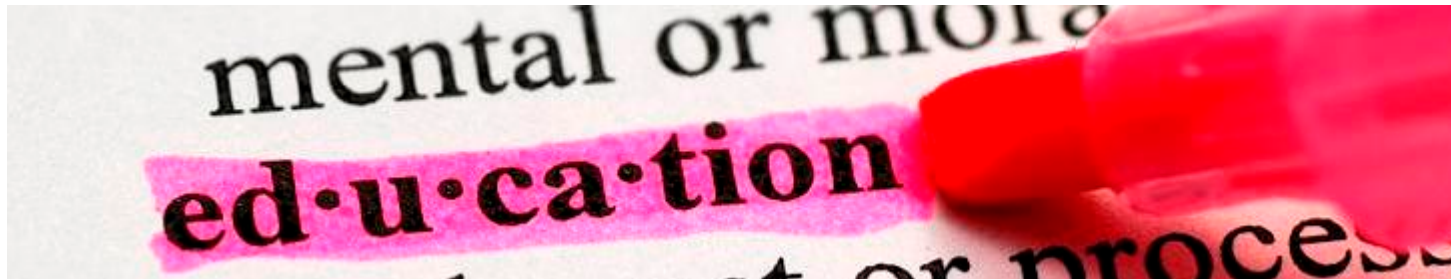

International Office



The International Office exists to facilitate the international mobility of both students and teaching staff and to coordinate the international activities of the Faculty at all levels. It is the Faculty's administrative centre for a whole range of international programmes (undergraduate and graduate degree programmes, ERASMUS, inter-faculty exchange agreements, etc.).

You will find our office in rooms **216, 217** and **218** of our main administrative building: **Smetanovo nabrezi 6, Prague 1, 110 01.**

Office Hours

Monday:	13:30 - 16:30
Tuesday:	9:00 - 11:00
Wednesday:	13:30 - 15:30
Thursday:	CLOSED
Friday:	9:00 - 11:00

Outside these hours, PLEASE do not come except by prior arrangement. This will greatly help us to provide the service you require the rest of the time. We will, of course, continue to answer your e-mail and telephone queries as far as time allows.

Changes to the office hours of the International Office during summer holidays

Monday:	CLOSED
Tuesday:	9:00 - 11:00
Wednesday:	13:00 - 15:00
Thursday:	CLOSED
Friday:	CLOSED

A personal visit outside office hours must be arranged in advance by phone or e-mail.

Contact Information

Head of the Office: Mgr. Nina Bílovská

Room: **218**

Areas of special responsibility: -

Telephone: **+420 222 112 228**

E-mail: svoz@fsv.cuni.cz

Staff

Name	Areas of special responsibility	Telephone	E-mail
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Ing. Irena Tauerová (room 217)	Summer programmes and short term exchange programmes Rector's Mobility Fund Inter-faculty cooperation Freemover: outgoing students <i>Language: English, Portuguese</i>	+420 222 112 221	irena.tauerova@fsv.cuni.cz
Ing. Dominika Formánková (room 217)	Academic staff mobility Inter-university exchanges: outgoing students Inter-government exchanges: both incoming and outgoing students AKTION, CEEPUS Nostrifikace (degree recognition) <i>Language: English</i>	+420 222 112 226	dominika.formankova@fsv.cuni.cz
Mgr. Jan Procházka (room 216)	ERASMUS+ study exchanges: outgoing students ERASMUS+ practical placements: outgoing students <i>Language: English</i>	+420 222 112 235	outgoing@fsv.cuni.cz
Mgr. Barbora Pelantová Mgr. Lukáš Budín Mgr. Veronika Vichnarová (all room 216)	English-taught Bachelor and Master Degree programmes <i>Language: English</i>	+420 222 112 287 +420 222 112 254 +420 222 112 284	barbora.pelantova@fsv.cuni.cz lukas.budin@fsv.cuni.cz veronika.vichnarova@fsv.cuni.cz admissions@fsv.cuni.cz
Mgr. Beáta Tomečková (room 216)	ERASMUS+ incoming students Inter-university exchanges: incoming students <i>Language: English</i>	+420 222 112 273	incoming@fsv.cuni.cz
NOTICE:	Please note that the staff mobility agenda (travel abroad authorisations and reimbursement of expenses) was moved under Accounts Office effective of 1st January 2016.		

Fax: (+420) 222 112 270

Contact for PhD students (Student Services)

Name	Areas of special responsibility	Telephone	E-mail
Mgr. Denisa Šmejkalová (room 205)	PhD studies	+420 222 112 237	denisa.smejkalova@fsv.cuni.cz
Bc. Marie Stanovská (room 217)	PhD studies	+420 222 112 224	marie.stanovska@fsv.cuni.cz