



Charles University
Institute for Language and Preparatory Studies
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Title:

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

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This document stipulates the rules of study in the programmes and courses (hereinafter referred to as the “programme”) of the Institute of Language and Preparatory Studies of Charles University (hereinafter referred to as “UJOP CU”).

1. General provisions

1. The Rules of Study for Participants in Educational Programmes and Courses at UJOP CU (hereinafter referred to as the “Rules”) are governed by the provisions of Section 60 of Act No. 111/1998 Coll., on higher education and on amendments and additions to other acts, as amended by Act No. 52/2025 Coll., (hereinafter referred to as the “Higher Education Act”), and are drafted in accordance with Article 33 of the Statutes of Charles University.
2. The Rules are binding on all participants of the programmes (hereinafter referred to as “participants”), teachers and employees of UJOP CU, and other persons designated by these Rules;
 - a) gross or repeated violation of the Rules, failure to fulfil the participant’s study obligations in the educational programme of UJOP CU and failure to pay the fee for participation in the study programme within the given deadline, if such instalment is prescribed, is considered a disciplinary offence and is dealt with in accordance with the Rules for assessment of disciplinary offences of UJOP CU.
3. Applicants are admitted to the educational programmes of the UJOP CU by the Director of the UJOP CU on the basis of the pre-determined and published conditions of admission, in accordance with the internal regulations of the UJOP CU.
4. An applicant becomes a participant of the UJOP CU programme after fulfilling all the established and published conditions for registration in the educational programme.
5. Participants in the educational programmes of UJOP CU are not students within the meaning of the Higher Education Act.
6. Types of study at the UJOP CU include:
 - a) Preparatory programmes for studying at universities in the Czech Republic in Czech and English.
 - b) Czech as a foreign language courses
 - i. Long-term (annual, semestral, etc.),
 - ii. Short-term (six-week, eight-week, summer, etc.),
 - c) Specialised study of professional subjects in English for students of foreign universities.
 - d) Foreign language courses that are not part of the other courses listed in this section.
 - e) Other courses (e.g. online courses, preparation courses for standardised examinations, retraining courses, methodical courses, etc.).

7. Study programmes and the start of the academic year are announced by the Director of the UJOP CU.
8. Educational activities take place full-time at the study centres of UJOP CU, or remotely. Remote (also referred to as “online”) learning and testing are a legally equivalent form of teaching and testing.
9. The activities of political and religious parties and movements or their promotion are not permitted in the study centres and other premises of UJOP CU.

II. Organisation and course of study

1. The schedule for the academic year is determined by the Deputy Director of Studies. It includes the dates of the start of lessons, the period of lessons, the exam period, holidays and the dates of other educational and academic activities.
2. Study programmes are specified in study plans, which determine the scope of lessons, content and time continuity and the form of verifying study results.
3. Lessons take place according to a set weekly schedule at the study centres of the UJOP CU, or remotely. The participant is also obliged to participate in remote lessons. Technical problems on the part of the participant are not grounds for excuse from lessons or testing unless they have been reported and documented in a timely manner.
4. Participants are assigned to study groups according to criteria corresponding to the given educational programme (e.g. field of study, level of Czech language proficiency, etc.). In accordance with the educational programme and on the basis of continuous learning results, study groups may be changed, divided or merged during the programme.
5. Specific principles for study in the preparatory programme for study at universities in the Czech Republic:
 - a) Change of field of study: the participant can request a change of the field of study. The participant submits the written application participant to the head of the study centre no later than the end of November of the academic year in question, unless a different deadline is set and study is subject to other regulations. The application is decided by the Deputy Director for Studies of UJOP CU.
 - b) Interruption of studies:
 - i. During the course of the educational programme, the participant may request an interruption of studies. The participant submits a written request to the head of the study centre. The Deputy Director of UJOP CU will decide on the application no later than 15 days from the date of its receipt. Studies may be interrupted only after the study obligations for the first part of study (1st trimester or semester) have been fulfilled. Studies may be interrupted during the first trimester/semester only in exceptional cases.

- ii. Studies may be interrupted for a maximum of one year, so that the participant, after the interruption, resumes studies at the stage at which they interrupted their studies. In this case, the participant does not pay any difference between the original and the new price of the programme.
 - iii. After two years from the date of interruption of studies, the participant's eligibility for re-entry into the programme expires, the participant loses the right to draw on or repay the funds, and the participant is considered to be a new applicant if they are interested in studying.
 - c) Attendance: the participant is required to attend at least 80% of the prescribed lessons, unless specified otherwise:
 - i. Absence is tolerated up to a maximum of 20% of the total number of hours of the programme.
 - ii. In the event of absenteeism exceeding 20% and/or failure to fulfil other study obligations, the participant loses the right to consultations with teachers and disciplinary proceedings are initiated against them in accordance with the Rules for the Assessment of Disciplinary Offences of UJOP CU.
 - iii. Cases of the participant's long-term illness are dealt with individually, with mandatory documentation of the corresponding justification (medical certificate).
 - d) Study obligations: the condition for graduation from the study programme is the fulfilment of the prescribed study obligations, passing the prescribed tests, obtaining credits and passing all examinations stipulated in the study plan. The head of the study centre may grant exceptions and waive certain study obligations in justified cases;
 - i. In the event of failure to fulfil study obligations, the participant loses the right to consultations with lecturers and is subject to disciplinary proceedings according to the Rules for the Assessment of Disciplinary Offences of the University of Applied Sciences.
 - e) Certificate: the graduate receives a certificate of completion of the study programme in the case of proper attendance and fulfilment of all the study obligations prescribed by the study plan, with the percentage of attendance and results achieved in the final examinations indicated in an annex to this certificate;
 - i. A participant who fails to fulfil the prescribed study obligations, fails to pass the prescribed tests, fails to participate in the final examination or fails in any subject of the final examination will not be issued a certificate but a certificate of participation in the study programme. Final exam results and attendance percentages will be listed in the confirmation.
 - ii. If the participant passes only the final examination in Czech within the framework of their study programme, which they take according to the prescribed schedule and at the level corresponding to the given study programme, they will be issued a certificate of passing the language examination in Czech at the given level with an overall grade in percent.
6. Specific principles for study in long-term courses of Czech as a foreign language: the provisions of Article II(5)(b) to (e) apply.

7. Study in short-term courses of Czech as a foreign language and in other types of study referred to in Article I(6)(d) and (e) is governed by the general provisions of these Rules. Graduates of this type of study will be issued a certificate or a confirmation depending on the type and conditions of the specific educational programme.
8. Specific principles for specialised study of professional subjects in English for students of foreign universities according to Article I(6)(c): studies are carried out on the basis of agreements or contractual relations with foreign universities or with institutions representing these universities in the Czech Republic.
9. In justified cases, UJOP CU is entitled to provide lessons and testing remotely. The decision to introduce remote lessons and testing is made by the Director of UJOP CU. The participant will be informed in due time about the introduction of remote lessons or testing and will be obliged to participate in such lessons or testing. The introduction of remote lessons or testing does not entitle the participant to request discontinuation of the programme or a pro-rata refund of the programme price.

III. Termination of studies

1. Studies end with graduation, abandoning studies at one's own request or expulsion from studies.
2. The participant may complete the programme with a final examination according to the applicable regulations and if the specified conditions are met, see Article II(5)(e).
3. A participant may abandon their studies at their own request. The participant shall submit this request in writing to the head of the study centre. The participant ceases to be a participant of the programme on the day following the date of receipt of this request or on the date specified in the request to leave the programme. The participant **acknowledges** that
 - a) If they leaves the programme early at their own request, they is not entitled to a pro-rata refund of the programme price.
 - b) UJOP CU has the right to offset any costs incurred in connection with the early termination of studies.
 - c) A participant who has abandoned studies at their own request will be issued a certificate of study by the study department upon written request.
4. In the event of excessive absenteeism, repeated or gross violation of the rules of study, in the event of a serious violation of the rules of civil coexistence and/or violation of the law, or if the participant fails to pay the prescribed fee for studies by the given deadline, disciplinary proceedings are initiated with the participant and the participant may be expelled from studies in accordance with the Rules for the Assessment of Disciplinary Offences of UJOP CU. The participant **acknowledges** that
 - a) The date of termination of studies is the date on which the decision to expel the student from studies becomes final.

- b) In the event of expulsion from studies, there is no entitlement to a pro-rata refund of the programme tuition fee.
- 5. UJOP CU reserves the right not to readmit a participant who has been expelled from the study programme of UJOP CU or has failed to fulfil the prescribed study obligations and other obligations of the participant.

IV. Knowledge testing, examinations and classification

1. The progress and results of studies are reviewed in the following manner:
 - a) Ongoing review in written or oral form, including prescribed tests,
 - b) Credits,
 - c) Examinations - trimestral/semestral/final.
2. The course participant is clearly and punctually acquainted with the method of continuous study review, the conditions for awarding credits and conducting examinations within the given study programme.
3. Ongoing review of studies:
 - a) Ongoing review of studies can be carried out in written or oral form.
 - b) The degree of grasping the knowledge and skills acquired in the course of the programme, as well as the level of completion of assigned work, is monitored via ongoing study review.
 - c) The results of the ongoing study review are considered when assessing the fulfilment of study obligations and when awarding credits.
 - d) Based on the ongoing study review, changes may be made to the curriculum of the educational programme and the corresponding adjustment of study groups.
4. Credits:
 - a) Credits are given for those courses in the curriculum that do not end with an examination.
 - b) Credits may be given in written or oral form.
 - c) The regular term for credits is set so that it is conducted by the end of the examination period of the given programme. This date is binding for the participant.
 - d) A participant who has not been awarded credit in the regular term may be allowed to meet the conditions for the credit in an alternative term in justified cases.
5. Examinations:
 - a) May be implemented orally, in writing or in a combination of these forms.
 - b) The examination results shall be given in whole percentages:
 - i. Excellent (1) = 90-100 %
 - ii. Very good (2) = 77- 89%
 - iii. Good (3) = 60-76%

- iv. Failed (4) = less than 60 %
- c) The Czech language examination in the preparatory programme for study at universities in the Czech Republic may have partial success limits for its individual parts and levels. The partial success limits are set by the Research and Testing Centre of UJOP CU in the methodical guidelines for the current academic year.
- d) The dates of examinations the subjects of the field of study are announced by the head of the study centre.
- e) The dates of the trimestral, semestral and final examinations in Czech are announced by the Deputy Director of UJOP CU on based on the schedule of the UJOP CU academic year.
- f) The members of the examination board are appointed by the head of the study centre.
- g) Trimestral/semestral examinations:
 - i. Based on the results of the trimestral/semestral examination, changes may be made to the curriculum of the educational programme and the corresponding adjustment of study groups.
 - ii. The participant may continue their studies even if they fail the trimestral/semestral examination or any part of it.
 - iii. The trimestral/semestral exam does not have a remedial date.
 - iv. Participation in the trimestral/semestral examinations in specialised subjects and Czech is compulsory for participants.
 - v. A proper excuse for absence from a trimestral/semestral examination must be submitted in writing to the head of the study centre no later than 5 calendar days after the date of the examination, accompanied by relevant documents proving the participant's inability to attend the examination.
 - vi. Absence from a trimestral/semestral examination without a proper excuse is assessed as a gross violation of study obligations with consequences resulting from the Rules for the Assessment of Disciplinary Offences of UJOP CU.
- h) Final examination:
 - i. The participant has the right to request one remedial examination date for the final examination in a specialised subject; the justification for the examination and the date will be determined by the head of the study centre.
 - ii. A participant in a preparatory programme for study at universities in the Czech Republic is entitled to one remedial date for the final examination in Czech; the date is announced by the Deputy Director for Studies of UJOP CU based on the schedule of the UJOP CU academic year.
 - iii. The conditions of the Czech language examination on the remedial date are determined by the methodical instruction for the current academic year by the Research and Testing Centre of UJOP CU.
 - iv. Extraordinary and special adjustments to the final examination (e.g. extraordinary dates, adjustments to the assignment for participants with specific needs) are decided by the Deputy Director for Studies of UJOP CU based on a request submitted by the participant in writing to the head of the study centre.

- v. A proper excuse for absence from a trimestral/semestral examination must be submitted in writing to the head of the study centre no later than 5 calendar days after the date of the examination, accompanied by relevant documents proving the participant's inability to attend the examination.
- vi. A decision on acceptance of the excuse is made by the Deputy Director for Studies of UJOP CU.
- vii. A participant who fails to appear for an examination without a proper excuse, or whose excuse is rejected by the Deputy Director for Studies of UJOP CU, is classified with a failing grade and the participant loses the right to any remedial dates for the final examination.

V. Participants' rights and obligations

1. Participants have the rights and obligations defined by the established study programme. Participants are informed about the organisational, financial and other conditions of the programme prior to the start of the programme.

2. General rights of the participant:

- a) Complete education in the study programme according to the approved study plans and the applicable schedule.
- b) Be informed of any changes to the study plans and distribution of study groups made as a result of the progress review and results of studies or due to force majeure.
- c) Be informed about the progress and results of their studies.
- d) Use the information and communication technologies of CU necessary for study in accordance with the CU rules and the rules determined by the head of the study centre.
- e) Use the school facilities, especially the classrooms and study room, in accordance with the organisation of lessons, the school's capacity and school rules.
- f) Use study consultations according to the rules of the study centre.
- g) Participate in extra-curricular activities organised by the study centre.
- h) Submit a written request to change the field of study in accordance with Article(5)(a).
- i) Submit a written request regarding the interruption of studies, see Article II(5)(b).
- j) Complete their studies according to Article III(3).
- k) Raise an objection with the teacher, school staff, head of the centre or management of UJOP CU if they believe their rights are being violated.

3. General obligations of the participant:

- a) Observe the rules of study, to take a responsible approach to fulfilling the prescribed study obligations, educate themselves and attend classes properly.
- b) Respect the schedule and study plan of the educational program, actively participate in lessons, follow the class schedule, not disrupt classes with late arrivals and other inappropriate behaviour.
- c) Follow the instructions of teachers, school staff and the head of the study centre.

- d) Take examinations according to the study plan of the relevant study programme and follow the organisational instructions of the study centre.
- e) Appear at the summons of the UJOP CU Director or head of the study centre.
- f) Follow the rules of the study centre, health and safety regulations and instructions and fire precautions with which they have been acquainted, and thus protect their own health and that of others.
- g) Observe the rules of civil coexistence and observe the principles of appropriate social behaviour and respect for fellow students and teachers within the study centre and in other areas of UJOP CU.
- h) Treat the property of UJOP CU appropriately and protect it so as to prevent its depreciation and unreasonable wear and tear.
- i) Pay in full for any damage caused to the property of UJOP CU, caused deliberately or by violation of the relevant regulations.
- j) Pay the fee for participation in the study programme, if such fee is due, within the given deadline.
- k) Provide a contact e-mail address and contact mobile phone number in writing to UJOP CU as part of the registration process (online or physical).
- l) Provide an address for delivery of documents in writing to UJOP CU as part of the registration process (online or physical).
- m) Provide an address for delivery of documents in the Czech Republic or a data mailbox established by the Ministry of the Interior of the Czech Republic to the UJOP CU in writing at the beginning of their stay in the Czech Republic as part of the physical registration process.
- n) Immediately update the data reported under points (j) - (l) in the event of a change, in writing at the study department of the relevant study centre or at the central study department of UJOP CU (postal address: Vratislavova 29/10, 128 00 Prague 2; email address: studujop@ujop.cuni.cz).

4. Use of technical equipment

- a) The use of mobile phones and any other technical devices is not permitted during the UJOP CU study programmes without prior permission from the teacher. Responsibility for damage, loss or misuse of a mobile phone, tablet, etc. on school premises or during lessons rests with the owner.
- b) Any tampering with technical equipment in the study centres and other premises of UJOP CU is prohibited without the consent of an UJOP CU employee.
- c) It is forbidden to install personal programs or games on any technical equipment in the classrooms and other premises of the UJOP CU (computers, telephones, etc.), or otherwise configure the computer software or damage the equipment. It is also forbidden to circumvent the software and computer configuration security system or attempt to obtain someone else's passwords in any way.

VI. Student health and safety (hereinafter referred to as H&S)

1. The participant is obliged to protect their health and the health of others and to observe the principles of H&S.

2. Immediately after the start of the study programme, the participant is obliged to become familiar with the information provided within the framework of H&S:
 - a) Study centre regulations, classroom rules, health and safety regulations and guidelines.
 - b) Rules of safe behaviour and instructions in case of indisposition or injury.
 - c) Information about fire hazards or other emergencies.
 - d) Special rules for extracurricular activities.
3. By signing the relevant document, the participant confirms that they have read the information provided. Violation of the H&S policy is a disciplinary offence.

VII. Delivery of correspondence

1. UJOP CU delivers documents to the participant at the address for delivery of documents reported by the participant pursuant to Article V(3)(k) and (l) and electronically by data message, or through a postal service operator, primarily to an address in the Czech Republic. UJOP CU delivers documents abroad if the address for delivery in the Czech Republic or the address of the data mailbox according to Article V(3)(l) is not reported by the participant.
 - a) A data message sent to the reported address of the data mailbox is considered delivered, either upon login (moment when the user with the right to read the message logs into the data mailbox) or by fiction (if delivery via login does not occur, see above, by the tenth day after the message is delivered to the data mailbox, the message is considered delivered).
 - b) When correspondence is delivered by postal services, the UJOP CU asks the operator for written confirmation proving the delivery of the correspondence to the recipient. If the postal service provider does not provide this confirmation within 30 days from the date of dispatch, the delivery of the correspondence is considered unsuccessful.
2. UJOP CU may also deliver documents to the participant in the form of an electronic document to the reported contact e-mail address and contact mobile phone number according to Article V(3)(j).
 - a) If the addressee does not attach their electronic (dynamic, biometric) signature to the sent electronic document in accordance with the attached instructions within five days after the date of sending, its delivery is considered unsuccessful.
3. The correspondence may also be delivered to the participant personally by an employee of UJOP CU. The participant confirms the receipt thereof to the UJOP CU employee with their signature.
 - a) If the participant refuses to accept the correspondence in person, its delivery is considered unsuccessful; a record shall be made of the refusal to accept the document.

4. If the document cannot be delivered by one of the methods listed in Article VII(1) - (3), UJOP CU shall deliver the document by public notice. The information about this delivery shall be sent by UJOP CU to the participant at the contact e-mail address reported by the participant according to Article V(3)(j).
 - a) The delivery of documents by public notice is carried out in accordance with the Rules for the Delivery of Documents by Public Announcement at Charles University (Rector's Measure No. 27/2020).
 - b) Upon such delivery, a notice on the option of collecting the correspondence which could not be delivered is posted on the electronic official board of UJOP CU (<https://ujop.cuni.cz/oznameni-o-moznosti-prevzit-pisemnost>) for 15 days. On the fifteenth day after posting, the document is considered to have been delivered. After the delivery of the document, the notice on the option of collecting the correspondence is removed from the electronic official board of UJOP CU and placed in its archive (<https://ujop.cuni.cz/archiv-oznameni-o-moznosti-prevzeti-pisemnosti-sejmuta-oznameni>), for a maximum period of 3 years.

VIII. Force majeure

1. Circumstances affecting the conducting of lessons are considered force majeure. These include, for example, natural disasters, epidemics, pandemics, crisis measures by public and state authorities, war, mobilisation, insurrection, etc.
2. If remote lessons can realistically be provided during the period of force majeure, lessons and tests will be conducted remotely according to pre-arranged conditions.