



FACULTY
OF SOCIAL SCIENCES
Charles University

Factsheet Inter-Faculty Agreements Exchange
2024/2025

ACADEMIC YEAR

End of September 2024 - 30 June 2025

Winter Semester

End of September 2024 - Mid February 2025

Arrival at Prague

TBA

Orientation Week

TBA

Classes

Start of October 2024 - Early January 2025

Exam period

Early January - Mid February 2025

Summer Semester

Mid February - 30 June 2025

Arrival at Prague

TBA

Orientation Week

TBA

Classes

Mid February- second half May 2025

Exam period

Second half May - 30 June 2025

NOMINATION & APPLICATION DATES

Winter Semester

Nomination Period

1 March - 15 April 2024

Application Period

March - 30 April 2024*

Summer Semester

Nomination Period

1 September - 10 October 2024

Application Period

1 September - 15 October 2024*

*Early applications are strongly recommended, especially if the student has to apply for visa.

NOMINATION PROCESS

Students are nominated for the Exchange Program by their HU coordinator*. Following information (filled in nomination table) is emailed to **studyabroad@fsv.cuni.cz**

- Student's Full Name
- Student's First Name
- Student's Last Name (Family Name)
- Student's Email address
- Student's Date of Birth (MM/DD/YYYY)
- Student's Study Program
- Student's Study Program Cycle:
Bachelor/Master
- Student's Year of Study
- Special Needs: Yes/No

Every received nomination is confirmed with the HU coordinator by the coordinator of FSV UK and followed with an email to the prospective exchange student (with the HU coordinator in the copy) with the application instructions.

*HU coordinator - Home university coordinator

APPLICATION PROCESS

1 step

Students receive an email with application instructions from the coordinator of FSV UK. They are asked to submit following documents by email:

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

English Language Requirement - min level B2

Students who are not native speakers will be asked to demonstrate their ability to study in English with an official language certificate or one issued by home university.

2 step

The Application must be signed by the student and the HU coordinator.

The student or the HU coordinator will email the application with all the documents together to the International Office of FSV UK.

3 step

Once the student is accepted, coordinator of FSV UK will inform the student and send them acceptance and housing documents by email as well as to their address.

The documents are shipped by DHL and students are required to cover the shipping costs.*

*Regards students who are applying for VISA.

COURSES FOR INCOMING STUDENTS

FSV UK has 5 institutes:

Institute of Political Studies

Institute of International Studies

institute of Sociological Studies

Institute of Economic Studies

Institute of Communication Studies and Journalism

Courses can be searched in SIS (Student Information System) [here](#).

In the search engine students are required to choose the Faculty of Social Sciences,

Class: Courses for incoming students

Semester: Winter/Summer/Both

Our faculty offers over 200 courses per semester.

Students can also study various languages at the Faculty of Social Sciences UK.

Every course has a unique code e.g. JEB111 where the third letter states the level of the course.

B - bachelor level

M - master level

D - doctoral level

Students of Bachelor level can register for a course of a master level unless it is restricted by the teacher of the course (note in the syllabus).

Students can register for courses in total of appx 30 ETCS per semester.

At least half of the registered courses have to be from the FSV UK.

Under [the following link](#) you will find detailed information with our instructions on how to find an appropriate list of classes and how our class codes work: <https://fsv.cuni.cz/en/exchange/life/academic-information/course-registration>

HOUSING

Exchange students will be automatically accommodated at a dormitory of Charles University, unless the student explicitly refuses this option.

“Komenského” Dormitory

Address: Parlářova 6, 169 00 Praha 6

<https://goo.gl/maps/8sQ1xXvmpEF2>

“Kajetánka” Dormitory

Address: Radimova 12, 169 00 Praha 6

<https://goo.gl/maps/E8nHdHRgTbU2>

Or other, depends on the available capacity.

VISA

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 submit their applications as early as possible.

Visa process may take up to **3 months**.

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

USEFUL LINKS

[Official website of the FSV UK](#)

[Nomination and Application process for incoming students](#) - Inter-faculty exchange

[Official website of FSV UK for Exchange students](#)

[Academic Information](#)

[Practical Information](#)

[Student Information System \(SIS\)](#) - course search

Facebook group "[Exchange students FSV UK](#)"

CONTACT POINT

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See you in Prague
Naviděnou v Praze