

**BINDING APPLICATION FOR THE PROGRAMME**  
**CZECH STUDIES**  
**AT THE FACULTY OF ARTS OF CHARLES UNIVERSITY**

**I. Details of course organizer** (hereinafter the “Faculty of Arts”)

Charles University, Faculty of Arts,  
Registered Office: nám. Jana Palacha 2, 116 38 Prague 1,  
Id. No.: 00216208, Tax Id. No.: CZ00216208,  
bank details: Komerční banka a. s., account No.: 85631011/0100, variable symbol 618000  
IBAN: CZ960100000000085631011  
SWIFT: KOMBCZPPXXX  
branch address: Komerční banka, Celetná 567/30, 110 01 Prague 1,  
telephone: + 420 221 619 262  
email: czechstudies@ff.cuni.cz

**II. Basic information about the “Czech Studies” program** (hereinafter the “Course”)

**Dates:**

Winter semester 2026/2027: September 7, 2026 – January 17, 2027

Summer semester 2026/2027: January 18, 2027 – June 30, 2027

Full academic year 2026/2027: September 7, 2026 – June 30, 2027

**III. Personal details of the applicant** (hereinafter the “Student”)

First Name:

Surname:

Date of Birth (day, month, year):

Place and Country of Birth:

Nationality:

Native language:

Passport No.:

Date of expiry:

Passport issued in (country):

Highest degree of education obtained:

**IV. Content of the program**

Czech language studies – in the Czech courses for foreigners, provided by the Faculty of Arts of the Charles University, Institute of Czech and Deaf Studies

Number of lessons per week: 20 (each lesson lasts 45 minutes) \*

\* No lessons are held during national bank holidays, Christmas and Easter break.

\* In the event of low enrollment (5 or fewer students per study group), 4 out of the 20 lessons will be conducted asynchronously.

## V. Course Fee

### 1. Semester on-site course:

- CZK 49,000.00 for the Winter Semester (in words: forty-nine thousand Czech crowns),
- CZK 59,000.00 for the Summer Semester (in words: fifty-nine thousand Czech crowns).

The Course Fee for the Winter/Summer semester on-site course includes one free-of-charge attempt of the Czech Language Certificate Exam (levels A2/B1/B2) on the condition that the student meets ALL these criteria:

- a) S/he is not expelled from the course.
- b) S/he is present at 80 % or more lessons held in weeks 1-10 (Winter Semester), or in weeks 1-14 (Summer Semester). Attendance is observed and recorded by teachers. The maximum of 20 % of absence includes both excused and unexcused absence.
- c) S/he has no more than 12 unexcused lessons (= 3 days) in weeks 1-10 (Winter Semester) or 1-14 (Summer Semester). Unexcused lesson is a lesson which students fails to excuse in writing in advance or on the day of the lesson.
- d) S/he scores 61 % or more in each of the two (Winter Semester), or three (Summer Semester) progress language tests.

### 2. Full Year on-site course:

- CZK 105,000.00 for the two semesters: Winter and Summer (in words: one-hundred-and-five thousand Czech crowns),

The Course Fee for the Full Year course includes two free-of-charge attempts of the Czech Language Certificate Exam (levels A2/B1/B2), each attempt under the conditions described for the semester on-site course.

Previous knowledge of Czech (where – name of the university or language school - and for how long): \_\_\_\_\_

Competence in Czech:            beginner             intermediate             advanced

Competence in English:        beginner             intermediate             advanced

Other language skills:

**VI. Request for the accommodation reservation at Charles University dormitories** (just for students older 18 years old on the date of commencement of their stay at the dormitory!)

YES                       NO

Accommodation term (from – until): \_\_\_\_\_

Special accommodation requirements (specific dormitory, type of room, roommate etc.):

\_\_\_\_\_

**VII. Legal representative (parents or another person) details** (hereinafter the “Legal Representative”).

**To be filled in by students under 18 years old on the date of commencement of their studies**

First Name:

Surname:

Permanent address:

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Street, number

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Postal Code

City

Country

Telephone number:

E-mail:

Relationship to the student:

### **VIII. Organizational terms and conditions**

a) *Introductory Provisions*

1. The Legal Representative declares that (s)he agrees with the student’s participation in the Course.
2. The student is obliged to properly attend the Course, exert maximum effort to meet the objectives of the Course, and follow the instructions of the Faculty of Arts or persons authorized by the Faculty relating to the Course and its accompanying activities.

b) *Payment*

1. The Student agrees to pay the Course Fee, as specified in Section V. of this application form (hereinafter the “Course Fee”), into the bank account of the Faculty of Arts specified at the top of this application form, using the provided variable symbol and via online payment:
  - if a visa is required: no later than 90 days before the first day of the Course;
  - if no visa is required: no later than 21 days before the first day of the Course.
2. In case of cancellation of this binding application more than 30 days prior to the beginning of the Course, 90 % of the Course Fee shall be refunded.
3. The Course Fee is non-refundable in the event of: cancellation of this binding application less than 30 days prior to the beginning of the Course; failure to commence studies in the program as of the date of its commencement (enrolment); termination of participation in the program during the Course period at the request of the Student or his/her Legal Representative or due to his/her expulsion from the Course by the administrator.

c) *Basic rights and obligations*

1. The Faculty of Arts has the right to cancel the Course without refund due to extraordinary organizational difficulties, such as natural disasters, up until the start of the Course. If this is the case, the Student cannot claim an alternative program or reimbursement for any costs or damages. The Faculty of Arts agrees to inform the Student and his/her Legal Representative of the cancellation of the Course as soon as possible before commencement of the Course and to return the Course Fee within 30 days of notice of the cancellation. The Student shall be offered the possibility of participating in the Course on an alternative date.
2. The Faculty of Arts does not perform supervision over the Student and assumes no responsibility for her/him.

3. The Faculty of Arts will inform the Student at the beginning of the Course of its exact program and the applicable organizational and safety rules. The Student is obliged to comply with the program and the safety rules.
4. The Faculty of Arts has the right to expel the Student from the Course:
  - a. If (s)he fails to observe the instructions of the Faculty of Arts or persons authorized by the Faculty relating to the Course and its accompanying activities.
  - b. In case of serious disturbance of the Course or its accompanying activities, or in case of gross indecency during the entire term of the Course that could harm the good name of the Faculty of Arts.
  - c. The Student shall be expelled from the Course without compensation in case of an unexcused\* absence of 10 days in total. The Faculty of Arts shall inform the Student's Legal Representative and the Foreign Police without delay of the expulsion.  
\*Unexcused lessons are lessons which were not excused in advance or the same day of the lesson.
5. Upon successful completion of the Course, the Faculty of Arts shall issue a confirmation in the form of an official certificate of completion. This certificate will be given to the Student on the last day of the teaching period.
6. The Student is obliged by law to obtain health insurance for his/her stay in the Czech Republic and to be in possession of proof of this health insurance
7. The Student declares that (s)he has an elementary working knowledge of English OR Czech.
8. The Legal Representative acknowledges that the Faculty of Arts does not provide accident insurance to the Student for the duration of the Course, and that it is the Legal Representative's responsibility to take out accident insurance for the Student.
9. The Legal Representative may at any time in writing deregister the Student from the Course.
- d) *Declarations of the Student and the Legal Representative*
  1. The Legal Representative acknowledges and agrees with the fact that the Faculty of Arts does not perform supervision over the Student and that Legal Representative is solely responsible for the Student.
  2. The Student and the Legal Representative declare that the Student's state of health allows his/her participation in the Course, that the Student is not suffering from any infectious diseases, that the Student is reasonably aware of his/her medical condition at a level appropriate to his/her age (including potential symptoms of long-term or chronic diseases such as allergies, epilepsy, etc.) and will be provided with any medication (s)he may need to take during the term of the Course.

## **IX. Information about the processing of personal data**

### *a) Personal data controller*

The personal data controller is Charles University, Ovocný trh 560/5, 116 36 Prague 1, ID no. 00216208, contact address: Faculty of Arts of Charles University, nám. Jana Palacha 1/2, 116 38 Prague 1 (the "Controller").

The controller, its employees, and any contractually bound personal data processor have access to the supplied personal data.

### *b) Personal data protection officer*

Charles University's personal data protection officer may be contacted at the e-mail address [gdpr@cuni.cz](mailto:gdpr@cuni.cz).

### *c) Scope of processed personal data*

The controller will process personal data in the scope supplied in relation to registration for the Czech Studies program (hereinafter Program). In case of student younger than 18 years old, the controller will process personal data of his legal representative as well.

*d) Purpose and legal basis for processing personal data*

The controller will process the supplied personal data for the following purposes:

- 1) Organization of the program, i.e. program registration, preparation of program materials, issuing receipts, contacting people in relation to the program, including sending a satisfaction survey for improving the provided services relating to the program and resolving any discrepancies or disputes that could arise in this context;
- 2) Fulfilling accounting, tax, archival, and similar duties in relation to the relevant institutions or authorities;
- 3) Sending e-mail messages for direct marketing, i.e. offering the controller's products and services, including sending commercial communications.

The legal basis for processing the supplied personal data is the necessity of processing for:

- 1) Fulfilling the contract arising between the data subject and the controller upon registering for the program and whose subject matter is participation in the program, including the resolution of any deficiencies or disputes that could arise during fulfilment of the contract; this legal basis is established under Article 6(1b) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (the "GDPR");
- 2) Fulfilling the legal duties relating to the controller, in particular under:
  - a) Act no. 563/1991 Sb., on Accounting, as amended,
  - b) Act no. 586/1992 Sb., on Income Tax, as amended,
  - c) Act no. 499/2004 Sb., on Archiving and Filing Services and on changes to certain acts, as amended;

This legal basis is established under Article 6(1c) of the GDPR;

- 3) The authorized interests of the controller:
  - a) The possibility of the effective protection of the controller's rights during any disputes that could arise as a result of the contract between the data subject and the controller by registering for the program,
  - b) Sending commercial communications as set out in Act no. 480/2004 Sb., on certain information society services and on changes to certain acts (Act on Certain Information Society Services), as amended;

This legal basis is established under Article 6(1f) in conjunction with paragraph 47 of the Recitals of the GDPR;

- 4) The explicit consent provided by completing the optional information in the program registration form; this legal basis is established under Article 6(1a) and Article 9(2a) of the GDPR.

Hence, except for the optionally completed data, processing is possible even without explicit consent based on the above-stipulated legal grounds. It is completely up to data subjects whether they would like to participate in the program, and therefore, the provision of personal data is not in any way mandatory. However, if the personal data indicated by the controller as mandatory for organizing the program are not provided, it will not be possible to participate in the program.

*e) Period of processing personal data*

The controller will process the supplied personal data for a period of at least three years after the end of the program, however, no longer than the period during which it is required to perform its duties under law relating to accounting, taxes, filing services, and archiving, or for a period necessary for

ensuring the effective protection of controller's rights when resolving any disputes that could arise in relation to the contract between the data subject and the controller by registering for the program, or for a period based on the rules of the controller of the program.

*f) Transferring personal data*

The controller is entitled to transfer the supplied personal data to a third party either based on an agreement on the processing of personal data or in relation to resolving any discrepancies or disputes that could arise during fulfilment of the program agreement.

*g) Rights associated with personal data protection*

The data subject has the following rights in particular:

- 1) The right to request access to personal data and information relating to what personal data are disclosed, in what manner, and to whom,
- 2) The right to request deletion of the personal data, if the data subject feels that there are no grounds for processing the data,
- 3) The right to request corrections or additions to the personal data, if the data are not precise or complete,
- 4) The right to object to the processing of personal data,
- 5) The right to refuse the processing of personal data until the legitimacy of an objection or complaint relating to the processing of personal data has been resolved,
- 6) The right to request the possibility of transferring personal data to another controller,
- 7) The right to submit a complaint to the supervisory authority, which in the Czech Republic is the Office for the Protection of Personal Data ([www.uoou.cz](http://www.uoou.cz)).

The data subject may exercise its rights vis-à-vis the controller:

- 1) By e-mail with a certified electronic signature sent to the address [gdpr@cuni.cz](mailto:gdpr@cuni.cz);
- 2) Electronically by a data message sent to data box ID pijj9b4;
- 3) On paper with a certified signature delivered by a postal carrier service.

Details relating to exercising rights and other rights of data subjects are specified in the GDPR.

*h) Additional information relating to the program*

As a part of the program, audio, visual, or audio-visual recordings of the program, including photos and verbal discourse of participants, could be made for the media and documentary needs of the controller.

**By signing the application form, you confirm that you have been familiarized with the information on the processing of personal data and for optional data, you provide your explicit consent to their processing.**

The Student and the Legal Representative acknowledge the stated facts, agree with the organizational terms and conditions and confirm the accuracy of the above-specified data through their signatures.

2 Attachments: Statement by the Faculty of Arts, Detailed Teaching Schedule

In \_\_\_\_\_

On \_\_\_\_\_

.....

Legal Representative:

.....

Student

## First Attachment to the Binding Application

### **Statement by the Faculty of Arts of Charles University concerning the organisation of language and training courses for studying in accredited study programmes at universities in the Czech Republic, called “Czech Studies”**

The Faculty of Arts of Charles University (hereinafter the “Faculty of Arts”) organizes for foreign students **language and training courses** for studying in accredited study programs at universities in the Czech Republic, called “**Czech Studies**”.

The Faculty of Arts repeatedly represents that while organising such courses and their implementation **it does not cooperate and has not cooperated with any intermediary agency** (e.g. ICJ CZ s. r. o. or EWTCON s. r. o.), and contrary information presented on some websites is false. All payments connected with those courses have to be made only directly to the account or in cash in favour of Faculty of Arts and in amount stated in the Binding Application for the course. All the instruction will take place in the premises managed or occupied by the Faculty of Arts at Jana Palacha 1/2, Prague 1, Celetná 20, Prague 1, and Na Příkopě 584/29, Prague 1. Any failure to attend any classes held there, to pay any tuition fee to any account other than that specified in the course application or to comply with any of instructions given in a uniform confirmation of admission to studies results in the obligation of the Faculty of Arts under Section 107 (5) of Act 326/1999 Coll., on the residence of foreign nationals in the Czech Republic and amending some laws, as amended, to notify the Ministry of the Interior of the Czech Republic that the studies have not been commenced or have been interrupted or terminated. Any offer from intermediary agencies for any assistance in the administration of issues connected with the admission to studies or stay in the Czech Republic is in no way supported by or associated with the Faculty of Arts.

**Any information given by any intermediary agency to the effect that such agency cooperates with the Faculty of Arts in the organisation and implementation of the above-mentioned courses, or that the payments should be made in favour of other entities or that the instruction within the “Czech Studies” programme is held at locations other than the official addresses of the Faculty of Arts is false, damages the reputation of the Faculty of Arts and may also cause harm to the applicants for or participants in those courses.**

**Second Attachment to the Binding Application**

**Czech Studies Program  
Semester(s) Structure**

**ACADEMIC YEAR 2026/2027: September 7, 2026 – June 30, 2027**

**WINTER SEMESTER 2026/2027: September 7, 2026– January 17, 2027**

**September 7, 2026** **Week 1:** orientation, introductory lessons

**October 5, 2026** the latest day of joining the program

**September 14 – December 11, 2026** **Weeks 2–14:** regular lessons, final exam

First or second weekend in December Czech Language Certificate Exams

**December 12, 2026 – January 17, 2027** individual consultations

**SUMMER SEMESTER 2026/2027: January 18, 2027 – June 30, 2027**

**January 18, 2027** **Week 1:** orientation, introductory lessons

**February 15, 2027** the latest day of joining the program

**January 25 – May 21, 2027** **Weeks 2–18:** regular lessons, final exam

Third or fourth weekend in May Czech Language Certificate Exams

**22 May – June 30, 2027** individual consultations