



GUEST FACULTY INSTRUCTIONS

COURSE OUTLINE AND RESUMÉ

In order to facilitate the administrative process, we kindly ask all our prospective guest professors to send us their full syllabus for the planned course together with their resum  as soon as possible. Please note that your syllabus should include all the standard information, including course aims and objectives, requirements, teaching methodology and information on required and suggested literature. Only upon receiving this information can a decision be made whether such a course can be opened. Please send all required materials by e-mail to Dr Hana Kubatova (hana.kubatova@fsv.cuni.cz).

LIBRARY AND ONLINE RESOURCES

When preparing your course outline, you might want to consider library and online resources that are available. Please check the Czech National Library and Faculty Library's databases. Preparing a digital reading pack is preferable.

TEACHING AGREEMENTS

The next step usually involves the signing of a teaching agreement. Please send the filled in teaching agreement (and all relevant documents, if needed) to Ms Dominika Kubova, coordinator of academic mobility at our International Office (dominika.kubova@fsv.cuni.cz). Please note that the minimum requirement for a teaching assignment at our institute is 5 teaching hours, each of 80 minutes.

TEACHING TIMETABLE

After all the documents are ready and signed, please e-mail Mr Jakub Stauber (jakub.stauber@fsv.cuni.cz) your preferences regarding your teaching schedule.

HOUSING AND LOCATION

The Institute of Political Science, Faculty of Social Science is located in Jinonice (Prague 5, within walking distance from Jinonice metro station, line B or "yellow"). Please <http://fsveng.fsv.cuni.cz/FSVEN-17.html> for more information on our location.

When it comes to housing, Charles University in Prague has two hotels for visiting academics: one is in our Jinonice building, the other is on Celetna street (downtown of Prague).

Please contact our secretary, Ms Lubica Skrivankova (lubica.skrivankova@fsv.cuni.cz) regarding pricing and booking.