

# PROCEDURE FOR APPLYING FOR A REDUCTION OR WAIVER OF FEES ASSOCIATED WITH STUDY IN A FOREIGN LANGUAGE AT FSV UK

<b>DIRECTIVE S_OCJSP_001</b>		
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Issued by Dean's Measure: 27/2023		
Date of issuance: 08.11.2023	In effect from: 1.12.2023	Validity: Indefinite period of time
<b>Related regulations and documents:</b> Act No. 111/1998 Coll., on Universities and on Amendments and Supplementations to Other Acts (the Act on Universities)		
<b>Repealed regulations:</b> OD 15/2022 Procedure for submitting requests for reducing or waiving the fee for study in a foreign language		
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<b>Appendices:</b> SOCJSP001_P1_ The form for an appeal and request for relief		
<b>Brief summary of the regulation:</b> The Directive defines the grounds for granting relief in the fees associated with study in a foreign language, their amount and the conditions for obtaining them.		
<b>Discussed with AS FSV UK:</b> Not requested	<b>Approved by AS FSV UK:</b> Not requested	<b>Discussed with trade unions:</b> Not requested
<b>Discussion with or approval by another body:</b> Not requested		
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## 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	

Transfer of the relief for student leaving for study stays abroad and arriving in double/joint degree programmes to the general provisions on the operation of relief within JD/DD programmes	4.7
Revision of the grounds for relief in foreign language doctoral programmes	11.2

## 2. Purpose and Scope of the Measure

This Directive is issued to implement the Rector's Measure No. 42/2023 Procedure for the consideration of applications for waiver or reduction of fees associated with study in accordance with § 58 para 4 of the Act on Universities (a fee for study in a foreign language). The Directive lists the grounds for granting relief for a fee associated with study in the foreign language in the context of the appeal procedure filed against the Dean's decision. The fee reliefs are un-claiming. The Directive sets out the individual procedural steps in the procedure for granting relief and for the transmission of information.

## Part II – Basic Terms, Rules, and Roles

### 3. Definition of Terms

- 3.1. **The fee for study in a foreign language** in accordance with Act No. 111/1998 Coll., on Universities, which the student is obliged to pay on the basis of the Dean's decision. The fee is set for the whole academic year. The amount of the fee for individual programmes is set out in Appendix no. 2 of the Statutes of Charles University.
- 3.2. **Fee relief for study in a foreign language** is a reduction or waiver of the fee for study in a foreign language that is granted on the basis of an appeal against the Dean's decision. The Rector decides on the appeal and the granting of the relief on the basis of the opinion of the Dean, who confirms that the faculty condition for granting the relief has been met.
- 3.3. **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.
- 3.4. **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.
- 3.5. A study applicant becomes **a student** on the date of enrolment. Enrolment takes place at the faculty that implements the respective study programme within the time limit set by the Dean of that faculty. A person whose studies have been interrupted becomes a student on the date of re-enrolment. A person ceases to be a student on the date of termination of studies in accordance with § 55 para 1 and § 56 paras 1 and 2 or interruption of studies in accordance with § 54 of Act No. 111/1998 Coll., Act on Universities and on Amendments and Supplementations to Other Acts (the Act on Universities).

## 4. Basic Rules

- 4.1. This Directive issued by the Dean's Measure applies to students admitted to study in a foreign language at the Faculty of Social Sciences of Charles University (hereinafter referred to as "FSV UK").
- 4.2. The Rector may waive or reduce the assessed fee for study in a foreign language on the basis of an appeal filed by the student against the Dean's decision on the assessed fee and a concurrently submitted request for a fee reduction or waiver.
- 4.3. The basis for the Rector's decision is the opinion of the Dean, who will attach his statement to the student's request for a fee waiver or reduction (hereinafter collectively referred to as "relief").
- 4.4. The form for an appeal and request for relief is set out in Appendix no. 1 (SOCJSP001\_P1) to this Directive.
- 4.5. The student submits the appeal and request to the staff members of the International Degree Programmes Office (OCJSP), who are responsible for processing.
- 4.6. The reliefs under points 5.1 to 5.5 apply to all bachelor's and post-bachelor programmes at the Institute of Economic Studies (IES), the Institute of Communication Studies and Journalism (IKSŽ), the Institute of International Studies (IMS), the Institute of Political Studies (IPS), and the Institute of Sociological Studies (ISS) taught in English, with the exception of the programmes listed in point 4.7.
- 4.7. Reliefs in 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 (IMSISS);
  - double-degree programs: Corporate Strategy and Finance in Europe (CSF),
  - International Masters in Economy State and Society (IMESS)and in the double-degree and joint-degree variants of the other programmes, are governed by a consortium/double-degree agreement.
- 4.8. The reliefs under point 5.6 apply to all doctoral programmes of the Institute of Economic Studies (IES), the Institute of Communication Studies and Journalism (IKSŽ), the Institute of International Studies (IMS), the Institute of Political Studies (IPS), and the Institute of Sociological Studies (ISS) taught in English.
- 4.9. Reliefs may not be combined, except as provided for in points 5.4 and 5.5.
- 4.10. At the request of the debtor, the Dean may authorise a repayment schedule (except in the case of relief under point 5.3).

## 5. Grounds for Granting Relief

- 5.1. Excellent results during the admission process (see Article 6).
- 5.2. Excellent study results (see Article 7).

- 5.3. Fulfilment of most study obligations (see Article 8).
- 5.4. Timely interruption of studies (see Article 9).
- 5.5. Timely abandonment of studies (see Article 10).
- 5.6. Relief in foreign language doctoral programmes (see Article 11).

### **Part III – Conditions for Granting Reliefs**

#### **6. Relief for Excellent Results during the Admission Process**

- 6.1. Relief may be granted in the first year of study based on the student's performance in the admissions procedure. The Admissions Committee will set two critical thresholds for point evaluation for obtaining reliefs in accordance with point 6.3 of this Directive when reviewing applications for the February admissions procedure. The point evaluation of applications is governed by the Admissions Conditions applicable to the respective admissions procedure.
- 6.2. Critical thresholds for point evaluation are approved by the director of the institute. The Admissions Committee will forward the critical thresholds for point evaluation approved by the director of the institute to the International Degree Programmes Office (hereinafter referred to as OCJSP) together with the results within the February admissions. OCJSP will inform the applicant of the amount of the relief together with the report on the outcome of the selection procedure.
- 6.3. Relief is granted in relation to the two critical thresholds for point evaluation in the amount of EUR 4,000, or EUR 2,000 per academic year, that is in an amount equivalent to 2/3 or 1/3 of the fee assessed for study in a foreign language in cases where the amount of this fee is less than EUR 6,000 per academic year.
- 6.4. Relief can only be granted on the basis of an application considered for the February and the April admission dates. No relief is granted for other admission dates.

#### **7. Relief for Excellent Study Results**

- 7.1. Relief may be granted to a student in the second and third year of bachelor's studies and to a student in the second year of a follow-up master's study who has fulfilled the condition of the minimum number of credits for the award of the Scholarship for Outstanding Academic Results according to the Rules for Awarding Scholarships at FSV UK.
- 7.2. Relief may be granted to students on the basis of the order of their academic performance from the previous academic year. The methodology for determining the ranking is defined in a regulation of the director of the institute sufficiently in advance. Within the framework of this regulation, the minimum conditions for the possibility of obtaining relief may be defined.
- 7.3. In relation to the established critical thresholds, relief is granted in the amount of EUR 4,000, or EUR 2,000 per academic year, that is in an amount equivalent to 2/3 or 1/3 of the fee assessed for study in a foreign language in cases where the amount of this fee is less than EUR 6,000 per academic year.
- 7.4. The final ranking of students in each year of study is submitted by the guarantor of the programme 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 OCJSP. OCJSP will inform the student of the need to apply for a relief.

## **8. Relief for Fulfilment of Most Study Obligations**

- 8.1. Relief may be granted to a student who has already fulfilled all the study obligations set out in the study plan, or only the diploma seminar and no more than one other course have not been completed.
- 8.2. Relief for the fulfilment of most study obligations may only be granted to a student who continues to study beyond the standard period of study (i.e. in bachelor's studies from the 4th year of study and in follow-up master's studies from the 3rd year of study).
- 8.3. The amount of the relief is set according to the amount of the fee (set by decision of the Dean). The tuition fee for the academic year is reduced to EUR 600 as a flat rate.
- 8.4. The fee of EUR 600 is payable in one lump sum for the entire academic year. A repayment schedule is not allowed in this case.
- 8.5. A student to whom this relief is granted may enrol in no more than one diploma seminar and one other course in each semester in a given academic year, whether or not the course is part of the study obligations set in the study plan.
- 8.6. The student informs OCJSP in advance of fulfilling all the conditions for obtaining this relief. OCJSP will verify this information with the guarantors and the system and then inform the student of an option to apply for the relief.

## **9. Relief due to Interruption of Studies**

- 9.1. Relief may be granted if the student's studies have been interrupted during the period:
  - for which s/he has been assessed a fee in the same period of study, or
  - for which s/he will be assessed a fee in the same period of study after his/her interruption is completed.
- 9.2. The study had to be interrupted for a period of at least 4 calendar months (120 days) within one academic year, while at the same time the study had to be interrupted for the duration of at least one examination period set by the Dean.
- 9.3. A request for relief must be made on the basis of an appeal filed against the Dean's decision on the assessed fee issued immediately after the interruption of studies.
- 9.4. The condition for granting the relief also includes the payment of all legally assessed fees within the same study, no later than the date of an appeal filed against the Dean's decision on the assessed fee.
- 9.5. Relief may also be granted in combination with 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 student's fee will be waived.
- 9.6. The amount of the relief is 50% of the amount of the immediately preceding and enforceable assessed fee. Where a student is granted fee relief for the reason set out in point 9.1.2, the

amount of the relief is 50% of the amount of the fee assessed by the Dean; where the student is also granted other relief on that fee under this Measure, the amount of the relief due to interruption of studies is 50% of the amount of the fee assessed after the granting of other relief under this Measure, except for the relief under point 5.3. In the event that a student meets the conditions for the granting of relief under point 9.1.1. and 9.1.2. at the same time, the amount of relief is up to 100% of the fee currently assessed.

## **10. Relief due to Abandonment of Studies**

- 10.1. Relief may be granted to a student if the student has abandoned his/her previous studies at FSV UK, conducted in a foreign language (§ 56 para 1 letter A) of Act No. 111/1998 Coll., on Universities and on Amendments and Supplementations to Other Acts) or has completed his/her studies by graduating.
- 10.2. The condition for granting the relief is the payment of all enforceable assessed fees for previous studies in a foreign language at FSV UK, no later than the date of an appeal filed against the Dean's decision on the assessed fee.
- 10.3. Where a student completed his/her studies in the academic year ending 31 March, the amount of the relief is 50% of the amount of the enforceable assessed fee within studies in the academic year in which the student abandoned his/her studies. If the student completed his/ her studies by 30 November, the amount of the relief is 100 % of the amount of the enforceable assessed fee within studies in the academic year in which the student abandoned his/her studies.
- 10.4. Relief may also be granted in combination with 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.

## **11. Relief in Foreign Language Doctoral Programmes**

- 11.1. Reliefs are granted to students in doctoral programmes conducted in English.
- 11.2. Reasons for fee reduction or waiver for Ph.D. students are as follows:
  - outstanding academic, scientific, or other creative achievements,
  - completion of a study stay organised or arranged through the faculty or university at another university abroad.
- 11.3. Requests for fee reduction/waiver are sent to the guarantor of the programme or director of the institute for their comments.

## **12. Transitional Provisions**

- 12.1. Relief on the grounds of social situation will be granted to students who commenced their studies by the academic year of 2021/2022 at the latest in accordance with the conditions applicable to the academic year in which they commenced and will be governed by the terms of the Dean's Measure No. 23/2019 as amended.