
IPS Administration

Administration of IPS

- [Chief secretary](#)
- [Secretaries](#)
- [Research assistant](#)

Office hours for students:

Monday	9:00–17:15
Tuesday	9:00–17:00
Wednesday	9:00–17:00
Thursday	9:00–17:00
Friday	9:00–16:15

Office hours for employees:

Tuesday	9:30 - 11:30 12:30 - 14:30
Wednesday	9:30 - 11:30 12:30 - 14:30
Thursday	9:30 - 11:30 12:30 - 14:30

Address:

Institute of Political Studies
Faculty of Social Sciences
Charles University in Prague
U kříže 8
158 00
Prague 5 – Jinonice
Czech Republic

Radka Mácová, BBA, chief secretary



e-mail:

radka.macova@fsv.cuni.cz

phone:

+420 251 080 264

room:

3097

office hours:

Tuesday: 9:30 - 11:30

12:30 - 14:30

Wednesday 9:30 - 11:30

12:30 - 14:30

Thursday: 9:30 - 11:30

12:30 - 14:30

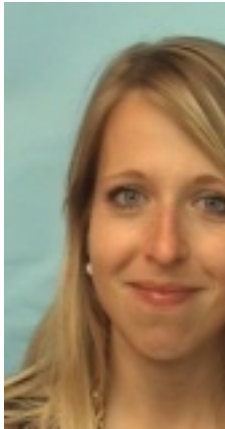
personal web page:

[link](#)

Responsibilities:

- chief administration officer
- economic agenda
- HR agenda
- employee research and grants agenda

Mgr. Jana Krejčíková, secretary



e-mail: jana.krejcikova@fsv.cuni.cz
phone: +420 251 080 214
room: 3096
office hours: Monday: 9:00–17:30
Tuesday: 9:00–17:00
Wednesday: 9:00–17:00
Thursday: 9:00–17:00
Friday: 9:00–16:30
personal web page: [link](#)

Responsibilities:

- state exams of all IPS study programmes
- Erasmus+ programme
- assets and restocking material equipment, meal vouchers distribution, employee vacation request forms
- other registration and administrative tasks

Mgr. Karolína Musilová, secretary



e-mail: karolina.musilova@fsv.cuni.cz
phone: +420 251 080 261
room: 3099
office hours: Monday: 13:30–17:30
Tuesday: 9:30–17:30
Thursday: 9:30–17:30
personal web page: [link](#)

Responsibilities:

- admissions to bachelor and master degree programmes
- employee travelling forms
- other administrative agenda

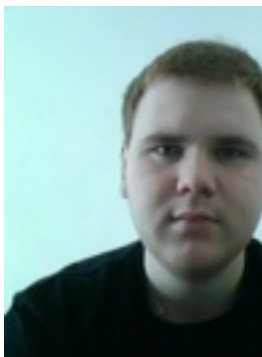
Mgr. Ľubica Skřivánková, secretary

e-mail: lubica.skrivankova@fsv.cuni.cz
room: 3099

Responsibilities:

- agreements to complete a job, agreements to perform work
- study plan schedules
- update of the IPS website

Mgr. Jakub Stauber, research assistant



e-mail: jakub.stauber@fsv.cuni.cz
phone: +420 251 080 273
room: 3089
personal web page: [link](#)
office hours: Tuesday: 9:00 - 11:00, 12:00 - 14:00
Thursday: 9:00 - 11:00, 12:00 - 14:00

- coordination of the publication activities
- PR agenda
- course timetable preparation