

Univerzita Karlova v Praze, Fakulta sociálních věd
Opatření děkana č.1/2011

Název:

**Discount in School Fees for Students of IEPS, GPS and MEF
(Sleva na školném pro studenty navazujících magisterských programů
IEPS, GPS a MEF)**

Účinnost

1.2.2011

V Praze dne 5. ledna 2011

PhDr. Jakub Končelík, Ph.D.
děkan fakulty

As in previous years, the Faculty of Social Sciences will continue to offer students the opportunity to apply for a discount in their final year (or final semester) of study in the IEPS, GPS and MEF programmes. The conditions will be as follows:

1. The discount is available to students in the closing stages of their studies, who have already completed all study requirements specified by the curriculum of their programme, except the Master's Thesis Seminar, the Master's Thesis, and the Final Exam. All relevant study requirements must be completed before the start of the semester in which students wish the discount to come into effect.
2. Students must apply for a discount by means of the form headed "Application for a Discount in School Fees", which is available on the Faculty of Social Sciences website. Discounts will not be granted automatically.
3. Completed application forms must be delivered before the deadline specified below to the designated contact person at the International Office in the Faculty's Hollar building (currently Cyril Šimsa).
4. In the event that some of the student's grades or credits are missing from SIS, the application form must be accompanied by documentation to show that the grades have been awarded. Examples of suitable documentation might include: letters or e-mails from the lecturer concerned; photocopies of the relevant pages from the student's grade book ("Výkaz o studiu", the so-called index); printouts of the lecturer's class grading sheets, etc. Students do not have to provide documentation of grades that have been properly recorded in SIS.
5. The deadline to apply for the discount is always the last day of September for the Autumn Semester, and the last day of February for the Spring Semester (date of receipt in the relevant office). Late applications will not be accepted.

6. Although supplementary documentation may be presented as photocopies or printouts, the application form itself must be in the original, with the student's original signature. Fax, scan or e-mail copies of the application form will not be accepted.
7. Applications received by the deadline will be assessed by a committee, whose main job will be to examine the cases of students whose online record of grades is incomplete. The committee will verify any documentation that the student has presented in support of any grades that are missing from the system, and will determine whether the student qualifies for the discount. In the case of students with a complete record of grades in SIS, this will be a formality.
8. The committee will report back to the Dean with their recommendations. Students who are waiting for a decision on whether they have qualified for the discount will not be expected to pay any school fees until after the committee has reported.
9. Students who are studying at the Faculty of Social Sciences with the financial support of the scholarships offered through the Czech Ministry of Education development programme are governed by a different set of financial conditions. Students in this category are not eligible for a discount in a school year for which they have received a scholarship. However, if they continue in their studies into a later school year, in which they no longer receive the scholarship, they may apply for a discount if they fulfil the other conditions.
10. Students who have already qualified for the discount in an earlier semester may continue to study at the lower rate of school fees for more than one semester, if they need extra time to write their thesis. It is not necessary to reapply for the discount in later semesters.
11. The exact fee paid by students who have qualified for the discount is specified each year in the price list issued by the Dean. At time of writing, the reduced school fee is Euro 300 per semester (subject to revision in future years).
12. This Provision combines the text of Dean's Provision (Opatření děkana) 20/2008 and the addendum issued as Dean's Provision (Opatření děkana) 25/2010 into a single amended text. Dean's Provisions (Opatření děkana) 20/2008 and 25/2010 are hereby annulled.

PhDr. Jakub Končelík, Ph.D.
Dean

Za správnost:
Cyril Šimsa
vedoucí oddělení zahraničních styků