

# **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 CV as soon as possible.

Please note that your syllabus should include all the standard information (course aims and objectives, requirements, teaching methodology and information on required and suggested literature). Courses that result in an examination need to follow Dean's Measure no. 20/2019.

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.

## **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 the coordinator of academic mobility within the International Office. Please note that the minimum requirement for a teaching assignment at our institute is 5 teaching hours, each of 80 minutes for a compact course and 7 and more teaching hours, each of 80 minutes, for a full course.

## **TEACHING TIMETABLE**

After all documents are ready, please e-mail us 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 check our website 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 (Prague 1).

Please contact us as soon as possible regarding pricing and booking.