



Charles University
 Institute for Language and Preparatory Studies
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Title:

**Rules for the judgement of disciplinary infringements
 by participants in programmes and courses of the
 Charles University Institute for Language and Preparatory Studies**

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For implementation: Disciplinary Code for Students of Charles University of 14. 12. 2016

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 Deputy Director of Studies

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Goal

This internal document sets the rules for the judgement of disciplinary infringements within courses and programmes (“programmes”) that form part of lifelong learning at the Institute for Language and Preparatory Studies of Charles University (ILPS CU).

I. General provisions

1. These rules govern, in accordance with the Disciplinary Code for Students of Charles University, details on the processing of disciplinary infringements by participants in lifelong learning in programmes and courses organised by the ILPS CU (“participants”), on the imposing of sanctions for these infringements and review procedures in this regard.
2. Disciplinary infringements by participants, the imposing of sanctions for these infringements, disciplinary proceedings and remedial proceedings are governed by Act no. 111/1998 Coll., on higher education institutions and amending and supplementing other acts (the Universities Act), the Administrative Code and the Disciplinary Code of Charles University.
3. A disciplinary infringement occurs due to the breach of obligations stipulated by statutory regulations of internal regulations of the University and its units, and primarily the breach of the valid Rules for Study as applicable to participants in educational programmes and courses organised by the ILPS CU.

II. Sanctions

1. The following sanctions can be imposed on a participant for a disciplinary infringement:
 - a) admonition;
 - b) conditional expulsion from study with a set time and conditions for proving one’s compliance with the rules;
 - c) expulsion from study.
2. When imposing sanctions, account is taken of the nature of the action that led to the commission of the disciplinary infringement, the circumstances under which it occurred, the consequences caused, the degree of guilt, the previous behaviour of the participant who committed the disciplinary infringement, and efforts made by the participant to remedy the consequences of the infringement committed.
3. The imposition of sanctions can be waived if the consideration itself of disciplinary infringements leads to a remedy, particularly if the infringement was committed due to negligence or the infringement is a minor one.
4. The sanction of *admonition*
 - a) can be imposed for disciplinary infringements committed due to negligence or for less serious disciplinary infringements;
 - b) is handed out by the class teacher or head of the study centre.
5. The sanction of *conditional expulsion from study*
 - a) can be imposed if the conditions for the imposition of *expulsion from study* have been met and if the disciplinary infringement was not one that was especially grave, the participant has showed genuine regret and there is good reason to expect that they will not commit any further serious disciplinary infringements;

- b) is handed out by the head of the study centre;
 - c) the time and conditions for proving one's compliance with the rules in the event of conditional expulsion from study are stipulated according to the degree of seriousness of the disciplinary infringement; the minimum duration of this time is three months and the maximum duration six months;
 - d) if, during this time for proving compliance with the rules, the participant commits a further disciplinary infringement, with the exception of a less serious disciplinary infringement caused due to negligence, they will be expelled from study.
6. The sanction of *expulsion from study*
- a) can be imposed for a serious, wilful and, if applicable, repeated disciplinary infringement;
 - b) is handed out by the head of the study centre;
 - c) in the event that the sanction is handed out only for an unexcused absence from classes, the head of the centre is authorised to order the participant to take a test of the knowledge gained from study to the appropriate extent. In the event that such a test is ordered and the participant fails, they shall be expelled from study.
 - d) following expulsion from study, self-paying participants are no longer entitled to a refund of an aliquot part of their tuition fees; students who hold a scholarship lose entitlement to the payment of their scholarship on the day on which a decision on expulsion from study becomes final;
 - e) after it has become final, notification of the decision on expulsion from study is sent to the relevant branch of the Police Force of the Czech Republic (Immigration) and the Asylum and Immigration Department of the Ministry of the Interior of the Czech Republic.

III. Disciplinary proceedings

1. Disciplinary proceedings are held in the ILPS CU study centre at which the student is accused of the disciplinary infringement.
2. Disciplinary proceedings are initiated on the day the participant receives notification of such initiation, together with an invitation to attend consideration of the infringement.
3. Participants whose disciplinary infringement is the subject of consideration must be present at the meeting.
4. If the participant cannot be reached or if their place of residence in the Czech Republic is not known, the invitation to the meeting is sent to the e-mail address stated in their registration for study. In such a case the participant is deemed to have been invited to the meeting.
5. If a participant fails to attend the meeting without a proper apology, a decision may be taken *in absentia*.
6. The decision in disciplinary proceedings ("decision") must be made out in writing, must contain a statement about the establishment of the disciplinary infringement and the determining of a sanction, or a statement about the establishment of the disciplinary infringement and the waiving of a sanction, or a statement about the termination of the disciplinary proceedings. It must further contain a rationale and advice on options for lodging an appeal for a review of the decision and the deadline for the submission of a request for a review.
7. If the sanction imposed is *conditional expulsion from study*, the statement on the decision must also state the period for which the conditional expulsion from study is imposed.

IV. Appeals

1. Participants can lodge applications for a review up to 15 days following the delivery of a decision.
2. Participants must submit applications for the review of decisions of disciplinary proceedings (“applications”) in writing to the Director of the ILPS CU at the address: Vratislavova 29/10, 128 00 Praha 2.
3. Admissible appeals that are submitted on time have a suspensive effect.
4. Based on materials submitted, the Director of the ILPS CU can uphold an application and change a decision. The Director will reject any applications that are submitted late or inadmissible.
5. The Director will generally issue a decision on appeals proceedings within 15 days of delivery of an application for the review of a decision in disciplinary proceedings.
6. Decisions of the Director of the ILPS CU must be made out in writing and must contain a statement about the establishment of the disciplinary infringement, the rationale for the decision and state that the decision is final.
7. Decisions made in appeal proceedings become final on the following expiry of the period set for the submission of an application for review or on the day following the waiving by the participant of the right to submit such an application, or the day following delivery of the decision of the Director of the ILPS CU.

V. Closing provisions

1. A record of the disciplinary proceedings, sanction imposed and the decision are kept in the ILPS CU’s official file on the participant.
2. This codex shall enter into force on the day after it becomes valid.
3. A diagram illustrating the options and course of disciplinary proceedings for participants is contained in Appendix no. 1 to this Measure.

Appendices:

no. 1 Diagram – Disciplinary proceedings

APPENDIX no. 1

