



Charles University
 Institute for Language and Preparatory Studies
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Name:

STUDY RULES FOR EDUCATIONAL COURSE AND PROGRAMME PARTICIPANTS

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 Director's Provisions 7/2019 Rules of Study for Lifelong Learning Course Participants of the
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This internal regulation provides for the rules of study in courses and programmes (hereinafter referred to as the “Programme”) of lifelong learning at the Institute of Language and Preparatory Studies, Charles University (hereinafter referred to as “ILPS CU”).

I. General Provisions

1. Study rules for educational Programme participants at ILPS CU is governed by Section 60 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendment and Supplements to Some Other Acts (Higher Education Act), as amended (hereinafter referred to as the “Act”), and in accordance with Article 33 of the Statute of Charles University (hereinafter referred to as the “Statute”).
2. Applicant becomes a participant in the lifelong learning Programme at ILPS CU (hereinafter referred to as the “Participant”) after fulfilling all the conditions associated with the admission to the selected lifelong learning Programme of ILPS CU.
3. Programme Participants are not students within the meaning of the Higher Education Act.
4. Study Programmes for the given type of study are announced by the ILPS CU management.
5. Study Programmes are specified in the curricula, which determine the number of lessons and the form of verification of the study results.
6. The start of lessons, examination period and other details concerning the academic year are determined by the Director of ILPS CU in a schedule, published on the ILPS CU website.
7. Lessons take place according to the weekly schedule in the study centres of ILPS CU, or in a non-contact form. Non-contact/distance teaching and testing is a legislatively equivalent form of teaching and testing.

II. Study

1. The main types of studies at ILPS CU are:
 - a) preparatory Programmes for study at universities in the Czech Republic;
 - b) long-term (yearly, semester) courses of Czech as a foreign language;
 - c) specialized study of vocational subjects in English for students of foreign universities;
 - d) short-term (six-week, summer, etc.) courses of Czech as a foreign language;
 - e) foreign language courses that are not part of other courses listed herein;
 - f) other courses (e.g. online courses, standardized exam preparation courses, etc.).
2. Specific rules for study in the preparatory Programme for study at universities in the Czech Republic:
 - a) Participants are assigned to study groups according to the selected future field of study at the university;
 - b) the Participant submits a written application for a change of study field to the Director of the study centre by the end of November at the latest (unless an earlier date is specified due to the specifics of the study centre), unless the study is subject to other regulations. The Director of the study centre will send the application with their statement for decision to the Director of ILPS CU. In case of scholarship Participants, the Ministry of Education, Youth and Sports of the Czech Republic (or an organization authorized by it) shall decide on a change of study field;

- c) the Participant can apply for interruption of study. They submit a written application to the Director of the study centre, who will send it with their statement for decision to the Director of ILPS CU. The Director of ILPS CU shall decide on the application in writing no later than 30 days from the date of submission of the application. Study can be interrupted only after fulfilling the study obligations for the first part of the study (1st semester). During the first semester, study may be interrupted only in very exceptional cases. In case of scholarship Participants, the Ministry of Education, Youth and Sports of the Czech Republic (or an organization authorized by it) shall decide on interruption of study;
 - d) study may be interrupted for a maximum of one year and the Participant shall resume the study at the stage of interruption of the study after the termination of the interruption. In this case, the fee-paying Participant does not pay any difference between the original and the new price of the course. After the expiration of two years from the interruption of study, the Participant's right to re-enrol in the Programme expires, they lose the right to spend the funds or their refund, and if they are interested in study, they are considered a new applicant;
 - e) the condition for completing the study Programme is fulfilment of prescribed study obligations, passing monthly tests, obtaining credits and passing all exams prescribed by the curriculum. The Director of the study centre may, in legitimate cases, make an exception and waive the fulfilment of certain study obligations;
 - f) if all study obligations prescribed by the curriculum are fulfilled, the graduate of the study Programme will receive a certificate of its completion stating the results achieved in the final examinations specified in the certificate annex;
 - g) the Participant who fails to fulfil the prescribed study obligations, does not attend the final examination, or who fails any subject of the final examination, will not be issued with a completion certificate but a certificate of participation in the study Programme. The certificate of participation will show the results of the final exams and the attendance percentage. The Participant who will pass the final examination in Czech will be issued with a certificate confirming that they have passed the language examination in Czech with the total evaluation as a percentage.
3. Specific rules for the study of long-term courses of Czech as a foreign language: the provisions of Article II (2)(c) to (g) apply.
 4. Specific rules for specialized study of vocational subjects in English for students of foreign universities: study is based on agreements or contractual relations with foreign universities or institutions representing these universities in the Czech Republic.
 5. Study in the types of studies referred to in Article II (1)(d) to (f) shall be governed by the general provisions of these Rules of Study. Graduates of this type of study will be issued with a completion certificate or a certificate of participation.
 6. In justified cases, ILPS CU is entitled to provide teaching and testing in a non-contact form. The ILPS CU Director decides on the introduction of non-contact teaching and testing.

III. Termination of Study

1. The study ends with graduation, leaving or expulsion.
2. The Participant shall notify the Director of ILPS CU in writing through the Director of the study centre in case of leaving on their own initiative. The scholarship Participants shall also notify the Ministry of Education, Youth and Sports of the Czech Republic (or an organization

authorized by it). The Participant ceases to be a Participant of the Programme on the day when the written statement on leaving the study at ILPS CU is delivered. The fee-paying Participant acknowledges that if they leave their studies early on their part, they do not have the right to a proportional part of the course price. The application will be handled by ILPS CU within thirty calendar days at the latest. ILPS CU has the right to set off all costs incurred in connection with early termination of the tuition.

3. The Participant who has left their studies will be issued with a certificate of the course of their studies by the Study Department at a request.
4. The Participant may be expelled from study according to the Rules for Assessing Disciplinary Offences of ILPS CU. The date of termination of the study is the day on which the decision on expulsion from study becomes effective.
5. ILPS CU reserves the right not to re-enrol a Participant who has been excluded from study at ILPS CU or who had not fulfilled their study obligations.

IV. Checking Knowledge, Tests and Assessment

1. The course and results of study are checked in the following ways:
 - a) continuous check in a written or oral form
 - b) monthly tests
 - c) credit
 - d) exam – semester/final
2. Requirements for exams and credits and the way of their assessment are determined by the Director of the study centre after consultation with the relevant specialized departments of ILPS CU (by mutual agreement in the case of fields beyond the study centre).
3. The Participant shall obtain credits from such subjects of the curriculum that are not completed by an examination. Credit can be obtained in a written or oral form.
4. Exams are oral, written or a combination of these forms.
5. The results of exams shall be given as a percentage:

a) excellent	(1) = 90–100 %
b) very good	(2) = 77–89%
c) good	(3) = 60–76%
d) failed	(4) = less than 60 %
6. The final examination in Czech in the preparatory Programme for study at universities in the Czech Republic may have set partial limits of success even for its individual parts and levels. The Research and Testing Centre of Czech as a foreign language sets a partial limit of success for the current academic year by methodical instructions.
7. Examination dates are announced by the Director of the study centre. The dates of the semester and final exam in Czech are announced by the Research and Testing Centre of Czech as a foreign language based on the schedule of ILPS CU academic year.
8. The members of the examination board are appointed by the Director of the ILPS CU study centre.
9. The semester exam in Czech in the preparatory Programme for study at universities in the Czech Republic is diagnostic; the Participant continues with the study even if they fail the exam or any of its part. There is no resit. Based on this, groups can be customized according to Participant levels.

10. The Participant has the right to apply for one resit date of the final examination in vocational subjects; the legitimacy of it taking place and the date shall be determined by the Director of the study centre.
11. The Participant in the preparatory Programme for study at universities in the Czech Republic is entitled to one resit of the final examination in Czech; its date shall be determined by the Research and Testing Centre of Czech as a foreign language on the basis of the schedule of ILPS CU. The Research and Testing Centre of Czech as a foreign language sets resit conditions for the current academic year by methodical instructions.
12. If the Participant in the preparatory Programme for study at universities in the Czech Republic did the final examination in Czech in the preterm and failed, they can only resit on the resit date.
13. Extraordinary and special arrangements during the examination (e.g. unscheduled dates, modifications of assignments for participants with specific needs) are decided by the Deputy Director of ILPS CU for study affairs based on the Participant's request submitted through the Director of the study centre.
14. The Participant who fails to attend the exam without a proper excuse is classified as "failed" and loses the right to all resit dates.
15. The participant is obliged to deliver a proper excuse for not participating in the exam to the ILPS CU Deputy Director for Study Matters no later than 5 calendar days after the exam date, supported by essential documents proving the participant's inability to attend the exam. The approval of the excuse is decided by the ILPS CU Deputy Director for Study Matters.

V. Rights and Obligations of the Participants

1. Study Programme Participants have the rights and obligations defined by the Programme. Participants in the Programme are informed about the organizational, financial and other conditions in advance.
2. In particular, Programme Participants shall have the following rights and obligations:
 - a) responsibly approach the fulfilment of prescribed study obligations, regularly and actively participate in lessons, observe the timetable, do not disturb lessons by late arrivals, follow the instructions of teachers and the Director of the study centre. Absence will be tolerated up to 20% of the total number of lessons taught in the course/programme. Cases of long-term illness of the Participant will be dealt with individually. In case of more than 20% of absence or non-fulfilment of other study obligations, the Participant loses the right to consultations to supplement the missed subject matter and may be expelled from study according to the Rules for Assessing Disciplinary Offences of ILPS CU. If they wish to continue their studies, they must apply for examination if allowed to do so; if they fail the examination, they will be expelled from study.
 - b) use study consultations;
 - c) participate in other activities of the study centre;
 - d) take exams according to the curriculum;
 - e) use the information and communication technologies of Charles University necessary for study in accordance with the rules of Charles University and the rules determined by the Director of the study centre;
 - f) appear upon the summons of the Director of ILPS CU or the Director of the study

- centreto discuss questions concerning the course or termination of their studies;
- g) comply with the General Accommodation Conditions of the relevant study centre of ÚJOP UK if the participant is accommodated in the facility of the study centre;
 - h) provide ÚJOP UK with an e-mail address and mobile phone number in written form as part of the registration process (online or in person);
 - i) provide the address for delivery of documents in written form to ÚJOP UK as part of the registration process (online or in person);
 - j) provide an address for delivery of documents in the Czech Republic or the address of a data box established by the Ministry of the Interior of the Czech Republic to ÚJOP UK in written form at the beginning of his/her stay in the Czech Republic as part of the registration for studies;
 - k) promptly update the data reported under (h) - (j) in the case of a change, in writing to the study department of the relevant study centre or to the central study department of the ÚJOP UK (postal address: Vratislavova 29/10, 128 00 Prague 2; e-mail address: studujop@ujop.cuni.cz).

VI. Delivery of documents

1. ÚJOP UK delivers documents to the Participant at the address reported by the Participant for delivery of documents pursuant to points V. i) and j) electronically by data message or through a postal service operator, primarily to an address in the Czech Republic. ÚJOP UK delivers documents abroad if no address for delivery in the Czech Republic or no data box address pursuant to point V. j) is reported by the Participant
 - A data message sent to the reported data box address is considered delivered, either by login (the moment when the user with the right to read the message logs in to the data box) or by fiction (if delivery by login does not occur as described above, on the tenth day after the delivery of the message to the data box, the message is considered delivered).
 - When mail is delivered by postal services, ÚJOP UK requests a written confirmation of the delivery of the mail to the recipient from the operator. If, within 30 days of the date of posting, the postal service provider does not provide ÚJOP UK with such confirmation, the delivery of the mail is considered unsuccessful.
2. ÚJOP UK may also deliver documents to the participant in the form of an electronic document to the reported contact e-mail address and mobile phone number according to point V. h).
 - If the addressee does not attach his/her electronic (dynamic biometric) signature to the sent electronic document according to the attached instructions within five days after the date of sending, its delivery is considered unsuccessful.
3. Documents may also be delivered to the participant personally by an employee of ÚJOP UK, the receipt of the document is confirmed by the signature of the participant.
 - If the participant refuses to accept a document in person, its delivery is considered unsuccessful; a record of the refusal to accept the document has to be made.

4. If the document cannot be delivered by one of the methods listed in points VI. 1. - 3., ÚJOP UK shall deliver the document by public notice. Information about this service shall be sent by ÚJOP UK to the participant's e-mail address reported by the participant under point V. h).
 - The delivery of documents by public notice is carried out in accordance with the Rules for the Delivery of Documents by Public Notice at Charles University (Rector's Measure No. 27/2020). When such service is performed, a notice of the possibility of receiving the document that was not delivered is posted on the electronic official board of ÚJOP UK (<https://ujop.cuni.cz/oznameni-o-moznosti-prevzit-pisemnost>) for 15 days, see above. On the 15th day after the posting, the document is considered delivered. After that, the notice of the possibility to receive the document shall be removed from the electronic official board of ÚJOP UK and placed in its archives (<https://ujop.cuni.cz/archiv-oznameni-o-moznosti-prevzeti-pisemnosti-sejmuta-oznameni>) for a maximum of 3 years.

VII. Force Majeure

1. Circumstances affecting the provision of education are considered to be force majeure. These are, for example, war, mobilization, insurrection, natural disasters, epidemics, pandemics, crisis measures of public and state authorities.
2. In the event that it will be realistic to provide non-contact/distance teaching during the period of force majeure, teaching and testing will take place in non-contact/distance form according to pre-agreed conditions.