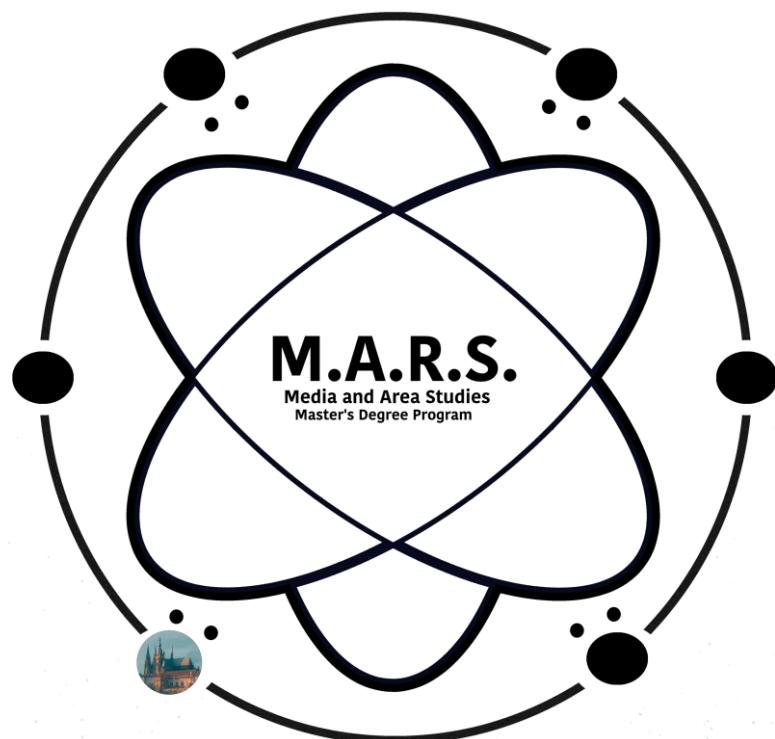


Handbook for Students



Institute of Communication Studies and Journalism &
Institute of International Studies
Faculty of Social Sciences
Charles University

Dear student,

On behalf of the Institute of Communication Studies and Journalism and the Institute of International Studies, I would like to welcome you to MARS, the Media and Area Studies Master's Degree Programme, and congratulate you on the choice that you have made. Whether this is your first semester, your last, or something in between, this Handbook for Students is an important document that provides you with key academic, enrolment, and student policies and procedures pertinent to your education. This Handbook also includes some general curriculum and financial information. More information on those topics, on the academic calendar and on student life can be found on the Faculty's website.

The Institute of Communication Studies and Journalism and the Institute of International Studies are committed to fostering a safe, inclusive, and welcoming environment for you to achieve your personal and academic goals. This also means that, as a MARS community member, you are responsible for reviewing, understanding, and abiding by the policies and regulations outlined here, as well as all other university policies. Our Institutes are places that thrive when students succeed. That's why we're all here. Please utilize and enjoy the abundant resources available at the Institutes, that are designed for just that—your success.

We welcome your full participation in the life at the Institute of Communication Studies and Journalism and the Institute of International Studies, and wish you the very best as you pursue your passion.

Yours Sincerely,

Nico Carpentier

Head of the MARS programme

Institute of Communication Studies and Journalism

Contents

Introduction.....	1
Charles University (UK)	1
Faculty of Social Sciences (FSV UK).....	1
Institute of Communication Studies and Journalism (ICSJ)	1
Media and Area Studies (MARS).....	1
Contact information	1
Academic Information.....	2
Enrolment	2
Student ID Cards.....	2
Central Authentication Service (CAS)	3
Login	3
Password	3
Student Information System (SIS UK)	3
User Name and Password	3
Academic Year	4
Registration for Courses	4
Withdrawal/Additional Registration for Courses	4
Exams.....	4
Grades and Grading System.....	5
Plagiarism.....	6
Registration for a Further Year of Study.....	6
MA Thesis.....	7
Steps.....	7
Formal Requirements of the Thesis	8
Content of the thesis.....	9
Oral Defence of the Thesis	9
Evaluation of the Thesis.....	9
State Exam	9
Diploma and Graduation Ceremony.....	10
Programme Information: Media and Area Studies (MARS).....	11
Head of the Programme	11
General Information	11

Course structure	12
Compulsory courses.....	12
Elective courses: Socio-political Context (minimum: 12 ECTS).....	13
Elective courses: Media and Communication (minimum: 12 ECTS).....	13
Optional courses (minimum: 12 ECTS)	13
Optional Courses.....	14
Further Information	15
Interruption of Studies	15
Termination of Studies	15
Financial Procedures and Policies.....	15
Scholarships	16
Student Mobility.....	16
University Computer Labs, Wi-fi, Printers	17
Wi-fi.....	18
Network printers.....	18
Libraries	18
UK Discovery System (UKAŽ)	18
Electronic Resources	18
Life in Prague	20
Studying	20
Library of the Academy of Science.....	20
National Library of the Czech Republic.....	20
National Library of Technology (NTK)	21
Municipal Library of Prague (MLP)	21
UK Cafeterias	21
Sport	22
Health Care	22
Health Insurance for EU Citizens.....	22
Health Insurance for Non-EU Citizens.....	23
Psychological Counselling for Students	23
Public Transport.....	23
Public Holidays.....	25
Useful Contacts	26
Institute of Communication Studies and Journalism	26

Secretary of the Department of Media Studies.....	26
MARS coordinator.....	26
Head of MARS program	26
Faculty of Social Sciences	26
International Office.....	26
Charles University	26
Central Administration, Rectorate.....	26
Information and Advisory Services	26
Emergency Phone Numbers	27

Introduction

Charles University (UK)

Charles University (UK) was founded in 1348 by the Holy Roman Emperor, Charles IV, as the first university north of the Alps and east of Paris. It is one of the oldest and largest universities in the world and is by far the oldest and largest university in the Czech Republic.

Today Charles University has seventeen faculties located in three different cities, three institutes, six centres for educational and scientific research and development and for other activities such as information services, five university-wide special facilities, and the Rectorate, which is the administrative centre for the whole university. The Faculty of Social Sciences is the second youngest faculty, founded in 1990.

Faculty of Social Sciences (FSV UK)

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

Institute of Communication Studies and Journalism (ICSJ)

The Institute of Communication Studies and Journalism (Institut komunikačních studií a žurnalistiky, IKSŽ) 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 examination in the field of Media Studies. The aim of the ICSJ is to develop scientific and research activity in the field of public and media communication, as well as the history of media, with a special emphasis on the Czech Republic, the former Czechoslovakia before 1989, and its historical neighbours. The ICSJ analyzes mass media in international comparison and in political, economic a cultural context.

Media and Area Studies (MARS)

The Institute of Communication Studies and Journalism together with the Institute of International Studies offers English-language degree programme MARS. The Head of the MARS programme is Professor Nico Carpentier, the MARS programme coordinator is Jan Miessler. MARS also organizes, or facilitates MARS students to organize, social and cultural activities throughout the year, including trips outside of Prague.

Contact information

Jan Miessler E-mail: jan.miessler@fsv.cuni.cz

Academic Information

Enrolment

Before you can commence your studies, you first **have to enrol**. Enrolment usually takes place one week prior to the beginning of the academic year. Once you are officially enrolled, you are allowed to attend courses at the university, take examinations and receive an academic degree. Enrolment allows you access to all the facilities at the university. Foreign students are normally required to enrol in person at the International Office of the Faculty of Social Sciences.

Once you have enrolled, you will receive a Charles University student ID card, and a login and password to the Central Authentication Service that enables you to access the Student Information System, EDUROAM internet service, the university e-mail system, etc.

Student ID Cards

Charles University student ID cards serve as evidence of the holder's relation to 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 for access to FSV buildings and to some FSV computer labs and libraries. You can also use your student card to pay for printing and copying, as well as meals in the UK cafeterias.

In order to be able to use the card for printing, copying, and in the UK cafeterias, you must **top up your student card** with money. Please note that the card is connected to two different financial accounts and thus you need to top up the card separately for printing and for use in cafeterias.

When you enrol at Charles University, you can choose between **two types of student identity cards**:

- Regular UK student ID card
- UK – ISIC card (only available to Erasmus students or students from EU/EFTA countries)

The ISIC card is the only internationally recognized student identity card. Its holders gain access to a wide range of benefits and discounts. More information can be found at www.alive.cz. The regular UK student card is issued free of charge, but UK students must pay a standard annual fee for the ISIC card.

Detailed information on UK student cards can be found on the UK website in the section 'Students/Charles University Student Cards'.

Central Authentication Service (CAS)

The Central Authentication Service is used to authenticate students by username and password for:

- Student Information System (SIS) applications,
- faculty information systems and computing facilities,
- setting a secondary password in the following systems:
 - EDUROAM and internet access in the dorms,
 - JINONICE domain,
- the eduid.cz identity federation, which enables students to access multiple service providers, most notably:
 - the electronic resources portal of Charles University,
 - the ‘Moodle’ e-learning system

Login

There are two types of login: **a name login** (a sequence of letters and number(s)) and a **numerical login** (printed on your student ID right under your photograph). If you are not sure what your name login is, use your personal number as printed on the identity card below your photograph.

Password

Initial passwords are generated for you at card service centres. These passwords have **a limited lifetime** and are valid for only five days. You have to change your initial password before it expires. If you fail to change the initial password before it expires, you will need to visit a card service centre to get a new one. A password obtained this way is considered verified.

Student Information System (SIS UK)

The Student Information System (SIS UK), website: <https://is.cuni.cz/studium/eng/>, serves the purpose of managing study-related affairs at Charles University. In order to log in to the system, a valid combination of a username and password is required. These credentials are provided and managed exclusively by the Charles University Central Authentication Service (CAS).

For detailed information, look at the website: <https://fsv.cuni.cz/en/academics/practical-information/guides-and-manuals/sis-manuals>.

User Name and Password

The user login for access to the central SIS is:

- User name—the user name can be either your **personal identification number** (printed below your photograph on your student ID card) or your **CAS login**.
- Password—this is **assigned by CAS**.

Academic Year

The academic year at the Faculty of Social Sciences is divided into **two semesters**: Winter and Summer. Each semester is followed by an **examination period** lasting five weeks, during which there are no classes.

You can find the academic calendar with all important deadlines for the upcoming academic year at the end of this brochure or online.¹

Registration for Courses

You register for courses through the **Student Information System**. In order to log into the system, you need to use the password you obtained along with your student ID (CAS password).

Registration for individual courses is open **twice a year**, at the start of each semester. During the registration period you are free to attend any courses and add or drop courses according to your preference. Before the end of the registration period, please make sure you have enrolled in all the courses you wish to take and dropped/de-registered from all the courses you do not wish to attend.

You may register for a particular mandatory course or elective course no more than twice during your studies. Optional courses may be taken only once.

In case you fail to pass a mandatory course, you need to register for the course again the following academic year. If you fail to pass a mandatory course twice, your **studies will be terminated**.

Withdrawal/Additional Registration for Courses

A written request is required for late registration and/or withdrawal. If you wish to add or drop a class after the standard registration period, you must make a formal written request to the International Office using the official request form. Your request must be signed either by the programme coordinator or the programme supervisor before it is delivered to the International Office. After six weeks from the end of the standard registration period it is not possible to withdraw from a class, nor may you withdraw from a course you have already completed, including courses you have failed with a grade of F.

Exams

You register for exams through the Student Information System (SIS). Registration for exams is open **twice a year**, at the end of each semester. The vast majority of classes are concluded by a written exam, although 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

¹ https://fsv.cuni.cz/sites/default/files/uploads/files/OD_10_2020%20-%20Harmonogram%2020_21%20AJ.pdf

exam). You will find detailed information about exam requirements of a particular course in its syllabus, which can be found in the SIS.

Students are allowed a total of **three attempts** (i.e., two retakes) to pass the final exam of each class in a given semester. However, you can only sit a retake exam if you failed the first/previous attempt. Improvement of a passing grade (A to E) that has already been received is not allowed.

Grades and Grading System

FSV uses an internationally recognized **A-F grading system**, often referred to as ECTS grading. However, some courses can be completed by a study requirement other than an examination. In that case, it is not graded A–F, but it is **recorded as P (Pass)**—non-graded credit for a non-examination subject. This is in effect a Pass in a two-tier Pass/Fail grading system.

Grading Scheme		Description
A	Excellent (91% and more)	Excellent performance. The student has shown excellent performance, originality and displayed an exceptional grasp of the subject.
B	Very Good (81-90%)	Very good performance. The student understands the subject well and has shown some originality of thought. Better than average performance, but with some errors.
C	Good (71-80%)	Good performance. Generally sound work with a number of notable errors.
D	Satisfactory (61-70%)	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 (51-60%)	Sufficient performance. Acceptable performance with significant drawbacks. Performance meets the minimum requirements.
F	Fail (0-50%)	Fail. The student has not succeeded in mastering the subject matter of the course.
P	Pass/Credit	Pass. The student receives credit for the course but no specific grade.

Please note that other faculties **may use a 1-4 grading system** (1—excellent performance, 2—good performance, 3—satisfactory performance, 4—fail). For more detailed information about this system check the website of the particular faculty.

Plagiarism

Be aware that at Charles University **plagiarism is strictly prosecuted**. In extreme cases it may result in expulsion from the university. The faculty uses anti-plagiarism software for verifying that all essays and theses are free from plagiarism. 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, quotation, acknowledgement of sources, and bibliographic citation are available at the Faculty website for your reference.

What constitutes plagiarism:

- Using someone else's text, pictures, graphs, data etc. without citing the source.
- Using someone else's exact words without marking them with quotation marks and citing the source.
- Rephrasing someone else's ideas, thoughts, considerations etc. in your own words without quoting the source.
- Not mentioning others who contributed to your work by gathering data, preparing illustrations, graphs, etc. This does not include your supervisor or proof-reader.
- Re-using your own work that has already been published, has been submitted as course work in another course or that was used in your thesis in a previous study programme (self-plagiarism or autoplagiarism) without quoting the source.
- Excessive use of someone else's text or your own previous text when it is not necessary for the present research.

Plagiarism does not require intent. It is also not limited to books and articles but comprises Internet sources (texts, pictures, videos, code etc.) as well as any other sources of ideas, data, and arguments (datasets, lectures).

If you are not sure, contact your lecturer or supervisor and seek assistance.

Registration for a Further Year of Study

You **have to register** for the new academic year with the International Office in late September. The registration period is specified in the academic calendar on the website of the Faculty and you will also be notified of it in advance via email.

For registration, you should bring a printout of your grades from SIS. Before you print your grades, it is necessary to check to see that all your grades have been entered into SIS. If some of your grades are missing, you should contact your 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.

MA Thesis

The Master's Thesis is an extended piece of original academic writing, with which you are expected to complete your studies.

Steps

There are several steps to follow in preparing, registering and completing a thesis, which we have outlined below.

1. Determine your thesis topic and tentative research questions

You have some flexibility in your choice of thesis topic. Generally, a thesis topic that falls into any of the main subject areas of the programme will be acceptable, although individual thesis proposals are subject to **approval of the programme coordinator** once you have discussed the topic with your potential thesis supervisor.

2. Find Your Thesis Supervisor

Although the final thesis must be your own work, you will be assigned an academic worker who will advise and guide you in your research, especially in the early stages of the thesis. This is your thesis supervisor. You **have to find your supervisor** from amongst the regular teachers of the programme, according to your thesis topic.

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.

3. Submit a Research Proposal

At ICSJ, you have to submit a Research Proposal **no later than 8 months before you intend to graduate**. The Research Proposal form is available for download at the ICSJ website,² as well as deadlines for submitting it. The Research Proposal form is about 2-4 pages in length, and it includes:

- The proposed title of your thesis
- The name of your supervisor
- A short outline of your proposed line of argument (including potential chapters) and the methodology you plan to use
- A bibliography of your main sources, related to both the content and the methodology of the thesis

² <https://iksz.fsv.cuni.cz/en/study/ma-studies>

At this early stage, we do not expect you to go into any particular detail, but the proposal should be sufficiently well developed that we can tell what your main topic will be, how you plan to structure the text, and what sources you plan to use.

The Research Proposal is subject to **approval of the programme coordinator**, who may ask you to revise your project if he/she thinks this is necessary. It is therefore advisable to secure the approval of the programme coordinator before you start writing in earnest.

4. Submit and Complete your Thesis

The thesis itself must be submitted in **the final semester of your studies**, generally a few weeks before the date of your last exam. The exact deadlines for submitting your thesis project and your final thesis will vary slightly from year to year, but you will always find them in the current academic calendar of the university.

- You can graduate **in the summer** (June): submit the Research Proposal in September of the year before you intend to graduate. Submit the final thesis in May (of the year to want to graduate).
- If you plan to graduate **in the autumn** (September): submit the Research Proposal in January of the year you intend to graduate. Submit the final thesis in July (of the year to want to graduate).
- If you plan to graduate **in the spring** (January): submit the Research Proposal in March of the year before you intend to graduate. Submit the final thesis in January (of the year to want to graduate).

Formal Requirements of the Thesis

When preparing your thesis, please remember that:

Your thesis is an original piece of academic writing and must fulfil 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. For the purposes of calculating the length of the thesis, a standard manuscript page is taken to be 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, but 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 thesis

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

1. Title page in standard format
2. The original project of your Master's Thesis, as described above, signed and approved by the Programme Coordinator
3. Abstracts in English **and in Czech** summarising the contents of the thesis, and five keywords
4. Declaration that the thesis is your own work, signed and dated by yourself
5. Table of Contents
6. The main text of the Thesis itself
7. Conclusion
8. Full bibliography and citations

For detailed information about the formal requirements please ask your thesis supervisor and/or see the MA thesis template at the ICSJ website.

Oral Defence of the Thesis

At the end of your studies, you will be expected to undertake an oral defence of your thesis.

Prior to that, your thesis will be independently assessed 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, who will often, but not necessarily, be present at the thesis oral defence. His/her report will be available to you in advance of the thesis oral defence. Please make sure you get a copy of the Thesis Opponent report, read it, and prepare yourself in advance, so that you can respond to his/her comments during the thesis oral defence. At the thesis oral defence, members of the MARS Committee (and possibly the supervisor and opponent) will be present, and will question you about the thesis.

Evaluation of the Thesis

The members of the MARS Committee will decide on the grade of the Thesis, taking the results of the thesis oral defence into consideration. Your Thesis grade will contribute to your overall grade for 50%.

State Exam

In addition to the Master's Thesis, you also need to pass a written State Exam. During this exam, you will be randomly assigned one question from a list of questions covering topics selected from the MARS core courses. Your essay will have to consist out of at least 2000 words, responding to the question. The essays will be evaluated by selected members of the MARS committee, who will decide on your grade. Your State Exam grade will contribute to your overall grade for 50%.

Diploma and Graduation Ceremony

During the graduation ceremony, you officially graduate from Charles University, taking the academic pledge (in Latin) and receiving a diploma that entitles you to use an academic degree. Graduation ceremonies take place in the Aula Magna of the Carolinum for graduates of Master's and Doctoral programmes and in the Hall of the 'House of the Professed' on the Lesser Town Square (Profesní dům, Malostranské náměstí) for graduates of Bachelor programmes. The graduation ceremony is held in Czech, English, and Latin and features university insignia and high-ranking university officials wearing academic gowns. All diplomas for Charles University are printed *en masse* several times a year, depending on the timing of graduation ceremonies.

The International Office informs students of the date of their 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 the course of the ceremony graduates receive their diplomas, which are printed in Latin on handmade paper rolled into a blue tube. Those who graduate with honours (Summa Cum Laude) receive red tubes. A bilingual (Czech-English) diploma supplement is included, which follows a model developed by the European Commission. The supplement describes the nature, level, content, context and status of the successfully completed studies, as well as the qualifications the graduate has received.

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 you are still in the Czech Republic.

Programme Information: Media and Area Studies (MARS)

Head of the Programme

Prof Nico Carpentier

E-mail: nico.carpentier@fsv.cuni.cz

General Information

The Master in Media and Area Studies (MARS) combines two important contemporary fields of study: Media Studies and Area Studies. This combination provides in-depth and critical knowledge about processes of mediation and signification, and how space and geography - the political and social specificities of an area - intersect with them. In particular, MARS will enable a thorough understanding of the role of context. Media (and communication) studies has a long tradition of emphasizing the importance of context, in dealing, for instance, with media production, content and interpretation/reception. And, of course, contexts are also spatial. Regions and countries, with their imagined communities, their politics, their institutional structures, their insides and outsides, are particular, and they impact in particular ways on media (infra)structures, media content and audience practices. MARS will generate a better understanding of the complexity of this context. Regions and countries are not internally homogeneous, and they cannot be studied in isolation and as structurally different from other regions and countries. MARS still takes into consideration that these regions and countries are particular socio-political and cultural entities that have characterizing but complex (and sometimes contradictory) particularities, which are extremely significant for the study of the media spheres that are embedded in these regions and countries.

The backbone of MARS is a groundedness in Prague, the Czech Republic, Central and Eastern Europe and the European Union. This enables for two particular spatial focal points, which provide the backbone of the MARS programme, namely Central and Eastern Europe and the European Union. At the same time, MARS avoids an exclusive focus on Central and Eastern Europe, and offers (mostly but not exclusively through the electives) knowledge about other European regions, or about Europe as a whole. A second extension relates to more transnational and transcultural approaches, moving away from the logics of nation-state homogeneity, with emphasis on internal conflict and exclusion. This MARS backbone is combined with and strengthened by two main components: A theoretical component, which consists out of a combination of post-colonial theory, media sociology, memory studies and political geography. Moreover, also a methodological component provides the required support. These two focal points and the theoretical and methodological components structure the MARS programme.

Course structure

Compulsory courses (common)	69 ECTS
Compulsory courses (thesis)	15 ECTS
Electives (from a list)	24 ECTS
Optional (from a list)	12 ECTS
Defence of M.A. Thesis	
Total	120 ECTS

Compulsory courses

Name of Course	Semester	Examination	Credits
Media and Society	WS	Exam	6
Methodology of Social Sciences	WS	Exam	6
Introduction to Post-Colonial Theory	WS	Exam	6
Political Geography	SS	Exam	6
Theorizing Memory: Social and Cultural Remembering	SS	Exam	6
Political Systems of East European Countries Today	SS	Exam	6
Communication and Politics	SS	Exam	6
Academic Writing	SS	Exam	3
Czech Media System in European Comparison	WS	Exam	6
Conflict and Media in Southern Europe	WS	Exam	6
EU Institutions	SS	Exam	6
Grand Debates of European Integration	SS	Exam	6
MARS Thesis Seminar I	WS	Pass	7
MARS Thesis Seminar II	SS	Pass	8

Elective courses: Socio-political Context (minimum: 12 ECTS)

Name of Course	Semester	Examination	Credits
Culture and politics in Europe	WS	Exam	6
Migration and mobility: comparative issues in Western European Countries	SS	Exam	6
Transnational history of contemporary Europe	WS	Exam	6
Current Challenges in Europe	WS	Exam	6
Concepts and Interpretations of Central European History	SS	Exam	6
Social Exclusion and the Roma in Central Europe	SS	Exam	6
Ethnic Conflicts in Central and Eastern Europe	SS	Exam	6

Elective courses: Media and Communication (minimum: 12 ECTS)

Name of Course	Semester	Examination	Credits
Audiovisual Interpretation of Reality	WS	Exam	6
Cultural Studies	WS	Exam	6
New Media and Convergence Culture	WS	Exam	6
Political Economy of Communication	SS	Exam	6
Media and Technical Images	SS	Exam	6
Contexts of Television	SS	Exam	6
Internship	WS/SS	Pass	6

Optional courses (minimum: 12 ECTS)

Name of Course	Semester	Examination	Credits
Business Journalism	WS	Exam	5
Content Analysis	WS	Exam	6
Contemporary Mediterranean	SS	Exam	6
Central European Cinema	WS/SS	Exam	6

Cohesion Policy of the EU in Central and East European Countries	WS	Exam	6
Contemporary French Politics, Culture & Society	WS	Exam	6
Political Systems of East European Countries in the 20th Century	WS	Exam	6
Economic transformation in East Central and Southeastern Europe	WS	Exam	6
Future Media Experience	SS	Exam	6
Excursions		Pass	5

Optional Courses

The course book (Karolinka) contains the full list of optional courses, see:
<https://karolinka.fsv.cuni.cz/KFSV-1270.html>

You will find this information at the Student Information System (SIS) as well.

Further Information

Interruption of Studies

You can initiate an official interruption of your studies by delivering **a formal written request** to the International Office. The request must be made at least three weeks before the start of a semester and before you register for a further year of study. Unless disciplinary proceedings have been initiated against you, the request for interruption shall be granted. Studies may be interrupted either for a semester or an entire academic year, and students may request an interruption of their studies more than once. With the exception of particularly serious cases, mainly such as health reasons, study may not be interrupted before 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 a written request to do so.

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

During an interruption period the student loses the legal status of a student.

Termination of Studies

The Faculty of Social Sciences can terminate a student's studies in the following cases:

- a) the student has not achieved the number of credits required for registration for a further year of study;
- b) the student has not registered for a further year of study or his/her studies have been interrupted and the student has not registered for a further year after the interruption;
- c) the student has not successfully graduated within the maximum period allowed for his/her studies (for a Master's degree, five years; for a Bachelor's degree, six years);
- d) the student has twice failed to pass a mandatory class;
- e) the Disciplinary Committee has decided to terminate the student's studies;
- f) the student has failed to pay tuition fees.

Financial Procedures and Policies

Fees at the Faculty of Social Sciences in any given year are specified in the pricelist issued by the Dean. Fees are payable by the semester. Students will be issued an invoice at the start of each semester and receive a scanned copy of the invoice by e-mail. Payment should preferably be made online or by bank (wire) transfer to the Faculty's account. We can also accept

payment by credit card, in cash, or by personal cheque at the cash desk located in the Hollar Building. Payment should be made no later than the payment due date on the invoice.

More information about payment can be found in the invoice.

If you are experiencing cash flow problems, we are willing to discuss splitting the fees into 2–3 smaller payments with a fixed payment calendar, and/or to agree to an extended payment date, but the deadline for reaching an agreement on this point is the standard payment date. It is not acceptable for students to simply delay payment without discussing it with the programme. Students who do not pay their fees in full by the specified payment date, and who make no alternative arrangements, will receive ONE reminder from the International Office by e-mail, with a final payment deadline 50 days after the date on which the invoice was issued. If no payment is received by this second deadline, the student's studies will be terminated with no further discussion.

Scholarships

If you achieve excellent study results, you can be awarded a **merit scholarship** by the Faculty of Social Sciences. The merit scholarship is paid out in a lump sum in November, retroactively for the previous academic year. A scholarship can be paid out to students enrolled in a Master's degree study programme offered by the Faculty if they have studied at the Faculty for the first year in the previous academic year and acquired at least 30 credits.

Students who fulfil all the conditions listed above will have their grade point average (GPA) calculated for the previous academic year. The GPA will be based on all exams, including retakes, and all classified credits. Calculation of a GPA is based on the number of credits that can be obtained by successful completion of all courses or exams.

Students of the Faculty of Social Sciences who meet the conditions listed above are divided into five groups according to their institutes. These five groups are further divided into sub-groups (Bachelor's vs. Master's degree students, first year vs. continuing students). A designated percentage of students within each sub-group with the best study results will be awarded scholarships. The entire amount of scholarship money for excellent study results that is available to the Faculty will be distributed evenly among all the selected students within the subgroups. The minimum and maximum amounts of the scholarships and the percentage of students who are eligible for a scholarship will be stipulated by the Dean based on a statement obtained from the Academic Senate.

Student Mobility

As a student of Charles University, you can take advantage of a wide range of student mobility opportunities. The international activities available to you include study periods abroad lasting one semester or a whole academic year, practical placements, summer schools, and research trips abroad. The University is continuously striving to broaden the range of international activities on offer to students.

The Erasmus+ study exchange. Study exchanges are organised on the basis of a series of bilateral agreements with specific partner universities. The selection panel for the Erasmus+ study exchange meets once a year in February/early March to decide upon exchanges in the following academic year. Application details are usually posted on the International Office's website in January/February. Successful applicants receive a 100% waiver of school fees at the host university and a scholarship from the Erasmus+ programme to help fund their living costs abroad. The exact amount of the scholarship depends on the destination and is given by the Rectorate.

Erasmus+ practical placements. Aside from study exchanges, practical placements provide students with yet another opportunity to gain experience abroad within the Erasmus+ programme. The selection panel for Erasmus+ practical placements usually meets twice a year. Information on procedures and deadlines are posted on the International Office's website. Although students can work at a broad range of organisations and institutions, practical placements are not offered in the EU institutions, organizations administering EU programmes or national diplomatic missions of a student's home country abroad.

Inter-university study exchanges are generally organised with universities outside the EU—primarily in the USA and Australia, though FSV also has a limited range of contacts in Canada, New Zealand, Latin America and East Asia. Opportunities for individual exchanges are announced at various dates throughout 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.

Aside from inter-university exchanges, students may also benefit from **inter-faculty** and **inter-government exchanges**. You may also study abroad in **Central and Eastern European countries with the Central European Exchange Programme for University Studies (CEEPUS)**. Alternatively, you can undertake an individual exchange as a freemover, if you can organize the exchange by yourself (note: financial support for these exchanges is limited, and the university abroad usually charges an additional fee.)

More detailed information about international student mobility can be found on the faculty's website: <https://fsv.cuni.cz/en/academics/study-abroad-opportunities>.

University Computer Labs, Wi-fi, Printers

Once you have enrolled you are issued a computer account for the PCs at the Faculty. Your account is activated once you have changed initial password provided by the Card Service Centre. Please do not share your login information with other students; students bear responsibility for misuse of their account in cases where the password has been insufficiently protected.

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

Wi-fi

A wireless network is available for student use throughout the Hollar, Opletalova and Jinonice buildings. The WI-FI network can be accessed through EDUROAM. Information on how to connect, including step-by-step guide, is available on the Faculty's website, in the Guides and Manuals section.

Network printers

Each of our computer rooms and each of our libraries is connected to a central printer server. You send the required document/web-page to the central printer server, where it is held in a line until you give the server an instruction to actually print the document/s. To print the documents, you need your student ID card. You place your card on the electronic reader next to the printer/copier. This will automatically identify you, print out any of your documents that are waiting on the server, and deduct the appropriate charge from the credit on the card. Therefore, you need to add credit to your ID card. You can do so directly in the libraries in the Hollar and Opletalova buildings. In the Jinonice building, there is an automated machine next to the printer/copier.

Libraries

FSV UK has three libraries of its own. The Hollar building houses the Central and Journalist Libraries. The Institute of Economic Studies houses the Economics Collection. The Jinonice campus houses the Masaryk Social Sciences Library, which includes books on political science, sociology and area studies.

UK Discovery System (UKAŽ)

You can use UKAŽ (<http://discovery.cuni.cz/en>) to search the UK's collections and find books, e-books, e-journal articles and more. You can search Discovery UK as a guest, without logging in. However, in order to obtain full texts, you need to use your SIS/CAS ID and password to sign into your account.

Electronic Resources

In the Charles University E-Resources Portal you can find all the electronic resources available at our library and Charles University. Qualification theses defended after the year 2005 are accessible in the UK Digital Repository. When you are not working at a computer connected to the Charles University network, you can access electronic resources using remote access: log in using your ID number (the number below your photo on the ID Card) or username, and your password from the Central Authentication Service/Information System.

For detailed information, look at the website of the library: <https://knihovna.fsv.cuni.cz/en>

As a student of Charles University, you can also enter the libraries of other faculties. For detailed information about the book collections, opening hours etc., look at the websites of the particular faculties.

Life in Prague

Studying

Library of the Academy of Science

<https://www.lib.cas.cz/en/>

Národní 1009/3, 115 22 Praha 1

Located opposite the National Theatre on the bank of the Vltava, this is truly a gorgeous library. With its huge hall with ornate archways, marble lamp-posts and gilding everywhere, it offers a great atmosphere for reading and studying. The library has desks for reading with Internet connection and the books are located along the walls. Here you can enjoy a wide range of English-language books, journals, and periodicals on art, science, politics, and history. You can borrow most items except journals, periodicals, and some older books. If you're looking for a specific book, try out their database, they have a huge number of books that you can get upon request. To study in the library, you have to become a member.

You have to be registered to enter the library. To join, use your ID (passport or driver's license). The price is 150 CZK for a year's membership or 80 CZK for a half year, plus 20 CZK for the card. A day pass will cost you 10 CZK.

National Library of the Czech Republic

<http://www.en.nkp.cz/>

Klementinum 190, 110 00 Prague 1

Soak up the academic atmosphere and centuries of history—this is an old Jesuit library that dates back to the 17th century and boasts an extensive collection of fiction and non-fiction in English (covering subjects such as literary criticism, European history, philosophy, art, etc.). The highlight of the library is the General Reading Room (it's on your right after you pass the security gate). It has lots of academic books, most of them in English, you can read books here that are only available for use in the reading room. Last but not least, it has Wi-Fi. This spacious room is an ideal place to cram for your exams or do research for your paper and it's extremely popular among study-abroad and local students who spend many a day reading at the lamp-lit desks. Upon entry, make sure to check your coat and a backpack in the cloakroom. The diligent staff will make sure you do, if you forget.

You have to be registered to enter the library. The fee to join is 100 CZK for a year's membership, and 10 CZK for a library card. To gain membership, you need official proof of your temporary or permanent residency in the Czech Republic. However, you can get a day pass for 10 CZK to study in the reading room and use books within the library.

National Library of Technology (NTK)

<https://www.techlib.cz/en/>

Technická 6/2710, 160 80 Praha 6 – Dejvice

The National Library of Technology (NTK) is the largest and the oldest library of science and technology literature in the Czech Republic, with a collection of over 1.5 million volumes. Even though it is a library of technology, the building provides a vast number of study rooms (for individuals and teams) and around 1,300 places to study and 600 places to relax, even for those who are studying social sciences. There is also a night study room which is open 24/7. There is also very nice café there.

You have to be registered to enter the library. To join, use your ISIC card. The price is 100 CZK for a year's membership or 50 CZK for a half year. However, you can use a free day pass - print it using the ticket machine near the main library turnstiles. Then, scan it to enter.

Municipal Library of Prague (MLP)

<https://www.mlp.cz/en/>

Mariánské nám. 98/1, 110 00 Praha 1 – Josefov + branches all around the city

The Municipal Library of Prague (MLP) has many branches around the city with the main one located right next to the National Library, close to the Old Town Square. It offers books, magazines and other media in Czech, English and other foreign languages. It is also possible to access internet via wifi or library computers, print and scan. The price is 60 CZK per year + 20 CZK for a card unless you use your ISIC card or Lítačka public transport card.

UK Cafeterias

UK student cafeterias can be found all around Prague. Generally, they are close to one of the UK faculties or halls of residence. Students typically have a choice of four or five main dish options and sometimes a dessert is included. It is possible to use a reservation system to order a specific choice for the next day, either directly at the cafeteria or online at <https://kam.cuni.cz/KAMEN-1.html>.

At the Hollar Building and at the Jinonice campus, the following three cafeterias would be the closest:

Arnošta z Pardubic Cafeteria, Voršilská 144 (Hollar)

Právnická Cafeteria, Nám. Curieových 7 (Hollar)

Jinonice Cafeteria, Jinonice campus, U Kříže 10 (Jinonice)

The Jinonice campus also features a small bistro where students can use their student ID card to pay for food. At the Hollar building, there is a small café in the courtyard.

Sport

FSV UK 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 the Faculty of Law. Among the most common sport classes are volleyball, basketball, floorball, squash, aerobics, badminton, and swimming, but yoga, tai-chi, ping pong, zumba and wall-climbing are also available.

All necessary information about the 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 one or more of the sports classes will have to register at the website using their CAS login and a Jinonice domain password.

The Faculty of Arts Department of Physical Education only communicates in Czech. 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 a Czech fellow student or a PRAREAS coordinator to help you.

You can also use public and university sports facilities (swimming pools, saunas, squash, fitness centres) at the Sport Centre Hostivař (Bruslařská 1132, Prague 10, close to the Hostivař dormitory).

Health Care

Health Insurance for EU Citizens

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

If you are a student from an EU country, we recommend that you acknowledge your Health Insurance Card in case you need to visit a doctor during your stay in the Czech Republic. Visit any health insurance provider in the Czech Republic to get your EHIC card acknowledged. We recommend VZP, which is the most common provider. Its offices are listed here: <https://www.vzp.cz/kontakty/pobocky>. Please remember to get the EHIC card acknowledged as soon as possible, so that you do not need to do that when you are really feeling unwell. The doctor may not treat you without this acknowledgment.

If you need treatment by a specialist, a general practitioner will refer you to one. In urgent cases, visitors can go directly to a hospital with their EHIC/E111. Transport to the hospital is covered by the insurance system and is provided free of charge. In case of urgent medical

transport, or in the case of treatment by a doctor from the emergency services, you will also have 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 nonessential (cosmetic) treatment or higher quality materials require extra payment.

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

Health Insurance for Non-EU Citizens

Students from countries outside the EU are not covered by the European EHIC/E111. However, most students will have already purchased international travel medical insurance, because it is one of the prerequisites for receiving a student visa. For students who have not done so, it is recommended that they purchase insurance from a Czech provider. Všeobecná zdravotní pojišťovna (VZP) is generally recommended because they have the largest health-care network.

In the Czech Republic, non-prescription drugs and medicines are sold only in pharmacies and are not generally available at supermarkets. Pharmacies can be recognised by a prominent green cross displayed over the shop-front.

Further information, including contact details for selected health care centres that are able to provide service in the English language, is available on the Faculty's website in the section Academic/Practical Information.

Psychological Counselling for Students

If you are interested in receiving psychological counselling in English, you can make an appointment by sending an e-mail to counsel@ruk.cuni.cz (Mgr. Milan Polák).

Address: Information, Counselling and Social Service Centre, Zvoníčkova 5, Praha 6 (dormitory Hvězda, block 3).

More detailed information about psychological counselling can be found on the university's website: <https://centrumcarolina.cuni.cz/CC-32.html>.

Public Transport

Prague offers an excellent public transport system consisting of three metro lines (A green, B yellow, C red), a tram network, and buses. There are several kinds of tickets you can use in Prague. Tickets are available from many newsstands and tobacconists, at ticket offices in the metro, and from automatic machines in the metro and at selected bus and tram stops. Single tickets cost either CZK 24 or CZK 32. The CZK 24 ticket is valid for 30 minutes and the CZK 32 ticket is valid for 90 minutes of unlimited travel. You may freely change between trams, buses,

the metro and trains (in the Prague metro area) as you wish. You do not need to buy a new ticket, regardless of how many times you change, until the time period of the ticket runs out. After boarding a bus or tram, or upon entering the metro, tickets must be date-stamped in order to make them valid. You will need a special ticket for large luggage!

To date-stamp your ticket: Look for the little yellow boxes with a green arrow, which are available at the entrance to the Metro and on all trams and buses. Place the ticket in the slot below the arrow, with the blank strip on the bottom edge uppermost. You will hear a faint whirring noise, and the ticket will emerge with the time and date when you started to travel. Your ticket is not valid without this time and date stamp. You may be fined if you are caught travelling with an unstamped ticket. Please also try to hold the ticket the right way up when you are stamping it. Some ticket inspectors can be very unpleasant about this!

Finding your stop: Throughout the Prague public transport system, the names of each stop are announced over the public address system before the doors open. At each stop, the system will first give the name of the stop where you have arrived, and then say what the next stop is (in Czech, of course). In the more modern trams, buses and Metro trains, there is also a computer display which gives information about the stop that you have reached and other stops on the line ahead. However, this feature is not yet universal.

Travel passes: Cut-price travel is available for students under the age of 26. Students 26 and over have to pay full price, regardless of their student status. Thanks to an agreement between Charles University and the Prague Public Transit Company, the university's electronic ID card can now also be used as a student ID for purchasing cut-price student travel passes. Students can simply take the ID card you will be issued at registration to the ticket office at any major Metro station and make your purchase. However, students need to wait 24 hours after their card is issued to allow the data to transfer and to use it in this way.

Students 26 and over do not qualify for the student discount. However, it is still possible for them to buy a normal season ticket or *lítacka* at <https://www.litacka.cz/en>. For more information, please visit the websites of the Prague Public Transit Company, www.dpp.cz. See also the Vaclav Havel Airport website: <http://www.prg.aero/en/parking-transport/transport/public-transit/> for information on traveling to and from the Prague airport.

Public Holidays

There are 14 days of the year that are defined by law as public holidays and are considered non-working days. Generally, the Faculty buildings will **be closed**, and **no classes** will be held on these days.

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

Useful Contacts

Institute of Communication Studies and Journalism

Address: Smetanova nábřeží 8, 110 00 Prague 1 (Hollar building)

Directions: The closest metro station is Národní třída (yellow line B); closest tram stop is Národní divadlo – trams no. 2, 9, 17, 18 and 22.

Secretary of the Department of Media Studies

Gabriela Skalická; e-mail: gabriela.skalicka@fsv.cuni.cz; phone: 222 112 265; room: Hollar 104

MARS coordinator

Jan Miessler, e-mail: jan.miessler@fsv.cuni.cz; room: Hollar 111

Head of MARS program

Prof Nico Carpentier; e-mail: nico.carpentier@fsv.cuni.cz; room: Hollar 105

Faculty of Social Sciences

International Office

Address: Smetanova nábřeží 6, 110 01 Prague 1 (Hollar Building); rooms no. 216, 217 and 218 / 2nd floor

Lukáš Budín (room no. 216); phone: +420 222 112 254; e-mail: degreeprograms@fsv.cuni.cz

Kateřina Frídová (room no. 216); phone: +420 222 112 284; e-mail: admissions@fsv.cuni.cz

Charles University

Central Administration, Rectorate

Address: Rectorate, Ovocný trh 3-5, 116 36 Prague 1

Phone: +420 224 491 111

Information and Advisory Services

Information Services

E-mail: ipsc@ruk.cuni.cz

Web: <http://ipsc.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

UK Gifts and Souvenirs

E-mail: point@cuni.cz

Web: <http://point.cuni.cz>

Address: Celetná 14, 116 36 Prague 1

Card Service Centres

Card Service Centre at the Centre for Information, Counselling and Social Services

Address: Information and Advisory Centre, Opletalova 38, Prague 1 (building of the CU Students Hall of Residence Kolej Jednota - ground floor)

Card Service Centre at the Faculty of Law

Address: Faculty of Law, nám. Curieových 7, Prague 1, (ground floor, room no. 34)

Card Service Centre at the Faculty of Mathematics and Physics

Address: Faculty of Mathematics and Physics, Ke Karlovu 3, Prague 2 (second basement floor, room no. M266)

Detailed information on the opening hours of these centres is available on the website
www.cuni.cz/prukazy

Emergency Phone Numbers

European Emergency Number: 112

Ambulance: 155

Police: 158

Fire Brigade: 150