



Charles University
 Institute for Language and Preparatory Studies
 Vratislavova 29/10, 128 00 Praha

Title:

**Rules of Assessment of Disciplinary Infringements
 Committed by Participants in Programmes and Courses
 of the Institute for Language and Preparatory Studies of Charles
 University**

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Number: **09/2024**

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

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 Deputy Director for Study

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Aim

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

I. General Provisions

1. These Rules govern, in accordance with the Disciplinary Code for Students of Charles University, further details regarding the consideration of disciplinary infringements committed by participants in lifelong learning programmes and courses of ILPS (“participant(s)”), the imposition of sanctions for these infringements, and the review proceedings in these cases.
2. Disciplinary infringements committed by participants, the imposition of sanctions for these infringements, the disciplinary proceedings, and the appellate proceedings are governed by Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (Higher Education Act), Administrative Procedure Code, and the Disciplinary Code for Students of Charles University.
3. A disciplinary infringement is an intentional breach of duties stipulated in legal regulations or the internal regulations of the University and its units, in particular, a breach of the applicable Rules of Study for Participants in the Educational Programmes and Courses of ILPS CU.

II. Sanctions

1. The following sanctions may be imposed on a participant for a disciplinary infringement:
 - a) Admonition;
 - b) Conditional expulsion for a set time period and conditions for proving one’s discipline during the period of conditional expulsion; or
 - c) Expulsion from study.
2. The following factors are taken into consideration before the imposition of sanctions: the nature of the conduct which resulted in the infringement; the circumstances of the infringement and its consequences; the extent of fault; and the previous conduct of the participant in question, and the participant’s efforts to remedy the consequences of the infringement committed.
 - a) A time period for proving one’s discipline is set if a disciplinary sanction is imposed. During this time period, the participant’s fulfilment of study requirements and attendance in classes are monitored in shorter intervals and a harsher sanction may be imposed even in a time period shorter than 1 month.
 - b) In the case of extremely serious conduct outside of classes, a sanction may be imposed on a participant without delay. The competent authorities are informed depending on the seriousness of the infringement.
3. The imposition of sanctions may be waived if the mere consideration of the infringement serves as remedy, in particular in the case of disciplinary infringements resulting from negligence, or a minor infringement.
4. *Admonition:*

- c) It may be issued only for an infringement resulting from negligence or for a minor disciplinary infringement;
 - d) It is issued by the class teacher, head of the study centre, or another authorised employee.
5. *Conditional expulsion from study:*
- a) It may be imposed only if the conditions for the *expulsion from study* were fulfilled but the infringement was not committed in a most contemptible way, and if the participant has shown remorse and can be reasonably expected not to commit a serious infringement in the future;
 - b) It is imposed by the head of the study centre;
 - c) The time period and conditions for proving one's discipline in the case of conditional expulsion from study are determined according to the seriousness of the disciplinary infringement; the period is not shorter than three months nor longer than six months.
 - d) If the participant commits another disciplinary infringement during the period for proving one's discipline, except for a minor disciplinary infringement resulting from negligence, he or she will be expelled from study.
6. *Expulsion from study:*
- a) It may be imposed for a serious or intentional disciplinary infringement or an infringement committed repeatedly;
 - b) It is imposed by the head of the study centre;
 - c) If the sanction is imposed for impermissible absence from classes, the head of the study centre may order that the participant's knowledge be tested in the adequate scope; if such testing is ordered and the participant fails the test, he or she is expelled from study;
 - d) Participants who pay for their studies themselves lose their right to a refund of the proportional part of the tuition fees upon their expulsion from study; participants who receive a bursary to pay for their studies lose their right to the payment of the bursary on the date of the legal effect of the decision to expel a participant from study;
 - e) After the decision to expel a participant from study becomes legally effective, the decision is notified to the competent department of the Police of the Czech Republic – Foreign Police Service and the Department for Asylum and Migration Policy of the Ministry of the Interior of the Czech Republic.

III. Disciplinary Proceedings

1. Disciplinary proceedings are held at the study centre of ILPS CU where the participant accused of the disciplinary infringement is enrolled.
2. The disciplinary proceedings are begun on the date of delivery of a notice to the participant of the commencement of proceedings, along with an invitation to a meeting where the infringement is to be considered.
3. The participant whose disciplinary infringement is under consideration must be present at the meeting.
4. If the participant cannot be reached or the participant's address in the Czech Republic is not known, the invitation is sent to his or her e-mail address provided within the participant's enrolment in the study. The participant is then deemed invited to the meeting.

5. If the participant fails to appear at the meeting without a proper excuse, a decision may be made in his or her absence.
6. The decision reached in the disciplinary proceedings (“decision”) must be drafted in writing, and the operative part of the decision must state a finding of a disciplinary infringement and the imposition of a sanction, or a finding of a disciplinary infringement and a waiver of a sanction, or the discontinuance of disciplinary proceedings. The decision must also include a reasoning and advice on applying for a review of the decision and the time period for filing the application for a review.
7. If *conditional expulsion from study* is imposed, the operative part of the decision also states the time period for which the sanction of conditional expulsion from study is imposed.

IV. Appeal

1. Participants may apply for a review of the decision within 15 days of the delivery thereof.
2. An application for the review of a decision reached in disciplinary proceedings (“application”) is filed in writing by the participant to the Director of ILPS CU to the following address: Vratislavova 29/10, 128 00 Praha 2, or in electronic form to the e-mail address odvolani@ujop.cuni.cz.
3. An admissible appeal filed in due time has a suspensive effect.
4. The Director of ILPS CU may grant the application on the basis of the documents submitted and change the decision. The Director of ILPS CU dismisses inadmissible applications or applications not filed in time.
5. The decision reached in the appellate proceedings is normally made by the Director within 15 days of the delivery of the application for a review of a decision reached in the disciplinary proceedings.
6. The decision of the Director of ILPS CU must be drafted in writing and include an operative part which states a finding of a disciplinary infringement, a reasoning, and advice on the fact that the decision is final.
7. A decision reached in the appellate proceedings becomes legally effective on the date following the expiration of the time period for filing an application for a review, or following the date of the participant’s written waiver of the right to file such application, or following the date of the delivery of the decision of the Director of ILPS CU.

V. Final Provision

1. The disciplinary proceedings, the sanctions imposed, and the decisions are recorded in the participant’s file kept at ILPS CU.
2. A diagram showing the different options and stages within the disciplinary proceedings with participants is provided in Appendix 1 hereto.

Appendices:
No. 1 Diagram – Disciplinary Proceedings

DISCIPLINARY PROCEEDINGS		
Failure to fulfil study requirements Disciplinary infringement	ADMONITION	
	Regular monitoring and informing	
	Improvement	
	No other sanction	
No improvement, or worsening of the situation Serious disciplinary infringement	CONDITIONAL EXPULSION	
	Regular monitoring and informing	
	Improvement	
	Expiry of the time period set without the imposition of another sanction	
No improvement, or worsening of the situation Extremely serious disciplinary infringement	EXPULSION	
Possibility of lodging an appeal with the Director of ILPS CU	GRANTED	DISMISSED
	Back to the conditional expulsion regime	Expulsion confirmed

Appendix 1

