

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

<b>DIRECTIVE S_OZS_001</b>		
Version: 002		
Issued by Dean's Measure: 25/2023		
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<b>Related regulations and documents:</b> <a href="#">S_SO_011 Lifelong Learning at FSV UK</a> <a href="#">S_EO_012 Pricing of Paid Programmes Created Directly for ČŽV at FSV UK</a> <a href="#">S_SO_006 Determination of Payments for Acts Related to Study Agenda at FSV UK</a>		
<b>Repealed regulations:</b> <a href="#">Directive S_OZS_001 Organisation of study and research stays of ČŽV at FSV UK within study programmes offered in a foreign language, version 001</a>		
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<b>Appendices:</b>		
<b>Brief summary of the regulation:</b> The Directive sets out the conditions for study and research stays in a foreign language, intended for so-called freemovers who, on the basis of a set 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 fee for the study and research stay.		
<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
Increase in the fee for the admission procedure.	4.2.

## 2. Purpose and Scope of the Measure

This measure issues a new updated version of the Directive - Organisation of Study and Research Stays of CŽV at FSV UK within the programmes offered in a foreign language, which sets out the conditions for study and research stays that take place in the form of courses or consultation in a foreign language.

### Part II – Basic Terms

## 3. Definition of Terms

- 3.1. **Lifelong learning** means those types of learning that complement, deepen, renew or extend the knowledge, skills and qualifications of its participants. Within the framework of lifelong learning, the Faculty of Social Sciences of Charles University (hereinafter 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. **The study stay** in a foreign language at the Faculty of Social Sciences of Charles University is organised within the programme of lifelong learning. In the case of free capacity, the participant is registered in an accredited foreign language programme, within the framework of 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 (hereinafter referred to as "Student")**. S/he becomes a student on the date of enrolment in the study. Enrolment is carried out by the faculty which implements the respective study programme within the period of time set by the Dean of the given faculty. A person ceases to be a student on the date of completion of studies in accordance with § 55 para 1 and § 56 paras 1 and 2 of Act No. 111/1998 Coll., the Act on Universities. In the Study Information System (SIS) reports, the student is marked as an intern. **Participants of study stays are not members of the academic community of the faculty (they do not hold active and passive voting rights in the elections to the AS FSV UK) and are not included in the statistics of the number of students.**
- 3.4. **The research stay** in a foreign language at the Faculty of Social Sciences of Charles University is organised within the programme of the Lifelong Learning. The participant is registered in an accredited foreign language programme and, on the basis of 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**. S/he becomes a participant on the date of enrolment in the study information system of the faculty. A person ceases to be a student on the date of completion of studies in accordance with § 55 para 1 and § 56 paras 1 and 2 of Act No. 111/1998

Coll., the Act on Universities. In the Study Information System (SIS) reports, the participant (if attending courses) is marked as an intern. [Participants of study stays are not members of the academic community of the faculty \(they do not hold active and passive voting rights in the elections to the AS FSV UK\) and are not included in the statistics of the number of students.](#)

- 3.6. **The semester** is governed by the currently valid academic calendar. 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.
- 3.7. **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 study and research stay in a foreign language.
- 3.8. **A transcript**, or statement of fulfilled study obligations, is issued by the respective staff member on the basis of data in the Study Information System (SIS).
- 3.9. **Payment for a study or research stay** represents income for FSV UK from self-payers of foreign language study programmes.

## Part III – Course of the 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). [In accordance with the Directive S\\_SO\\_006 Determination of Payments for Acts Related to Study Agenda at FSV UK](#), the applicant must pay an admissions fee ~~of CZK 830~~ [in the amount specified in the admissions policy for the given academic year.](#)
- 4.3. The application must be submitted sufficiently in advance, but 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 at the latest. 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 the processing of the study visa.

### 5. Payments for the Study Stay

- 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. 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 a maximum of one academic year. In 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, while at least 51% of the total number of credits must be reached within the institute to which the student has been admitted. Enrolment in the course includes the right to actively participate in lectures and seminars, to be tested and graded. Seminars may be taken only with the consent of the instructor concerned.
- 6.3. In accordance with the internal regulations and the set dates of the respective faculty, the student may also enrol in courses from other faculties of Charles University, subject to the condition defined in point 6.2.
- 6.4. The student has the right to individual consultation hours 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 drafting of a thesis, which the student will defend 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. Taking into account the space capacity of the faculty, a student has the right to attend any lecture offered 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 (so-called "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 with information on the success rate in passing the courses (grade)

- 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 the Research Stay

### 9. Application

- 9.1. Applicants for a research stay will 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, but 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 at the latest. The Dean decides on the final admission of the applicant to the research stay.
- 9.3. Following the decision of the Dean, the student signs a Research 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 the processing of the study visa.

### 10. Payments for the Research Stay

- 10.1. The fee for the research stay varies depending on whether the participant is also 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 student will be issued and sent an invoice with a due date after the enrolment.

### 11. Conditions of the Research Stay

- 11.1. A research stay may be undertaken by a student at 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 according to Article 10. Enrolment in a course includes the right to actively participate in lectures and seminars, to be tested and graded. Seminars may only be enrolled in with the consent of the respective teacher.
- 11.4. Taking into account the space capacity of the faculty, a student has the right to attend any lecture offered at the faculty.
- 11.5. The participant has the right to participate in other events organized by the faculty, as well as to use the services and facilities of the faculty.

## **12. Completion of the 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 on the basis of 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 institution funding the research stay, the report on the stay will be issued in accordance with Article 10 (so-called "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 with information on the success rate in passing the courses (grade).
  - 12.2.4. 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.
- 12.3. All records relating to research stays are kept by OZS.