



Study Rules for the Preparatory Programmes of the Institute for Language and Preparatory Studies of Charles University (ILPS CU)

Studies

1. Students are required to
 - 1.1. comply with the regulations of the study centre, health and safety regulations and guidelines, and fire prevention measures.
 - 1.2. follow the instructions of the head of the study centre, instructors, and other school staff during classes and when in the school premises.
 - 1.3. monitor announcements and follow the instructions of the management of the centre, the student affairs office, and the instructors in MS Teams, or in another predetermined platform, and to respect these instructions.
 - 1.4. inform the student affairs office in advance of any changes to contact information or other important data.
2. Students are assigned to study groups according to the criteria of specific educational programmes. In justified cases, study groups can be divided, changed, or combined.
3. No-contact/distance learning and testing are a legislatively equivalent form of instruction and testing.
4. The promotion or activities of political or religious parties and movements are not permitted in the study centres and other premises of the ILPS CU.
5. Manipulation of any of the technical equipment is prohibited in the study centres and other premises of the ILPS CU without the consent of an employee of the ILPS CU.
6. The use of mobile phones and any other technical devices are not allowed in the ILPS CU programmes during instruction without the prior consent of the instructor.

Absence from classes

7. Absence from classes is tolerated up to 20% of the total number of taught programme hours.
 - 7.1. Students do not need to confirm this absence with confirmation from a physician, administrative office, etc.
 - 7.2. Students are required to make up the missed material and take the prescribed tests and exams.
 - 7.3. If a student's absence in a specific month exceeds 20%, the student is subject to disciplinary action, i.e. *a reprimand, conditional expulsion, or expulsion from their studies.*
 - 7.4. A student who has a long-term and serious illness must submit a relevant medical certificate. The head of the centre can approve an individual curriculum, but the student must pass the prescribed tests and exams. If a health condition does not allow a student to study in a suitable manner, they can request an interruption and continue their studies in the following year.



8. Preparations for equivalence (*nostrifikace*) does not excuse students from their classes. In the case of equivalence exams, the student is excused from classes only on the day of the exam/exams, and only one day of preparation for each of the prescribed exams is accepted as an excused absence.

Completing study requirements

9. Students are required to attend all lessons according to the course schedule.
10. Students are required to complete all prescribed study requirements, i.e. to actively participate in classes, to turn in homework, and to take tests and the prescribed exams.
 - 10.1. If a student repeatedly does not complete their study requirements, the student is subject to disciplinary action, i.e. *a reprimand, conditional expulsion, or expulsion from their studies.*
11. Students are required to be at school before the beginning of a lesson and to prepare for the lesson. Late arrival to a lesson or unexcused departure from a lesson is recorded as an absence from that lesson.
12. Students are entitled to participate in consultation sessions organized by their instructors, provided that they do not have absences of more than 20%.
 - 12.1. Students are required to arrange consultation with an instructor according to the currently established terms and conditions of the study centre.

Monitoring studies

13. Studies are verified by Czech assessment tests, tests from professional subjects, prescribed credits, and exams at the end of the winter and summer semesters.
14. The level of fulfilment of study requirements and the results of assessment tests or credits and exams may be the reason for the reassignment of a student to another study group.
15. There are two Czech assessment tests during each semester. Non-participation in an assessment test is classified as non-fulfilment of the prescribed study requirements and may be sanctioned by *a reprimand, conditional expulsion, or expulsion.*
16. At the end of their studies, students receive a certificate confirming their studies provided they fulfil all of the prescribed requirements. If they do not fulfil all of the requirements, they receive only confirmation of participation in the study programme.
17. If a student successfully completes the final exam in Czech but fails the exams in professional subjects, they receive a certificate of completion of the language exam for the specific level with a percentage evaluation.

Disciplinary action

18. There are three level of disciplinary action: I) *A reprimand*, given by the class instructor, II) *conditional expulsion*, and III) *expulsion*, which is handled by the head of the centre.
19. Disciplinary action is for absences of more than 20%, failure to complete study requirements, repeated or gross violation of study conditions, or inappropriate conduct.
20. In the event of being expelled from a study programme,



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- 20.1. information about the expulsion, in the case of a student who has a study visa in the Czech Republic, is notified to the Czech Department of Asylum and Migration Policy of the Ministry of the Interior (“OAMP”), and their study visa is terminated.
- 20.2. there is no entitlement to a refund of a part of the programme price.

These rules are based on the following documents:

Director’s Provisions 07/2023 – Study Rules for Participants in the Educational Programmes and Courses of the ILPS CU

Director’s Provisions 08/2023 – Rules for Assessing the Disciplinary Offences of Participants in the Programmes and Courses of the ILPS CU