

Charles University, Faculty of Social  
Sciences

Institute of Political Studies

**Director's Decree No 3/2023  
(replaces Decree 1/2021)**

Title:

**Establishment of rules for consultation and office hours at the IPS**

Effective date: 1.3.2023

In Prague on 24.2.2023

PhDr. Petr Jüptner, Ph.D.

Director of the Institute

**1. Consultation hours**

-Consultation hours are scheduled at intervals determined by the FSV [timetable](#) for a given year during the teaching and examination period.

- All academic staff, lecturers, PhD students and external teachers who are involved in teaching in a given semester are required to attend the consultation hours. Consultations are only listed via the FSV Consultations module at [consultation.fsv.cuni.cz](http://consultation.fsv.cuni.cz)

Minimum volume of consultations

AP, L	time 1	90 minutes per week
	time 0,75	75 minutes per week
	time 0,5	45 minutes per week
	time 0,25	30 minutes per week
PhD students, externs	participates in teaching	60 minutes per month in a given semester

- In the case of vacation, business trip or incapacity for work, the employee notifies the head

of the department and the secretariat, cancels the slots in the consultation module and the secretariat posts the information on the IPS website.

-Summer holidays (July-September) will be posted on office doors by the Secretariat.

-Consultation hours always take place in the IPS buildings where the staff are teaching.

-Attendance in the slots is not subject to student reservation. Even if a student does not log in via the module, staff are required to be present in their office.

-The employee is obliged to increase the volume of the announced consulting hours if his/her job description (determined by the head of the department) requires it.

## 2. Office hours

-Office hours are listed in the same way as consultation hours in the consultation module during the teaching and exam period.

-In the absence of the Director or the Heads of Departments, the Deputy Head or the Director shall write out the office hours.

Minimum volume

Director	one hour per week
Heads of Departments	one hour per week
programme guarantor/coordinator	one hour per week
CDS	one hour per week
Alumni, internships	one hour per week

- Department Heads (AP, L, externship PhD students), CDS Heads (CDS), Director (Alumni, Internships) are responsible for compliance with this ordinance.