

Charles University, Faculty of Social Sciences
Institute of Political Studies

Notice of the Director no. 8/2022

Title:

Notice for Studies in the Winter Semester 2022

In effect from: 7.9.2022

In Prague on September 7, 2022

PhDr. Petr Jüptner, Ph.D.

Director of the Institute

On the basis of information from the faculty management and following the IPS management meeting of 28 June 2022, the IPS Director determines that teaching in the winter semester 2022/2023 will be taught in person (face-to-face) in the courses of the Czech study programmes: Politologie a mezinárodní vztahy, Politologie a veřejná politika, Politologie, Mezinárodní vztahy a Bezpečnostní studia. Teaching in the courses of the Foreign Language Study Programmes (hereinafter CJSP) Politics, Philosophy and Economics; Geopolitical Studies; International Economic and Political Studies; International Master in Security, Intelligence and Strategic Studies; International Relations and International Security Studies will be conducted in a hybrid/dual form, i.e. that courses take place in Pekařská 16, from where the online courses are transmitted via online platforms to the students. Hybrid courses at IPS will be carried out only through the university's account of [MS Teams](#) or Zoom. You will log into the university's environment of MS TEAMS with your personalnumber@cuni.cz login followed by your CAS login details. In case of any problems with login or connecting hybrid IT equipment, please [inform IT FSV](#) immediately (Patrik Zámečník 773 948 547). Manuals for the use of hybrid technology are located in each classroom. The link to the online room will be entered in the syllabus in SIS till 18.9. . In case of visiting professors, the link must be entered 14 days before arrival.

Online parallels have been set up in SIS for all CJSP IPS courses. Teachers will adjust the enrolment limits for both, online and face-to-face, parallels by 19 September. In the case of hybrid/dual enrollment, students enrolled in online parallels will take courses exclusively "online"¹. ~~If students enroll in the face-to-face parallel course, they will~~

¹ Students of Politics, Philosophy and Economics; Geopolitical Studies; International Master in Security, Intelligence and Strategic Studies; International Relations and International Security Studies who have visa problems at the beginning of the winter semester will enroll in face to face parallel course. By

(mostly) attend classes at Bakery 16. Students of all IPS disciplines will be informed via SIS about the possibility of enrolling by Monday 12 September 2022.

Outside of Pekařská 16 only those can teach who have been approved by the Director on the proposal of their head of the department and only in the case of documented foreign research/academic study stay. In such a case, the department concerned will ensure that its member - employee comes to the room and connects the students - who have arrived - with their teacher. Heads of the department will send proposals to the Director and the chief secretary till 28.9.2022.

Outside of Pekařská 16, visiting lecturers may teach as well; the department will ensure that its member - employee comes to the room and connects the students - who have arrived - with their teacher.

Teachers of the Czech study programmes Politologie a mezinárodní vztahy, Politologie a veřejná politika, Politologie, Mezinárodní vztahy a Bezpečnostní studia will schedule office hours only offline (i.e. they will take place in Pekařská 16). Guarantors and coordinators of the Czech study programmes will schedule consultation hours only offline. Students of Czech study programmes enrol only for offline consultation hours and office hours.

Teachers in courses of foreign language study programmes Politics, Philosophy and Economics; Geopolitical Studies; International Economic and Political Studies; International Master in Security, Intelligence and Strategic Studies, International Relations a International Security Studies will schedule office hours hybrid/dual, i.e. partly from Pekařská 16 and partly online on the platforms of the university MS Team or Zoom. Office hours of CJSP supervisors and coordinators are hybrid/dual. CJSP students can take up offline and online tutorial and office hours.

If the teacher has both - Czech and foreign language courses, the proportion of online and offline blocks is based on the number of students and the number of courses taught in the Czech and foreign language programmes.

IPS staff schedule their consultation and office hours according to [Notice of the Director No. 1/2021](#) only on the website <https://konzultace.fsv.cuni.cz/> until September 28, 2022. Students and instructors log in to the consultation module using the `personalnumber@fsv.cuni.cz` login and then the CAS login. Instructions for creating consultation/classes are available on the Intranet shared drive.

agreement with the course instructor, the student may take the course online until the visa problem is resolved.