



Charles University
Institute for Language and Preparatory Studies
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Title:

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

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Objective

This document sets out the rules for assessing disciplinary offences committed by participants in the educational programmes and courses of the Institute of Language and Preparatory Training of Charles University (UJOP CU), Department of Lifelong Learning (hereinafter referred to as "participant" and "UJOP CU").

1. General provisions

1. These rules govern the details of the disciplinary procedure for participants in UJOP CU programmes, the imposition of sanctions and the possibility of a review procedure.
2. The rules for disciplinary proceedings are in accordance with Act No. 111/1998 Coll., on higher education institutions and on amendments and additions to other acts, as amended by Act No. 52/2025 Coll. (hereinafter referred to as the "Higher Education Act"), the Code of Administrative Procedure and the Disciplinary Code for Students of Charles University.
3. A disciplinary offence is a culpable violation of the obligations set out in the legal regulations or internal regulations of the University and its parts, especially a violation of the valid Rules of Study for participants in the educational programmes and courses of UJOP CU.
4. Disciplinary offences include, in particular:
 - a) Absences exceeding the stipulated limit
 - b) Failure to follow the rules for tests or exams, including the use of unauthorised technologies,
 - c) Repeated or deliberate disruption of classes and failure to fulfil the prescribed study obligations
 - d) Rude or insulting behaviour towards fellow students, teachers and other staff of UJOP CU and behaviour violating the rules of civil coexistence,
 - e) Violation of school rules and OHS regulations
 - f) Deliberate damage to school property
 - g) Failure to pay the fees for participation in the study programme, if prescribed,
 - h) Other actions that threaten the proper course of study

II. Sanctions

1. A participant may be sanctioned for a disciplinary offence with:
 - a) Warning;
 - b) Conditional suspension from studies with a stipulated trial period and conditions thereof;
 - c) Expulsion from studies.
2. In imposing a sanction, the nature of the offence, its consequences, the degree of culpability, the circumstances under which the offence was committed and the previous conduct of the participant who committed the disciplinary offence shall be considered:
 - a) When a disciplinary sanction is imposed, there is a so-called trial period. In the course of this period, the student's fulfilment of study obligations and attendance are monitored over shorter periods of time and a higher-level disciplinary sanction may be imposed over a shorter period of time than 1 month.
 - b) In the case of extremely severe behaviour in and out of class, the student may be sanctioned without delay. Depending on the severity of the offence, the relevant authorities are informed.

3. The imposition of a sanction may be waived if the discussion of the disciplinary offence itself leads to a remedy, in particular if the disciplinary offence is committed by negligence or is a minor disciplinary offence.
4. *Warning:*
 - c) Imposed for minor disciplinary offences or offences committed by negligence.
 - d) Imposed by the class teacher or the head of the centre or other authorised staff member.
5. *Conditional suspension from studies*
 - a) Imposed if the conditions for expulsion are met, but remediation can reasonably be expected, the participant has shown sincere remorse and the disciplinary offence has not been committed in a particularly reprehensible manner.
 - b) Imposed by the head of the study centre.
 - c) The trial period and conditions thereof for conditional suspension are determined according to the severity of the disciplinary offence; this period shall be not less than three months and not more than six months.
 - d) If the participant commits another disciplinary offence during the trial period, except for a less severe disciplinary offence committed through negligence, they will be expelled from studies.
6. *Expulsion from studies*
 - a) Imposed for severe, deliberate or repeated disciplinary offences.
 - b) Imposed by the head of the study centre.
 - c) If the sanction is only for unacceptable absences, the head of the centre is entitled to order the participant to re-test their study skills to the appropriate extent. If this examination is imposed and the participant fails it, they will be expelled from studies.
 - d) Self-paying participants lose the right to a pro-rata refund of the tuition fee upon expulsion from studies. Scholarship participants lose the right to the payment of the scholarship on the date when the decision on expulsion from studies becomes final.
 - e) The sanction is imposed without delay if the participant fails to pay the fee for participation in the study programme, if such fee is due.
 - f) After the decision on expulsion enters into force, the relevant department of the Czech Police - Foreign Police and the Department of Asylum and Migration Policy of the Ministry of the Interior of the Czech Republic shall be notified.

III. Disciplinary proceedings

1. Disciplinary proceedings take place at the study centre of UJOP CU where the participant is studying.
2. Disciplinary proceedings shall be initiated by delivering a notice to the participant on initiation of the proceedings with an invitation to discuss the offence.
3. The participant whose disciplinary offence is under consideration shall have the right to be present at the hearing and to comment on the proceedings.
4. If the participant cannot be reached or if their address of residence in the Czech Republic is unknown, the invitation to the meeting will be sent to the e-mail address they provided when registering for studies. This shall be deemed to mean that the participant has been invited to the hearing.

5. If the participant fails to appear at the hearing without a proper excuse, the decision may be taken in their absence.
6. The decision in the disciplinary proceedings (hereinafter referred to as the “decision”) must be in writing and contain a statement of the finding of a disciplinary offence and the imposed sanction, or a statement of the finding of a disciplinary offence and the waiver of the sanction, or a statement of the discontinuance of the disciplinary proceedings. It must also contain a statement of reasons and instruction on the possibility of applying for a review of the decision and the deadline by which the application for review must be made.
7. If the imposed sanction is *conditional suspension from studies*, the ruling of the decision must also include the period for which the suspension from studies is imposed.

IV. Review of the decision

1. The participant may, within 15 days of receipt of the decision, request a review of the decision by the UJOP CU Director.
2. The request for a review of a decision in disciplinary proceedings (hereinafter referred to as the “request”) is submitted in writing electronically to the e-mail address odvolani@ujop.cuni.cz or to: Vratislavova 29/10, 128 00 Prague 2.
3. A timely and admissible request shall have suspensive effect.
4. Based on the submitted documents, the UJOP CU Director may confirm, modify or cancel the decision. A late or inadmissible request for review will be rejected by the UJOP CU Director.
5. The decision in the review procedure is normally issued within 15 days of receipt of the request.
6. The decision in the review procedure shall be in writing and shall contain a statement of the finding of a disciplinary offence, the reasons for the decision and a statement that it is final.
7. The decision in the review procedure becomes final on the day after the deadline for filing a request for review expires, or on the day after the participant waives in writing the right to file such a request, or on the day after the decision of the UJOP CU Director is delivered.

V. Final provisions

1. A written record is kept of the course of the disciplinary proceedings, which is part of the participant’s file kept by UJOP CU.
2. A flowchart of the disciplinary procedure is annexed to these rules.

Annexes:

No. 1 Flowchart - Disciplinary proceedings

ANNEX No. 1

DISCIPLINARY PROCEEDINGS

Failure to fulfil study obligations Disciplinary offence	WARNING
Ongoing monitoring and informing	
Improvement	
No further sanctions	
No improvement, or worsening Severe disciplinary offence	CONDITIONAL SUSPENSION
Ongoing monitoring and informing	
Improvement	
No further sanctions after passing of the stipulated period	
No improvement, or worsening Particularly severe disciplinary offence	EXPULSION
Option of requestion review by the UJOP CU Director	<div>APPROVAL</div> <div>REJECTION</div>
	<div>Reinstatement of conditional suspension</div> <div>Confirmation of expulsion</div>