

The Ministry of Education, Youth and Sports has registered in accordance with Section 36(2) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments to Other Acts (the Higher Education Act), as amended, under Ref. No. MSMT-19110/2023 Study and Examination Regulations of Mendel University in Brno as of the date of signing the registration.

The first Amendment of the Study and Examination Regulations of Mendel University in Brno was registered under Section 36(4) of the Higher Education Act on 6 October 2023 under Ref. No. MSMT-25014/2023

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**First consolidated version of the
STUDY AND EXAMINATION REGULATIONS
of Mendel University in Brno
of 6 October 2023**

PREAMBLE

In accordance with the relevant provisions of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments to Other Acts (the Higher Education Act), as amended (the "Act"), and the Statutes of Mendel University in Brno (the "University statutes"), these Study and Examination Regulations (the "Regulations") set out the rules of study at Mendel University in Brno (the "University").

**PART ONE
BASIC PROVISIONS**

**Article 1
Introductory provisions**

- (1) Educational activities in programmes other than those referred to in Article 2(1) shall be governed by internal regulations issued for that purpose.
- (2) The Dean is responsible for the organisation, administration, implementation and control of educational activities at the faculty, while the Rector is responsible for studies carried out at the University. The Dean may delegate this responsibility or part of it to designated Vice-Deans. Where rights and duties are conferred on the Dean in these Regulations, they are exercised by the Rector in the case of studies not carried out in faculties.

**Article 2
Educational activities**

- (1) The University and its units carry out educational activities in accredited study programmes:
 - a) bachelor's programmes under Section 45 of the Act,
 - b) master's programmes following a Bachelor's degree programme (hereinafter referred to as "follow-up Master's degree programme") pursuant to Section 46 of the Act,
 - c) doctoral studies pursuant to Section 47 of the Act.
- (2) In accordance with Section 21(1)(h) of the Act, the list of accredited study programmes is published in the public section of the University's website.
- (3) Educational activities are carried out in the language in which the study programme is accredited.
- (4) Electronic study records are provided through the University Information System (hereinafter referred to as the "UIS") and other information systems used at the University. Information related to studies or information whose publication is required by these Regulations shall be published through the UIS. Where required by law or other special legal regulations, information is published in Czech and English:
 - a) on the University's public notice board and the public notice boards of the individual University units,
 - b) in the public section of the University's website and University units.

**Article 3
Inter-University and University studies**

- (1) Inter-University studies mean studies:
 - a) in a programme accredited by the University, in the implementation of which other legal entities listed in the accreditation decision also participate,
 - b) in a programme accredited by another legal entity, in the implementation of which the University or a University unit participates based on the accreditation decision.
- (2) University studies mean studies in study programmes accredited by the University.
- (3) The rules for the implementation of the studies referred to in paragraph 1 shall be governed by a contract concluded for this purpose between the University and another University or other legal entity. The contract contains in particular:
 - a) admission requirements,
 - b) the method and timing of the transfer of study records between the Parties,
 - c) organisation and provision of teaching,
 - d) conditions for the provision of state examinations,
 - e) the specification of the University diploma,
 - f) provisions on the funding of inter-University studies,
 - g) whether the student is enrolled at the University or one of its units,
 - h) designation of the person responsible for the organisation of inter-University studies.

PART TWO
STUDIES IN BACHELOR'S AND FOLLOW-UP MASTER'S DEGREE PROGRAMMES

Article 4
Admission to studies and admission procedure

General and other conditions for the admission of applicants to study in study programmes are laid down in Sections 48 and 49 of the Act, and the procedure for the admission of applicants to study in study programmes is laid down in Section 50 of the Act. If, as a result of a measure and decision of a public authority, it is not possible for the applicant to be present in person at the premises of the University, the applicant may be allowed to participate in the admissions procedure or a part thereof by means of distance communication tools; the Dean shall determine the detailed conditions of the admissions procedure.

Article 5
Enrolment in studies

- (1) A candidate admitted to study in a study programme carried out by a University or a University unit shall be entitled to enrolment in studies and enrolment in the first semester. The applicant becomes a student of the University and the relevant University unit on the date of enrolment. Applicants have the right to be enrolled in all study programmes to which they have been admitted. The decision granting the applicant's application for admission to studies is delivered via the UIS if the applicant has agreed to it in advance on the application form.
- (2) The applicant is obliged to enrol in studies in the regular or one alternative term, either in person, on behalf of a proxy or electronically via the UIS, if the admission conditions of the individual faculties allow it. Regular and alternate dates are set by the Dean.
- (3) The applicant may excuse himself/herself in writing from attending the enrolment:
 - a) before the enrolment date,
 - b) on the day of the enrolment deadline or after the enrolment deadline, only for serious and demonstrable reasons, but no later than 7 calendar days after the regular enrolment deadline.
- (4) The Dean decides on the excuse and the alternative date of enrolment in studies. If the Dean accepts the excuse, he/she will set an alternative date for enrolment.
- (5) An applicant who has been admitted to studies and fails to appear for enrolment within the time limit set in paragraph 2 shall lose the right to enrol if he or she
 - a) has not apologised in accordance with paragraph 3,
 - b) apologized, but his/her apology was not accepted.

Article 6
Enrolment in the next semester of studies

- (1) The dates of enrolment in the next semester of studies are set by the academic year schedule.
- (2) The student is obliged to enrol in the next semester within the specified enrolment dates.
- (3) To enrol in the second semester, a student must have earned at least 15 credits in the first semester. To enrol in the next semester, the student must have earned a minimum of 40 credits in total for the last two semesters studied. If the student has less than 30 credits remaining in the minimum number of credits prescribed for the successful closure of studies, then the student does not have to fulfil the obligation stated in the previous sentence. In justified cases, the Dean may grant an exception to these rules.
- (4) In order to enrol in studies in the next semester, a student must not have been enrolled twice in the current study course and at the same time not properly completed the course (hereinafter referred to as the "course"). The student may request cancellation of the enrolment in such a course in accordance with Article 18(13).
- (5) If a student fails to enrol by the specified deadlines without a duly justified excuse, he/she has not fulfilled the requirements of the study programme under these Regulations.
- (6) Students are required to be enrolled in at least one course in each semester of studies. A student does not fulfil the obligation in the previous sentence if he/she is enrolled only in a sport course. This obligation does not apply to students who meet the conditions for admission to the final state examination pursuant to Article 22(1).
- (7) The student has the possibility to enrol in a course of the study programme even during a study abroad stay if the conditions for completing the course allow it.

Article 7
Other student obligations related to studies

- (1) The student is obliged to provide the necessary cooperation in securing his/her studies, in particular:
 - a) to keep track of his/her studies in the UIS, especially the status of his/her studies and the results of exams taken. Any discrepancies should be resolved through the course teacher, course guarantor, or the study department within 7 calendar days of the discovery of the discrepancy,
 - b) to notify the study department of changes concerning the permanent residence address, delivery address, address of the declared place of residence of foreigners, address of the data box, changes pursuant to Article 11, paragraph 8, as well as changes to other data necessary for the proper maintenance of his/her study records (in particular, change of surname, change of citizenship, etc.) within 30 calendar days of the occurrence of the event, via the Contact Centre or Personal Administration application in the UIS,
 - c) to immediately report to the study department, the loss of medical fitness for studies, if this fitness was a condition for admission to studies pursuant to Section 49(1) of the Act, or a temporary change in medical fitness for studies that prevents the fulfilment of study obligations,
 - d) to excuse the absence from class or the course completion and provide evidence of this excuse within 7 calendar days,
 - e) to appear in person at the study department within 7 calendar days of the receipt of the summons.
- (2) The student is required to check electronic mail received to the assigned University e-mail address, documents stored in the UIS Repository and the University and Faculty public notice board at least once every 7 calendar days. Messages delivered to the University email address are notified on the first day following the message becoming available on the University email address.
- (3) Outside the teaching, registration, enrolment in semesters and examination periods, the time limits referred to in paragraph 1(a) and paragraph 2 shall be doubled.
- (4) The student is obliged to check and confirm the accuracy of the data recorded in his/her personal administration in the UIS immediately before enrolling in the next semester.

Article 8
Disciplinary offences

The student is obliged to refrain from fraudulent or other unfair conduct in connection with his/her studies or participation in a creative activity, or fraudulent or unfair conduct towards the University, a unit of the University, a student or an employee of the University. In particular, the student must not:

- a) discriminate against or favour members of the University's academic community and others and restrict the rights of others,
- b) commit fraudulent or other unfair acts in the course of studies, in particular in the verification of knowledge and skills, including the misuse of personal data,
- c) use the results of other people's creative activity as their own,
- d) seek to obtain an undue advantage in connection with their studies and creative activities,
- e) damage University property,
- f) disseminate and use false information and falsify data,
- g) commit offences specified in the disciplinary regulations of the University or the faculties concerned.

Article 9
Scheduling of the academic year

- (1) The academic year lasts 12 calendar months. It begins on the first of September unless the Rector specifies otherwise in the academic year schedule.
- (2) The basic time unit for the creation of curricula and the monitoring of compliance with the requirements arising from the study programmes under these Regulations is a semester.
- (3) The academic year is divided into winter and summer semesters, and each semester has a defined teaching period and examination period. The teaching period may be divided into shorter periods of time, which are stages or blocks.

- (4) Teaching in the semester is organised according to weekly timetables, block teaching or teaching with special timetables.
- (5) The scheduling of the academic year is determined by the schedules of the University and the University units. The University schedule contains the basic layout of the academic year, in particular the start of semesters, registration periods, enrolment periods, teaching periods and examination periods. The University's schedule is followed by the schedules of the University units.
- (6) By mid-May of each calendar year at the latest, the University schedule for the following academic year is published, and by the end of May, each of the University units publishes its schedule in the public section of its website.
- (7) If, as a result of the actions and decisions of a public authority, there is a significant disruption to teaching, the University schedule and the schedules of University units may be adjusted during the academic year.

Article 10 **Study programme**

- (1) A study programme is a comprehensive project defining the way of obtaining higher education. Study programmes are carried out at the University or faculties.
- (2) A study programme is characterised mainly by its name, type, form, focus, study objectives and graduate profile.
- (3) Studies in the study programme may be carried out in full-time, distance or combined forms of study.
- (4) If, as a result of the measures and decisions of a public authority, students are prevented from full-time in person education and examination, distance communication tools may be used for teaching, study control or examinations, regardless of the form of study of the study programme, based on a decision of the Rector.
- (5) The profile of the study programme can be:
 - a) vocationally oriented with an emphasis on the mastery of practical skills necessary for the exercise of the profession supported by the necessary theoretical knowledge, or
 - b) academically oriented, with an emphasis on acquiring the theoretical knowledge necessary for the profession, including application in creative activities, and also providing space for the acquisition of the necessary practical skills.
- (6) A study programme belongs to only one field of education if the final state examination tests profiling knowledge or skills in the basic subject areas belonging to one field of education. A study programme is a combined study programme if the final state examination, or the defence of a bachelor's or master's thesis, verifies profiling knowledge or skills in basic subject areas belonging to more than one field of education.
- (7) For each study programme, a programme guarantor is appointed in accordance with Article 30 of the University Statutes and a programme committee.
- (8) The study programme is implemented according to the study plan registered in the UIS, which determines, in particular, the time and content sequence of study courses, the form of their study and the method of verifying the study results.
- (9) No later than 31 May of each calendar year, the University and its units shall publish the recommended study plan in the UIS for the following academic year, consisting of the study programmes in which students will be enrolled, as a content-integrated proposal for the time sequence of studies during the standard period.
- (10) They are permanently published in the public section of the University's website or the University unit's website:
 - a) a catalogue of courses, i.e. a complete list of courses according to the principles of the European Credit Transfer and Accumulation System (hereinafter referred to as the "ECTS"), which students may enrol in, including annotation of the courses, the range of teaching hours, designation of courses – compulsory, selective and elective, credit value, content continuity of the courses, method of course completion and the name of the course guarantor,
 - b) and the conditions for possible restrictions on the enrolment in courses.

Article 11 **Studies**

- (1) The course of study and its proper closure are governed by the ECTS principles.

- (2) The basic unit of study is the course. Each course has a set number of ECTS credits (hereinafter referred to as "credits") based on the typical study load that the student will receive upon successful course completion. One credit is equivalent to 28 hours of study load.
- (3) The minimum number of credits prescribed for the successful closure of studies corresponds to thirty times the standard period of study of the relevant study programme expressed in the number of semesters.
- (4) The condition for proper closure of studies in a study programme is the acquisition of the minimum number of credits prescribed for proper closure of studies for the completion of courses in the specified curriculum structure and the fulfilment of all other conditions of the study programme, including passing the final state examination.
- (5) In the study programmes, courses are divided into compulsory, selective and elective courses. This division of courses is always related to a specific study programme. A compulsory course is a course the completion of which, including the prescribed method of completion, is mandatory for studies in the study programme. A selective course is a course that a student compulsorily chooses from a group of courses that has a requirement in the study plan expressed in terms of the number of courses in the group or the number of credits in the group. A course that is not designated as compulsory or selective within the study programme is an elective course.
- (6) University units may maintain a list of recommended elective courses on their websites that they offer to students of other University units. Similarly, the study plan may be accompanied by a group of recommended elective courses if the sum of credits obtained for the compulsory and selective courses in the study plan is less than the minimum number of credits prescribed for the proper closure of the study in question.
- (7) The conditions for the course completion will be determined by the course guarantor in writing before the beginning of the teaching part of the semester, including attendance requirements, in the course syllabus in the UIS.
- (8) Students have the right, provided that they do not interrupt their studies during this period, to extend the deadlines for the fulfilment of study obligations, as well as for the fulfilment of the conditions for advancement to the next semester by the period during which their maternity, paternity or parental leave would otherwise last, in connection
 - a) with pregnancy and childbirth,
 - b) parenting and childcare,
 - c) or taking a child into care when replacing parental care based on a decision of the competent authority under the Civil Code or legislation governing state social support.
- (9) A student who, no later than the beginning of the teaching part of the semester, submits a certificate of being a sports representative of the Czech Republic in a sport sector, issued by a sports organization representing that sport sector in the Czech Republic, has the right, in connection with this fact, in a given semester, to an extraordinary adjustment of the course of study to enable him/her to participate in the representation and the necessary preparation. The provisions of paragraph 10 shall not apply to this student.
- (10) The maximum study period is set at twice the standard study period set by the study programme. The student is obliged to complete his/her studies properly within the maximum period of study. If a student fails to complete his/her studies properly within the maximum period of study, he/she has not fulfilled the requirements of the study programme under these Regulations and the studies shall be terminated according to Section 56 (1)(b) of the Act. The maximum period of study shall not expire before the expiry of the extension of the period for the fulfilment of study obligations under paragraph 8.

Article 12

Study records

- (1) The University or the University unit at which the study programme is carried out is responsible for the study records.
- (2) The course guarantor is responsible for recording the result of the course completion in the UIS within 7 calendar days from the course completion, but no later than the end of the examination period of the semester. The study department is responsible for recording the results of the final state examination in the UIS.
- (3) Every student enrolled in a course must have a record of course completion within the time limit set by these Regulations.
- (4) The University or a University unit shall issue the student or the person who has completed his/her studies, an extract from the student record upon his/her request.

Article 13
Course guarantor

- (1) The head of the institute is responsible for the proper provision of the teaching of courses guaranteed by the institute.
- (2) The head of the institute, in cooperation with the study programme guarantor, selects the course guarantor, who is an academic staff member.
- (3) The head of the institute is obliged to create conditions for the proper performance of the function of the course guarantor and to regularly monitor their activities within the internal quality assessment processes.
- (4) The course guarantor is responsible for the development of the content and professional level of the course in coordination with the study programme guarantor, as well as for the forms and methods of teaching and the coordination of persons involved in the teaching of the course he/she is guaranteeing.
- (5) The course guarantor for the semester, in coordination with the head of the institute, determines and records in the UIS, lecturers, examiners and practitioners for the course, always no later than the start of the course registration period.
- (6) The course guarantor is responsible for the information published about the course in the course catalogue. At the request of the Dean or a person authorized by the Dean, the guarantor is obliged to correct any deficiencies in the course catalogue within 7 calendar days.

Article 14
Registration and enrolment in courses

- (1) Students apply to enrol in courses through mandatory registration during the registration period specified in the academic year schedule. The registration period precedes the course enrolment period. The registration data is used as a basis for deciding which courses will be offered for enrolment and at what capacity, and for drawing up the schedule. Registration is not carried out by students enrolling in their first study at the University.
- (2) Students receive registration vouchers for their entire studies, which can be used to register for courses equal to 1.2 times the minimum number of credits prescribed for the successful closure of their studies. This number of vouchers may be increased by the Dean upon request in justified cases. The Dean may increase the number of registration vouchers for all students of the faculty if the course of teaching is significantly disrupted as a result of measures and decisions of a public authority.
- (3) During the period set for enrolment in courses, the student enrolls in courses for the following semester, which he/she intends to study in that semester.
- (4) A student may not enrol in courses whose content is identical or substantially overlaps with the content of courses that are part of his/her study plan. In cases of disputes, the Dean decides and may restrict the rights of students to register for courses or enrol in overlapping courses.
- (5) The Dean may limit the number of students who will be enrolled in a course in light of the registration results and in other justified cases. In such cases, the Dean shall determine the conditions for determining the priority of students for enrolment, so that priority is given to students who have applied to enrol in the course during the registration period and to students for whom the course is repeated, in accordance with Article 18(12). Additional conditions for determining priority in course enrolment applicable to all students may be announced by the Rector prior to the opening of registration.
- (6) When enrolling in a course, the student is guided by the curriculum of the relevant study programme.
- (7) A student may change the course enrolment during the period specified in the academic year schedule.
- (8) Until the beginning of the teaching part of the semester, the Dean is entitled to cancel the teaching of an elective or selective course. The Dean is obliged to inform students enrolled in the course of this fact without delay. Students whose course enrolment has been cancelled are entitled to additional course enrolment at the appropriate credit value.

Article 15
Recognition of completed parts of studies

- (1) The Dean may, at the student's request, recognize courses based on
 - a) courses successfully completed in previous or concurrent studies in study programmes carried out at the University or at University units,
 - b) courses successfully completed in previous or concurrent studies at another University in the Czech Republic or abroad,

- c) courses successfully completed in an accredited educational programme at a higher vocational school,
 - d) courses successfully completed in previous or concurrent study of accredited study programmes within the framework of lifelong learning, or
 - e) a certificate confirming the student's knowledge or skills.
- (2) A group of courses may also be recognised in substitution of a prescribed course if their outcomes correspond to those of the prescribed course.
 - (3) Only courses that are compulsory or selective in relation to the studies for which they are recognised can be recognised. The final state examination or any part thereof, Bachelor's Thesis, Master's Thesis, and courses for which the Dean so determines cannot be recognized.
 - (4) The Dean is obliged to recognize all credits earned during the student's study stay at a University abroad in accordance with the Learning Agreement concluded for this purpose.
 - (5) A student's request for recognition of courses, with the exception of courses whose documentation is available in the UIS, shall be supported by:
 - a) a confirmed statement of the study results including classification and number of credits,
 - b) a syllabus for each course from the period of course completion, as certified by the college or its faculty, or
 - c) a certified copy of the certificate.
 - (6) A course completed in a previous or concurrent course of study may be recognised if no more than five years have elapsed since its completion. Previous studies mean studies which have been completed in accordance with Section 55 or Section 56 of the Act. A certificate may be recognised only for the duration of the validity of that certificate, but not more than five years after the certificate was granted.
 - (7) If a course is recognized, its credit value is also recognized with the number of credits corresponding to the number of credits of the course of the accredited study program to which the course is recognized. The Dean determines the maximum proportion of recognizable credits prescribed for the successful closure of studies.
 - (8) The credit value of recognized courses is not included in the number of credits decisive for the assessment of eligibility for enrolment in the next semester of studies.
 - (9) The student is obliged to submit a request for recognition of courses taken in previous studies no later than when enrolling in the first semester of study; this sentence applies similarly to the recognition of courses taken in an accredited educational programme at a higher vocational school and to the recognition of courses based on a certificate.
 - (10) The student must submit the request for recognition of courses taken in concurrent study no later than the enrolment deadline for the semester of study following the semester in which the course was successfully completed; this sentence applies similarly to the recognition of courses taken in an accredited educational programme at a higher vocational school and to the recognition of courses based on a certificate.

Article 16

Change of specialisation and form of study

- (1) The Dean may, based on a student's request, authorise a student to change the form of study if the study programme and its possible specialisation is implemented for that form.
- (2) The Dean may, based on a student's request, allow a student to change the specialisation within the study programme being studied. The request must be submitted no later than the start of course registration for the following semester.

Article 17

Interruption of Studies

- (1) A student's studies may be interrupted at his/her request or ex officio.
- (2) The Dean decides on the interruption of studies. In the event of a positive decision, additional conditions for enrolment in the semester immediately following the re-enrolment in courses may be set at the same time. Interruptions are normally terminated on the first day of the semester.
- (3) The Dean shall, upon request, except in cases where reasons for termination of studies are given, interrupt the student's studies:
 - a) if he/she has met the requirements for enrolment in the next semester,

- b) in connection with pregnancy, childbirth or parenthood, for the entire recognised period of parenthood; the right to interruption of studies is also granted to the student for this period in connection with taking a child into care when replacing parental care based on a decision of the competent authority under the Civil Code or legislation governing state social support,
 - c) for the purpose of participation in the Czech Republic's national team in a sporting event or for the purpose of preparation for such an event, provided that the student provides a certificate of this fact issued by the sports organisation representing the sport sector in the Czech Republic,
 - d) for a serious medical reason of the student, or
 - e) for other reasons worthy of special consideration.
- (4) A student who has failed to meet the requirements for enrolment in the next semester may, upon request, have his/her studies interrupted by the Dean only for serious reasons.
 - (5) The Dean shall ex officio interrupt the student's studies if the student is in default in the payment of the tuition fee for more than 30 days from the date it is due, except if the student duly fulfils the agreed instalment agreement.
 - (6) The Dean may, ex officio, interrupt a student's studies for other reasons worthy of special consideration, if this is necessary to avert harm threatening the student, provided that the cause of the harm does not lie in the student's failure to fulfil study obligations.
 - (7) During the period of interruption of studies, the person with interrupted studies is not a student. A person with interrupted studies becomes a student on the date of re-enrolment. Studies may be interrupted repeatedly.
 - (8) The total period of interruption of studies may not exceed half the standard period of study. The period of interruption of studies is counted towards the maximum period of study. The period of interruption of studies during the recognised period of parenthood does not count towards the total period of interruption of studies or the maximum period of study.
 - (9) A person with interrupted studies may apply for termination of the interruption of studies in accordance with paragraph 2. The conditions under which a person in a recognised period of parenthood may re-enrol in studies before the expiry of the period for which studies were interrupted shall be determined by the Dean.
 - (10) Once the interruption of studies has ended, the person with interrupted studies is required to enrol in studies. If a person with interrupted studies does not enrol in studies within 7 calendar days after the end of the interruption of studies or does not request a further interruption of studies, he/she has not fulfilled the requirements of the study programme under these Regulations and his/her studies are terminated in accordance with Article 19(2)(b).
 - (11) The re-enrolment in a course for which a course completion result has not been entered prior to the start of the interruption of studies does not have the character of a re-enrolment in the course after the end of the interruption of study.

Article 18

Course completion

- (1) The method of course completion is determined by the study programme. Students complete courses with those academic staff (hereinafter referred to as "examiners") designated by the course guarantor for the course in a given semester.
- (2) Regular and alternate dates for course completion are set in the examination period. Regular dates may be held no earlier than one week before the end of the teaching period of the semester. The exceptions are courses with block teaching (Article 9, paragraph 4) and tutorial teaching (paragraph 12), for which regular and alternate dates may be announced during the teaching period of the semester and for which the provisions of paragraph 3 apply accordingly.
- (3) Dates for the course completion are announced by the course guarantor in the UIS at least two weeks before the start of the examination period in a number corresponding to the usual repetition of dates, but at least 3 dates during the examination period, with a minimum total capacity of 150% of the students enrolled in the course and evenly distributed during the examination period. Other dates may be announced by the course guarantor during the examination period.
- (4) The test is usually held on one day. If it consists of more than one part, it shall be held on no more than two consecutive days.
- (5) The course guarantor may prescribe a continuous review of study obligations. The form of continuous review of study obligations is specified in the course syllabus in the UIS. If continuous review of obligations is prescribed, then its result will be taken into account at the course completion. Continuous review of obligations

may not have a specified remedial option. If there are remedial options for continuous review of obligations, these remedial options may be up to two.

- (6) Continuous review of study obligations may be completed by awarding continuous credit, which is a condition for passing the examination. If the student completes the continuous review of obligations, then he/she is evaluated in the continuous evaluation with the classification "credited" (Z). If the student fails to complete the continuous review of the obligations, he/she is graded "not credited" (N) and has failed the course. If he/she has not participated in the continuous review of obligations, he/she is assessed with a grade of "no-show" (-) and has failed the course.
- (7) The result of the course completion is evaluated by grades of "excellent" (1; A), "very good plus" (1.5; B), "very good" (2; C), "good plus" (2.5; D), "good" (3; E) and "failed" (4; F) for courses completed by examination or "credited" (Z) and "not credited" (N) for courses completed by credit. If he/she did not attend the course completion, he/she is graded as a "no-show" (-) and has failed the course. When determining the average classification, the hyphen has a value of 4. The grade shall be recorded by the examiner in the UIS in accordance with Article 12(2).
- (8) Successful course completion gives the student the number of credits specified for the course in the study plan.
- (9) Failed course completion is defined as a "failed" or "not credited" or "no-show" grade. If a student fails to appear for an examination on the date for which he/she has registered and does not apologise in writing to the examiner within 7 calendar days, he/she is classified as a "no-show". If the student apologizes and his/her apology is accepted, then the student is withdrawn from the date.
- (10) If a student fails to complete the course in the prescribed manner in one regular term, he/she may repeat the completion twice in an alternate term. The student or the examiner may request the Dean to hold a committee form of course completion if the student has at least one alternate term remaining.
- (11) If a student fails to use any of the regular or alternate terms announced, he/she shall not be entitled to an additional term other than those announced under this Article.
- (12) If a student does not complete the course in the prescribed manner in a given semester, he/she must re-enrol in the course. For repeating students, the course may be taught in the form of a tutorial if the requirements set by the course guarantor have been met except for the course completion in the prescribed manner. If the enrolled course has not been cancelled, it must be successfully completed.
- (13) Exceptionally, a student may cancel the enrolment in a course. This option of cancelling the enrolment in a course may be used no more than twice during the period of study in the relevant study programme and will be decided by the Dean. The Dean may decide on the further possibility of cancelling the enrolment in courses in serious cases. In the case of a selective or elective course, the Dean may authorize the cancellation without the need to repeat the course.
- (14) The course guarantor is obliged to set alternative dates and appoint an examiner for missed course completion dates announced under this Article due to the absence of the examiner. If the course guarantor is the examiner, the head of the institute has this duty. If the examiner is both the course guarantor and the head of the institute, this duty passes to the Dean.

Article 19 **Closure of studies**

- (1) The studies are properly completed if the student fulfils all the study requirements resulting from the relevant study programme according to these Regulations, including successful completion of the final state examination.
- (2) The closure of studies is further caused
 - a) by abandonment of studies; the student notifies the Dean of the abandonment in the form of a written declaration of abandonment,
 - b) if the student fails to meet the requirements of the study programme under section 56(1)(b) of the Act in accordance with these Regulations,
 - c) by withdrawing the accreditation of the study programme,
 - d) by the termination of the accreditation of the study programme,
 - e) by the termination of the study programme for the reasons specified in Section 81b(3) of the Act,
 - f) by the termination of the authorisation to carry out the study programme (Section 86(3) and (4) of the Act),
 - g) by expulsion from studies pursuant to Section 47e(3) or Section 47g of the Act,
 - h) by expulsion from studies pursuant to Section 65(1)(c) or Section 67 of the Act.

- (3) The date of closure of studies shall be the date specified in Section 56(2) of the Act. In the case of closure of studies pursuant to paragraph 2(b), the date of closure of studies shall be the date on which the decision on closure of studies becomes legally effective.

Article 20

Final state examination

- (1) In accordance with Section 45 and Section 46 of the Act, the studies are properly completed by a final state examination.
- (2) The final state examination is held before an examination board; its course and the announcement of the result are public according to the provisions of Section 53(1) of the Act. If, as a result of the measures and decisions of a public authority, students are prevented from full-time in person education and examination, the final state examination may be held using distance communication tools; the chairperson or vice-chairperson of the examination board is responsible for the course of the final state examination.
- (3) The chairman, vice-chairman and other members of the examination board of the final state examinations with the examination right are appointed by the Dean pursuant to section 53(2) and (3) of the Act; alternatively, the Ministry of Education, Youth and Sports may appoint other members of the examination board from among eminent experts in a given field. The Secretary is not a member of the final state examination board and has no examination right.
- (4) The number of members of the examination board with the examination right is determined by the Dean in relation to the type of study programme and the number of specialist areas of the final state examination. The examination board must be composed of at least three members with the examination right.

Article 21

Bachelor's and Master's Thesis

- (1) If the study programme stipulates so, the elaboration and defence of a bachelor's thesis is a condition for the proper closure of studies in a bachelor's study programme. The elaboration and defence of the diploma thesis are a condition for the proper closure of studies in the follow-up master's degree programme.
- (2) The topics of bachelor's and master's theses (hereinafter referred to as "final thesis") are proposed by the academic and scientific research staff of the University, experts from practice, and students. Topics are approved by the head of the relevant institute in the time and manner set by the Dean, in the UIS.
- (3) The student is obliged to choose the topic of the final thesis within the deadline set by the Dean.
- (4) The head of the institute appoints a supervisor of the final thesis who develops the assignment and guides the student to independently elaborate the final thesis during its solution. The assignment of the final thesis is prepared by the thesis supervisor in the language in which the study programme is accredited or in English. The assignment of the final thesis, which has been approved by the relevant head of the institute, is assessed by the guarantor of the study programme together with the programme committee. In the event that the thesis assignment is not in accordance with the graduate profile according to the accreditation file, the guarantor rejects the thesis assignment in the UIS and returns it with justification to the thesis supervisor for reworking; subsequently, the procedure according to the third sentence of this paragraph is repeated. If the thesis assignment meets the conditions under the fourth sentence of this paragraph, the guarantor shall give final approval to the thesis assignment. The student confirms in the UIS that he/she has read the approved assignment of the thesis.
- (5) Only an academic staff member of the University may be the supervisor of the thesis. Practitioners or others may be consultants of the thesis.
- (6) A thesis supervisor may supervise a maximum of 15 theses with a specified submission date in one academic year for study programmes with an economic intensity coefficient set by the Ministry of Education, Youth and Sports of up to 1.40 and a maximum of 12 theses with a specified submission date in one academic year for other study programmes. The Dean may reduce this number by further regulation.
- (7) The student submits the final thesis in accordance with the conditions laid down by the Dean by further regulation.
- (8) When writing the thesis, the student must not resort to deliberate unauthorised use of another person's work in gross violation of the legislation governing the protection of intellectual property pursuant to Section 47c(2) of the Act.
- (9) The final thesis is assessed by the thesis supervisor and an opponent appointed by the head of the institute. The thesis review must include a statement as to whether the thesis is recommended for defence and a statement by the thesis supervisor as to the originality of the thesis. The supervisor of the thesis is obliged to ensure that both opinions are uploaded to the UIS at least 7 calendar days before the defence.

- (10) Publication of the final theses, including other requirements according to Section 47b of the Act, is carried out through the UIS.

Article 22

Final state examination terms

- (1) The final state examination may be taken in one regular and one alternate examination term if the student has fulfilled the study requirements resulting from the study programme.
- (2) The student applies for the final state examination via the UIS within the time limit set by the academic year schedule of the University unit. The student withdraws from the final state examination on the date set by the academic year schedule of the University unit or University. If a student fails to appear for an examination for a serious reason, he/she is obliged to apologise in writing to the Dean within the next working day. If his/her excuse is accepted, he/she is withdrawn from the date. If his/her excuse is not accepted, the student is graded with a failing grade (-). A student who has not taken the final state examination in the regular examination term may take it in the alternate term in the following semester at the earliest.
- (3) A student who has fulfilled all of the study requirements referred to in paragraph 1 and has failed to apply for the final state examination in the relevant semester has the right to take both regular and alternate examination terms within two years of the date of fulfilling all of the study requirements referred to in paragraph 1. The use of the terms referred to in the previous sentence is subject to the condition that the maximum period of study referred to in Article 11(10) is not exceeded.

Article 23

Course and classification of the final state examination

- (1) The course of the final state examination is managed by the chairperson of the examination board, in his/her absence by the vice-chairperson of the examination board.
- (2) The final state examination consists of the defence of the final thesis, if prescribed by the study programme, and an oral examination for each of the fields of expertise specified for the relevant study programme. The final state examination is conducted in the language in which the study programme is accredited.
- (3) The examination board may examine and decide if at least half of all appointed members of the examination board are present. The presence of the chairperson or vice-chairperson of the examination board is always required. The result of the final state examination and its evaluation shall be decided by the examination board in accordance with paragraph 5 by voting in a closed session. In the event of a tie, the vote of the chairperson or, in his/her absence, of the vice-chairperson of the examination board shall prevail.
- (4) The examination board for the final state examination shall make a record of the course of the final state examination, which shall be signed by all members of the examination board present and by the secretary. The record shall include in particular the place, time, identification of the persons present and a faithful account of the course of the final state examination, including the wording of the questions asked and the answers to them.
- (5) Parts of the final state examination are graded according to the same grading scheme as the examination (Article 18(7)). The defence of the final thesis and the examination in each professional area are evaluated separately according to the grading scheme specified in the first sentence. Based on the classification of the individual parts of the final state examination and the defence of the final thesis, if any, the chair of the examination board proposes the overall result of the final state examination.
- (6) If the evaluation of any part of the final state examination, i.e. the defence of the final thesis or individual professional areas, is "failed" or "no-show", the overall result of the final state examination is "failed". If a student has been graded as "failed" in the final state examination, he/she repeats only those parts of the final state examination for which he/she was graded as "failed" or "no-show".
- (7) For a student who has successfully passed the final state examination, the chairperson or vice-chairperson of the examination board shall announce the overall result of the study based on the overall result of the final state examination and the results of the study
 - a) "passed with distinction" if the student has completed the study programme with a weighted average of all completed courses for the entire studies, including failed courses, up to and including 1.50 and the overall result of the final state examination was graded as "excellent" (A),
 - b) "passed", in other cases.
- (8) A graduate who has completed his/her studies with an overall grade of "passed with distinction" or "passed" will be issued a diploma and a diploma supplement in Czech and English.

Article 24
Awarding study outcomes

- (1) For the determination of average study results, the study records in the UIS are used. The calculation of the average study results is based on the weighted average of the final classification of all courses in which the student enrolled in the relevant study programme, including failed courses.
- (2) Outstanding study results may be awarded the "Dean's Award" or the "Director's Award" after the closure of studies. The award is usually accompanied by a financial reward. This award may be awarded to a student who has passed with distinction and graduated in a study programme with a weighted average of all successfully and unsuccessfully completed courses for the entire studies up to and including 1.35. The condition for the award is that the student must have obtained at least 50% of the total number of credits required for the proper closure of his/her studies by studying in a study programme carried out by the University or a University unit.
- (3) A student who has defended his/her final thesis with an "excellent" classification may be awarded the "Dean's Commendation" or the "Commendation of the Director of the University Institute" based on the recommendation of the examination board, regardless of previous study results.

PART THREE
STUDIES IN DOCTORAL DEGREE PROGRAMMES

Article 25
Admission to studies and admission procedure

General and other conditions for the admission of applicants to study in study programmes are laid down in Sections 48 and 49 of the Act, and the procedure for the admission of applicants to study in study programmes is laid down in Section 50 of the Act. If, as a result of a measure and decision of a public authority, it is not possible for the applicant to be present in person at the premises of the University, the applicant may be allowed to participate in the admission procedure or a part thereof by means of distance communication tools; the detailed conditions of the admission procedure shall be determined by the Dean, or in the case of University studies by the Rector.

Article 26
Enrolment in studies

- (1) A candidate admitted to study in a study programme carried out by a University or a University unit shall be entitled to enrol in studies and to enrol in the first semester or year. The applicant becomes a student of the University and the relevant University unit on the date of enrolment. Applicants have the right to be enrolled in all study programmes to which they have been admitted.
- (2) The applicant is obliged to enrol in studies in the regular or one alternative term, either in person, on behalf of a proxy or electronically via the UIS, if the admission conditions of the individual faculties allow it. Regular and alternate dates are set by the Dean.
- (3) The applicant may excuse himself/herself in writing from attending the enrolment:
 - a) before the enrolment date,
 - b) on the day of the enrolment deadline or after the enrolment deadline, only for serious and demonstrable reasons, but no later than 7 calendar days after the regular enrolment deadline.
- (4) The Dean decides on the excuse and the alternative date of enrolment in studies. If the Dean accepts the excuse, he/she will set an alternative date for enrolment.
- (5) An applicant who has been admitted to studies and fails to appear for enrolment within the time limit set in paragraph 2 shall lose the right to enrol if he or she
 - a) has not apologised in accordance with paragraph 3,
 - b) apologized, but his/her apology was not accepted.

Article 27
Other student obligations related to studies

- (1) The student is obliged to provide the necessary cooperation in securing his/her studies, in particular:

- a) continuously monitor the records of their studies in the UIS, in particular, the status of their studies and the results of the examinations they have taken; any discrepancies should be resolved through the course teacher, course guarantor or the study department within 7 calendar days of the discovery of the discrepancy,
 - b) to notify the study department of changes concerning the permanent residence address, delivery address, address of the declared place of residence of foreigners, address of the data box, changes pursuant to Article 11, paragraph 8, as well as changes to other data necessary for the proper maintenance of his/her study records (in particular, change of surname, change of citizenship, etc.) within 30 calendar days of the occurrence of the event, via the Contact Centre or Personal Administration application in the UIS,
 - c) to immediately report to the study department, the loss of medical fitness for studies, if this fitness was a condition for admission to studies pursuant to Section 49(1) of the Act, or a temporary change in medical fitness for studies that prevents the fulfilment of study obligations,
 - d) to excuse the absence from the class and provide proof of such absence within 7 calendar days,
 - e) to appear in person at the study department within 7 calendar days of the receipt of the summons.
- (2) The student is required to check electronic mail received to the assigned University e-mail address, documents stored in the UIS Repository and the University and Faculty public notice board at least once every 7 calendar days. Messages delivered to the University email address are notified on the first day following the message becoming available on the University email address.
- (3) Outside the teaching, registration, enrolment in semesters and examination periods, the time limits referred to in paragraph 1(a) and paragraph 2 shall be doubled.
- (4) Immediately before enrolling in the next semester or year, the student is obliged to check and confirm the accuracy of the data recorded in his/her personal administration in the UIS.

Article 28

Disciplinary offences

The student is obliged to refrain from fraudulent or other unfair conduct in connection with his/her studies or participation in a creative activity, or fraudulent or unfair conduct towards the University, a unit of the University, a student or an employee of the University. In particular, the student must not:

- a) discriminate against or favour members of the University's academic community and others and restrict the rights of others,
- b) commit fraudulent or other unfair acts in the course of study, in particular in the verification of knowledge and skills, including the misuse of sensitive personal data,
- c) use the results of other people's creative activity as their own,
- d) seek to obtain an undue advantage in connection with their studies and creative activities,
- e) damage University property,
- f) disseminate and use false information and falsify data,
- g) commit other offences specified in the disciplinary regulations of the University or the faculties concerned.

Article 29

Scheduling of the academic year

- (1) The academic year lasts 12 calendar months. It begins on the first of September unless the Rector specifies otherwise in the academic year schedule.
- (2) The basic time unit for the creation of curricula and the monitoring of compliance with the requirements arising from the study programmes under these Regulations is a semester or a year.
- (3) The academic year is divided into winter and summer semesters.
- (4) By mid-May of each calendar year at the latest, the University schedule for the following academic year is published, and by the end of May, each of the University units publishes its schedule in the public section of its website.
- (5) If, as a result of the actions and decisions of a public authority, there is a significant disruption to teaching, the University schedule and the schedules of University units may be adjusted during the academic year.

Article 30
Study programme

- (1) A study programme is a comprehensive project defining the way of obtaining higher education. Study programmes are carried out at the University or at faculties.
- (2) A study programme is characterised by its name, type, form, focus, study objectives and graduate profile.
- (3) Studies in the study programme may be carried out in full-time, distance or combined forms of study. If, as a result of the measures and decisions of a public authority, students are prevented from full-time in person education and examination, distance communication tools may be used for teaching, study control or examinations, regardless of the form of study of the study programme, based on a decision of the Rector.
- (4) A study programme belongs to only one field of education if the final state examination tests profiling knowledge or skills in the basic subject areas belonging to one field of education. A study programme is a combined study programme if the final state examination or the defence of a dissertation verifies profiling knowledge or skills in basic subject areas belonging to more than one field of education.
- (5) For each study programme, a guarantor is appointed in accordance with Article 30 of the University Statutes and a Departmental Board.
- (6) The study programme is implemented according to an individual study plan registered in the UIS. They are permanently published in the public section of the University's website or the University unit's website:
 - a) catalogue of courses, i.e. a complete list of courses that students can enrol in, including annotation of courses – compulsory, selective and elective, credit value, content continuity of courses, course completion method and the name of the course guarantor,
 - b) and the conditions for possible restrictions on the enrolment in courses.

Article 31
Study records

- (1) The University or the University unit at which the study programme is carried out is responsible for the study records.
- (2) The course guarantor is responsible for recording the result of the course completion in the UIS within 7 calendar days from completion of the course. The study department is responsible for recording the results of the final state examination in the UIS.
- (3) The University or a University unit shall issue the student or the person who has completed his/her studies, an extract from the student record upon his/her request.

Article 32
Studies

- (1) Studies in doctoral programmes can be organised in years or semesters.
- (2) In the case of studies where the courses are credit-bearing, the minimum number of credits prescribed for successful closure of studies corresponds to thirty times the standard period of study of the relevant study programme expressed in the number of semesters, or sixty times the period of study expressed in the number of years.
- (3) In the study programmes, courses are divided into compulsory, selective and elective courses. This division of courses is always related to a specific study programme. A compulsory course is a course the completion of which, including the prescribed method of completion, is mandatory for studies in the study programme. A selective course is a course that a student is obliged to choose from a group of courses. A group of courses has an obligation condition in the study plan expressed in terms of the number of courses in the group or the number of credits in the group. A course that is not designated as compulsory or selective within the study programme is an elective course.
- (4) The doctoral study programme must include at least three professional courses and a course in professional English, or another world language, completed by examination. The examination in a foreign language may be replaced by a professional examination in the relevant foreign language if the Dean decides so. Professional courses culminating in an examination may be taken with the approval of the supervisor and the Departmental Board at another University.
- (5) The conditions for the course completion are determined by the course guarantor in the course syllabus in the UIS.

- (6) The student has the right, provided that he/she does not interrupt his/her studies during this period, to an extension of the time limits for the fulfilment of their study obligations, as well as for the fulfilment of the conditions for advancement to the next semester or year, for the period during which their maternity, paternity or parental leave would otherwise be taken, in connection
- a) with pregnancy and childbirth,
 - b) parenting and childcare,
 - c) or taking a child into care when replacing parental care based on a decision of the competent authority under the Civil Code or legislation governing state social support.
- (7) A student who submits a certificate stating that he/she is a sports representative of the Czech Republic in a sport sector, issued by a sports organization representing that sport sector in the Czech Republic, is entitled to an extraordinary adjustment of the course of study in connection with this fact in a given semester or year, so as to enable him/her to participate in the representation and the necessary preparation. The provisions of paragraph 8 shall not apply to this student.
- (8) The maximum study period is set at twice the standard study period set by the study programme. The student is obliged to complete his/her studies properly within the maximum period of study. If a student fails to complete his/her studies properly within the maximum period of study, he/she has not fulfilled the requirements of the study programme under these Regulations and the studies shall be terminated according to Section 56 (1)(b) of the Act. The maximum period of study shall not expire before the expiry of the extension of the period for the fulfilment of study obligations under paragraph 6.

Article 33

Course guarantor

- (1) The head of the institute is responsible for the proper provision of the teaching of courses guaranteed by the institute.
- (2) The head of the institute, in cooperation with the study programme guarantor, selects the course guarantor, who is an academic staff member.
- (3) The head of the institute is obliged to create conditions for the proper performance of the function of the course guarantor and to regularly monitor their activities within the internal quality assessment processes.
- (4) The course guarantor is responsible for the development of the content and professional level of the course in coordination with the study programme guarantor, as well as for the forms and methods of teaching and for the coordination of persons involved in the teaching of the course he/she is guaranteeing.
- (5) The course guarantor for a given semester or year, in coordination with the head of the institute, determines and records in the UIS the lecturers and examiners for the course.
- (6) The course guarantor is responsible for the information published about the course in the course catalogue. At the request of the Dean or a person authorized by the Dean, the guarantor is obliged to correct any deficiencies in the course catalogue within 7 calendar days.

Article 34

Interruption of Studies

- (1) A student's studies may be interrupted at his/her request or ex officio.
- (2) The Dean decides on the interruption of studies based on the opinion of the supervisor and the chairperson of the Departmental Board. In the event of a positive decision, additional conditions for enrolment in the semester or year immediately following the re-enrolment in courses may be set at the same time.
- (3) The Dean shall, upon request, except in cases where reasons for termination of studies are given, interrupt the student's studies:
 - a) if he/she has met the requirements for enrolment in the next semester or year,
 - b) or in connection with pregnancy, childbirth or parenthood, for the entire recognised period of parenthood; the right to interruption of studies is also granted to the student for this period in connection with the taking a child into care when replacing the parental care based on a decision of the competent authority under the Civil Code or legislation governing state social support,
 - c) or for the purpose of participation in the Czech Republic's national team in a sporting event or for the purpose of preparation for such an event, provided that the student provides a certificate of this fact issued by the sports organisation representing the sport sector in the Czech Republic,
 - d) or for a serious medical reason of the student, or

- e) for other reasons worthy of special consideration.
- (4) The Dean shall ex officio interrupt the student's studies:
 - a) if the student is in default on the payment of tuition fees for more than 30 days from the date they are due, except if the student duly complies with the agreed instalment agreement,
 - b) for other reasons worthy of special consideration, if this is necessary to avert harm threatening the student, provided that the cause of the harm does not lie in the student's failure to fulfil study obligations.
- (5) A person is not a student during the period of interruption of studies. A person with interrupted studies becomes a student on the date of re-enrolment. Studies may be interrupted repeatedly.
- (6) The total period of interruption of studies must not exceed the standard period of study. The period of interruption of studies is counted towards the maximum period of study. The period of interruption of studies for a recognised period of parenthood does not count towards the total period of interruption of studies or the maximum period of study.
- (7) A person with interrupted studies may apply for termination of the interruption of studies in accordance with paragraph 5. The conditions under which a person in a recognised period of parenthood may re-enrol in studies before the expiry of the period for which studies were interrupted shall be determined by the Dean.
- (8) Once the interruption of studies has ended, the person with interrupted studies is required to enrol in studies. If a person with interrupted studies does not enrol in studies within 7 calendar days after the end of the interruption of studies or does not request a further interruption of studies, he/she has not fulfilled the requirements of the study programme under these Regulations and his/her studies are terminated in accordance with Article 40(2)(b).

Article 35

Change of specialisation and form of study

- (1) The Dean may, based on a student's request, authorise a student to change the form of study if the study programme and its possible specialisation is implemented for that form.
- (2) The Dean may, based on a student's request, allow a student to change the specialisation within the study programme being studied. The request must be submitted no later than the start of course registration for the following semester/year.

Article 36

Individual study plan

- (1) Studies in doctoral degree programmes take place according to an individual study plan.
- (2) The individual study plan is drawn up in UIS by the supervisor in cooperation with the student. The individual study plan must be discussed and approved by the Departmental Board, taking into account the opinion of the head of the supervisor's institute, within three months of the student's enrolment. The chairman of the Departmental Board submits the individual study plan to the Dean for approval. If the Departmental Board or the Dean does not approve the individual study plan, it will be returned to the supervisor for revision. In justified cases, the supervisor or the student with the supervisor's opinion may request a change in the individual study plan, which will be discussed and approved again by the Departmental Board and the Dean.
- (3) The individual study plan determines the content of the student's independent scientific, research, artistic and development activities and his/her own educational activities. It specifies the topic of the dissertation, the methodological framework for its solution, the courses of the study programme, the publication activities that the student is obliged to complete, and the study schedule. The individual study plan also regulates the completion of internships and stays at other workplaces.
- (4) The organisation, course and date of examinations of the year studied are specified in the individual study plan of the study programme. The examination is usually a board examination and is conducted in the form of a scientific debate led by the examiner. In addition, the supervisor may be present at each examination as a presiding officer. If the course examiner is the student's supervisor, the examination must be a board examination, with a minimum of two board members. The result of the examination is decided by the examination board or the examiner and the result is recorded in the UIS.
- (5) The result of the course completion is evaluated by grades of "excellent" (1; A), "very good plus" (1.5; B), "very good" (2; C), "good plus" (2.5; D), "good" (3; E) and "failed" (4; F) for courses completed by examination or "credited" (Z) and "not credited" (N) for courses completed by credit. The grade shall be recorded by the examiner in the UIS in accordance with Article 31(2).

- (6) In each academic year, the supervisor prepares an evaluation of the course of study in the doctoral study programme in the UIS application, which is subsequently commented on by the Departmental Board within the time limit set by the academic year schedule.
- (7) The individual study plan includes the obligation to complete a part of the study at a foreign institution for at least one month or to participate in an international creative project with results published or presented abroad or another form of direct participation of the student in international cooperation. The Dean may set out the details in faculty regulations.
- (8) With the consent of the supervisor and the Departmental Board, a student may carry out part of his/her studies beyond the study framework at a foreign institution as referred to in paragraph 7 in a doctoral study programme abroad, based on an agreement concluded between the University and the higher education institution regulating in particular the conditions of study and the manner of recognition of part of the studies and examinations taken. This establishment shall apply similarly to the implementation of joint study programmes pursuant to Sections 47a and 81 of the Act.

Article 37

Enrolment in the next semester when studying in semesters

- (1) The dates of enrolment in the next semester of studies are set by the academic year schedule.
- (2) The student is obliged to enrol in the next semester within the specified enrolment dates.
- (3) To enrol in the second semester, a student must have earned at least 10 credits in the first semester. To enrol in the next semester, the student must have earned a minimum of 20 credits in total for the last two semesters studied. If the student has less than 30 credits remaining in the minimum number of credits prescribed for the successful closure of studies, then the student does not have to fulfil the obligation stated in the previous sentence. In justified cases, the Dean may grant an exception to these rules.
- (4) A student's advancement to the next year is approved annually by the Departmental Board. In the event of non-fulfilment of the study obligations resulting from the individual study plan, the student may be expelled from the study on the proposal of the Departmental Board.
- (5) If a student fails to enrol by the specified deadlines without a duly justified excuse, he/she has not fulfilled the requirements of the study programme under these Regulations.
- (6) The student has the possibility to enrol in a course of the study programme even during a study abroad stay if the conditions for completing the course allow it.

Article 38

Enrolment in the next year for study organised by year

- (1) The dates of enrolment in the next year of study are set by the academic year schedule.
- (2) The student is obliged to enrol in the next year within the specified enrolment deadlines.
- (3) If the courses in the study are evaluated by credits, then the student must earn at least 20 credits to enrol in the second and subsequent years of study. If the student has less than 30 credits remaining in the minimum number of credits prescribed for the successful closure of studies, then the student does not have to fulfil the obligation stated in the previous sentence. In justified cases, the Dean may grant an exception to these rules.
- (4) A student's advancement to the next year is approved annually by the Departmental Board. In the event of non-fulfilment of the study obligations resulting from the individual study plan, the student may be expelled from the study on the proposal of the Departmental Board.
- (5) If a student fails to enrol by the specified deadlines without a duly justified excuse, he/she has not fulfilled the requirements of the study programme under these Regulations.
- (6) The student has the possibility to enrol in the course even during a study abroad stay if the conditions for completing the course allow it.

Article 39

Recognition of completed courses

- (1) The Dean may, at the student's request approved by the Departmental Board, recognize courses based on
 - a) courses successfully completed in previous or concurrent doctoral studies in study programmes carried out at the University or at University units,

- b) courses successfully completed in previous or concurrent doctoral studies at another University in the Czech Republic or abroad, or
 - c) a certificate confirming the student's knowledge or skills.
- (2) A group of courses may also be recognised in substitution of a prescribed course if their outcomes correspond to those of the prescribed course.
- (3) Only courses that are compulsory or selective in relation to the studies for which they are recognised can be recognised. The doctoral state examination, or any part thereof, and the courses for which the Dean so determines cannot be recognized.
- (4) The Dean is obliged to recognize all credits earned during the student's study stay at a University abroad in accordance with the Learning Agreement concluded for this purpose.
- (5) A student's request for recognition of courses, with the exception of courses whose documentation is available in the UIS, shall be supported by:
 - a) a certified transcript of academic results including classification,
 - b) a syllabus for each course from the period of course completion, as certified by the college or its faculty, or
 - c) a certified copy of the certificate.
- (6) A course completed in a previous or concurrent course of study may be recognised if no more than five years have elapsed since its completion. Previous studies mean studies which have been completed in accordance with Section 55 or Section 56 of the Act. A certificate may be recognised only for the duration of the validity of that certificate, but not more than five years after the certificate was granted.
- (7) In the event that a course is recognized, its credit value is also recognized with the number of credits corresponding to the number of credits of the course of the accredited study program to which the course is recognized. The Dean determines the maximum proportion of recognizable credits prescribed for the successful closure of studies.
- (8) The student is obliged to submit the request for recognition of courses taken in previous studies no later than by the time of enrolment in the first semester or year of study; this sentence applies similarly to the recognition of courses based on a certificate.
- (9) The student must submit a request for recognition of courses taken in concurrent study no later than the enrolment deadline for the semester or year of study following the semester or year in which the course was successfully completed; this sentence applies similarly to the recognition of courses based on a certificate.

Article 40 **Closure of studies**

- (1) The studies are properly completed if the student fulfils all the study requirements resulting from the relevant study programme according to these Regulations, including successful completion of the doctoral state examination and the defence of the dissertation.
- (2) The closure of studies is further caused
 - a) by abandonment of studies; the student notifies the Dean of the abandonment in the form of a written declaration of abandonment,
 - b) if the student fails to meet the requirements of the study programme under section 56(1)(b) of the Act in accordance with these Regulations,
 - c) by withdrawing the accreditation of the study programme,
 - d) by the termination of the accreditation of the study programme,
 - e) by the termination of the study programme for the reasons specified in Section 81b(3) of the Act,
 - f) by the termination of the authorisation to carry out the study programme (Section 86(3) and (4) of the Act),
 - g) by expulsion from studies pursuant to Section 47e(3) or Section 47g of the Act,
 - h) by expulsion from studies pursuant to Section 65(1)(c) or Section 67 of the Act.
- (3) The date of closure of studies shall be the date specified in Section 56(2) of the Act. In the case of closure of studies pursuant to paragraph 2(b), the date of closure of studies shall be the date on which the decision on closure of studies becomes legally effective.

Article 41
Departmental Board

- (1) The Departmental Board monitors and evaluates the student's studies in the study programme. The board is appointed by the Dean for each study programme.
- (2) Members of the board may be professors, associate professors and distinguished experts approved by the relevant scientific board. The Departmental Board has at least seven members, at least one of whom is not a member of the academia of the University.
- (3) The chairperson of the board is the guarantor of the relevant study programme. The chairperson and other members of the Departmental Board are appointed and dismissed by the Dean with the approval of the relevant scientific board for a maximum period of time during which the accreditation of the relevant doctoral study programme is valid. The vice-chairperson of the Board is elected by the members of the Board from among themselves. A simple majority vote of all members of the Board is required for election.
- (4) The activities of the Board are managed by the chairperson of the Board, and in his/her absence by the vice-chairperson of the Board.
- (5) For study programmes in the same field of study that are implemented based on a contract between universities or their units, a joint Departmental Board is established by agreement pursuant to section 47(6) of the Act. Its establishment and appointment are subject to the internal regulations of both universities. This provision also applies to cooperation with a foreign University pursuant to Section 47a of the Act or with another legal person pursuant to Section 81 of the Act.
- (6) In particular, the Departmental Board shall
 - a) guarantee the content focus and scientific profile of the accredited study programme,
 - b) propose a supervisor and a specialist supervisor for appointment to the Dean and propose their removal to the Dean,
 - c) approve the student's individual study plan and any changes thereto,
 - d) monitor and evaluate ongoing studies in the given doctoral study programme and submit the results of this evaluation to the Dean at least once a year,
 - e) propose dissertation opponents,
 - f) propose members of examination boards for doctoral state examinations, dissertation defences and members of the entrance examination board to the Dean.
- (7) The Departmental Board is able to adopt resolutions if an absolute majority of all members of the Departmental Board are present in person or by means of distance communication. A resolution is adopted if a simple majority of the members present vote in favour of it. In urgent cases, draft resolutions of the Board may also be decided without a meeting by circular e-mail. In this case, the resolution is adopted if two-thirds of all members of the Departmental Board have expressed their affirmative opinion on the proposal.

Article 42
Supervisor

- (1) Studies in the study programme are conducted under the guidance of a supervisor.
- (2) The supervisor may be an academic staff member of the University, usually a professor or associate professor, who is active in the scientific field corresponding to the relevant doctoral study programme, has a broader overview of the development of science and practice in the given scientific field, and has the personal qualifications to train students. An employee of another legal entity engaged in educational and scientific, research, development or other creative activities who meets the above requirements may also be appointed as a supervisor.
- (3) The proposal for the appointment of a supervisor is submitted to the Scientific Council by the Dean. After approval by the Scientific Council, the Dean appoints a supervisor for the relevant doctoral study programme. The Dean may, after discussion with the Departmental Board, dismiss the supervisor for a given study programme.
- (4) The supervisor participates in the training of the student in accordance with the activities of the training centre, in particular
 - a) draws up an individual study plan together with the student,
 - b) provides the student, especially in methodological issues, with consultation in the preparation of the dissertation,
 - c) takes care of the student's involvement in scientific, pedagogical and other creative activities and his/her participation in scientific seminars and conferences,
 - d) monitors the fulfilment of the student's individual study plan and submits an annual evaluation and any proposals for measures to meet the study objectives to the Dean of the Faculty through the Departmental Board,
 - e) expresses its opinion on the student's requests concerning his/her studies in the course of his/her studies.
- (5) If the supervisor is removed, if the supervisor resigns as supervisor of a particular student, or if other circumstances arise that prevent the originally appointed supervisor from continuing to properly train the student, the Dean shall appoint another supervisor for the student on the proposal of the Departmental Board in accordance with the procedure set out in paragraph 3.
- (6) The supervisor may propose a maximum of 2 specialist supervisors to the student in relation to the focus of the dissertation. The Dean appoints a specialist supervisor after prior approval by the Departmental Board. The specialist supervisor must be mentioned in the dissertation assignment. The Dean may dismiss the specialist supervisor.
- (7) The supervisor may supervise a maximum of 5 dissertations of students; this number does not include dissertations of students whose studies have been interrupted. In justified cases, when a student returns from a break, the Departmental Board may temporarily increase the limit of the maximum number of supervised dissertations of a given supervisor to 7.

Article 43
Doctoral state examination

- (1) The doctoral state examination verifies the student's ability and readiness for independent activity in the field of research or development or for independent theoretical and creative activity in the field of art.
- (2) The Dean appoints the chairperson, vice-chairperson and other members of the examination board for the doctoral state examinations with the examination right pursuant to section 53(2) and (3) of the Act. In the case of doctoral study programmes carried out jointly by universities or parts thereof or another legal entity, the appointment of boards is regulated by contract. The examination board shall consist of at least five members and no supervisor or specialist supervisor of the student may be a member of the board.
- (3) The doctoral state examination is held before an examination board; its course and the announcement of the result are, according to Section 53(1) of the Act, public. The chairperson or vice-chairperson of the examination board is responsible for the course of the doctoral state examination.
- (4) A student may apply for the doctoral state examination after fulfilling the requirements arising from the relevant study programme according to these Regulations. The doctoral state examination precedes the defence of the dissertation.

- (5) On the proposal of the board, the Dean shall publish the date and place of the doctoral state examination in the public section of the faculty's website at least one month before the examination. This information is also communicated to the student.
- (6) The examination board for doctoral state examinations is quorate if at least two-thirds of the members of the examination board are present. The presence of the chairperson or vice-chairperson of the examination board is always required.
- (7) If, as a result of the measures and decisions of a public authority, the personal presence of the student or members of the board on the premises of the University is not possible, the doctoral state examination may be held using distance communication tools.
- (8) A grading scheme of "passed" and "failed" is used to evaluate the doctoral state examination. The result of the examination shall be decided by a majority vote of all members of the examination board present by secret ballot. For a successful doctoral state examination, a "passed" is required by a majority vote of all members of the examination board present.
- (9) In the case of a "failed" grade, the doctoral state examination may be repeated on one alternate date. In the event that a student fails to appear for the examination without excuse and does not apologize in writing to the Dean within five working days, the student is graded "failed". If the student apologizes and his/her apology is accepted, he/she is withdrawn from the term. If a student fails to pass the doctoral state examination even in the alternate term, he or she has not fulfilled the requirements of the study programme under these Regulations, which is grounds for termination of studies.
- (10) The doctoral state examination is held in the language in which the doctoral study programme is accredited. With the student's consent or at his/her request, the Departmental Board may determine that the defence be held in another language.
- (11) The examination board for doctoral state examinations shall make a record of the course of the doctoral state examination, which shall be signed by all members of the board present.

Article 44 Dissertation

- (1) The dissertation assignment must be uploaded to UIS and approved before enrolment in the second year. The assignment is approved by the student, the supervisor, the head of the institute and the chairperson of the Departmental Board.
- (2) The dissertation must contain original and published results or results accepted for publication.
- (3) The dissertation shall be submitted in the language in which the study programme is accredited or in English. The dissertation in the Czech language also includes a summary in English.

Article 45 Dissertation defence

- (1) The chairperson, vice-chairperson and other members of the examination board for the dissertation defence are appointed by the Dean on the proposal of the Departmental Board pursuant to Section 53(2) and (3) of the Act. In the case of doctoral study programmes carried out jointly by universities or parts thereof or another legal entity, the appointment of boards is regulated by contract. The examination board shall consist of at least five members and no supervisor or specialist supervisor may be a member of the board. The board is normally expanded to include dissertation opponents appointed in accordance with paragraph 3.
- (2) The application for the dissertation defence is submitted by the student to the Dean and, at the same time, the student submits:
 - a) a bound dissertation in four copies and its identical electronic version in the UIS,
 - b) a list of publications or other creative results, with their justification of their relation to the dissertation,
 - c) proof of publication of the original results of the dissertation or the results of the dissertation accepted for publication pursuant to Section 47(4) of the Act,
 - d) a professional CV, and
 - e) other documents according to the requirements of the Departmental Board.
- (3) On the proposal of the Departmental Board, the Dean appoints at least two dissertation opponents, at least two of whom are not members of the academia of the University. At least one opponent must be a professor, associate professor or doctor of science.

- (4) After receiving the opposing opinions, the chairperson or vice-chairperson of the Departmental Board proposes a date for the defence. The Dean sets and announces the date of the defence.
- (5) The date and place of the dissertation defence must be published at least one month in advance in the public section of the faculty's website and notified to the student. The dissertation must be available for inspection five days before the defence at the faculty's study department; in the case of a University study programme, at the pedagogical department of the Rector's Office or, in the case of an inter-University study programme, at the workplace of the University or other legal entity where the dissertation defence is to be held. All opposing opinions are sent to the members of the dissertation defence board and the student or made available in the UIS, no later than on the day of the publication of the defence date.
- (6) The dissertation defence takes place before the dissertation defence examination board. At least one opponent must be present at the defence. The dissertation defence examination board is quorate if two-thirds of all members of the examination board are present. The presence of the chairperson or vice-chairperson of the examination board is always required.
- (7) The examination board decides on the outcome of the defence by secret ballot. The result of the defence is graded as "passed" or "failed". For a successful defence, a "passed" is required by a majority vote of all members of the examination board present. The course of the dissertation defence and the announcement of the results are public. The chairperson, or in the absence of the chairperson the vice-chairperson of the examination board, is responsible for the course of the defence.
- (8) If, as a result of the measures and decisions of a public authority, the personal presence of the student or the members of the board at the premises of the University is not possible, the dissertation defence may take place using distance communication tools.
- (9) The dissertation defence is held in the language in which the doctoral study programme is accredited. With the student's consent or at his/her request, the Departmental Board may determine that the defence be held in another language.
- (10) The dissertation defence may be repeated in one alternate term in the case of a failing grade. If the student fails to complete the defence even in the alternate term, he/she has not fulfilled the requirements of the study programme according to these Regulations, which is a reason for termination of studies. If the student fails to appear for the defence without excuse and does not apologise in writing to the Dean within five working days, he/she is graded "failed". If a student excuses himself/herself from the defence and the excuse is accepted, the student is withdrawn from the defence.
- (11) The dissertation defence examination board will make a record of the dissertation defence, which shall be signed by all present members of the board; the record shall be accompanied by the opinions of the opponents.

PART FOUR PROCEEDINGS IN STUDENT MATTERS AND EXTRAORDINARY MEASURES

Article 46 Exception of the Rector

The Rector is authorised to grant an exception to the provisions of these Regulations to a student based on his/her written reasoned request; the decision on the request cannot be appealed.

Article 47 Proceedings in student matters

The relevant provisions of the Act and Act No. 500/2004 Coll., the Administrative Code, as amended, and the internal regulations of the University apply to proceedings in which the rights and obligations of students are decided and to proceedings related to educational activities taking place at the faculties. The proceedings are conducted and decided in the first instance by the Dean. The student may appeal against the decision within 30 days from the date of its notification to the authority that issued the decision. The appeal body is the Rector, who will review the conformity of the contested decision and the proceedings that preceded it with the law and the internal regulations of the school and faculty.

Article 48 Revision of the evaluation

- (1) The student has the right to request a revision of the course completion evaluation or a revision of the evaluation of the state examination or its part or the dissertation defence within 15 days of the recording of the evaluation in the UIS.

- (2) In the procedure for reviewing the evaluation, the Dean shall examine the compliance of the examination or defence under paragraph 1 with the legal regulations and the internal regulations of the University and the faculty. If the Dean finds that a legal regulation, or an internal regulation of the University or faculty, was violated during the examination and that this fact had an impact on the evaluation, he or she annuls the contested evaluation.
- (3) If the course completion evaluation has been annulled, a new course completion is held before a three-member board appointed by the Dean. If the result of a final state examination or its components or the result of a dissertation defence has been annulled, these are held again before a newly appointed board for final state examinations or dissertation defences appointed by the Dean.
- (4) An appeal may be lodged against the decision of the Dean under paragraph 2. The Rector is the appellate authority.

PART FIVE TEMPORARY AND CONCLUDING PROVISIONS

Article 49 Temporary and Concluding Provisions

- (1) Proceedings concerning the rights and obligations of students, with the exception of proceedings concerning the closure of studies which have not been definitively concluded before the entry into force of these Regulations, shall be concluded in accordance with the Study and Examination Regulations of Mendel University in Brno registered by the Ministry of Education, Youth and Sports on 14 January 2019 under Ref. No. MSMT-1949/2019 as amended on 19 August 2020 registered by the Ministry of Education, Youth and Sports under Ref. No. MSMT-33819/2020-5 and dated 30 August 2021 registered by the Ministry of Education, Youth and Sports under Ref. No. MSMT-10560/2021-2 if such a procedure is more advantageous for the student.
- (2) The interruption of studies, including the method of counting towards the maximum study period, as well as the standard study period and the total duration of the interruption of studies, initiated before 1 September 2023, shall be assessed in accordance with the Study and Examination Regulations of Mendel University in Brno, registered with the Ministry of Education, Youth, and Sports on 14 January 2019, under ref. no. MSMT-1949/2019, as amended on 19 August 2020, registered with the Ministry of Education, Youth, and Sports under ref. no. MSMT-33819/2020-5, and on 30 August 2021, registered with the Ministry of Education, Youth, and Sports under ref. no. MSMT-10560/2021-2, if such a procedure is more advantageous for the student.
- (3) The period of interruption of studies after submitting the dissertation thesis, which commenced before 1 September 2023, shall end on 31 August 2024. This does not affect the periods of interruption of studies under Section 54 (2)(3) of the Act.
- (4) For students enrolled in the second or higher year before 1 September 2023, the deadline for submitting the dissertation assignment to UIS and its approval under Article 44(1), shall be set until 31 August 2024.
- (5) If a study programme accredited before 31 August 2016 was divided into fields of study, then the conditions for study programmes apply to these fields of study accordingly.
- (6) These Regulations were approved pursuant to Section 9(1)(b) point 3 of the Higher Education Act by the University's academic senate on 15 May 2023.
- (7) The Study and Examination Regulations of Mendel University in Brno registered by the Ministry of Education, Youth and Sports on 14 January 2019 under No. MSMT-1949/2019 as amended and registered by the Ministry of Education, Youth and Sports on 19 August 2020 under Ref. No. MSMT-33819/2020-5 and on 30 August 2021 under Ref. No. MSMT-10560/2021-2.
- (8) These rules come into force under Section 36(4) of the Higher Education Act on the date of their registration by the Ministry of Education, Youth and Sports.
- (9) These Regulations shall enter into force on 1 September 2023.

The first amendment of the Study and Examination Regulations of Mendel University in Brno was approved in accordance with Section 9(1)(b) of Act No. 111/1998 Coll., on Higher Education Institutions and on the Amendment and Modification of Other Acts (Higher Education Act), as amended, by the Academic Senate of Mendel University in Brno on 25 September 2023.

The first amendment to the Study and Examination Regulations of Mendel University in Brno shall come into force under Section 36(4) of the Higher Education Act on the date of registration by the Ministry of Education, Youth, and Sports.

The first amendment to the Study and Examination Regulations of Mendel University in Brno shall become effective on the date of its announcement.*

Signed: prof. Dr. Ing. Jan Mareš, m. p.
Rector

* The first Amendment of the Study and Examination Regulations of Mendel University in Brno comes into effect on 11 October 2023.