

LANGUAGE COURSES FOR EMPLOYEES OF FSV AND OTHER FACULTIES AND PARTS OF CHARLES UNIVERSITY

DIRECTIVE S_CJP_001		
Version: AR 2023/2024 v_001		
Issued by Dean's Measure: 31/2023		
Date of issuance: 21. 11. 2023	In effect from: 01. 12. 2023	Validity: until 30.9.2024
Related regulations and documents: Directive PO 007 – Employee Benefits at FSV UK		
Repealed regulations: OD 16/2022 Language courses provided by faculty staff members		
A lead (unit, staff member): doc. Ing. Tomáš Cahlík, CSc., vice-dean for doctoral studies and other forms of education		
Elaborated by: PhDr. Milena Dundrová, Ph.D., head secretary of the Language Centre/CJP Bc. Hana Pokorná, DiS, head of the Account Office Ing. Monika Mandová, head of SD&KT (only version 001)		
Appendices:		
Brief summary of the regulation: It determines the price and general requirements of foreign language courses for Charles University employees provided by the staff members of the Language Centre.		
Discussed with AS FSV UK: Not requested	Approved by AS FSV UK: Not requested	Discussed with trade unions: Not requested
Discussion with or approval by another body: Not requested		
In charge of accuracy: PhDr. Milena Dundrová, Ph.D., head secretary of CJP JUDr. Jindra Pavlová, Legal Office Ing. Monika Mandová, head of SD&KT Ing. Ondřej Blažek, Faculty Secretary		
Issued by: PhDr. JUDr. Tomáš Karásek, Ph.D., Dean of the Faculty		

Part I – Information about the Regulation

1. Reasons for and Explanation of the Changes

Content of the change	Point
Transformation of the regulation into a directive	

Introduction of compensation for cancelled classes	5.5.
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2. Purpose and Scope of the Measure

This measure issues a new Directive - Language Courses of the Language Centre (CJP) of FSV UK for employees of FSV and other faculties and parts of Charles University, which defines the general requirements of language courses for employees of Charles University, their organisation, course, and price of course fees.

Part II – Basic Terms, Rules, and Roles

3. Definition of Terms and Roles

- 3.1. For the purposes of this Directive, **the course fee** means the amount for participation in the course expressed in CZK.
- 3.2. **The academic year** lasts 12 calendar months. Its beginning is determined by the Rector. The academic year is divided into winter semester, summer semester, and holidays. The Rector determines the beginning of the semesters and holidays.
- 3.3. **The semester** is governed by the currently valid academic calendar issued by the Dean's Measure. Each semester is followed by an examination period, the length of which is determined by the Dean. Any unplanned changes in the learning part of the semester are determined by the Dean by a decree posted on the official notice board of the Faculty.
- 3.4. **A language course** means the provision of classes as specified in the description of a particular language course to a group of students.
- 3.5. **An employee** is an academic and scientific staff member or another employee at any faculty or part of Charles University
- 3.6. **The head secretary of CJP** provides information about announced courses, administers applications and, in cooperation with the Account Office (AO), handles invoicing.

4. Basic Provisions

- 4.1. The Language Centre of FSV UK offers paid foreign language courses to Charles University employees according to the announced offer for each academic year (see Part III).
- 4.2. Courses do not take place during public holidays, Rector's and Dean's days off.
- 4.3. Course participants must be employees of Charles University.
- 4.4. Those interested in the courses should contact the head secretary of CJP.

5. Course Fee

- 5.1. In cooperation with the Account Office (AO), the course fee is calculated according to the total number of hours taken in a given academic year.

- 5.2. Information on course fees for a given course and academic year is provided by the head secretary of CJP.
- 5.3. Course fees can be paid for the whole academic year or for the winter and summer semesters separately.
- 5.4. The course fee is set for 8 participants. If fewer participants sign up, the course will be cancelled or participants will be offered the option to increase the course fee to cover the cost of the course (i.e. the total amount that 8 participants would pay).
- 5.5. If any of the scheduled classes are not held, they must be replaced or a proportionate refund of the course fee must be made to the participants. Participants who continue the course in the following academic year may be offered the opportunity to reduce the amount of the course fee for the following academic year by the proportionate amount of the course fee for the cancelled class.
- 5.6. Employees of FSV UK who meet the conditions for obtaining a contribution from the Social Fund to cover expenses related to the professional growth of employees and related to the subject of the University's activities in accordance with Directive PO 007, as amended, will apply for the contribution by 15 November of the respective academic year and will pay only half of the course fees after its approval.
- 5.7. Participants from other faculties may request an invoice.

Part III – Offer of Language Courses

6. Offer of Courses for the Academic Year of 2023/2024

- 6.1. English language courses are offered at three levels:
 - 6.1.1. Conversational English-lower (B1/B2 level)
 - 6.1.2. Conversational English-higher (B2/C1 level)
 - 6.1.3. Academic English (C1/C2 level)
- 6.2. Courses run from September to May, including the examination period (conversational courses) or during the semester only (academic English).

7. Course Fee for the Academic Year of 2023/2024

- 7.1. The course fee for the academic year of 2023/2024 was announced in the newsletter on 15 June 2023 and for a number of 8 participants is as follows:
 - 7.1.1. Conversational English-lower: 3,625 CZK
 - 7.1.2. Conversational English-higher: 3,875 CZK
 - 7.1.3. Academic English: 3,849 CZK