

Terms and conditions for successful completion of language courses of the Department of Language Studies of the Czech Language Institute, Czech Academy of Sciences

- 1) The first step in course enrollment is to fill in the **online registration form** (for employees of the CAS, the application will be confirmed by the employer directly through the system – once the registration form is filled in, an automatic email is sent to the relevant institute). Paper applications are no longer accepted. Registration following the start of the course is also possible, but we cannot guarantee a place in the desired course. **For questions** about the application process, please contact **kurzy@langdpt.cas.cz**.
- 2) **New students:** without providing a copy of a certificate or any other proof of attained language level (as required for the relevant course), new students will be required to take a placement test. The test is online on our website and must be completed within one week of registration.
- 3) **Current students who wish to continue:** to advance to the next level, students are required to complete a final test at the end of the course they are attending (individual dates to be specified by the course instructor). The application form must indicate the course taken in the previous school year. The note section in the application provides space for the students to include comments and specify any additional requirements.
- 4) **Enrolment in two-semester courses:** most courses continue automatically into the second semester. **Only one application** at the beginning of the semester is needed for registration for the two-semester courses. However, the **course fee** needs to be paid for **each semester separately**. If a student is not interested in continuing in the second semester of the school year, he/she must notify the Registration Office.
- 5) **Enrolment in one-semester courses:** one-semester courses (e.g. Writing for Publication courses) require a new application if the students wish to continue into a connecting course offered in the subsequent semester.
- 6) Students will receive **information about** their **placement** by e-mail.
- 7) **Payments (employees of the CAS):** for the participation of a CAS employee in the **standard courses** (see price list), CAS institutes pay **a flat contractual fee** related to the processing of the application form and student placement in the course. This fee is **non-refundable** and must be paid for each semester of the course. For **interest-based courses** (see price list), CAS employees pay **a discounted fee**.
- 8) **Payments (general public outside the CAS):** course participants outside the CAS pay the **course fee** according to the valid price list. The course fee must be paid before the start of the course (but not before the student is placed into a specific course group) by a bank transfer to the following **account: 987654386 / 5500**. Students will receive the **payment reference number** (so called "variabilní symbol") together with **payment information by e-mail after they have enrolled in the**

course and the application has been approved. The course fee can be paid by bank transfer or invoice.

- 9) **Cancellation policy:** the flat contractual **fee is non-refundable.** The course fee can only be refunded in exceptional cases, based on a written request justifying the reasons for the refund and upon the subsequent decision of the department's management. The course fee is refundable in the event of cancellation of the course by the provider. If we are forced to change the course format from face-to-face to online, the course fee will not be refunded because in such a scenario, the provider has not cancelled the course.
- 10) **Withdrawal from the registration:** if the student is not interested in joining the course or wishes to withdraw during the semester, he/she shall immediately notify the Registration Office. They are also obliged to update any changes in their personal data (change of contact e-mail, telephone, etc.).
- 11) **Absences and disenrollment:** If students miss **3 or more consecutive lessons**, they must **inform the Department's Registration Office** (not the course instructor). If a longer absence is not excused and the student fails to attend the course for the entire month, the student will be dropped from the course. Students in courses based on the LSM Moodle platform will be dropped if they have no activity in the LMS Moodle for 1 month.
- 12) **Change of course:** if the student wishes to change the course, he/she should contact the Registration Office. Neither the course instructor nor the students are authorized to make this change.
- 13) **Course participation:** only a duly registered student (see above) may participate in the course upon payment of the course fee or a flat contractual fee (see price list). Classes run for 17 weeks per semester or 15 weeks for the courses offered by the Center for Academic Writing. No classes are held on public holidays and no substitutions are made.
- 14) For students enrolling in an **online course**, it is imperative that they have their **microphone and camera on** during the class. This is important not only for effective foreign language learning but also for securing natural communication between the participants.
- 15) **Successful course completion** is subject to the required final test result (70% of the tasks completed in the Writing for Publication course). For the courses of Czech for Foreigners, a minimum of 70% attendance is required. If the student fails to meet this requirement, he/she will not be allowed to continue to a higher-level course. A student may repeat a course of the same level only once. If a student from among the employees of the CAS wishes to repeat a level of his/her interest, he/she will pay the full course fee.
- 16) **It is not possible to repeat the same level for exam preparation courses.** If the student of such a course fails the final test, he/she will not be allowed to advance

to the next level of preparation or to repeat the same level. Such a student will be enrolled in a general language course in the new school year to advance to the required level and may re-enrol in the exam preparation course after completing two semesters of the general course.

- 17) **Moodle:** all courses are supported by the LMS Moodle platform on the <http://www.acadelingua.cz/> website. This platform allows for more effective learning and access to supplementary materials that are solely for teaching purposes. Once enrolled in a course, students will be given access to the relevant course pages on the platform with a unique username and password which they will not share with others. Access to the course will be valid for the duration of the course.
- 18) Course participants are obliged to comply with the rules of appropriate social conduct at the Department's premises. Gross violations may lead to the student's expulsion without compensation.