

Info for IMESS students in 2024/2025

1. Main info sources

- a) SIS (<https://is.cuni.cz/studium/index.php>)
- b) Course book/Karolinka (<https://karolinka.fsv.cuni.cz/KFSV-1621.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): 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), usually Lukáš Budín (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)

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 2024/2025
- 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