



*Faculty of Social Sciences, Charles University in Prague
Partner information 2022/2023, Erasmus+ International
Credit Mobility Program*

Full name of the Institution/Position	Contacts, Faculty of Social Sciences, Charles University in Prague
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Academic year 2023/2024 at Charles University	
Full academic year	25 September 2023 – 30 June 2024
Winter semester	25 September 2023 – 16 February 2024 <ul style="list-style-type: none">❖ Orientation Week: 25 September - 01 October❖ Teaching period: from 2 October❖ Exam period: 15 January – 16 February 2024 (exact dates TBA)
Summer semester	12 February 2023 – 30 June 2024 <ul style="list-style-type: none">❖ Orientation Week: 12 - 18 February❖ Teaching period: from 19 February❖ Exam period: 27 May – 30 June (exact dates TBA)



Application process

Students have to be officially nominated by the partner university. Erasmus coordinators are asked to send a list of nominees (including their e-mail contacts and field of study) to FSV Incoming Students Coordinator, Ms Magdaléna Čapková, at incoming@fsv.cuni.cz. Together with the nomination the following documents should be enclosed:

Application Procedure

- ❖ CV
- ❖ Motivation Letter
- ❖ Study plan (list of preferred classes)
- ❖ Transcript of Records
- ❖ Confirmation of English language ability at a level B2 (International language certificate or an official confirmation from your university language department)
- ❖ Copy of the Passport

Registration

Nominated students have to complete an on-line registration form, print two documents generated by the on-line system (Application Form + Learning Agreement) and get them stamped and signed by their university Erasmus Coordinator.

On-line registration is available under the link:
<https://is.cuni.cz/webapps/erasmus/>

Deadlines

	Nomination deadline	Application deadline
Fall 2023	15.04.2023	30.04.2023
Spring 2023	30.09.2023	15.10.2023

English Language Requirements

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

Orientation Week

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

Terms

Winter Semester: 25 September - 01 October 2023
Summer Semester: 12 - 18 February 2024

International Students Club - ESN CU Prague

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



Subjects Taught in English

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

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

The faculty has a wide selection of subjects taught in English in Political Science, International Relations and Economics & Finance. All nominated students will receive a [list of courses](#) taught in English available to our and international students.

Since the agreement between our universities is intended for studies in the field of the institutes, your nominated students are required to choose at least 51% of their classes from the assigned institute.

Registration for Classes

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

Student Information System (SIS)

This search engine is the best source of information about classes, and it also includes information about the student's status and results. SIS can be accessed under [this link](#).

Note

- ❖ SIS includes information about classes from all the Faculties at Charles University, taught in all languages. Students have to choose "Faculty of Social Sciences" from the drop-down box, as class has to be chosen "courses for incoming students" and always double-check the language of instruction and the actual semester in the course description.
- ❖ Students have to pay attention to the last letter of the subject code. "B" at the end of the subject code refers to the subject taught at the Bachelor's level. "M" stands for the Master's level.
- ❖ Students should take at least half of the courses with the Faculty of Social Sciences.
- ❖ **Students can enroll in courses in total of 30 ECTS.**

Link

Under the following link you will find instructions on how to find an appropriate list of classes, how our class codes work, and how to distinguish between graded and non-graded classes:
<https://fsv.cuni.cz/en/exchange/life/academic-information>

Czech Language Classes

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



Exam Period & Transcripts of Records

Exam Period in Winter Semester: Mid January - Mid February 2024

Exam Period in Summer Semester: Mid May - 30 June 2024

Academic Transcripts will be provided by the International Office when all study requirements have been completed and **upon request only**. Students need to ask for their Transcript of Records at incoming@fsv.cuni.cz.

Housing

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

Deposit & Cost

Since we have been facing overbooking of our accommodation facilities, we will ask your nominees to confirm their housing reservation by paying a deposit of 1800 CZK (approx. 70 €) plus the price for 1 month at a dormitory 2500-3800 CZK (approx. 100 - 150 €).

Reference

“Hostivař” Dormitory
Address: Weilova 2, 100 00 Praha 10
<https://kam.cuni.cz/KAMEN-55.html>

“Hvězda” Dormitory
Address: Zvoníčková 5, 162 00 Prague 6
<https://kam.cuni.cz/KAMEN-51.html>

Visa to the Czech Republic

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

- Note
- ❖ Semester-length students should apply for a student visa (long-stay visa for the purpose of study)
 - ❖ Full year students (2 semesters) should apply for a long-term residence permit
 - ❖ More information at <https://www.fsv.cuni.cz/en/academics/practical-information/visa-and-renewals>



Financial Support

Students coming through the programme **Erasmus+ International Credit Mobility** are eligible for a scholarship (**financial support composed from individual support + travel support**). This financial support will be provided in Euros after signing a Grant Agreement. Students will receive their scholarship in cash in a cashier/cash desk of any branch of Komerční banka in Czech Republic (<https://www.kb.cz/en/branches-and-atms>). In the beginning of their stay students will receive 70% of the total amount of the scholarship. The remaining 30% of their scholarship will be paid during the last month of study visit after the completion of the Online EU Survey.

Individual support

- ❖ Exchange students: **800 EUR/month**

Travel support

- ❖ Support given for travel costs
- ❖ Based on the distance expressed in kilometres
- ❖ Travel costs calculated by the distance calculator:

http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

Travel distance	Amount
10 - 99 km	23 EUR per person
100 - 499 km	180 EUR per person
500 - 1999 km	275 EUR per person
2000 - 2999 km	360 EUR per person
3000 - 3999 km	530 EUR per person
4000 - 7999 km	820 EUR per person
8000 km and more	1500 EUR per person