication, he holds a Ph.D. in Area Studies from Charles University in Prague (2017) and cooperates with the Institute of International Studies and Institute of Communication Studies and Journalism. His research interests are migration, integration, and populism in Central Europe and German-speaking countries. His doctoral thesis focused on local integration policies on migrants in Berlin and Vienna from 1971 to 2011. He completed an internship at the German Federal Parliament (Bundestag, Internationales Parlaments-Stipendium) in 2008, was awarded a fellowship by the International Center for Journalism of the Free University of Berlin (2010–2011), or is an alumnus of the Czech-German Young Professionals Program (2021).



prof. PhDr. Jan Jiráček, Ph.D.

Jan Jiráček is a university pedagogue, professor of media studies, translator (fiction, films, and professional literature), and publicist. In his professional work, he focuses on media education and media literacy, is a co-author of the concept of media education for primary schools and grammar schools in the Czech Republic and has participated in several courses for teachers focused on the development of media education. In 1993, he co-founded the Department of Media Studies at Charles University in Prague. Three years later, he helped found the CEMES Center for Media Studies at the same faculty. From 1997 to 2000, he was the chairman of the Czech Television Council. During the 1990s, he lectured and worked at several university workplaces in Europe and the USA. Since the autumn of 1999, he has lectured on the course "Media and Society" as a visiting professor at New York University in Prague.



Mgr. František Géla

František Géla is a lecturer at the Department of Journalism at the Faculty of Social Sciences, Charles University. He specializes in photojournalism, sports photography, TV journalism, and new technologies. He also works as a freelance cameraman and camera operator. He collaborates with various filmmakers, public and private TV broadcasters (e.g., documentary 13 Minutes, reality TV shows Survivor, Masterchef, live sports broadcasting).



Mgr. Sandra Lábová

Sandra Lábová is a Ph.D. candidate in Media Studies at the Institute of Communication Studies and Journalism, FSV UK. She specializes in visual communication, photojournalism, and multimedia storytelling. The main area of her research is the production, distribution, and reception of photojournalistic material. She also conducts media content analyses. She also studies the impact of artificial intelligence (AI) on the production of journalistic material, its advantages, and limits while being received by the audience, and the possibilities of AI in the production of visual content. She is the Czech web editor for the European Journalism Observatory. For several years she worked as a spokesperson for the Charta 77 Foundation.



Mgr. Veronika Macková, Ph.D.

Veronika Macková works as an academic and researcher at the Faculty of Social Sciences. She also works as a lecturer, teaching practical journalistic subjects, and she specializes in the history of sports journalism. Her research interests include sports journalism, audiovisual journalism, artificial intelligence journalism, and media coverage of people with disabilities. She has been working for Czech Television as a sports reporter since 2008.



Annamária Neag, Ph.D.

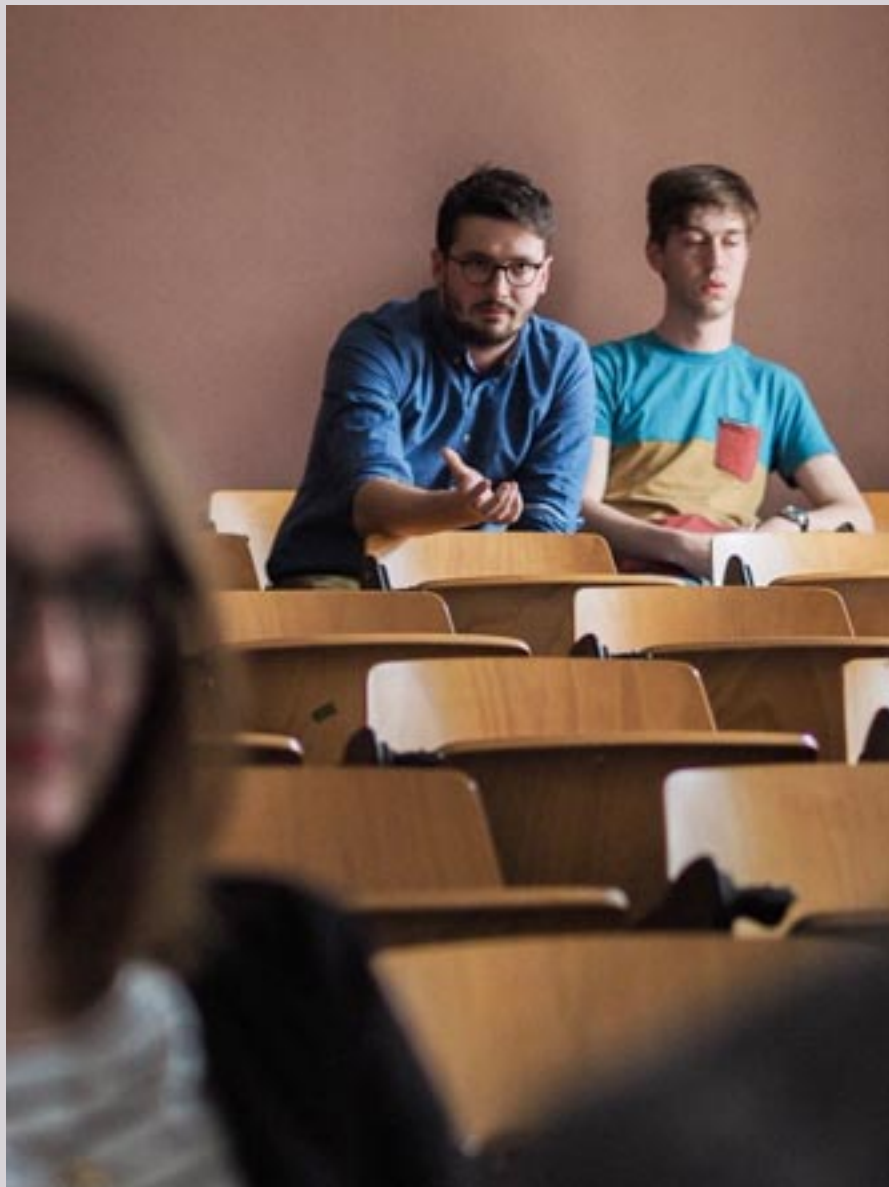
Annamária Neag is a researcher with a specialization in the field of media literacy. She is currently leading a research group at Charles University, Prague, examining children's digital engagement in a globalized world and the skills needed for online activism. Before joining Charles University, she was a Marie Curie-fellow at Bournemouth University.



doc. PhDr. Alice Němcová Tejkalová, Ph.D.

Alice Němcová Tejkalová is the dean of the Faculty of Social Sciences, Charles University, Prague. She was a director of the Institute of Communication Studies and Journalism until January 2018. She is a principal investigator for the Czech branch of the Worlds of Journalism Study. Since 2000, she has also been working as a freelance TV journalist. Her publications include a monograph, 'The Other Athletes' (2012), the articles 'The Undressed Newsroom: The Application of Visual Ethnography in Media Research' (2014) and 'Framing the National Indebtedness' (2013), and the book chapters, 'Foreign Correspondents in the Czech Republic' (2015), 'Journalist Education and Truth in the Digital Age' (2014).

Master's diploma thesis



You will complete your studies by successfully defending your thesis. Your diploma thesis should be an advanced piece of writing that requires, above all, originality or your input of detailed evidence analysis in an academic sense. 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 program will be acceptable. However, your thesis topic must be confirmed by your supervisor in the Student Information System (SIS) **by November 15, 2021**.

There are several steps to follow in preparing, registering, and completing a thesis.

The course will consist of lectures, seminars and interactive sessions where the students will have the opportunity to discuss their work.

Finding a topic

Specify the area of your interest. Read academic papers with relevant topics for inspiration. You can also search and read another thesis. Check whether there is some literature review

or analysis related to your topic already published. Charles University provides access to journal databases such as Jstor, Sage, EBSCO, Francis and Taylor, etc.

Diploma thesis Supervisor

An academic worker will advise and guide you in your research, especially in the early stages of the thesis. According to your thesis topic, you should find a supervisor from amongst the regular teachers of the program (you will obtain the list of possible supervisors with their email addresses and their capacity to supervise theses).

The supervisor will advise you on each part of your project: your thesis project, literature search, methodology, data collection, data analysis and writing the thesis. At each stage, your supervisor will talk to you about what you are doing and planning, make suggestions for each part of the work, and read and comment on drafts of your writing.

Diploma thesis proposal

The thesis proposal serves especially for drafting the thesis structure. You must submit your thesis proposal **by November 15, 2021**. The form of the Thesis Proposal is available for download at the [ICSJ website](#). Your proposal should include:

- a) expected thesis title
- b) topics background
- c) planned outline of the content
- d) methodology
- e) hypotheses definition
- f) identification of relevant bibliographical sources

At this early stage, we do not expect you to go into any particular detail, but the proposal should be sufficiently well developed. The thesis proposal is bounding in the sense that the final thesis should not differ dramatically from it f. However, a minor deviation from your proposal is acceptable but has to be negotiated with your supervisor. The thesis proposal should convince academics that your intended research is relevant.

Students have to fill out the research proposal submission form, print and sign **two copies**, and submit them at the Hollar Post Room (Room 005, behind the reception). The proposal should be addressed to the Program Coordinator, Mgr. Sandra Štefaniková. Remember that the proposals cannot be submitted without the signature of a thesis supervisor. After that, the Erasmus Mundus Journalism guarantor will either approve the proposal, or will return it, requesting changes. If changes to the proposal are required, the research proposal has to be submitted again, using a new submission form which needs to be signed again by the supervisor. Approved proposals are stored by the Department of Journalism, Mrs. Sandra Štefaniková, who also uploads the approved research proposals to SIS (indicating that it is an approved thesis topic).

Consultations

It is assumed that students will regularly consult with their supervisors about their diploma theses. It is not a good idea to keep your supervisor in the dark when it comes to your thesis. The supervisor should inform the students about their consultation availability, at the beginning of the semester.

Writing and submitting diploma thesis

The thesis itself must be submitted in the final semester of your studies, generally a few weeks before the date of thesis defence. The exact deadlines for submitting your thesis vary slightly from year to year. Check the current academic calendar for exact days.

Formal Requirements

Your thesis is an original piece of academic writing and must fulfill all the usual standards of an academic text (bibliography, attribution of sources, etc.).

The minimum length of the thesis is 50 standard manuscript pages, excluding supplements. The standard manuscript page is 1800 characters long (including spaces). Pages should be numbered.

Every student must submit two printed copies of the thesis on paper. An electronic version of the thesis, identical to the printed version, must be uploaded by the student in SIS, through the interface at <https://is.cuni.cz/studium/> in the module 'Thesis (Selection of subject)', solely in PDF/A format, version 1.3 or higher.

We suggest using the APA style for referencing. Still, you can use a referencing system of your choice, as long as it is used consistently, and as long as it is based on author-date (a parenthetical system) and not on notes-bibliography (not a footnote system).

Content of the diploma thesis

Every thesis must contain the following (in this order):

Title page in a standard format

The **original project proposal** of your master's diploma thesis, as described above, signed and approved by the Programme Coordinator

Abstracts in English and Czech

summarising the contents of the thesis, and five keywords

On one of the first pages, students must state the **length of the thesis**

A declaration of authorship -

stating that the thesis is your original work, signed and dated by yourself. This has to be done exactly as is explained in Dean's instruction 18/2017.

Words of thanks. Students can thank whoever they want.

Table of Contents

The **main text** of the thesis itself

Conclusion

Full bibliography and citations

For detailed information about the formal requirements, please ask your thesis supervisor and see the MA thesis template at the [ICSJ website](#).

Diploma thesis defense

To successfully finish your studies and be awarded the MA title, you must defend your thesis in front of the academic committee. Before that, your thesis will be independently reviewed by an academic, different from your thesis supervisor, who will submit a written report about the thesis. This academic is the so-called thesis opponent. The opponent might be presented at the thesis defense. The both supervisor's and opponent's reviews will be available to you in SIS 5 days prior to the thesis defense. Please make sure you get a copy of both reports, read them, and prepare yourself in advance, so that you can respond to his or her comments during the thesis defense.

The thesis defense lasts approx. 50 minutes and consists of a 15-minute-long presentation of the topic, methodology and findings (you should prepare the presentation, either PPT or Prezi), then the reviews will be presented and you will have space to defend your thesis. Then, a discussion with the academic committee about

topics related to both your thesis and knowledge you should have from your studies in Prague takes place.

Diploma thesis evaluation

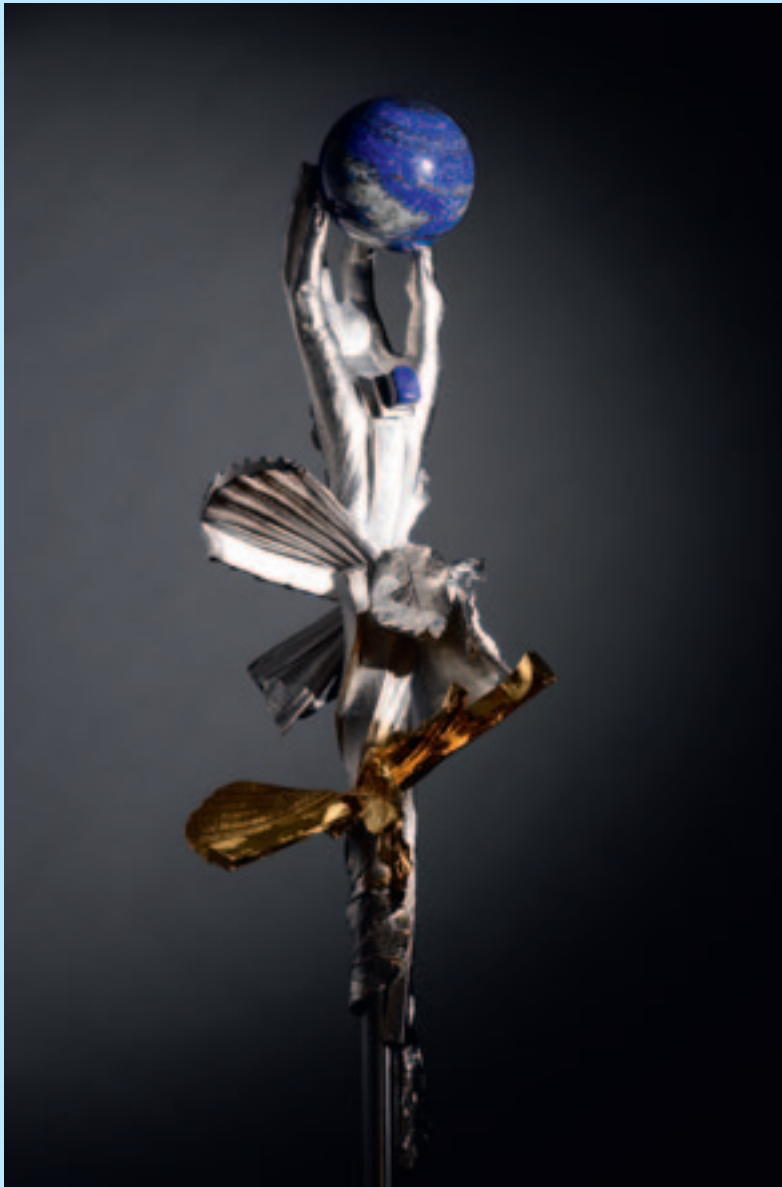
The members of the academic committee will decide on the grade of the thesis.

Plagiarism and Cheating

First and foremost advice: "**Do not do it!**" Be aware that Charles University strictly prosecutes plagiarism and cheating.

In extreme cases, they may result in expulsion from the university. The faculty uses the Urkund 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 once the students upload them to SIS. If you are in doubt about correct referencing, do not hesitate to ask your supervisor or specialized staff in our library at: reserse@fsv.cuni.cz.

Academic ceremonies & diplomas



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. Graduation ceremonies take place in the **Aula Magna of the Carolinum**. 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 the specific date of the graduation ceremony. Graduation ceremonies are generally held three times per year. In September, for those who completed studies in June, in November (completed in September), and March (completed in February).

During the ceremony, graduates receive their diplomas, printed in Latin on a handmade paper rolled into a blue tube. Those who graduated with honors (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, context, and status of the completed studies as well as the qualifications obtained. Suppose you are not planning on attending the graduation ceremony. In that case, you need to inform the International Office after completing your studies to make necessary arrangements while still in Czechia.

Financial procedures and policies



The obligation to pay the tuition fee for the whole academic year arises to a student at the start of the academic year. You will **pay tuition in two installments** – one installment per semester. The International Office will issue an invoice for the upcoming semester after the start of the semester. It will send a copy of the invoice together with payment instructions to the student's registered/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 another currency (e.g., US dollars) are free to do so, but they must ensure they deliver the equivalent value of the price in Czech crowns (CZK), not the nominal price in Euro. Every invoice will include the following information:

Nominal school fees payable in Euro.

The equivalent sum payable in Czech crowns according to the current exchange rate on the day the invoice was issued.

Payment due date.

In case of failure to pay the tuition fee as per deadlines, the procedure of terminating a student's studies will be started as per paragraph II (1) of the standard Contract regarding the full-time study.

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) to study at Charles University. The first visa/residence permit application is made at the Czech Embassy. Erasmus Mundus students in Denmark usually apply in Berlin. **Be aware that the processing time may take up to 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 3 days after your arrival and apply for the taking of biometrics data for your Czech ID card. Long term visa holders do not have this obligation.

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 studies instead because student visas cannot be extended or renewed. Application for a 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 initial 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 particular MOI office designated for university students only. The residence permit will be issued in the first instance for a maximum of 1 year.

1.

Documents needed for 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, i.e. a bank statement demonstrating your financial situation, scholarship confirmation. There is a specific amount that must be shown as proof of sufficient funds. If the documents are issued in other than the Czech language, translation to the Czech language will be requested. Applicants may also be asked to submit a copy of their valid banking card. See more on the MOI website.

- Proof of accommodation in Czechia. This document can be supplied by the Accommodation Office or the International Office upon request for students staying in university dorms. 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 coverage; a document on having paid the insurance premium may be requested. Insurance must be provided by an insurance company that is authorized to offer its services in Czechia – for a list of accredited health insurance providers, see the Faculty website.

- Students are fully responsible for arranging health care insurance covering health care related to COVID 19.

If a long-term residence permit is granted, students will be issued

a residence card detailing their residency status and carrying biometric data (face depiction and fingerprints). The Ministry of the Interior will invite students to provide biometric data at one of its branches within three days after being granted the permit. When the card is ready for pick up, they will be asked to come to collect it.

The administration fee for the residence card is 2,500 CZK.

Please pay full attention to the official communication from the state administration should you wish not to risk legal complications, leading even to an expulsion.

2.

Ministry of the Interior Office for university students

Together with the Ministry of the Interior of the Czech Republic, Charles University opened MOI office at 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 permits at this office. You can 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.

3.

Registration with the immigration police upon arrival to Czechia

All students who arrive on a student visa are legally obliged to register with the Immigration Police within three business days of arrival. Students 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 Czech Immigration Police Students branch at the branch of the Czech Immigration Police. Immigration Police Office contacts can be found on their website.



FAKULTA SOCIÁLNIH VĚD UK

University Life



1. Student cards

Charles University student ID cards serve as evidence of the holder's relation to the UK and one of its faculties. These chip cards contain personal data, a bar code, a photograph, and a signature strip. The cards are used to access the FSV Hollar building and some FSV computer labs and libraries. Students also use their student cards to pay for printing and copying and in the UK cafeterias. For the student to use the card for printing/copying and in the UK cafeterias, they must put credit on their student card. Please note, the card operates with two different accounts, and thus you need to put in credit separately for printing and 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 merged with the ISIC card, thus enabling the student to use all standard UK services and benefit from ISIC-related discounts. The UK student card itself is issued free of charge. The usual annual ISIC fee for UK students is 230 CZK. The ISIC function of the card expires after 16 months at the latest. 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 in section Students/Charles University Student Cards. Don't forget that it is necessary to use your ISIC card to secure access to CAS, 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 and do not know the advice, all you have to do is contact our IT department, and they will be happy to advise you - it@fsv.cuni.cz.

2. IT

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 accounts in case of insufficient password protection. Please note the student account is automatically terminated once the studies have been completed. The student's account may also be temporarily blocked or removed in violation of the Faculty's computer technology rules.

Charles University Central Authentication Service (CAS)

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

network, etc.). There are two types of login: a named login (sequence of letters and number(s)) and a numerical login (printed on the student ID under the photograph). This number is called UKCO in some manuals and guides.

Forgotten login

Numerical login is printed on the student ID card under the photograph. Computer lab 016 in the Opletalova building and library in the Hollar building have computers (visibly labeled with a sign Logins) allowing access to an online application where students can look up their name login based on knowing their numerical login. Students can also contact the User Support staff during office hours for name login.

Forgotten password

You can reset password **in CAS** in three ways:

1) A student can ask for an initial password to be generated (and printed out) at any card service center. Again they will be required to change the initial password within five days at <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 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, celetná, Opletalova, and Pekařská buildings. The WI-FI network can be accessed through EDUROAM. Information on connecting, including a step-by-step guide, is available on Faculty's intranet, section Guides, and Manuals.

Student-faculty email

You will have your faculty email to receive valuable information from teachers, from the SIS, etc. So check it regularly. At first, some emails from teachers may go to your private account, but this will change over time, and it is essential to use the Faculty email. If, for some reason, you do not want to use this email, then set up automatic forwarding to your email so that you do not lose critical information (exam dates, changes in lectures, etc.). However, be aware that access rights to shared documents can only be valid via the original email.

Microsoft office 365 for students
The 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.fsv.cuni.cz and then download the license from the Office365 cloud. The license is associated with the assigned account, which after registration, has the form UKCO@fsv.cuni.cz. You can find more details on the pages of our IT. UKCO

is the number from your ISIC (printed under the photograph).

Copying

Most school copiers and printers also work on a student ID card. First, you have to deposit the necessary amount in the library at the counter to the card account – you can do that in the library. Then all you have to do is wave with a barcode in front of the reader, enter the relevant parameters and then remove the desired papers. When finished, do not 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 write to google@fsv.cuni.cz.

Do not forget

- Get a student ID
- Register in the SIS and check personal data. If some do not allow the SIS to be repaired, it must be documented by the study department.
- Log in to the Faculty e-mail and, if necessary, set up automatic forwarding.
- Rewrite essential data from the academic year schedule.
- Carefully study the currently valid rules for the organization of the study.
- Monitor social networks of FSV UK
- Share with us your study experiences on social media with #FSVUK.



3. 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 a database of all classes, syllabi and schedules, and 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 the 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 that leads 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 to ensure efficient studies.

Moreover, our library offers a wide range of electronic resources through e-Resources CUNI Portal. 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 FSS) – EIS is accessible through the Portal of Electronic Sources. It's up to you whether you want to look at the la-

test 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 (<http://ckis.cuni.cz>). The availability of requested publications is shown in the "Library (no. of items)" (FSV UK). Via 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 latest publications can be found in the reading rooms (marked in the catalog as "Reading Room"). The delivery time ranges from 3 days in Krystal and from 3 weeks to a month from the depositary in Lešetice. 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 abroad (paid service). Requests should be sent to mvs@fsv.cuni.cz.

5. Housing and cafeterias

Student dormitories

Charles University owns and operates 11 student dormitories around Prague where students can find comfortable and cheap accommodation. Although the Faculty of Social Sciences mainly accommodates its 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 the free capacity of the chosen hall of residence. Housing options vary from a single room with an ensuite bathroom and toilet to a double room with shared bathroom and toilet facilities. The prices range from 3,500 CZK to 5,500 CZK (130–200 EUR) per month, depending on the location of the hall of residence, the number of people in the room, and the

room equipment. Each dorm offers basic facilities such as a kitchen, a fridge, internet access, and a laundry and drying room; some would also feature a shared room or a gym and an adjoining cafeteria. Unfortunately, the online housing reservation system has not been finished yet. Thus students who wish to stay in one of the residence halls have to apply through the International Office. Students should carefully read both the Accommodation Agreement and the General Terms and Conditions of Accommodation in the Dormitories of Charles University.

UK Cafeterias

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
opening hours: Mo-Th 10:45 am - 2:30 pm, and Fr 10:45 am – 2:00 pm

- The Pekařská building features the Baker Street Bistro; however, it is not related to the faculty or a student's cafeteria.

Generally, the student cafeterias are pretty affordable since the price for a lunch menu consisting of soup and a main dish is usually around 70 CZK/3,50 EUR.

Typically, students would choose 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 care

Health insurance for EU citizens

All EU nationals should cover standard medical treatment costs through their European Health Insurance Card (EHIC), form E111, or a Provisional Certificate. However, to obtain treatment under the provisions of European regulations, students must contact a medical institution with 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 and an ID (eg. Passport, ID card, driver's license). 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 case of urgent medical transportation or the case of treatment from the emergency services, it is also necessary to present your EHIC/E111 or Provisional Certificate. The health insurance system generally covers standard dental care.

However, as in other EU countries, some forms of non-essential (cosmetic) treatment or higher quality materials require extra payments. Different kinds of medically-related care, e.g., non-urgent treatment, or medically assisted transport home following severe illness or injury, are not covered by EHIC/E111. We recommend students take out

extra medical travel insurance with an insurance provider in their home country for these eventualities.

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 insurance as required by the Act on the Residence of Foreign Nationals may be taken out exclusively with Pojišť'ovna VZP, a.s.

In Czechia, non-prescription drugs and medicines are sold only in pharmacies and are usually unavailable at supermarkets. Pharmacies may be recognized by the prominent green cross displayed over the shop-front.

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



7. Sport

The faculty of Social Sciences does not have its department of sports and physical education. However, students can participate in sports activities organized by the Faculty of Arts and Faculty of Law. Among the most common sports classes are volleyball, basketball, floorball, squash, badminton, swimming, yoga, tai-chi, table tennis, Zumba, rowing, or bouldering.

All necessary information on sports 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 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, most

sports activities are held in the Hostivař sports center, which is not so centrally located.

The Faculty of Arts Department of Physical Education only communicates in Czech; thus, signing up for a sports activity and finding out details might be challenging initially. 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.

8. Erasmus Student Network Charles University (ESN CU Prague)

Erasmus Student Network Charles University Prague (ESN CU Prague) is a student club that organizes various social, cultural, and sports events for international and Czech students and generally helps international students stay in Prague. Students of all university faculties are welcome to participate 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 program, which provides international students with a helping hand from the local students, thus making their stay in Prague more comfortable and enjoyable
- Tandem teaching program 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

<https://esncuprague.cz/>
info@esncuprague.cz

Buddy Program

buddy@esncuprague.cz

9. Public Holiday

Thirteen days throughout the year are by law defined as public holidays and are considered non-working days. Generally, the Faculty buildings would be closed, and there are no classes on these days. The public holidays fall on the following days.

28th September

Czech Statehood Day

28th October

Independence Day

17th November

Freedom and Democracy Day

24th December

Christmas Eve

25th December

Christmas Day

26th December

St. Stephen's Day/Boxing Day

1st January

New Year's Day

10th April

Easter Friday

13th April

Easter Monday

1st May

May Day/Labour Day

8th May

Liberation Day

5th July

Cyril and Methodius Day

6th July

Jan Hus Day



10. Transportation **in Prague**

The easiest way to move around Prague is by public transport. It is good, reliable and cheap. The following will help you to navigate around Prague. There are two main types of fares: single tickets and long term passes.

Single tickets

Single tickets cost either 30 CZK (30 minutes) or 40 CZK (90 minutes). It is essential to validate the ticket once you get on the bus and tram or enter the metro station. You can do that easily by putting it into the yellow box. You can buy these tickets in the info cubicles in the metro stations, bus or tram by using your debit card and from the big yellow machines in the metro or at some tram stops. Many tobacco shops/newsstands also provide these. There is no student discount for single tickets.

Long term passes

Single tickets are helpful to get around after your arrival, but if you stay for a longer time, long term passes are a lot cheaper. The types of passes and fees depend on your age.

If you are less than 26 years old, you are entitled to a student discount.

Once you get your Czech student ID card from Charles University, you can register your student card as a travel pass and buy a paper longterm ticket to be enclosed to the card at one of the sale offices of the Prague Public Transport Company.

Getting around Prague

Prague's transport system changes significantly from day to night. At midnight, the metro lines stop operating until 5 am. You can get around by night trams or night buses. The crucial night stop is Lazarská, where all the trams meet, and you can easily change from one to another.

To find the best connection, you can use one of the following planners: DPP or IDOS. Both sites have an English version and can be downloaded as apps into your cell phone.

Getting around Czechia

While there is only one transport company in Prague, many transportation companies operate in Czechia. To plan your journey, we recommend using IDOS. To find railway connections and book tickets online, you can use the website of České dráhy. Almost all the companies offer a discount at the regular price if you are under 26 and have your student card.

Academic Calendar



The Academic Year commences October 1 and finishes September 30. **However, the classes start on September 29, 2021.** Course enrollment is open twice per year, at the start of the relevant semester. Students will be allowed to enroll solely through the online Student Information System (SIS) and during the period prescribed in this calendar.

Winter Semester of 2021/2022

October 1, 2021 – February 13, 2022

Courses in winter semester

September 29 – December 22, 2021

Registering for subjects in winter semester for Master's study

September 13, 2021 from 10.00 a.m. to October 6, 2021 until 23.59 p.m

Submission and filing of Diploma thesis proposal for students of Erasmus Mundus Journalism projects and propositions of Bachelor's and Diploma theses by November 15, 2021

Dean's day off

November 16, 2021

Winter Holidays

December 23, 2021
to January 2, 2022

Evaluation of teaching in Master's programmes by students of winter semester of 2021/2022

January 17, 2022
to February 20, 2022

Week for substitute courses (including substitution for 28. 10. and 16. 11., 17. 11. 2021) and examination pre-terms
January 3, 2022 to January 7, 2022

Registering for examinations in SIS UK

from December 1, 2021

Examination period

January 10, 2022
to February 13, 2022

Summer Semester of 2021/2022

February 14, 2022 to June 30, 2022

Courses in summer semester

February 14, 2022 to May 13, 2022

Registering for subjects in summer semester for Master's study

January 31, 2022 from 10.00 p.m.

February 20, 2022 until 23.59 p.m

Dean's day off

April 29, 2022

Rector's day off

May 11, 2022

**Week for substitute courses
(including substitution
for 30. 4. and 12. 5. 2022)
and examination pre-terms
May 16, 2022 to May 20, 2022**

Registering for examinations in SIS UK

from April 1, 2022

Examination period

May 23, 2022 to June 30, 2022

September 1, 2022 to September 9,
2022

Submission of Master's Diploma theses for the thesis defence in June terms

by May 3, 2022

Registration for the Master's Diploma thesis defence held in June

April 18, 2022 to May 3, 2022

Deadline for fulfilling all the study obligations for students registered for the State final examination in Master's study

June 5, 2022

Thesis Defence – June terms

June 13, 2022 to June 24, 2022

Evaluation of teaching in Master's programmes by students of summer semester of 2021/2022

June 6, 2022 to July 10, 2022

Submission of Master's Diploma theses for thesis defence held in September

by August 2, 2022

Registration for the Master's Diploma thesis defence held in September

July 7, 2022 to August 2, 2022

Deadline for fulfilling all the study obligations, for students registered for the State final examination in Master's study in September
by September 4, 2022

Thesis Defence – September terms
September 12, 2022
to September 23, 2022

Summer Holidays
July 1, 2022 to August 31, 2022

Useful Contacts



Program Supervisor

doc. PhDr. Alice Němcová Tejkalová, Ph.D
alice.tejkalova@fsv.cuni.cz

Program Coordinator

Mgr. Sandra Lábová
sandra.labova@fsv.cuni.cz

International Office

RNDr. Michal Semian, Ph.D.
michal.semian@fsv.cuni.cz

Emergency phone numbers

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

