

Terms and Conditions for Study at the Department of Language Studies

These terms and conditions apply to courses offered by the Department of Language Studies (Czech Language Institute, Czech Academy of Sciences – CAS) and are intended for employees of the CAS and the general public where specified.

1. Course Registration

To enroll in a course, complete the application form on the Department of Language Studies website. For CAS employees, the employer confirms the application directly in the system. After submission, an automatic email is sent to the relevant institute. Late registration (after the course has started) is possible, but placement in the desired course cannot be guaranteed.

For questions, contact: kurzy@langdpt.cas.cz.

2. New Students

New students must provide proof of language proficiency (e.g., a certificate) appropriate to the course level. If no such proof is provided, students are required to complete an online placement test within one week of registration.

3. Continuing Students

Students who wish to continue must have successfully completed the previous course (please, see section 14) and indicate the course taken in the previous school year on the application form. Additional requests may be specified in the notes section of the form.

4. Course Types and Enrollment

Two-semester courses: Only one application is needed at the beginning of the academic year. Course fees must be paid separately for each semester. Students not continuing in the second semester must notify the Registration Office.

One-semester courses: One-semester courses (e.g. Writing for Publication) require a new application if the student wishes to continue in a subsequent course in the following semester.

5. Placement Notification

Students will receive their course placement information via email.

6. Course Duration

Courses are normally 90 minutes. If fewer than 7 students enroll, the lesson duration is reduced to 60 minutes. The course fee remains unchanged.

7. Payments

CAS Employees: A flat contractual fee (see price list) is paid by CAS institutes. This fee is non-refundable and applies each semester. For interest-based courses, a discounted fee is applicable.

General Public: Course participants pay the fee listed in the current price list. Payment is due before the course begins, but only after placement is confirmed. Payment is made by bank transfer to the account 987654386 / 5500, with a unique reference number (so called “variabilní symbol”) provided via email.

8. Cancellations and Refunds

The flat contractual fee is non-refundable. Course fees may only be refunded in exceptional cases upon written request and subject to department approval. If a course is cancelled by the provider, the fee will be refunded. If a course moves online, no refund will be issued as the course is not considered cancelled.

9. Withdrawal and Updates

Students who do not wish to start a course, continue in the second semester of a two-semester course, or who want to withdraw during the semester, must inform the Registration Office without delay. They must also report any changes to personal contact details (e.g., email, phone).

10. Attendance and Disenrollment

If students miss three or more consecutive lessons, they must inform the Registration Office (not the instructor). Unexcused absences exceeding one month will result in disenrollment. Moodle-based students will be removed after one month of inactivity.

11. Course Changes

Students who wish to change courses should contact the Registration Office. Neither instructors nor students may make such changes independently.

If, during the course, it becomes apparent that a student’s language proficiency does not correspond to the level of the course, KSJ may, based on the instructor’s professional assessment, decide to transfer the student to a course at an appropriate level. Any transfer is subject to the current course offer and availability of places. Paying the course fee or contractual flat-rate fee does not guarantee a place in a particular group if the student’s language proficiency does not match the level of the course.

12. Course Participation

Only registered students who have paid the appropriate fee may attend courses. Courses typically run for 17 weeks (or 15 weeks for those by the Center for

Academic Writing). There are no classes on public holidays and no makeup classes are offered.

13. Online Course Requirements

Students attending online classes are expected to keep their cameras on and to be ready to use their microphones actively. Active participation using both the camera and microphone is an important part of language learning and contributes to natural communication among course participants.

14. Course Completion Requirements

Successful completion of a language course requires the minimum attendance specified below and participation in a final test or another form of final assessment:

Czech for Foreigners: minimum 70% attendance

Other language courses: minimum 50% attendance

Writing for Publication: completion of at least 70% of the required assignments

The result of the final assessment is one of the factors considered when evaluating a student's progress and readiness to continue to a follow-up course. The instructor's recommendation also takes into account the student's work and progress throughout the course and their overall language proficiency. Placement in a follow-up course is decided by KSJ based on the instructor's recommendation.

15. Moodle Platform

All courses use the Moodle platform at <http://www.acadelingua.cz/>. Students receive login details upon enrollment and may not share access. Access is valid only for the duration of the course.

16. Compliance with Course Rules and Conduct

Students are required to comply with the rules and conditions set out in this document and to follow organizational instructions related to their course. They are also expected to treat instructors, other course participants, and KSJ staff with respect and to observe generally accepted standards of academic and professional conduct. In particular, abusive or repeatedly inappropriate behaviour, harassment of others, or disruption of teaching is not permitted. These rules apply to both in-person and online courses and to all communication related to the course.

Serious or repeated breaches of these rules and conditions may result in the student being excluded from the course without entitlement to a refund of the course fee or contractual flat-rate fee.