

Early leaves

If you want to leave CZ, any type of trip, even just for the weekend (eg.to Germany), you have to let the school know. You need to fill in a request form, your class teacher will take note and sign the form. You then take the signed form to the Study Dept. for the Director's consideration.

You have to write the exact date of your departure and your return, the reason for the trip (holiday with your family, visiting a relative, illness, ...) and your signature.

The request must be handed over in time! It will not be possible to hand in the request one day before you want to leave (or after you have come back). The Study Dept. has 3 days to reply to your request.

If you are over the age of 21, it will be enough if you just present the request. If you are between the ages of 18 to 20, you need to present the request plus your parents need to write an email to the school to (jana.tomasova@ujop.cuni.cz) that they are aware of the fact that you intend to travel abroad, and as an attachment, send a scanned statement of their consent along with their signatures. If you are under the age of 18 at the time of your trip, ie. if you are a minor, you also have to present the request and your parents have to send by fax to the school a statement stating that they know about your trip out of CZ to: +420 325 614 453 Should your parents have a problem with sending a fax, they can also send their consent of your early leave from school in an attachment with their email to (jana.tomasova@ujop.cuni.cz), but the scanned attachment must contain your parents' notarized signatures.

NB.: Early leaves do not apply to scholarship holders who are studying here at the expense of our government. According to the Ministry of Education, Youth and Sport they may not leave the school early.

Example: You would already like to leave on 20. 12. 2015 and come back on 3. 1. 2016, and you are 20 years old.

You will fill in the request with the exact dates of your departure and return to CZ and the reason for your departure. You then hand it over to your class teacher for his/her consideration and signature. Next, when signed, you take it to the Study Dept. for the Director's consideration. Furthermore, your parents will also send an email to the school Study Dept. (jana.tomasova@ujop.cuni.cz) saying that they know about your trip abroad (exact dates needed).

One more example: You are 17, you are leaving on 23. 12. 2015 and you want to come back after the school holiday ends on 6. 1. 2016.

You fill in the request, hand it over in the Study Dept. and, in addition, your parents will send a fax to the school stating that they know about your absence from school (again the email must include the dates of your departure and return).

In case you do not present a request, go abroad and the school finds out later, your behaviour will be judged as a serious violation to the study regulations at the school disciplinary proceedings.

Should you have any doubts or questions, please see your class teacher or the school administration.