

Dean's Measure no. 15/2022

Title:

Procedure for submitting requests for reducing or waiving the fee for studies in a foreign language

In effect from:

1.9. 2022

In Prague on August 17, 2022

PhDr. JUDr. Tomáš Karásek, Ph.D.
Dean of the Faculty

Article 1

Aim of the Provision

1. This Dean's Measure is issued to implement Rector's Measure no. 25/2019 *Procedure for examining requests for reducing or waiving the study-related fee.*
2. This Dean's Measure applies to students admitted to undertake studies in a foreign language at the Faculty of Social Sciences of Charles University (hereinafter referred to as "FSV UK") and lists the reasons for waiving the fees or the extent of the fees reduction when deciding on the requests for a fee reduction for studies in a foreign language filed in an appeal procedure against Dean's decision.

Article 2

Introductory Provisions

1. The Rector may waive or reduce the assessed fee for studies in a foreign language on the basis of the students' appeal against the Dean's decision on the assessed fee and based on a request for the reduction or waiving of the fee filed simultaneously.
2. The Rector's decision is based on the Dean's statement. His statement is to be attached to the students' request for the reduction or waiving of the fee (hereinafter jointly referred to as "relief").
3. The Form for the appeal and the Request for relief is included in Appendix no. 1 of this Measure.
4. Individual reliefs may not be combined with the exception in accordance with Article IX and X.

Article 3

Reasons for granting relief

1. Excellent study results at the admission procedure (see Article V)
2. Excellent study results during studies (see Article VI)
3. Fulfilment of most study obligations (see Article VII)
4. Outgoings and incomings of students within double/joint degree programmes (see Article VIII)
5. Relief due to interruption of studies (see Article IX)

6. Relief due to termination of studies (see Article X)
7. Relief in foreign-language doctoral programmes (see Article XI)

Article 4

Overview of paid study programmes in a foreign language

1. Bachelor's study programme of *Economics and Finance (BEF)* at the Institute of Economic Studies.
2. Master's study programme at the Institute of Economic Studies: *Economics and Finance (MEF)*, *Finance and Data Analytics (MFDA)*.
3. Bachelor's study programme of *Politics, Philosophy and Economics (PPE)* at the Institute of Political Studies.
4. Master's study programmes at the Institute of Political Studies: *Geopolitical Studies (GPS)*, *International Economic and Political Studies (IEPS)*, *International Relations (MAIN)*, *International Security Studies (MISS)*.
5. Bachelor's study programme of *History and Area Studies (HAS)* at the Institute of International Studies.
6. Master's study programmes at the Institute of International Studies: *Balkan, Eurasian and Central European Studies (BECES)*, *Master in Area Studies (MAS)*.
7. Master's study programme of *Media and Area Studies (MARS)* at the Institute of Communication Studies and Journalism.
8. Bachelor's study programme of *Social Sciences (SOSCI)* at the Institute of Sociological Studies.
9. Master's study programmes at the Institute of Sociological Studies: *Public and Social Policy (PSP)*, *Society, Communication and Media (SCM)*, *Sociology of Contemporary Societies (SCS)*.

Reliefs in the following programmes: *Erasmus Mundus Joint Master Degree: European Politics and Society (EPS)*, *Erasmus Mundus Journalism, Media and Globalisation (EMJ)*, *International Master in Security, Intelligence and Strategic Studies (IMSIS)* and double-degree programmes: *Corporate Strategy and Finance in Europe (CSF)*, *International Masters in Economy State and Society (IMESS)* are governed by consortium agreement.

Article 5

Relief for excellent study results at the admission procedure

1. The relief can be provided in the first year of study based on students' results at the admission procedure. While evaluating applications for admission procedure held in February, the Admissions Board will set two critical thresholds of point evaluation for obtaining the relief under this article of the measure. The point evaluation of applications is governed by the Conditions of admission procedure applicable to the respective admission procedure.
2. Relief is granted in the amount of **EUR 4,000 or EUR 2,000** per academic year, or in the amount corresponding to 2/3 or 1/3 of the assessed fee for study in a foreign language in cases where the amount of this fee is less than EUR 6,000 per academic year
3. The critical thresholds of the point evaluation are approved by the director of the institute. The admissions board submits to the International Degree Programmes Office (hereinafter referred to as "IDPO") the critical thresholds of point evaluation approved by the director of the institute

together with the results from the admission procedure held in February. IDPO informs the applicant about the amount of the relief together with a report on the result of the selection procedure.

4. Relief can only be granted on the basis of an application considered for the admission procedure held in February and April. No relief is granted for other dates of admission procedure.

Article 6

Relief for excellent study results during studies

1. Relief can be granted to students enrolled in the second and third year of a bachelor's degree programme and to students in the second year of a post-bachelor's degree programme who comply with the required minimum number of credits for granting Scholarship for Outstanding Academic Achievement under the Rules for Awarding Scholarships and Bursaries at FSV UK.
2. Relief may be granted to students on the basis of their ranking according to their academic performance in the previous academic year. The methodology for determining the ranking is defined in the provision of the director of the institute well in advance. Within the framework of this provision, the minimum conditions for the possibility of obtaining relief may be defined.
3. Relief is granted in the amount of **EUR 4,000 or EUR 2,000** per academic year, or in the amount corresponding to 2/3 or 1/3 of the assessed fee for study in a foreign language in cases where the amount of this fee is less than EUR 6,000 per academic year.
4. The final ranking of students in each year of study is submitted by the programme guarantor to the director of the institute. The director of the institute will decide whether and how many of the best students may be granted relief and in what amount, and will submit a list of students to IDPO. IDPO will inform the students of the need to apply for a relief.

Article 7

Relief for fulfilment of all study obligations

1. Relief can be granted to students after they have fulfilled all the study obligations stipulated by the study plan, or they have not fulfilled only a diploma seminar and no more than one other subject.
2. Relief for the fulfilment of most study obligations can be provided only to students who continue to study after the standard period of study (i.e. in bachelor's study from the 4th year of study and post-bachelor's study from the 3rd year of study).
3. The amount of the relief is determined depending on the amount of the fee (set by the Dean's decision). The tuition fee for the academic year is reduced to **600 EUR**.
4. **A fee of 600 EUR is payable at once for the entire academic year. The payment schedule is not allowed in this case.**
5. Student who receive this relief may enrol in no more than a diploma seminar and one other course in each semester in a given academic year, whether or not the course is part of the requirements of the study plan.
6. Students inform IDPO in advance that all requirements for this relief have been met. IDPO verifies this information with the guarantors and in the system and then informs the student of the possibility to apply for the relief.

Article 8

Relief for outgoings and incomings of students within double/joint degree programmes

1. The FSV UK students are studying at the University of Constance or Strasbourg University within the double degree programme.
 - Amount of relief: **2 000 EUR** per academic year.

Relief can be provided only for the study programme: CSF, MAIN, MISS

2. The students from the University of Constance or Strasbourg University are arriving at FSV UK within the double degree programme under inter-faculty agreement.
 - Amount of relief: **6 000 EUR** per academic year.

Relief can be provided only for the study programme: CSF, MAIN, MISS.

Article 9

Relief due to interruption of studies

1. Relief may be granted if students' studies have been interrupted during the period:
 - a) for which they have been assessed a fee during the same period of study, or
 - b) for which they will be assessed a fee in the same period of study after the interruption of their studies is completed.
2. Studies had to be interrupted for at least 4 calendar months (120 days) within one academic year, and the studies had to be interrupted for the entire duration of at least one examination period set by the Dean.
3. The request for relief must be made as part of an appeal against the Dean's decision on the fee assessment issued immediately after the interruption of studies.
4. A condition for granting relief is also the payment of all legally assessed fees within the same study, no later than to the date of the appeal against the Dean's decision on the fee assessment.
5. The relief may also be granted in combination with any other relief granted under this measure. In the event that the total amount of the relief would be equal to or greater than the amount of the fee assessed by the Dean, the students' fee will be waived.
6. The amount of the relief is 50% of the amount of the immediately preceding legally assessed fee. Where students are granted a fee reduction for the reason referred to in para 1 letter b, the amount of the fee reduction is 50 % of the amount of the fee assessed by the Dean; where students are also granted other fee reductions under this measure, the amount of the fee reduction due to interruption of studies is 50 % of the amount of the fee assessed after the granting of other fee reductions under this measure. Where students meet the conditions for relief under para 1 letters a) and b) at the same time, the amount of relief is up to 100 % of the fee currently assessed.

Article 10

Relief due to termination of studies

1. Relief may be granted to students if students abandoned their previous studies at FSV UK held in a foreign language (§ 56 para 1 letter a) of Act No.111/1998 Coll., on higher education and on amendment and supplementation to other acts) or graduated from their studies.
2. A condition for granting relief is the payment of all legally assessed fees within the previous studies held in a foreign language at FSV UK, no later than to the date of the appeal against the Dean's decision on the fee assessment.
3. Where students terminated their studies in the academic year as to March 31, the amount of the relief is 50% of the amount of the legally assessed fee within the studies in the academic year in which students abandoned their studies. Where student terminated their studies as to November 30, the amount of the relief is 100 % of the amount of the legally assessed fee within the studies in the academic year in which students abandoned their studies.
4. The relief may also be granted in combination with any other relief granted under this measure. In the event that the total amount of the relief would be equal to or greater than the amount of the fee assessed, the student's fee will be waived.

Article 11

Relief in foreign-language doctoral programmes

1. Relief is also provided to students in doctoral study programmes offered in English.
2. Reasons for reducing or waiving the fee for Ph.D. students are as follows:
 - a) excellent academic, scientific, or other creative results,
 - b) completing a study stay organized or provided through a faculty or university at another university abroad,
 - c) any other reason worthy of special consideration.
3. Requests for fee reduction/waiver are sent for comments to the guarantor of the given programme and the director of the institute.

Article 12

Payment schedule and recovery of payments

1. Upon the debtor's request, the Dean may authorize a payment schedule (except for the fee stipulated under Article VII of this measure).
2. Debt recognition is part of the payment schedule agreement.
3. The Form for payment schedule and payment agreements are included in Appendix no. 2 of this measure.
4. The Faculty of Social Sciences of Charles University ensures the recovery of payments for studies in a foreign language.

Article 13

Transitional provisions

1. Relief on the grounds of social situation will be granted to the students who assumed their studies by the academic year 2021/2022 at the latest according to the conditions valid for the academic year in which they assumed their studies and will be governed by the terms of Dean's Measure No. 23/2019 as amended.

Article 14

Efficiency period

1. This measure cancels the Dean's Measure no. 23/2019 as amended.
2. This Dean's Measure comes into effect on September 1, 2022.

Appendices:

1. [the Form for the appeal and the Request for relief](#)
2. [the Form for payment schedule and payment agreements](#)

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In charge of accuracy:

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