

## ORGANISATION OF LIFELONG LEARNING STUDY AND RESEARCH STAYS WITHIN STUDY PROGRAMMES OFFERED IN A FOREIGN LANGUAGE AT FSV UK

<b>DIRECTIVE S_OZS_001</b>		
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Issued by Dean's Measure: 11/2023		
Date of issue: 01.06.2023	Effective from: 01.07.2023	Validity: Indefinite duration
<b>Related regulations and documents:</b> S_SO_011 Lifelong Learning at FSV UK S_EO_012 Pricing of Paid Programmes Created Directly for Lifelong Learning Programme at FSV UK		
<b>Repealed regulations:</b> PD 5/2001 Organization of Study Stays of Foreign Nationals at UK FSV Addendum no. 1 to PD 5/2001 Organization of Study Stays of Foreign Nationals at UK FSV OD 52/2018 Determination of Payments for Acts by Students of the Faculty of Social Sciences of Charles University		
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<b>Appendices:</b>		
<b>Brief summary of the regulation:</b> This Directive, which sets out the conditions for studies and research stays in a foreign language at FSV UK, is tailored to "free mover" students who, based on a fixed fee, may study at FSV UK as exchange students for a maximum of one academic year; the Directive defines the application requirements and sets the fees applicable for studies and research stays.		
<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		
<b>In charge of accuracy:</b> Mgr. Michaela Rudinská, Head of International Office FSV UK JUDr. Vanda Wagnerová, Legal Office Ing. Monika Mandová, Head of SD&KT Ing. Ondřej Blažek, Faculty Secretary		
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### Part I – Information about the Regulation

## 1. Reasons for and Explanation of Changes

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

## 2. Purpose and Scope of the Measure

This measure issues a new Directive, Organisation of Lifelong Learning Study and Research Stays within Study Programmes Offered in a Foreign Language at FSV UK, which sets out the conditions for study and research stays that take place in the form of courses or consultation in a foreign language, i.e. in a language other than Czech.

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

## 3. Definition of Terms

- 3.1. Lifelong learning means those types of learning that complement, deepen, renew, or extend its students' knowledge, skills, and qualifications. Within the framework of lifelong learning, the Faculty of Social Sciences of Charles University (from now on referred to as "the Faculty") implements, among other things, study stays in a foreign language with a minimum duration of one semester or research stays in a foreign language with a duration of stay as agreed with the respective workplace.
- 3.2. A study stay in a foreign language at the Faculty of Social Sciences of Charles University is organised within the lifelong learning programme. Capacity constraints permitting, a participant is registered in an accredited foreign language programme, within which s/he can enrol in a given number of courses and study for a maximum of one academic year.
- 3.3. An applicant for study who meets the conditions of admission to the programme and is admitted for study by a specified committee at the respective institute becomes a participant of a study stay in a foreign language (from now on referred to as the "student"). S/he becomes a student on his/her date of enrolment. Enrolment is carried out by the Faculty, which implements the respective study programme within the period set by the Dean of the Faculty. A person ceases to be a student on the completion date of studies, in accordance with § 55 para. 1 and § 56 paras. 1 and 2 of Act No. 111/1998 Coll., the Act on Universities. The student is marked as an intern in the Study Information System (SIS) reports.
- 3.4. A research stay in a foreign language at the Faculty of Social Sciences of Charles University is organised within the lifelong learning programme. The student is registered in an accredited foreign language programme and, based on an agreement with the assigned supervisor and the respective workplace, carries out his/her research and project activities.
- 3.5. An applicant for a research stay who meets the conditions of admission to the programme and is admitted by a director of the respective institute for a research stay becomes a participant of a research stay in a foreign language (from now on referred to as the "participant"). S/he becomes a participant on the date of enrolment in the Study Information System (SIS) of the Faculty. A person ceases to be a participant on the completion date of the programme, in

accordance with § 55 para. 1 and § 56 paras. 1 and 2 of Act No. 111/1998 Coll., the Act on Universities. In SIS reports, the participant (if attending courses) is marked as an intern.

- 3.6. The currently valid academic calendar governs the semester. Each semester is followed by an examination period, the dates of which are set 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.
- 3.7. The International Office (OZS) is a department of the Dean's Office of FSV UK, whose staff members provide the below-stated services to students on behalf of the Faculty in the context of studies and research stays in a foreign language.
- 3.8. A transcript, or statement of fulfilled study obligations, is issued by the respective OZS staff member based on data in the Study Information System (SIS).
- 3.9. Payment of fees for a study or research stay represents income for FSV UK from self-payers of foreign language study programmes.

### **Part III – Course of a Study Stay**

#### **4. Application**

- 4.1. Applicants for a study stay submit an application for a study stay together with the required attachments.
- 4.2. The application is submitted electronically via the Study Information System (SIS). The applicant must pay the application fee of CZK 830 for the admission procedure.
- 4.3. The application must be submitted sufficiently in advance, which is to say, for those not requiring a visa, no later than two months before the intended start of the stay. For visa applicants, the application form with the relevant documents must be submitted no later than three months before the start of the stay.
- 4.4. OZS will verify the application form and forward the application to the institute to which the application for a study stay relates. The director of the institute will comment on the matter in writing within 14 days. The Dean decides on the final admission of the applicant to the study stay.
- 4.5. Following the decision of the Dean, the student signs a Study Stay Agreement with the Faculty, which regulates the financial and other formal relations between the Faculty and the student. The agreement will be drawn up by OZS, which will then issue and send to the applicant the documents necessary for processing a study visa.

#### **5. Study Stay Fees**

- 5.1. Study stay – courses in a foreign language **3,000 EUR/semester**
- 5.2. The student signs a Study Stay Agreement with the Faculty, which regulates the financial and other formal relations between the Faculty and the student, and pays the amount specified in the Agreement.

- 5.3. This amount covers the costs associated with the study stay (lectures, individual consultations, access to the Faculty's libraries and computer rooms, course credits and examinations) to the extent specified in Article 6 below. The student will be issued and sent an invoice with a due date at the beginning of the semester in which s/he is actively studying.

## **6. Conditions of Study**

- 6.1. The study stay may take place in any bachelor's or master's study fields taught at FSV UK for one semester or for the maximum period of one academic year. In the case of master's study fields, the director of the respective institute may require the applicant to prove his/her previous education equivalent to a bachelor's degree at a Czech university. This fact is verified and evaluated within the admission procedure at the respective institute of the Faculty.
- 6.2. The student has the right to enrol in lectures and seminars of his/her own choice up to a maximum of 30 credits per semester in accordance with the Study and Examination Regulations of the Faculty, subject to at least 51% of the total number of credits being for lectures and seminars given by the institute to which the student has been admitted. Enrolment in the course includes the right to actively participate in lectures and seminars, and to be tested and graded. Seminars may be attended only with the consent of the instructor concerned.
- 6.3. The student may also enrol in lectures and seminars given by other faculties of Charles University, in accordance with the internal regulations and the set dates of the respective faculty, and subject to the condition stated in para. 6.2.
- 6.4. The student has the right to individual consultation hours given by a study advisor designated for him/her at the respective institute of the Faculty.
- 6.5. The student has the right to be assigned a specific scientific research problem, the result of which is the preparation of a written thesis, which the student will defend orally no later than the last week of his/her study stay before a 3-member committee appointed by the director of the institute.
- 6.6. Capacity constraints permitting, the student has the right to attend any lecture given at the Faculty.
- 6.7. The student has the right to participate in other events organized by the Faculty, as well as to use the services and facilities of the Faculty.

## **7. Completion of Study**

- 7.1. At the end of the stay or at the request of the institution funding the stay, the Faculty will issue the student with a study stay report (a "transcript") containing the following information:
  - 7.1.1. Personal data of the student
  - 7.1.2. Duration of the study stay
  - 7.1.3. A list of the names of the courses attended, whether they were passed and, if applicable, the grade awarded.
- 7.2. The transcript will be sent to the student in electronic form. If the student requires the original document, s/he will write to the respective OZS coordinator who will send the transcript by post.

## 8. Records

- 8.1. All records relating to study stays are kept by OZS.

## Part IV – Course of a Research Stay

## 9. Application

- 9.1. Applicants for a research stay must complete the Application Form for Visiting Foreign Researchers (available on [the website of the Faculty](#)). The application form is sent by email together with the required attachments to the respective coordinator of the International Office, whose contact details can be found on [the FSV UK website](#). The application must be submitted sufficiently in advance, which is to say, for those not requiring a visa, no later than two months before the intended start of the stay. For visa applicants, the application form with the relevant documents must be submitted no later than three months before the start of the stay.
- 9.2. OZS will verify the application form and forward the application to the institute to which the application for a research stay relates. The director of the institute will comment on the matter in writing within 14 days. The Dean decides on the final admission of the applicant as a participant in a research stay.
- 9.3. Following the decision of the Dean, the participant signs a Research Stay Agreement with the Faculty, which regulates the financial and other formal relations between the Faculty and the participant. The agreement will be drawn up by OZS, which will then issue and send to the applicant the documents necessary for the processing of the study visa.

## 10. Research Stay Fees

- 10.1. Fees for a research stay depend on whether the participant will also be attending courses during the research stay.
- 10.1.1. Research stay in a foreign language (without attending courses) **1,500 EUR/semester**  
**300 EUR/month**
- 10.1.2. Research stay in a foreign language (attending courses) **2,500 EUR/semester**  
**500 EUR/month**
- 10.2. The participant will pay the amount stipulated in the Research Stay Agreement. This amount covers the costs associated with the research stay (administrative fee, individual consultations with a supervisor, access to the Faculty's libraries and computer rooms, job placement). The participant will be issued and sent an invoice with a due date after his/her enrolment.

## 11. Conditions of a Research Stay

- 11.1. A research stay may be undertaken by a student at a bachelor's, master's, doctoral or post-doctoral level of study, as agreed with the receiving institute of the Faculty, for a maximum of one academic year.

- 11.2. The participant has the right to undertake consultations with his/her supervisor in accordance with a pre-arranged schedule.
- 11.3. The participant has the right to enrol in lectures and seminars of his/her choice in accordance with Article 10 above. Enrolment in a course includes the right to actively participate in lectures and seminars, and to be tested and graded. Seminars may only be enrolled in with the consent of the instructor concerned.
- 11.4. Capacity constraints permitting, the participant has the right to attend any lecture offered at the Faculty.
- 11.5. The participant has the right to attend other events organized by the Faculty, as well as to use the services and facilities of the Faculty.

## **12. Completion of a Research Stay**

- 12.1. At the end of the research stay, a report on the research stay will be issued to the participant at the request of the participant or the institution funding the research stay, which will be prepared by the International Office based on documents from the supervisor of the research stay participant.
- 12.2. At the end of the stay and at the request of the participant or the institution funding the research stay, the report on the stay will be issued in accordance with Article 10 above (a "transcript"), containing the following information:
  - 12.2.1. Personal data of the participant
  - 12.2.2. Duration of the research stay
  - 12.2.3. A list of the names of the courses attended, whether they were passed and, if applicable, the grade awarded.
- 12.3. The transcript will be sent to the participant in electronic form. If the participant requires the original document, s/he will write to the respective OZS coordinator who will send the transcript by post.
- 12.4. All records relating to research stays are kept by OZS.