

	<p>CHARLES UNIVERSITY INSTITUTE FOR LANGUAGE AND PREPARATORY STUDIES VRATISLAVOVA 29/10, 128 00 PRAHA 2</p>
<p>Name:</p> <p style="text-align: center;">Rules for Assessing Disciplinary Offences of Course and Programme Participants</p>	
<p>Type:</p>	<p>Director's Provisions</p>
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<p>Scope of validity:</p>	<p>all study participants and employees</p>
<p>To execute: Disciplinary Code for Students of Charles University of 14 December 2016</p>	
<p>Submitted by:</p> <p>Deputy Director for study affairs</p>	<p>Effective from:</p> <p>01/09/2019</p>
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Rules for Assessing Disciplinary Offences of Course and Programme Participants of the Institute for Language and Preparatory Studies, Charles University

1. These Rules, in accordance with the Disciplinary Code for Students of Charles University, regulate some details on the disciplinary offences of participants in lifelong learning at the Institute of Language and Preparatory Studies of Charles University (hereinafter referred to as the **"Participant"**), sanctions for such offences and review proceedings in such matters.
2. Disciplinary offences of the Participants, imposition of sanctions for these offences, disciplinary proceedings and proceedings on remedies are governed by Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act), the Code of Administrative Procedure and the Disciplinary Code of Charles University.
3. A disciplinary offence is a culpable violation of the obligations stipulated by legal regulations or internal regulations of the University and its departments.
4. The following sanctions may be imposed on the Participant for a disciplinary offence:
 - a. admonition;
 - b. conditional expulsion from study for a set time period and conditions for proving discipline;
 - c. expulsion from study.
5. When imposing sanctions, account shall be taken of the nature of the conduct by which the disciplinary offence was committed, the circumstances in which it was committed, the consequences caused, the degree of fault and the previous behaviour of the Participant who committed the disciplinary offence and their efforts to remedy the consequences of the committed offence.
6. A sanction may be waived if the discussion of the disciplinary offence itself leads to a correction, especially if it is a disciplinary offence committed negligently or a minor disciplinary offence.
7. The sanction of admonition may be imposed for a disciplinary offence committed negligently or for minor disciplinary offence.
8. The sanction of expulsion from study may be imposed for serious, intentional, or repeated disciplinary offence.
9. The sanction of conditional expulsion from study may be imposed if the conditions for imposing a sanction of expulsion from study are met and it is not a disciplinary offence committed in a particularly reprehensible manner, the Participant has showed sincere regret and it can be reasonably expected that they will not commit another serious disciplinary offence.
10. The time period and conditions for proving discipline in case of conditional expulsion from study are determined according to the severity of the disciplinary offence; this period shall be at least three months and at most six months. If the Participant commits another

disciplinary offence within the time period for proving discipline, except for a minor disciplinary offence committed negligently, they will be expelled.

11. The sanction of admonition is given by the class teacher or the Director of the study centre.
12. The decision on conditional expulsion and the decision on expulsion from study is taken by the Director of the study centre.

The fee-paying Participant loses the right to a refund of the aliquot part of the tuition fee by expulsion from study. The scholarship Participant loses the right to the scholarship payment on the day the decision on expulsion from study comes into force.

After coming into force, the decision is notified to the relevant 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.

13. The Participant may be prescribed a knowledge examination. The Participant may apply for a knowledge examination.
14. The Participant whose disciplinary offence is being discussed must attend the discussion. If the Participant is not reachable or the address of their residence in the Czech Republic is not known, the invitation to the discussion will be sent to the e-mail address stated during registration for study. This means that the Participant has been invited to the discussion.
15. If the Participant fails to appear without due excuse, it may be decided in their absence.
16. The decision in disciplinary proceedings (hereinafter referred to as the "Decision") must be made in writing, contain a statement on the finding of the disciplinary offence and determination of the sanction, or a statement on the finding of the disciplinary offence and waiving of the sanction, or a statement on discontinuing the disciplinary proceedings. It shall also contain a statement of reasons and information on the possibility of submitting an application for a review of the decision and on the time period within which the application for the review is to be made.
17. The Participant may apply for the review within 15 days of the date of receipt of the Decision. The application for the review of the Decision (hereinafter referred to as the "Application") is submitted to the Director of ILPS CU. Address: Vratislavova 29/10, 128 00 Praha 2.
18. Submission of the Application has suspensive effect.
19. The Director of ILPS CU can grant the request and change the Decision.
20. The Decision of the Director of ILPS CU must be made in writing and contain a statement, reasons and information that it is final.
21. The Decision comes into force on the day following the expiry of the time period for submitting the Application for the review, or on the day following the Participant waiving the right to submit the Application in writing, or the day following the date the Decision of the Director of ILPS CU was delivered.
22. The Decision is recorded in the Participant's file kept by ILPS CU.

23. If the imposed sanction is a conditional expulsion from study, the statement of the Decision shall also contain the time period for which the conditional expulsion from study shall be imposed.
24. Annex 1 to the Provisions is a diagram showing the possibilities and course of disciplinary proceedings for Participants.

ANNEX 1

DISCIPLINARY PROCEEDINGS