

**Decree of the Director of the Masaryk Institute of Advanced Studies
Czech Technical University in Prague**

No. 3/2021

**On organization and rules of studies during preparatory courses for
foreign students**

**Article 1
Introductory Provisions**

- (1) This Decree specifies the organization and rules of studies in one-year preparatory courses for an accredited study program at a higher education institution organized by a public higher education institution pursuant to Act No. 111/1998 on higher education institutions and on amendments and supplements of other acts (Higher Education Act), as amended. It aims at supplying the quality of education in individual study groups and at keeping the conditions for a long-term stay pursuant to Act No. 326/1999 on the residence of foreign nationals in the territory of the Czech Republic and on amendments of some other acts.

**Article 2
Certification of Student Status**

- (1) When issuing a certification for the purposes of studies allowing a long-term stay a student must submit to Masaryk Institute of Advanced Studies at the Czech Technical University in Prague (hereinafter referred to as "MIAS CTU"), besides necessary details when filling-in the form, also his/her contact details (e-mail, telephone or address). In the case of having the studies arranged by an agency, the agency is obliged to have such information available.
- (2) After being issued the certification the student is (by means of electronic mail) informed by the Masaryk Institute of Advanced Studies at the Czech Technical University in Prague that the certification has been issued. In the case of the

studies having been arranged by an agency the agency is obliged to inform the student.

- (3) Student, as the case may be the agency, is obliged to inform the authorized MIAS CTU worker of specific cases when he/she has information that the visa was not issued.
- (4) At the end of October of the given academic year at the latest the authorized MIAS CTU worker discusses with the Ministry of the Interior of the Czech Republic (hereinafter referred to as "MV ČR") or with another responsible body the cases, when a student was issued a certification for the purposes of studies and did not commence the studies at MIAS CTU.

Article 3

Course of Studies

- (1) Student is obliged to attend classes. Should his/her attendance in one month drop below 80 % the student receives reminders. In the case that in any of the months during the studies the attendance again drops under 80 % the student is suspended pending and in the third case the student is expelled. A student or an agency – if the student studies by means of an agency – are informed of a reminder, suspension pending and expulsion. No later than within five working days from the decision on a student's expulsion MIAS CTU informs relevant institutions (MV ČR, immigration police) of the issuance of the decision.
- (2) Possibility of 20 % absence without the necessity to submit reasoning is not intended as student's leisure time, but it can be used in case of short-term sickness (sick day, handling personal matters, visiting authorities, preparation for validation, participation in validation examinations).
- (3) A student's longer absence may be excused provided he/she is sick (for more than three days), no later than on the third day from the commencement of the sickness he/she must inform so the teacher (via electronic mail, by means of an SMS or in another arranged way) and within five days from the termination of the sickness he/she must submit a certification from a physician. Absence in class excused like this is not calculated in the 80 % according to Section 1. The certification of the physician is not taken into account, unless the student informs the teacher at the beginning of their sickness, unless provably prevented by circumstances which the student could not influence.
- (4) During the decision-making regarding the expulsion serious personal or family

reasons may be considered, if the student immediately informs the teacher of such situation (electronically, by SMS or in another way). Information given in default will be disregarded.

- (5) In the case of excused absence the student discusses with the teacher a plan of completing the classes. Teachers must provide the student with necessary consultancies and studying material beyond the classes they supply. The student is obliged to complete the subject matter as instructed by the teacher.
- (6) Student is obliged to prepare for classes and elaborate all work within deadlines given by the teachers. In the case that student fails to fulfill the work it is a severe breach of the conditions of the studies. Failure to fulfill three assigned pieces of work is assessed as absence in the extent of one class (45 minutes).
- (7) Student may commence studies in a specific group no later than 14 days after the commencement of classes. He/she is obliged to complete all work and proceed according to a schedule recommended by the teachers. Later commencement may be rejected, unless the student proves knowledge on the level of the specific group.
- (8) Student must behave according to ethical principles, especially refrain from copying, abusing other work and disguise it as their own. In the case of severe breach of these principles such conduction is discussed before a commission appointed by the director of MIAS CTU. In the case of breaking serious social standards and in the case of antisocial conduction (addictive substance abuse, aggressive behavior) student may be expelled from studies.

Article 4 **Final Provisions**

- (1) This Decree comes into force on the day of its promulgation.
- (2) This Decree comes into effect on September 1 2021.

prof. PhDr. Vladimíra Dvořáková, CSc. v.r.
Director of the Masaryk Institute of Advanced Studies
Czech Technical University in Prague