



Charles University
 Institute for Language and Preparatory Studies
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Title:

**RULES OF STUDY
 FOR PARTICIPANTS IN EDUCATIONAL PROGRAMMES AND COURSES
 OF THE INSTITUTE FOR LANGUAGE AND PREPARATORY STUDIES
 OF CHARLES UNIVERSITY**

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Scope: All participants in study at and employees of ILPS CU

Proposed by:
 Deputy Director for Study

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This internal document sets out the rules of study in lifelong learning programmes and courses (“programme(s)”) of the Institute of Language and Preparatory Studies of Charles University (“ILPS CU”).

I. General Provisions

1. The rules of study for participants in educational programmes and courses at ILPS CU (“Rules”) are governed by Section 60 of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (Higher Education Act), as amended (“Act”), and were drafted in accordance with Article 33 of the Constitution of Charles University (“Constitution”).
2. The Rules are binding on ILPS CU, its study centres, participants in study, academics, lecturers, and employees dealing with study-related administrative affairs, as well as other persons according to these Rules.
3. Applicants are admitted to the ILPS CU educational programmes on the basis of the admission requirements set and published in advance in accordance with the ILPS CU internal regulations. The requirements for admission to educational programmes and the number of applicants admitted are set by the Director of ILPS CU.
4. Applicants for study become participants in an ILPS CU lifelong learning educational programme (“participant(s)”) after fulfilling all requirements prescribed for their admission to the given programme.
5. Participants in ILPS CU educational programmes are not students within the meaning of the Higher Education Act.
6. Studies at ILPS CU are divided into the following categories:
 - a) Preparatory programmes for study at higher education institutions in the Czech Republic;
 - b) Courses of Czech as a foreign language:
 - i. Long-term courses (year, semester, etc.);
 - ii. Short-term courses (six weeks, summer, etc.);
 - c) Studies of specialised subjects in English for students from foreign universities;
 - d) Courses of foreign languages which are not included in the other categories mentioned in this paragraph;
 - e) Other courses (e.g., online courses, preparatory courses for standardised examinations, retraining courses, methodology courses, etc.).
7. The study programmes and the beginning of the academic year are determined by the Director of ILPS CU.

8. Educational activities take place at the ILPS CU study centres, or remotely. Remote (also “online”) teaching and testing is an equivalent form to in-person teaching and testing.
9. Activities of political parties and movements or the promotion thereof is prohibited in the study centres and other premises of ILPS CU.

II. Organisation and Stages of Educational Programmes

1. The ILPS CU Deputy Director for Study determines the beginning of classes in the given academic year and compiles the binding academic calendar (“calendar”) which includes, in particular, the beginning and end of classes in a semester, examination period, summer holiday, and the dates of other educational and academic activities.
2. The study programmes are specified in the curricula which provide for the number of classes taught within the individual subjects, their content, order, and the form of verification of the study results.
3. The classes take place according to the weekly schedule at ILPS CU study centres, or remotely.
4. The participants are divided into study groups based on the criteria of the given educational programme (e.g., specialisation, knowledge of Czech, etc.). The study groups may be divided or joined during the course in accordance with the educational programme, based on the continuous study results.
5. Specific principles applicable to preparatory programmes for study at higher education institutions in the Czech Republic:
 - a) Participants in an educational programme may apply to change their field of study. The participant submits a written request to the head of the study centre no later than by the end of November in the given academic year unless a different date has been set or unless the study is governed by other regulations. The ILPS CU Deputy Director for Study decides whether the request is approved.
 - b) Participants in a preparatory programme must attend at least 80% of the scheduled classes unless determined otherwise:
 - i. Participants are allowed to miss a maximum of 20% of classes from the total number of classes taught within a programme;
 - ii. If participants are ill for a longer period of time, such cases are assessed individually, where a valid justification (medical certificate) is always required;
 - iii. If a participant misses more than 20% of the classes and/or fails to fulfil other study requirements, the participant loses his or her right to consultations with teachers and may be expelled from study in accordance with the Rules of Assessment of Disciplinary Infringements at ILPS CU.
 - c) Participants may apply for an interruption of their studies in the course of an educational programme. They must submit a written request with the head of the

study centre. The ILPS CU Deputy Director for Study decides whether the request is approved no later than within 15 days of the date of the submission thereof. Studies may only be interrupted after fulfilling the requirements for the first part of the study (1st trimester or semester). Studies may be interrupted during the first semester only in exceptional cases.

- d) Participants may interrupt their studies for a maximum period of one year and then resume their studies at the stage in which they interrupted their studies. In this case, participants do not pay any difference between the original and the new price for the course. After two years of interruption of their studies, participants lose their right to be assigned back to a programme and the right to the financial means paid or to the refund thereof, and, if they are interested in pursuing their studies, they are considered as new applicants.
 - e) A study programme is completed after fulfilling the prescribed study requirements, passing the required tests, obtaining course credits, and passing all examinations set in the curriculum. In justified cases, the head of the study centre may grant an exemption and waive the fulfilment of certain study requirements.
 - f) If all study requirements set in the curriculum are fulfilled, graduates of a study programme receive a certificate of completion of the programme, including in the annex thereto, their attendance percentage and the results achieved in the final examinations.
 - g) Participants who fail to fulfil the prescribed study requirements or to pass the required tests, who do not sit for the final examination, or who fail a subject within the final examination, receive a confirmation of attending the study programme instead of the certificate. The confirmation includes the results of the final examinations and the attendance percentage.
 - h) If a final examination in Czech language is required as part of their study programme, participants sit for the examination on the level corresponding to the given study programme in accordance with the calendar. If participants pass the final examination in Czech language, they receive a confirmation of passing a language examination in Czech at the given level with the total percentage result.
6. Specific principles applicable to long-term courses of Czech as a foreign language: provisions under Article I (2) (b) to (h) apply.
 7. Specific principles applicable to studies of specialised subjects in English for students from foreign universities: the studies are organised according to the agreements or contracts with the foreign universities or institutions representing the universities in the Czech Republic.
 8. Short-term courses of Czech as a foreign language and other types of studies under Article I (6) (d) and (e) are governed by the general provisions of these Rules. The graduates of these studies receive a certificate or a confirmation based on the type and requirements of the specific educational programme.
 9. In justified cases, teaching and testing at ILPS CU may be carried out remotely. Remote teaching and testing may be introduced on the basis of a decision of the Director of ILPS CU.

Should remote teaching or testing be introduced, participants are obliged to attend classes or sit for tests held remotely. Participants may not apply for an interruption of their studies of a programme or for a refund of the proportional part of the price for the programme on the ground of such justified introduction of remote teaching or testing.

III. Termination of Studies

1. Studies are terminated by graduation, withdrawal from study, or expulsion from study.
2. Participants may complete a programme by a final examination according to the applicable regulations provided that they meet the set requirements.
3. Participants may withdraw from study at their own request. The request is submitted by the participant in writing to the head of the study centre. A participant ceases to be a participant in the programme on the date following the date of the delivery of the request or on the date indicated on the request for withdrawal from study. Participants acknowledge the following:
 - a) If they withdraw from study at their own request before the completion thereof, they are not entitled to a refund of the proportional part of the price for the programme;
 - b) ILPS CU may charge any and all costs incurred in relation to the termination of study before the completion thereof;
 - c) Participants who withdrew from study may submit a written request to the student registry to receive a confirmation of the stages of study completed.
4. Should a participant repeatedly or grossly breach study requirements, he or she may be expelled from study in accordance with the Rules of Assessment of Disciplinary Infringements at ILPS CU. Participants acknowledge the following:
 - a) The date of the termination of their studies is the date of legal effect of the decision to be expelled from study;
 - b) In the case of expulsion from study, participants are not entitled to a refund of the proportional part of the price for the programme.
5. ILPS CU reserves the right to not readmit a participant to a study programme if he or she was expelled from ILPS CU or failed to fulfil the prescribed study requirements.

IV. Testing of Knowledge, Examinations, and Grading

1. The study and the results thereof are assessed as follows:
 - a) Continuous assessment in written or oral form, including the required tests;
 - b) Course credits;
 - c) Examinations – end-of-term (trimester, semester) examinations, final examination.

2. Participants in a course are informed in a clear and timely manner of the methods of continuous assessment of study, requirements for granting course credits, and the organisation of examinations in the given study programme.
3. Continuous assessment of study:
 - a) May be carried out in written or oral form;
 - b) The aim is to monitor the level of mastering the knowledge and skills acquired in the classes, as well as the quality of the papers submitted;
 - c) The results thereof are taken into account when evaluating the fulfilment of the study requirements and granting course credits;
 - d) May result in changes to the curriculum of an educational programme and the necessary reorganisation of the study groups.
4. Course credits:
 - a) Participants receive course credits in subjects which are not completed by an examination;
 - b) The requirements for obtaining a course credit may be tested in written or oral form;
 - c) The regular date for obtaining a course credit is set before the end of the examination period for the given programme, where this date is binding on the participants;
 - d) In justified cases, participants who have not been granted a course credit on the regular date may be allowed to fulfil the requirements for obtaining a course credit on an alternative date.
5. Examinations:
 - a) May be carried out in oral or written form, or in combined oral and written form;
 - b) Examination results are expressed as percentage rounded to whole numbers:
 - i. Excellent (1) = 90–100%
 - ii. Very good (2) = 77–89%
 - iii. Satisfactory (3) = 60–76%
 - iv. Fail (4) = less than 60%;
 - c) In the case of an examination in Czech language in a preparatory programme for study at higher education institutions in the Czech Republic, a specific passing grade may be set for individual parts and at individual levels; such specific passing grades are determined by a methodological guideline for the current academic year by the ILPS CU Research and Testing Centre;
 - d) Dates of examinations in specialised subjects are determined by the head of the study centre;
 - e) The date of the end-of-term (trimester, semester) examination and the final examination in Czech language is determined by the ILPS CU Deputy Director for Study according to the ILPS CU academic calendar;
 - f) Members of the examination board are appointed by the head of the study centre;
 - g) End-of-term (trimester, semester) examinations:

- i. The results of the end-of-the term examination may result in changes to the curriculum of an educational programme and the necessary reorganisation of study groups;
- ii. Participants may continue in their studies even if they fail their end-of-term examination or part thereof;
- iii. There is no resit date for an end-of-term examination;
- iv. Participants must sit for the end-of-term examinations in specialised subjects and in Czech language;
- v. A participant must deliver a proper excuse in writing for his or her absence from the end-of-term examination to the head of the study centre no later than within 5 calendar days of the date of the examination, including documents proving the participant's inability to sit for the examination;
- vi. Absence from the end-of-term examination without a proper excuse is considered as a gross breach of study requirements bearing the consequences following from the Rules of Assessment of Disciplinary Infringements at ILPS CU.

h) Final examinations:

- i. Participants may apply for one resit date of a final examination in a specialised subject, where the justifiability for organising the resit date and the date thereof are determined by the head of the study centre;
- ii. Participants in preparatory programmes for study at higher education institutions in the Czech Republic have the right to one resit date of the final examination in Czech language; the date is determined by the ILPS CU Deputy Director for Study according to the ILPS CU academic calendar;
- iii. The requirements for the examination in Czech language on the resit date are determined by a methodological guideline for the current academic year by the ILPS CU Research and Testing Centre;
- iv. Special dates and modifications of the final examination (e.g., special dates, modifications of the assignment for participants with specific needs) are determined by the ILPS CU Deputy Director for Study on the basis of a written request submitted by a participant to the head of the study centre;
- v. A participant must deliver a proper excuse in writing for his or her absence from the final examination to the head of the study centre no later than within 5 calendar days of the date of the examination, including documents proving the participant's inability to sit for the examination;
- vi. The ILPS CU Deputy Director for Study decides whether the excuse is justified;
- vii. Participants who fail to sit for the examination without a proper excuse or whose excuse was not accepted by the ILPS CU Deputy Director for Study are graded "fail" and lose their right to any resit dates for the final examination.

V. Participants' Rights and Obligations

1. The participants' rights and obligations are defined in the study programme. They are informed of the organisational, financial, and other conditions set for their studies in the given programme before the commencement thereof.
2. Participants in study have the following rights:
 - a) To complete the study programme according to the approved curricula and the calendar;
 - b) To be informed of any changes to the curricula and the organisation of the study groups based on the assessment and results of the study or due to *force majeure*;
 - c) To be informed of the progression and the results of their studies;
 - d) To use the information and communication technology of Charles University necessary for their studies in accordance with the rules set by the University and the head of the study centre;
 - e) To use the school's premises, in particular the classes and the study hall, with regard to the organisation of the classes, the school's capacity, and the school rules;
 - f) To attend consultations related to their study in accordance with the rules set by the study centre;
 - g) To take part in extracurricular activities organised by the study centre;
 - h) To submit a written request to change the field of study under Art. II (5) (a);
 - i) To submit a written request to interrupt their studies (see Art. II (5) (c) and (d));
 - j) To terminate their studies under Art. III (3);
 - k) To file a complaint with the teachers, school's employees, head of the study centre, or the management of ILPS CU if they believe that their rights have been violated.
3. Participants in the study have the following obligations:
 - a) To comply with the rules of study, approach the fulfilment of the prescribed study requirements responsibly, to study, and to attend classes regularly;
 - b) To respect the calendar and the curriculum of the educational programme, actively participate in classes, follow the schedule, and to not disrupt classes by late arrival or inappropriate behaviour;
 - c) To follow the instructions given by teachers, the school's employees, and the head of the study centre;
 - d) To take the examinations according to the curriculum of the respective study programme and to comply with the organisational instructions of the study centre;
 - e) Upon request of the ILPS CU Director or the head of the study centre, to appear for a discussion of issues related to the progression or termination of their studies;
 - f) To comply with the rules of the study centre, regulations and instructions regarding health and safety and fire safety measures of which they have been informed, and to protect their health and the health of others;
 - g) To manipulate, and protect, the property of ILPS CU as appropriate and so that it is not damaged or worn unreasonably;
 - h) To comply with the rules of coexistence of citizens and abide by the principles of good manners at the study centres and other premises of the ILPS CU;
 - i) To compensate in full any damage caused to the property of ILPS CU intentionally or as a result of violating the applicable regulations;

- j) To inform ILPS CU in writing of their current e-mail address and mobile phone number within their enrolment in study (online or in person);
 - k) To inform ILPS CU in writing of their address for the purpose of the delivery of written documents within their enrolment in study (online or in person);
 - l) To inform ILPS CU in writing of their address for the purpose of the delivery of written documents in the Czech Republic or the identification of a data box set up by the Ministry of the Interior of the Czech Republic at the beginning of their stay within their enrolment in study in person;
 - m) To inform the student registry of the respective study centre or the ILPS CU central student registry immediately in writing (postal address: Vratislavova 29/10, 128 00 Praha 2; e-mail [address: studujop@ujop.cuni.cz](mailto:studujop@ujop.cuni.cz)) in case of any changes to the information provided under (j)-(l).
4. The use of mobile phones and other technology is not allowed in classes of the ILPS CU study programmes without the teacher's prior approval. The owners of mobile phones, tablets, etc. are liable for any damage, loss, or misuse thereof in the school premises or during classes.
 5. Any manipulation of technical equipment without the prior approval of an employee of ILPS CU is prohibited in the study centres and other premises of ILPS CU.
 6. It is prohibited to install one's own programs or games, or otherwise configure the computer software or damage any technical equipment in the classes and other premises of the ILPS CU (computers, telephones, etc.). It is also prohibited to bypass the software security system, configure the computers, or otherwise attempt to obtain passwords of others.

VI. Participants' Health and Safety

1. Participants are obliged to protect their health and the health of others and to comply with the health and safety rules.
2. Immediately after enrolling in a study programme, participants are obliged to inform themselves of the following:
 - a) Rules of the study centre and the classes, health and safety regulations and instructions;
 - b) Rules of safe conduct and guidelines for indisposition or injuries;
 - c) Measures related to the risk of fire or other extraordinary events;
 - d) Special rules applicable to extracurricular activities.
3. Participants confirm that they have been informed of the above by signing the respective document. A violation of the health and safety principles is a ground for the commencement of disciplinary proceedings.

VII. Delivery of Written Documents

1. ILPS CU delivers written documents to participants to the address provided by them for the purpose of the delivery of written documents under Art. V (3) (k) and (l) and in electronic form via a data message, or using the postal services operator, primarily to an address in the Czech Republic. ILPS CU delivers written documents to foreign countries if a participant does not provide a delivery address in the Czech Republic, or the identification of the data box under Art. V (3) (l).
 - a) A data message sent using the provided identification of a data box is deemed delivered either upon signing up (once the user authorised to read the message signs up to his or her data box) or based on the fiction of delivery (if the message is not delivered upon signing up as described above, the message is deemed delivered on the tenth day of the receipt of the message in the data box).
 - b) When delivering letters using postal services, ILPS CU requests a written confirmation of the delivery of the letter from the operator. Should the postal services operator fail to provide such confirmation to the ILPS CU within 30 days of sending the letter, the delivery thereof is deemed to have failed.
2. ILPS CU may also deliver written documents to participants in electronic form to the current e-mail address and phone number provided by them under Art. V (3) (j).
 - a) If the recipient does not sign such document sent in electronic form with his or her electronic (dynamic or biometric) signature according to the instructions attached within five days of sending the document, the delivery thereof is deemed to have failed.
3. Written documents may also be delivered to participants in person by an employee of ILPS CU, where the participant confirms the receipt thereof to the employee with his or her signature.
 - a) Should the participant refuse to take receipt of the document in person, the delivery thereof is deemed to have failed; the refusal to take receipt of the document must be recorded.
4. If a document is not delivered successfully using one of the methods under Art. VII (1) to (3), ILPS CU delivers the document by a public notice. ILPS CU will inform the participant of such delivery at the current e-mail address provided by the participant under Art. V (3) (j).
 - a) Written documents are delivered by a public notice in accordance with the Rules for Delivery of Written Documents by a Public Notice at Charles University (Rector's Directive No. 27/2020).
 - b) In this case, a notice of the possibility to take receipt of the written document which was not delivered successfully (see above) is published on the ILPS CU electronic official notice board (<https://ujop.cuni.cz/oznameni-o-moznosti-prevzit-pisemnost>) for 15 days. The document is deemed delivered on the 15th day of the publication thereof on the notice board. After the delivery, the notice of the possibility to take receipt of the written document is removed from the ILPS CU electronic official notice

board and moved to its archive (<https://ujop.cuni.cz/archiv-oznameni-o-moznosti-prevzeti-pisemnosti-sejmuta-oznameni>) for up to 3 years.

VIII. Force Majeure

1. *Force majeure* means circumstances affecting the teaching of classes. Such events include, for example, war, mobilisation, uprising, natural disasters, epidemic, pandemic, crisis measures taken by public and state bodies, etc.
2. If it is feasible to teach classes remotely during the *force majeure* event, teaching and testing will be carried out remotely according to the conditions set in advance.