



## CET Prague Academic Policies

CET is committed to maintaining the highest academic standards in all of its programs, and to equipping all CET students for academic success abroad. CET asks students to approach their academic work with seriousness, dedication, and honesty, and to respect the rights of their classmates, roommates, and faculty to do the same. The following policies aim to safeguard these standards. Violation of the academic policies may result in grade reductions, disciplinary action and/or dismissal from the program. CET may be in touch with students' home institutions on any matter relating to their academic performance onsite.

### Attendance & Participation

Mandatory attendance is a primary requirement for a responsible learning experience. Please consider that every absence has the potential to lower the final grade, as it may affect the "attendance and participation" portion of your grade or result in missing key information that could appear on quizzes or exams. In addition, professors take attendance at the beginning of the class. If you are more than 10 minutes late, professors mark one hour of absence from class. Onsite visits count as regular class hours. A no-show to a site visit counts as an absence.

### CET Prague Attendance Policy:

To ensure an optimal academic experience, students should attend all of their classes; however, in order to accommodate periods of illness, the observance of religious holidays and personal travel, students may manage their absences according to the following policy:

- The student may incur up to **20 hours of absence** across all of their courses during the term. The student must not exceed **6 hours of absence** in any **single class**.
- For each hour of absence exceeding the 6-hour limit in a single class, professors automatically lower the student's attendance and participation grade by 5 points. For example, if a student has already missed two, 3-hour class sessions and misses a third class (thus reaching a total of 6 hours of absence in that class), their final participation grade will be automatically lowered by 5 points, for example from a 90 to an 85.
- Please note that remaining within the 6 hour per class absence limit does **NOT** guarantee a participation grade of 100, as your physical presence in class is only a small contributing factor to successful course participation.
- The program does not distinguish between "excused" (i.e. for illness) and "unexcused" (i.e. for travel) absences; all absences are tallied according to the same system. Expect that you will have some absences during the term that you did not anticipate – for example if you become sick – and keep this likelihood in mind if you also plan on being absent from class to accommodate a personal trip.
- Except in the event of a serious, documented illness or emergency, the student may not make up a quiz or exam scheduled on a day that they are absent. The student will receive an F for any missed quiz or exam. The student is responsible for informing the professor if they plan to be absent and inquiring about homework assignments and missed work. In the event of a serious illness when a student is absent from more than one day of classes, students may be able to make up unexcused absences by doing make-up work only if a doctor's note is produced.
- Exceeding the 20 hour limit for absences across all courses will result in the re-evaluation of the student's status in each of his/her classes and the program. In extreme cases, CET reserves the right to expel the student with no refund for any unused portion of the program and no passing grades for the classes taken.
- A student who is more than 10 minutes late to the start of class will incur one hour of absence.

### Tardiness

All students must show respect for their teachers and classmates by being prompt. Tardiness will affect a student's grade; a tardy of more than 10 minutes counts as one hour of absence.

### Course Load

Course Load All CET students must take a full course load regardless of individual credit requirements. Students may underload or overload only with a documented compelling need and the express permission of their home institution. Curricular requirements for each program are listed on the CET website.

## **Exams and Assignments**

Students are required to take all exams as scheduled, and to submit all assignments on time. Exceptions are made only for documented academic, medical, or personal extenuating circumstances, and must be approved by program faculty and on-site academic staff.

## **Adding, Dropping and Withdrawal from Courses**

Students are permitted to make changes to their enrollments during the first week of classes, from **Friday, January 26 to Friday, February 2**. During this period, students may also audit classes in which they are not currently enrolled. Requests to add or drop a course must be approved by the academic staff. Students will need a documented reason from their advisor or study abroad office to make a class change. No changes to the general academic schedule will be made to accommodate an individual student's request to add a course. A student may not add a course if the class is already fully enrolled (maximum allowed enrollments vary based on the content and nature of the course) or drop a course if it falls under minimum enrollment. Class changes are

Students must demonstrate a compelling academic, personal, or medical reason to withdraw from a course after the Add/Drop period has concluded, and permission to do so is subject to the discretion of CET onsite academic staff. Courses from which a student has withdrawn are marked as 'W' on the student's transcript. No withdrawals are permitted within four weeks of the conclusion (two weeks for summer) of the class; failure to complete the course after that point, or an unauthorized withdrawal from it, results in an 'F' for the course.

## **Credit Transfer**

It is each student's responsibility to ascertain how work completed on a CET program transfers to their home institution, and what kind of documentation is necessary to ensure credit. CET strongly recommends that students confirm transferability of all course credits prior to their departure. Syllabi of record and information about CET credit recommendations are available on the CET website.

## **Academic Integrity**

Academic dishonesty of any kind during the program—from the start of the application process to the end of final examinations—is not tolerated. Academic dishonesty includes but is not limited to:

- Plagiarizing or using someone else's work without proper documentation.
- Cheating or helping a classmate cheat.
- Falsifying academic records.
- Submitting the same work in two different courses, or submitting work that has already received credit at another program or the home institution.

If students have any doubt about what might constitute plagiarism, it is their responsibility to consult with faculty or onsite academic staff. Academic dishonesty may result in failure of the course(s) in question, notification to the home university and/or dismissal from the program. Please see academic handbook for more details on proper citations and what can constitute plagiarism.

## **Research Ethics**

Students who plan to conduct research on the program are responsible for ensuring that it confirms to best ethical practices and any requirements of their home school's Institutional Review Board (IRB).

## **Grading**

All CET programs use the following scales in assessing student performance.

#### *Quantitative scale*

A:	93-100%
A-:	90-92%
B+:	87-89%
B:	83-86%
B-:	80-82%
C+:	77-79%
C:	73-76%
C-:	70-72%
D+:	67-69%
D:	60-66%
F:	59% and below

#### *Qualitative scale*

**A range:** Excellent. Consistently outstanding performance throughout the semester, with plus grades being reserved for superior work that surpasses all standards listed in the course syllabus.

**B range:** Good. A solid performance that is above average but not outstanding.

**C range:** Satisfactory. An average performance wherein the student has achieved the minimum criteria listed in the course syllabus.

**D range:** Minimal pass. Work is seriously deficient in multiple areas including reasoning, writing, attendance and participation.

**F: Failure.** Work that fails to meet the minimum criteria in all aspects.

#### **Grade Appeal**

Students have the right to appeal any grade that they feel has been unfairly granted. Students receive their final grades after the end of the program when CET sends transcripts to each student by email. After receiving their transcript, if a student would like to contest a particular grade, he/she must complete and submit the "Grade Appeal Form" within 20 days after CET emails the official transcripts. Note that CET will only consider grade appeals if the student has filled out the form in its entirety. CET will NOT consider incomplete forms, proposed appeals in other formats (by email, letter, phone) and forms completed after the deadline.

#### **Transcripts**

Students receive an official transcript 6 to 8 weeks after the conclusion of the program. CET forwards official transcripts to home institution registrar offices within the same time frame. Additional transcripts may be requested for a fee.

#### **Participation and Behavior**

We insist on correct, active and responsible participation in the classroom as well as during onsite visits. Visits are the same as lectures in class, i.e. an integral part of the course program that provide information essential to the exams.

- **Use of smartphones is not allowed during class hours. Use of computer during class is allowed if you have documented academic reason for using it.**
- Under no circumstances may friends, family or anyone not enrolled in the course join the class or any onsite lectures or visits.
- No eating is allowed in class.
- Keep classrooms clean and organized. Do not leave your trash on the floor by your desks.
- Be respectful of your professor's time. Do not expect that your professor will see or respond to an email sent late

at night or shortly before a class appointment.

- Students must behave in a respectful manner on school premises.
- Make sure you always have your map and know where to go. Each student is required to know exact meeting points and times for scheduled outside visits. Getting lost is not an acceptable reason to be late to class.
- Lectures and onsite visits begin on time. Students are expected to be prompt, as professors and CET staff will not wait for you. Instead, if you miss a tour or visit, it will be considered an absence.
- If absent, please find out what you missed and where to meet for the next lesson. It is student's responsibility to make up the subject matter of missed lessons and to obtain copies of handouts from someone other than the professor or CET staff.
- Coming late and leaving early will affect your attendance and participation grade.

