

## Info for IMESS students in 2023/2024

### 1. Main info sources

- a) SIS (<https://is.cuni.cz/studium/index.php>)
- b) Course book/Karolinka (<https://karolinka.fsv.cuni.cz/KFSV-1521.html>)
- c) Academic calendar (<https://fsv.cuni.cz/en/study/study-regulations/academic-calendar>)
- d) Study regulations (<https://fsv.cuni.cz/en/study/study-regulations/key-study-regulations>)
- e) Referencing ([Decree 21/2020](#))
- f) Anti-plagiarism politics ([Decree 06/2021](#))
- g) Mental health and psychological assistance [here](#)

### 2. Contact persons

- a) Head of the Programme: Jiří Vykoukal ([jiri.vykoukal@post.cz](mailto:jiri.vykoukal@post.cz)): responsible for the academic content and the first person you should always contact in the case of any urgent problems
- b) International Office ([degreeprograms@fsv.cuni.cz](mailto:degreeprograms@fsv.cuni.cz)), usually Lukáš Budín ([lukas.budin@fsv.cuni.cz](mailto:lukas.budin@fsv.cuni.cz)): responsible for visa, accommodation, residence permit and other administrative issues
- c) IMS secretariate (administrative support): Jiřina Tomečková ([jirina.tomeckova@fsv.cuni.cz](mailto:jirina.tomeckova@fsv.cuni.cz))

### 3. Credit structure of the program

- a) 2 years, 120 credits: 60 ECTS (SSEES) + 60 ECTS (Charles)
- b) please notice that UCL recognizes not less, not more than 120 ECTS, while Charles can recognize more than 120 ECTS (supplements)

### 4. Classes and examination period

- a) academic year is divided to winter and summer semesters, for data see the academic calendar
- b) enrolment of modules always in September (for winter semester) and February (for summer semester), for deadlines see the academic calendar
- c) exams for the winter semester must be completed in the winter exam period, exams for the summer semester must be completed in the summer exam period, see the academic calendar

### 5. System of examination

- a) pass courses (JTM108 & JTM109) or exam courses (all other courses)
- b) examination system: 1 regular term + 2 resits in one academic year, module can be enrolled again in the next academic year, if the second enrolment is not successful, study is terminated
- c) if student enrolls the course, but does not take any part of the exam (presentation, paper etc.), will not be graded and the course will not appear on the transcript; if student starts with any part of the exam and does not complete it, will be graded “Failed”, nevertheless, failed courses also do not appear on the transcript
- d) if student misses the exam term, is not graded, but has one term less (“Unattended examination”)

## **6. Final state exam/defence**

- a) defence of dissertation
- b) defence terms: January, June, September, for deadlines see the academic calendar for 2023/2024
- c) dissertation must be always submitted at the same at Charles (SIS) and at SSEES (Moodle)
- d) defence (viva) is just an oral exam based on the work with reviews
- e) each dissertation is evaluated by three reviewers (supervisor, UCL reviewer, Charles external reviewer)
- f) outcome of defence is based on combination of the average mark (three reviews) and defence

## **7. Diploma and supplement**

- a) regardless of the term of defence the diploma can be issued only when all grades (including dissertation) will be approved by the IMESS consortium's board in October
- b) graduation ceremony is not obligatory, if students are not in Prague, then all documents can be delivered by mail, however, students must contact the International Office to arrange it