

Charles University, Faculty of Social Sciences

Institute of Political Studies

Notice of the Director no. 3/2025
(replaces Notice of the Director no. 4/2021)

Title:

Guidelines for Creating Schedule for IPS

In effect from:

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Director of IPS

1) By **June 18 / November 20**, the schedule coordinator will contact the instructors with a request to fill in their scheduling preferences via a Google Form, which will also include a list of courses taught. If an instructor does not find their course in the list, they must immediately contact the schedule coordinator. The schedule coordinator will also provide the instructors with an overview of IPS classrooms along with information about their capacities.

2) By **5 July / 1 December**, course guarantors are required to submit, via a Google Form, the percentage share of each instructor's teaching involvement. This percentage share, together with the extent of the teaching provided, will serve as the basis for calculating teaching remuneration and for assigning teaching doctoral students. Any modifications or additions of instructors after this deadline require the director's approval.

3) By **5 July / 1 December** at the latest, instructors will provide the following information:

- a) Teaching time preferences: instructors may either select the option "same as last year," specify a general timeframe (e.g., Monday, Tuesday afternoons, Wednesday mornings, etc.), or provide at least four specific preferred time slots. Preferences must take into consideration the available space. Where a course has multiple instructors, the course guarantor will coordinate and unify the preferences.

- b) Indication of preference for teaching two consecutive courses or for having a break between them.
- c) Indication of negative time preferences (up to a maximum of eight time slots during which the instructor does not wish or is unable to teach).
- d) Information on whether, in the case of block teaching (two lectures once every two weeks), they prefer an odd or even week. Given the growing number of courses and the space constraints, block teaching is primarily allowed for external lecturers, visiting instructors, and those with a workload of 0.25 or less; for others, it is permitted only for serious reasons.
- e) Request for equipment beyond the standard setup (e.g., for hybrid teaching). A computer, screen, and overhead projector are available in every classroom.
- f) Indication of preference for either a standard classroom or a seminar-style room with movable desks.
- g) Expected limit in the number of students.
- h) Additional course details, such as the number of seminar groups for practical courses, fixed order of lectures and practical courses, etc.

*Courses that **will be announced later will have the lowest priority when creating the schedule** – for example, courses taught by foreign instructors (i.e., it can be assumed that they will only be assigned classrooms during "unattractive" time slots).*

4) The schedule coordinator will create the schedule according to the submitted preferences based on the following principles:

- a) The basis for creating the schedule is the schedule from the corresponding previous semester.
- b) Obligatory courses are given precedence when creating the schedule. Obligatory courses for a single field of study may not overlap.
- c) If two obligatory or two optional courses overlap, preference goes first to the course of an external instructor, then to the course of an instructor with a workload below 1.0 (doctoral students are not regarded as external instructors in this context).
- d) If, after considering all preferences, further clarification from instructors is needed, the schedule coordinator will request it. However, instructors are no longer allowed to unilaterally change the preferences they have submitted.

5) The first version of the schedule will be created by **August 7 / January 13** and sent to the instructors. This will be followed by at least 7 days for reporting discrepancies and overlaps. The final version of the schedule will be completed by September 5 / January 23, submitted to the chief secretary of the institute, and sent out to the instructors. **The final schedule will be posted and uploaded to the SIS no later than one week before the start of course registration.** Instructors are required to verify that the schedule in the SIS matches the final version.

6) Course guarantors are responsible for updating and completing syllabi by August 31 / January 23 at the latest.

7) Non-obligatory courses with fewer than 5 enrolled students will be moved to the "not taught" category during the second week of classes. In such cases, students may submit a request for late enrollment in a substitute course to the secretariat (by the end of the second week of classes) or to the vice-dean for student affairs (after the second week of classes).

8) In case of a non-obligatory course, the instructor is responsible for setting enrollment limits that correspond to the available space. For capacity reasons, it is advisable to set the maximum capacity of an elective course to no more than 1.5 times the capacity of the assigned room.

9) If higher student interest in the course is expected, the instructor may request to set up a parallel course. If it becomes obvious - after the semester starts - that the room capacity is inadequate, it is also possible for instructors to swap the large and small rooms.

10) Due to the building's capacity limits and the allocation of large rooms among institutes, it will not be possible to provide an unlimited number of large rooms for elective courses. Large rooms will be primarily reserved for obligatory courses or for courses that serve multiple study programs.

11) When planning special and guest lectures in large rooms, the organizer contacts the schedule coordinator to confirm that the room is available on the planned date. Only after this confirmation does the organizer finalize the date with the guests.