

*On 1 July 2011, pursuant to Section 36 (2) of Act No. 111/1998 Sb., on universities and on the amendment and modification of other acts (the Universities Act), the Ministry of Education, Youth and Sports registered the Study and Examination Code of Palacký University in Olomouc under Ref. No. 14 979/2011-30.  
In accordance with Section 36 (2) and (5) of the Universities Act, amendments to the Study and Examination Code of Palacký University in Olomouc were registered by the Ministry of Education, Youth and Sports on 9 July 2013 under Ref No. MSMT-29254/2013-30.*

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# **CONSOLIDATED VERSION OF STUDY AND EXAMINATION CODE of Palacký University in Olomouc as of 9 July 2013**

## **Part I General Provisions**

### **Article 1 Subject Matter**

1. The present Study and Examinations Code of Palacký University (hereinafter referred to as “the Code”) stipulates the rules for studying in programmes of study accredited at Palacký University in Olomouc (Univerzita Palackého: hereinafter referred to as “UP”) and the decision method regarding the rights and obligations of students.
2. The Code is mainly based on Act No. 111/1998 Sb., on universities, and on the amendments and modifications of other acts, as amended (hereinafter referred to as “the Act”) and the Constitution of UP.
3. The Code shall be binding upon UP, its constituent parts, students, all academic staff as well as staff in charge of administrative affairs relating to academic study, and any other persons defined in the provisions of the present Code.
4. Where the present Code provides for the possibility to regulate certain issues by means of a Rector’s directive, then such directives shall also be binding upon the persons defined in paragraph 3.
5. Where the present Code provides for the possibility to regulate certain issues by the means of a Dean’s directive, then such directives shall also be binding upon the respective faculty, students enrolled for study in a programme or field of study implemented by such a faculty, and for the academic staff and staff in charge of administrative affairs relating to academic study working at such a faculty. In relation to meeting the requirements of a specific course (Article 7, paragraph 2), directives of the Dean of the faculty implementing the programme of study, which includes such a course, shall also be binding upon the student.

### **Article 2 Definition of Terms**

1. A student of UP shall mean a person enrolled for study in any programme of study implemented at UP, including persons studying at UP as part of an exchange programme or other form of international cooperation. If the programme of study is implemented by more faculties of UP, an agreement of the respective deans shall determine the faculty at which the student is enrolled. A participant in a lifelong education programme pursuant to Section 60 of the Act is not a student.

2. An electronic study records system shall mean a system providing basic database support for studies at UP, including all of its component software and user functions. Details regarding the electronic study records system shall be determined by means of a Rector's directive.
3. A programme or a field of study shall mean such a version of a programme or field of study as stated in the accreditation granted by the Czech Ministry of Education, Youth and Sports (hereinafter referred to as "the Ministry") pursuant to Section 78 et seq. of the Act, in the decision of the Scholarly Board of the respective faculty, or any other body designated by the Scholarly Board.

### **Article 3**

#### **Organisation of Study**

1. At a faculty, the Dean shall be responsible for the organisation, administrative affairs and auditing of the course of study. For UP as a whole the Rector shall be responsible for the foregoing. The Dean and/or the Rector may transfer such responsibilities or a portion thereof to designated Vice-Deans or Vice-Rectors, or other academic staff, when applicable.
2. The organisation of study at UP is also determined by the Education Committee of UP acting as an advisory body of the Rector and chaired by the respective Vice-Rector. Members of the Education Committee of UP are appointed by the Rector upon the recommendations of the Deans of individual faculties.

### **Article 4**

#### **Studies Administration**

1. The Students Offices of individual faculties of UP shall be in charge of the administration related to students' study (hereinafter referred to as "studies administration").
2. Studies administration at UP is processed uniformly through an electronic study records system.
3. The employees designated by the Dean to such an end at individual faculties shall be responsible for the objective accuracy, completeness and up-to-dateness of the data intended to be processed in the electronic study records system.
4. The designated employees of the Computer Centre of UP shall be responsible for running the electronic study records system.
5. Further details regarding studies administration may be stipulated by means of a Rector's directive.

### **Article 5**

#### **Students' Obligations regarding the Organisation of Study**

1. Students are obliged to provide cooperation which is necessary in relation to study administration, including, but not limited to:
  - a) appearing at the Students Office of the faculty upon being invited to do so,
  - b) without undue delay informing the Students Office or any other designated department of any changes related to their place of residence, or of any other data necessary for keeping records of their study, including planned study stays or international mobility longer than a month,
  - c) cooperating with the Students Office with regard to the checking of the course of study pursuant to Article 9,

- d) if requested to do so by academic staff or employees of the Students Office, submitting their study credits book.
2. Students are obliged to use their UP e-mail address for official communication regarding studies administration. Students have this e-mail address generated after having enrolled for studies. Requests for appearance and other important notices for students are regularly sent by the Students Office to this e-mail address.
3. If requested to do so by academic staff, employees of the Students Office or other persons designated by the Dean, students are obligated to verify their identity via their study credit books or student identity card. Further details related to the means of verifying identity via the student identity card may be stipulated via a Dean's directive.

## **Article 6**

### **Programmes of Study and Forms of Study**

1. Programmes of study define the subject matter of studies in individual fields of study and the conditions for their completion. The basic structure of a programme of study is governed by the provision of section 44 et seq. of the Act.
2. Within each programme or field of study, studies may be subdivided into individual phases or blocks and enrolment in a phase or block may be conditioned by the completion of the preceding phase or block of study.
3. The forms of study in a programme of study include: full-time study, distance learning study or a combination of the two.
4. The list of programmes of study accredited at UP and of the individual fields of study, including their codes, type and form of study and standard length of study is published on the official notice board of UP. The list of programmes implemented at individual faculties is published with the same details and to the extent necessary on the official notice boards of the faculties.
5. In order to enable the creation of a personal study plan, the conditions for the completion of study, or, as the case may be, its blocks or phases (paragraph 2), with regard to the composition of courses and the number of credits awarded, as well as the subjects of the state examination, shall be published via the electronic study records system.

## **Article 7**

### **Courses**

1. In order to enable the creation of a personal study plan (Article 16, paragraph 2), the description of courses (hereinafter referred to as "course") of the programme of study shall be supplemented with:
  - a) basic description of the course, i.e.
    - 1) name,
    - 2) abbreviation,
    - 3) scope of classes,
    - 4) semester,
    - 5) form of the course's completion,
    - 6) status of the course,
    - 7) credits,
    - 8) department guaranteeing the course,
  - b) conditions for course registration, including the possibility of having to complete or register for another course pursuant to paragraph 4,

- c) information that the course is not an optional course, or that there are preclusive courses,
  - d) information on the recommended year of study and its relation to other courses for its inclusion into a study plan,
  - e) course requirements, including scope of classes and conditions for its completion.
2. The status of courses in the individual programmes and fields of study may be as follows:
  - a) an obligatory course (A category), the completion of which is a mandatory condition for the completion of the given programme, field or phase of study (Article 6, paragraph 2),
  - b) an elective course (B category), for which a number of credits for elective courses which the student must obtain during the course of study, or its phase or block, is defined,
  - c) an optional course (C category); i.e., other courses included in the programmes and fields of study of the faculty, in the programmes of study at other faculties or in the all-university list of programmes of study and optional courses.
3. The programme or field of study may determine that students are obligated to complete one or more elective courses from a defined group of elective courses as part of their course of study. Failing to meet such a condition results in the same consequences as failing to complete an obligatory course.
4. The programme of study may determine that registering for a certain course is conditioned, or precluded by the registration for, or completion of, another course, or that completing a course is conditioned by completing another course.

### **Article 8** **Academic Year**

1. The academic year shall last 12 calendar months and is divided into the winter and summer semester and holidays. The time division of the academic year is defined by the UP Calendar. The Rector shall determine the commencement of the academic year.
2. The commencement and end of the teaching period in the winter and summer semester, examination period, and other details regarding the division of the academic year shall be determined by the Rector of UP, or subject to his/her approval, by the Dean of the given faculty.
3. The Rector of UP shall also determine the deadline for the fulfilment of study requirements for an academic year. This date shall fall on a date in the following academic year, usually in September.

### **Article 9** **Auditing the Course of Study**

1. In the time frame determined by the Dean, the Study Department of the faculty shall audit the course of study of individual students in the previous academic year.
2. The Dean shall determine the date of the main audit of the fulfilment of study requirements so that it follows the deadline for fulfilment of study requirements for the given academic year (Article 8, paragraph 3), as well as the period for course registration for the winter semester.
3. Further details regarding auditing the course of study may be stipulated by means of a Dean's directive.

## **Part II**

### **Study in Programmes of Study**

#### **Credit System**

##### **Article 10**

1. A credit system applies to all programmes of study implemented at UP unless a Dean's directive stipulates otherwise for the doctoral programme of study.
2. Each course implemented in any of the programmes of study is assigned a number of credits which quantifies the student's study load for the given course. One course shall have the same number of credits assigned to all students.
3. Students acquire the credits by completing the course in the prescribed way.
4. Credits may only be acquired only once for each course in the course of study of one programme of study or in the course of study of Post-bachelor Master's programmes of study. A Dean's directive may stipulate other conditions for acquiring credits which are recognised pursuant to Article 27.
5. Further details on the organisation of study in the credit system shall be determined by means of a Rector's directive.

##### **Article 11**

1. During the course of their study, students are required to acquire a number of credits corresponding to the product of the standard length of study expressed in academic years multiplied by 60. Meeting this requirement is a prerequisite for being allowed to sit for the State Final Examination. The number of credits that a student is required to acquire in a doctoral programme of study may be determined otherwise by means of a Dean's directive.
2. Students are required to acquire a minimum of 40 credits during each academic year or such a number of credits, which would together with the credits acquired in the previous academic year reach a minimum of 80 credits. This does not apply to the last academic year of the standard length of study. The minimum of credits that a student is required to acquire in one academic year in a doctoral programme of study may be determined otherwise by means of a Dean's directive.
3. The Dean's directive may stipulate that a given percentage of the total number of credits that a student is required to acquire pursuant to paragraph 1 and which are elective or optional course according to the programme of field of study must be acquired exclusively from elective courses.

##### **Article 12**

##### **Study Records**

1. The course of study for each student at UP is recorded throughout the whole period of study.
2. The way of keeping study records and further details, conditions, the way of issuing a student credit book pursuant to section 57 of the Act, as well as the obligations of academic staff relating to such record keeping shall be determined by means of a directive of the Rector of UP.

##### **Article 13**

##### **Enrolment in Studies and Return Enrolment in Studies**

1. Upon receiving the Admission Decision, the right of an applicant admitted for studies in a programme implemented at UP to enrol in studies is created. Applicants are entitled to be enrolled in all programmes to which they have been admitted. On the Enrolment Date, an applicant becomes a student of UP enrolled at the respective faculty.
2. A person whose studies have been interrupted (Article 19) is entitled to a return enrolment in studies upon the termination of such an interruption. On the Date of the Return Enrolment, a person becomes a student of UP enrolled at the respective faculty.
3. The period for enrolment shall be determined in the Calendar of the academic year. The enrolment or return enrolment must be carried out in person at the faculty which implements the given programme of study. If the programme of study is implemented jointly by more than one faculty of UP, then the enrolment takes place at the faculty which is determined by the respective programme of study or by an agreement of the Deans of the faculties jointly implementing the programme.
4. A person unable to enrol in studies during the defined period may apply for an alternative date of enrolment. Such an application shall be filed not later than on the last day of the enrolment period. If the person does not apply for an alternative date, or fails to enrol on such a date, the right to be enrolled extinguishes.
5. If in doubt, the Dean shall decide whether the right of a person to enrolment or repeated enrolment in studies has, or has not, extinguished.
6. After the regular or return enrolment in studies, the faculty is obliged to issue a student identity card for the student and enter him or her in the register of students.
7. After being enrolled for studies, students shall take a matriculation oath.

#### **Article 14**

##### **Registration for Courses**

1. During the period determined by the Calendar of the academic year for the registration for courses in the coming semester, students shall register for the selection of courses that they would like to attend. Students register for courses via the electronic student records system.
2. Courses, the attendance of which is conditioned by completing or registering for another course (Article 7, paragraph 4), may only be registered for once such a course has been completed in due manner or registered for.
3. During the course of study in one programme of studies a course may not be registered for more than twice. A Dean's directive may stipulate that a student may register for a course only once.
4. Unless a Dean's directive stipulates otherwise, a student who does not complete one of the registered obligatory courses is obligated to register for this course in the next academic year in which the course is offered again.
5. Unless a Dean's directive stipulates otherwise, a student who has not completed any of the elective or optional courses is not obligated to register for them again.
6. In the event that a student registers for, or fails to register for, a certain course contrary to the provisions of paragraphs 2 to 4, the faculty may adjust the personal study plan of such a student so that it conforms to these provisions and unenrol or enrol the student in such a course.

#### **Article 15**

##### **Withdrawing from Courses**

1. For reasons of serious nature, the Dean of the faculty may allow a student to withdraw from a course for which he/she has already registered, upon the student's application.
2. The conditions for allowing withdrawal of courses may be further defined in a Dean's directive.

### **Course of Study**

#### **Article 16**

1. Within the course of studies in the programme in which a student has been enrolled and after meeting the respective conditions defined by the programme of study, a student is entitled to attend lectures, practical classes, seminars, courses, hands-on training sessions, laboratory lessons, field trips, consultations and other forms of study, acquire credits and pass colloquia, fulfil other requirements following from the accreditation of the programme of study and sit for examinations.
2. Through registration for courses pursuant to Article 14, students create their personal study plans for the respective academic year or study block. This shall be without prejudice to provisions of Article 14 (paragraph 5). Such a personal study plan shall be binding upon the student.
3. At a student's written request, the Dean may allow the student to complete one or more semesters or study blocks in the form of an individual study plan, the course and conditions of which shall be determined by the Dean.
4. The maximum length of study is the standard length of study as defined by the programme of study plus three academic years. Should the student fail to graduate during the maximum length of study, this shall constitute grounds for termination of studies.

#### **Article 16a**

#### **Special Provision on the Course of Study**

In relation to child care students are entitled to an extension of deadlines for the fulfillment of study requirements and for the fulfillment of requirements for enrollment in the following semester, year or study block arising especially from this Code, equal to the period during which the students would otherwise be on maternity leave (Sections 195, 197 and 198 of Act No. 262/2006 Sb., the Labour Code, as amended) provided that the students have not interrupted their studies.

#### **Article 17**

#### **Partial Studies at Another University**

1. At a student's request, the Dean may allow the student to study at another university in the Czech Republic or abroad as part of studies in the programme implemented by the faculty provided that such a university implements the same or similar programmes of study. The length of study under this paragraph shall not exceed six semesters.
2. At this university, students may study one or more courses simultaneously with studies in the programme of study implemented by the faculty, at which they are enrolled in studies.
3. Article 27, paragraph 2 shall apply to the recognition of courses completed pursuant to paragraph 2.

#### **Article 18**

#### **Change in the Form of Study**

1. Provided that the nature and content of classes of any part of the programme of study allow for this, the Dean may allow a student admitted to studies in the full-time mode to study in the combined form of the full-time and distance learning modes. The combination of these is based mainly on self-study, completing individual tasks and taking exams.
2. The scope of the course, recommended literature, tutorials, as the case may be, and individual tasks replacing mainly practical classes and seminars shall be determined for the student studying in the combined form by the department guaranteeing the given course, usually in writing and always at the beginning of the semester.
3. A combination of the full-time and distance learning mode may be restricted to an academic year, a phase or a study block, and may include regular group tutorials during the semester, or block classes.
4. The programme of study of the full-time mode of the given field of study or its respective part applies to students studying in the combined mode.
5. Within seven days of the commencement of classes in each semester, students studying in the combined mode are obliged to contact all teachers and ask them for further specifications of the study plan. The teachers shall provide such specifications within seven days.

#### **Article 19** **Interruption of Studies**

1. For reasons of serious nature and upon a student's written request, the Dean may allow a student to interrupt studies more than once.
2. In the event that the application for interruption of studies is filed later than four months before the deadline for the fulfilment of study requirements in the given academic year, the Dean may grant it only if the student has already fulfilled all study requirements for the given academic year, or if there are extraordinary circumstances which objectively prevent the student from their fulfilment.
3. As a rule, studies may only be interrupted for the period of whole semesters extended by the remainder of the semester in which the studies are interrupted. The total time of interruption in the Master's degree programme of study shall not exceed four semesters and in the Bachelor's degree and the Post-bachelor Master's programme of study it shall not exceed two semesters.
4. A student who has been granted an interruption of studies is obliged to submit his/her study credit book to the Students Office and evidence showing that all obligations towards UP have been settled not later than eight days after the studies have been interrupted. Should the student fail to meet this obligation, the interruption of studies may be cancelled.
5. If the reasons for interruption of studies no longer apply, the Dean may terminate, upon the student's request, the interruption of studies sooner than stipulated in the decision pursuant to paragraph 1.
6. After the interruption of studies has been terminated, the student is obliged to enrol in further studies. After the interruption of studies has been terminated, studies may be resumed only from the beginning of a semester. Should the student fail to enrol within five days after the interruption of studies has been terminated, or if the student does not apply for an alternative enrolment date or an extension of the interruption, this shall constitute grounds for termination of studies.
7. After the interruption of studies has been terminated, the student shall register for all non-completed courses for which he/she had been registered before the interruption of



studies was granted. In the case of a change in the programme or field of study, the Dean may decide on the replacement of a course by another one.

8. After the interruption of studies has been terminated, the student is not entitled to new dates for the completion of courses in which he/she failed before the interruption of studies, and the student must thus complete the course within the remaining dates.
9. The Students Office of the faculty shall record the interruption of studies in the study credit book.

#### **Article 19a**

##### **Special Provision on the Course of Study**

1. Students are always entitled to interrupt their studies due to pregnancy, birth and parenting, for the recognized parenting period.
2. The period of interruption of studies corresponding to the recognized parenting period shall not be included in the total time of the interruption of studies under Article 19 (3) nor in the maximum length of study.

#### **Article 20**

##### **Course Completion**

1. Course completion shall mean meeting the course requirements through any of the following:
  - a) course credit,
  - b) colloquium,
  - c) examination.
2. A comprehensive examination is a special type of examination which the study plan of the given programme of study stipulates as a condition for completing two or more courses or a condition for completing a single course which requires the student to demonstrate knowledge from other courses. Unless stipulated otherwise hereafter, the same rules as for an examination (Article 23) apply also to the comprehensive examination. The accreditation of the given programme of study may stipulate that the comprehensive examination be a board examination (Article 24).
3. The examiner shall decide on the result of the course completion pursuant to paragraph 1.
4. Courses are usually completed during the examination period as defined in the Calendar of the academic year. If so arranged with the examiner, courses may also be completed during the holidays or the teaching period of the semester.
5. For students who have not met all requirements for the completion of a course during the teaching period of the respective semester, a minimum of three dates for the fulfilment of the remainder of conditions for the completion of the course shall be announced. A low number of students who have not fulfilled the conditions for the course completion may constitute grounds for announcing a lower number of dates. The guarantor, or a person he/she designates, shall announce the examination dates via the electronic study records system not later than a week before the teaching period of the respective semester finishes.
6. The minimum capacity of examination dates pursuant to paragraph 5 in an examination period after the semester during which the course has been taught (hereinafter referred to as "ensuing examination period") is the number of students registered for the course in the respective semester.
7. For students who have not completed the course in the ensuing examination period, examination dates must be announced in the examination period for retakes; the total capacity of these terms shall, as a minimum, amount to the number of students who

registered for the course and did not complete it until the end of the ensuing examination period. The examination period for retakes shall mean the summer semester and the examination period after the summer semester if the ensuing examination period was the examination period after the winter semester; or the period between 1 July and the deadline for the fulfilment of study requirements for the given academic year as defined in the Calendar of the academic year (Article 8, paragraph 3), if the ensuing examination period was the examination period after the summer semester.

8. With respect to courses for which the student was registered for the first time in the last year of the respective field of study, the student is entitled to complete such courses in the next academic year; i.e., the academic year following the academic year in which the student registered for the course, unless the maximum length of study pursuant to Article 16, paragraph 4 has been exceeded. Failure to complete the course in the following academic year is deemed to constitute failure to meet the condition stipulated in Article 14, paragraph 3.
9. The Dean may issue a directive to regulate further details relating to the announcement of examination dates for the completion of courses. The Dean may determine a higher minimum capacity for the ensuing examination period as well as the examination period for retakes than the capacity defined in paragraphs 6 and 7.
10. Rules for the announcement of examination dates for courses which are taught during a certain period of the semester only (so called “block teaching”) shall be stipulated by means of a Dean’s directive.

## **Article 21**

### **Registration for Examination Dates for the Completion of a Course**

1. Registration for the announced examination dates of colloquia and examinations takes place through the electronic study records system. The guarantor of a course may decide that such a registration shall also apply to the course credit for this course. Registration for the announced examination dates of a course may be subject to prior acquisition of the course credit for such a course.
2. Students may withdraw from an examination date for which they have registered pursuant to paragraph 1 not later than three days before such an examination date. This time limit may be modified by a Dean’s directive.
3. Should the student fail to appear for the course completion on the date for which he/she has registered under paragraph 1 or fails to excuse himself or herself to the examiner for reasons of a serious nature within two days of the examination date, or materially violates the rules for the course completion, the student is deemed to have failed to complete the course.
4. In exceptional cases worthy of special consideration, the Dean may pardon the failure of a student to appear for an examination date even later than stipulated in paragraph 3.
5. Further details regarding the registration for examination dates for the completion of courses, withdrawal from such dates as well as other related issues may be regulated by a Dean’s directive.

## **Article 22**

### **Course Credit and Colloquium**

1. Course credit shall be granted upon the fulfilment of the requirements as defined in the syllabus of the course by its guarantor.

2. Granting of credit shall be recorded in the study credit book by writing “započteno” (=“credit granted”), to which the date of credit granting and teacher’s signature shall be attached. If the credit is not granted, this shall not be recorded in the study credit book. Granting of credit together with the date when it was, or was not granted, shall be recorded in the electronic study records system.
3. In courses which are completed neither with an examination nor a course credit, students shall pass a colloquium on the knowledge they are supposed to have mastered. Students’ knowledge is usually examined by means of an interview with the examiner.
4. Passing of a colloquium shall be recorded in the study credit book by writing “splnil/a” (= “passed”), to which the date of passing and teacher’s signature shall be attached. If the student does not pass the colloquium, this shall not be recorded in the study credit book. Passing of a colloquium together with the date when it was, or was not, passed shall be recorded in the electronic study records system.
5. In the event that the course credit or colloquium is granted upon the fulfilment of requirements which could not be fulfilled during the teaching period of the semester, especially if it is completed by means of a test or an interview with the teacher, then the teacher shall announce at least two examination dates for retakes during the academic year in which the students who have not fulfilled the requirements for the course credit or colloquium on the first date have registered for this course.
6. In the event that the course credit or colloquium is not granted, the student may ask the head of the department which guarantees the course to have the situation reviewed. If the head of the department which guarantees the course is at the same time the examiner, then the reasons for not granting the course credit or colloquium shall be examined by the Dean, at the student’s request.

### **Article 23**

#### **Examination**

1. The examination serves to test the knowledge and skills of students as well as their abilities to creatively apply the knowledge gained throughout their studies. An examination may be oral or written, or may consist of an assessment of practical or creative performance, or a combination of these.
2. In the event that the student has failed the examination (got an ‘F’ grade pursuant to paragraph 3), then he/she is entitled to a first retake. Should the student also fail the first retake, then he/she is entitled to a second retake, which is always a board examination (Article 24). The right to the first and second retake may only be exercised on the examination dates announced pursuant to Article 20, paragraphs 6 and 7, or a Dean’s directive issued pursuant to Article 20, paragraph 9.
3. The examiner shall use the following grades for the assessment of an examination:

<b>Grade</b>	<b>Value for the calculation of study average</b>
A	1
B	1.5
C	2
D	2.5
E	3

F	4
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4. The result of an examination shall be recorded in the study credit book as well as in the electronic study records system by entering the letter designating the grade. Should the grade be 'F', then it is entered only in the electronic study records system. The examiner shall also attach his/her signature and the date of passing in the study credit book.
5. In the event that the student has been graded 'F', then he/she may ask the head of the department guaranteeing the course to have his/her case reviewed. If the head of the department which guarantees the course is at the same time the examiner, then the grade in the examination shall be reviewed by the Dean, at the student's request.

#### **Article 24**

##### **Board Examination**

1. If stipulated so by the accreditation of the programme or field of study or by the present Code, then a board examination takes place.
2. The board examination takes place before an examination board of a minimum of three members, unless a Dean's directive stipulates otherwise. Should the exam be written, then the examination board assesses the student's written work. Members of the examination board and its president are appointed by the head of the department guaranteeing the course, who may also appoint himself or herself as a member or the president of such a board.
3. Apart from the situations under paragraph 1, the Dean may also order a board examination for reasons of a serious nature, at the request of a student, examiner or the head of the department guaranteeing the course. In such a case, the examination board shall be appointed by the Dean.
4. Board examinations shall be graded pursuant to Article 23, paragraph 3. Members of the examination board decide on the result of the board examination by voting. If the voting does not result in a majority as to the grade, the vote of the president of the examination board shall be decisive.
5. The president of the examination board shall draft a report on the course of the board examination, which shall be signed by all members present and be part of the student's study file.

#### **Article 25**

##### **State Final Examination**

1. Pursuant to section 45 (3) and 46 (3) of the Act, the degree programme is duly completed with a State Final Examination. With the exception of Medicine, Veterinary Medicine and Hygiene (Public Health Care), the Master's degree programme is completed with a State Final Examination including the defence of a Master's diploma thesis. In the Bachelor's degree programme, the State Final Examination includes, as a rule, the defence of a Bachelor's diploma thesis.
2. Students may take the State Final Examination and the defence of Master's or Bachelor's degree thesis only after they have fulfilled all requirements defined by the respective field of study, or a Dean's directive.
3. Students are obliged to take the State Final Examination not later than two calendar years after they have fulfilled the requirements for taking it under paragraph 2 and at the same time be in compliance with the standard length of study as defined by Article 16, paragraph 4. This time limit shall not include the period during which the studies

were interrupted. Failure to meet this requirement constitutes grounds for termination of studies.

4. The State Final Examination takes place before an examination board of a minimum of three members. The members of the examination board and its president are appointed by the Dean.
5. The State Final Examination and the parts thereof shall be assessed using the grades pursuant to Article 23, paragraph 3. The State Final Examination is graded either as a whole using one grade, or the individual parts thereof are graded separately depending on the accreditation of the respective programme or field of study.
6. In the event that any part of the State Final Examination is graded as 'F', the overall result of the State Final Examination shall be "Fail".
7. Subject to the fulfilment of conditions stipulated in paragraph 3, the State Final Examination may not be retaken more than twice. This shall be without prejudice to the provisions of Article 26, paragraph 7.
8. Further details regarding the State Final Examination may be stipulated by a Dean's directive.
9. The overall result of the State Final Examination shall be graded depending on the average of grades in all parts of the State Final Examination:
  - a) A - if the average is equal to or better than 1.25;
  - b) B - if the average is between 1.25 and equal to or better than 1.75;
  - c) C - if the average is between 1.75 and equal to or better than 2.25;
  - d) D - if the average is between 2.25 and equal to or better than 2.75;
  - e) E - if the average is between 2.75 and equal to or better than 3.00.

## **Article 26**

### **Diploma Theses**

1. A diploma thesis shall mean the Bachelor's, or Master's diploma thesis; or a doctoral dissertation.
2. The requirements for individual types of diploma theses shall be stipulated by a Dean's directive.
3. Students may not plagiarise with respect to their diploma theses. Plagiarism shall mean any case in which the author of the diploma thesis intentionally, directly or indirectly, uses a published or unpublished work, part of a work or manifested idea of another person in order to create an impression that the work or idea is his/her own.
4. Pursuant to Article 47b, paragraph 3 of the Act, students are obliged to give consent to making the diploma thesis available to the public for non-profit purposes via the electronic study records system, irrespective of the result of its defence. Such consent to make the diploma thesis available to the public may only be refused in order to protect patent rights or other similar interests protected by a special law. Further details regarding the assignment of theses, their submission and making them available to the public shall be determined by a Rector's directive.
5. There shall be two reports written on each Bachelor's or Master's diploma thesis, one of them by the supervisor and one of them by the reviewer. A Dean's directive may stipulate that only a reviewer's report is sufficient for a Bachelor's diploma thesis. A minimum of two external reviewers' reports shall be written on each dissertation.
6. Students are entitled to acquaint themselves with the reports on their diploma theses at least one week in advance. This time limit may be prolonged by a Dean's directive. Such a time limit may be reduced only subject to the student's consent.

7. In the event that either of the reports does not recommend the Master's or the Bachelor's diploma thesis for the defence or grades it as unsatisfactory, the thesis shall be returned to the student to be rewritten. Otherwise, the student may take the diploma thesis back after it has been submitted, but not later than three business days before the date of the defence. A student may exercise this right only once during the course of study of one programme. After submitting the diploma thesis for the second time, the student is entitled to the defence despite the fact that the reports do not recommend so. If the diploma thesis is graded as unsatisfactory after the defence has taken place, then the thesis was not defended, which constitutes grounds for termination of studies.
8. Further details regarding the defence of diploma theses and the appointment of the supervisor and the reviewer may be determined by the Dean's directive.

### **Article 27**

#### **Recognition of Course Credits, Colloquia and Examinations**

1. At a student's request, the Dean may recognise some examinations and colloquia passed, course credits granted or a part of studies (hereinafter referred to as "recognition of study requirements") of a student who graduated from a programme of study at UP or another university in the Czech Republic or abroad or who has already studied such a programme of study.
2. At a student's request, the Dean may also recognize course credits granted, as well as colloquia and examinations passed within a lifelong education programme implemented by the faculty pursuant to section 60 of the Act. The credits for study requirements recognised in such a way shall not exceed 60% of the credits necessary for the completion of the field of study for which the study requirements are recognised.
3. In the event that the student has spent part of his/her studies at a foreign university as part of an exchange programme, the Dean may recognise courses attended at such a university which do not correspond to any courses of the field of study in which the student is enrolled as particular one-time optional courses (Article 6, paragraph 2c). The credit value of such a course, which the Dean has assigned to it, does not have to correspond to the credit value assigned to it at the foreign university.
4. Students are obligated to substantiate completing a course or a part of studies. The Dean may request the opinion of the respective course guarantors in order to consider a student's request to have study requirements recognised.
5. The Dean may not recognise course credits, colloquia and examinations which the student has passed more than three years before filing the request for their recognition. This time limit may be reduced by a Dean's directive.
6. With regard to the recognition of examinations passed under the three-level grading system, the following applies: An examination graded as "výborně" (= "excellent") becomes 'A', an examination graded as "velmi dobře" (= "very good") becomes 'C' and an examination graded as "dobře" (= "satisfactory") becomes 'E'.
7. A Dean's directive may stipulate other conditions for the recognition of study requirements.

### **Article 28**

#### **Termination of Studies due to a Failure to Meet the Requirements of a Programme of Study**

1. The Dean decides on the termination of studies due to a failure to meet the requirements of a programme of study pursuant to section 56 (1) b) of the Act, if the student has:
  - a) failed to acquire the required number of credits for an academic year, or a block or phase of studies;
  - b) failed to meet the requirements resulting from a repeated registration for a course;
  - c) failed to enrol in studies after their interruption;
  - d) failed to pass the State Final Examination under the conditions stipulated in Article 25 or failed to defend the diploma thesis (Article 26, paragraph 7);
  - e) failed to complete the studies within the maximum length of study (Article 16, paragraph 4).
2. In the event of a failure to meet the requirements of a programme of study, studies are terminated on the date on which the decision issued pursuant to paragraph 1 takes legal effect.

### **Article 29**

#### **Assessment of Studies**

1. A weighted study average is used to assess the study results of a student. The weight of the study average is the number of credits of courses registered for by the student and completed by passing an examination. In the event that a student is in a course ending in an examination for which the student has registered, but did not complete the course itself, the given grade will be 'F'.
2. The overall study assessment expresses the degree of a student's performance throughout the whole period of studies in a field of study. The overall assessment shall be closed upon the student's passing the State Final Examination, and is graded as follows:
  - a) "absolvoval/a s vyznamenáním" (= "graduated with honours")
  - b) "absolvoval/a" (= "graduated")
3. A student has graduated with honours if his/her weighted study average calculated pursuant to paragraph 1 did not fall lower than 1.5 throughout the whole period of studies, has passed the State Final Examination with an overall grade of A and did not retake any part of the State Final Examination.
4. The overall study assessment shall appear on the university diploma.

### **Part III**

#### **Specific Features of the Doctoral Degree Programme of Study**

### **Article 30**

#### **Doctoral Degree Programme of Study**

1. Unless Part III of the present Code stipulates otherwise, provisions of Part II of the Code shall apply to the doctoral degree programme of study.
2. Studies in the doctoral degree programme of study (hereinafter referred to as "the doctoral degree programme") shall be monitored and evaluated by the Subject Area Board of the respective doctoral degree programme or field of study (hereinafter referred to as the "Subject Area Board"), which shall be appointed pursuant to 47 (6) of the Act.

3. Studies in the doctoral degree programmes are based on individual curricula under the guidance of a supervisor. Upon the proposal of the Subject Area Board, supervisors shall be appointed and changed by the Dean.
4. The fulfilment of the individual curriculum is subject to regular evaluation, which shall be performed at least once a year.

### **Article 31**

#### **Forms of Study in the Doctoral Degree Programme**

1. The forms of study in the doctoral degree programme are as follows:
  - a) full-time,
  - b) distance learning,
  - c) combination of the full-time and distance learning forms.
2. The full-time form of study in the doctoral degree programme usually takes place at the workplace of the supervisor or at another designated workplace (hereinafter referred to as “study workplace”).
3. The distance learning form of study in the doctoral degree programme usually takes place outside the study workplace and is mainly based on the student’s individual work.
4. Combination of the full-time and distance learning modes of study in the doctoral degree programme means that a defined part of the study is in the full-time form and another defined part is in the distance learning form. The two forms of study in the doctoral degree programme do not mutually overlap and the rights and obligations of students derive from the respective form of study.
5. At a doctoral student’s written request and after hearing the opinion of the supervisor, the Dean may decide on a change in the form of study.

### **Article 32**

#### **Length of Study in the Doctoral Degree Programme**

1. The standard length of study in the doctoral degree programme shall be defined in its accreditation.
2. The standard length of study in the doctoral degree programme may be prolonged by the Dean at a student’s request and subject to approval by the supervisor and the President of the Subject Area Board.
3. The maximum length of study in the doctoral degree programme shall be the standard length pursuant to paragraph 1, plus three academic years.
4. The time for which the studies were interrupted shall not be included in the length of study pursuant to paragraphs 1 and 3.

### **Article 33**

#### **Subject Area Board**

1. Members of the Subject Area Board are appointed and dismissed by the Dean subject to approval by the Scholarly Board of the faculty. Proposals for changes in the membership of the Subject Area Board shall be submitted to the Dean by its President after such a change has been approved by Board.
2. The Subject Area Board shall have a minimum of five members. The Subject Area Board shall elect its President from among themselves and dismiss him or her by a majority of its members.



3. The period for which the Subject Area Board is appointed shall correspond to the period for which the accreditation of the programme of study is valid. Members of the Subject Area Board may serve on it repeatedly.
4. The powers of the Subject Area Board include, but are not limited to, the following:
  - a) discussing the proposals for dissertations and changes thereof,
  - b) nominating members of the Admission Boards,
  - c) nominating supervisors,
  - d) discussing the extent of requirements for the State Doctoral Examination,
  - e) proposing to the Dean nominations for the President, Vice-President and members of the Examination Board for the State Doctoral Examination,
  - f) proposing to the Dean nominations for the President, Vice-President and members of the dissertation defence board,
  - g) nominating external reviewers of the dissertation.
5. The meetings of the Subject Area Board are convened by its President, or the Dean, from time to time, but not less than once a year.
6. The Subject Area Board has a quorum if the majority of its members are present. An absolute majority is required for the election of the President, for voting on proposals on changes in the Subject Area Board and proposals on the establishment of Subject Area Committees pursuant to Article 35, paragraph 1. For other matters, the majority of the members present is sufficient. Further details regarding the acts and decisions of the Subject Area Board may be stipulated by its Rules of Procedure, which shall be approved by the Dean upon proposal of the Subject Area Board.

#### **Article 34**

##### **President of the Subject Area Board**

1. The President of the Subject Area Board represents the Board in the periods between its meetings in the extent defined by a Dean's directive.
2. Unless a Dean's directive stipulates otherwise, the powers of the President of the Subject Area Board include, but are not limited to, the following:
  - a) coordinating the programme of lectures, seminars, and other study affairs,
  - b) approving individual curricula of doctoral students,
  - c) proposing to the Dean the dates for State Doctoral Examinations and Dissertation Defences,
  - d) proposing to the Dean the termination of doctoral degree studies for a failure to fulfil study requirements.

#### **Article 35**

##### **Subject Area Committees**

1. Upon proposal by the Subject Area Board, the Dean may establish Subject Area Committees. The Subject Area Committee shall have a minimum of five members. A member of the Subject Area Board may also serve on a Subject Area Committee.
2. A Subject Area Committee may exercise the powers of the Subject Area Board pursuant to Article 33 (4) in the extent in which these have been delegated upon it by the Dean. The Dean shall not delegate upon the Subject Area Committee other powers than those proposed by the Subject Area Board pursuant to paragraph 1.
3. Article 33 (5, 6) shall apply with necessary modifications to the acts and decisions of the Subject Area Committee.

#### **Article 36**

### **Supervisor of a Doctoral Student**

1. Only a professor, an associate professor, or a renowned expert in the field holding an academic degree may supervise a doctoral student (hereinafter referred to as “the Supervisor”).
2. The Supervisor shall be appointed by the Dean upon proposal by the Subject Area Board.
3. The Supervisor proposes the topic of the dissertation and prepares the individual curriculum of a doctoral student. The Supervisor provides both expert and organizational guidance to the doctoral student during the course of study, checks the fulfilment of his/her study requirements and provides the Subject Area Board with an annual assessment of the doctoral student. The Supervisor provides guidance to the doctoral student regarding the work on the dissertation. The Supervisor may be present at the examinations that the student takes throughout the course of his/her study.
4. In the event that it has been proven that the Supervisor has failed to fulfil his/her obligations pursuant to paragraph 3, or cannot perform his/her activities, the Dean may, upon proposal of the Subject Area Board, dismiss the Supervisor and appoint a new one.

### **Article 37**

#### **Doctoral Students**

1. On the Enrolment Date, an applicant who has been admitted for studies becomes a UP student and a member of the academic community of UP and of the faculty at which he/she is enrolled in doctoral studies.
2. A doctoral student ceases to be a UP student and a member of the academic community of UP and of the faculty at which he/she is enrolled in doctoral studies:
  - a) on the date of passing the State Doctoral Examination or defending the dissertation pursuant to section 47 (4) of the Act and section 55 (1) of the Act respectively (whichever shall come later);
  - b) upon terminating doctoral studies pursuant to section 56 of the Act.
3. Terminating doctoral studies pursuant to section 56 (1) b) of the Act shall mean:
  - a) terminating doctoral studies by the decision of the Dean during the academic year upon proposal by the Subject Area Board after discussing the matter with the Supervisor, and in the absence of reasons of serious nature to the contrary, also with the doctoral student himself or herself, if he/she fails to fulfil the requirements imposed on him or her following from the doctoral degree programme,
  - b) terminating doctoral studies by the decision of the Dean after the expiration of the standard length of study, or a prolonged length of study pursuant to Article 32, paragraph 2, or after the expiration of the maximum length of study,
  - c) terminating doctoral studies by the decision of the Dean as a result of the fact that the dissertation was repeatedly not recommended for defence by all external reviewers, or the student repeatedly failed either the dissertation defence or the State Doctoral Examination.
4. Section 68 of the Act shall apply to the decision making pursuant to paragraph 2b and paragraph 3.
5. A person to whom the facts stated in paragraphs 2 and 3 apply is obliged to appear at the relevant department of the faculty within 30 days of the termination of doctoral studies to have his/her study credit book closed, unless he/she requests that such a department extends this deadline due to reasons of a serious nature.

6. After terminating the doctoral studies pursuant to section 56 of the Act, the relevant department of the faculty shall issue a certificate of the exams passed during the doctoral studies if the student so requests.

### **Article 38**

#### **Doctoral Studies Individual Curriculum and Checking of Results**

1. The doctoral studies individual curriculum focuses on scientific work, solving a research problem or a specific objective of creative or artistic activities.
2. The doctoral studies individual curriculum shall be proposed, or, as the case may be, annually specified, by the Supervisor, together with the doctoral student. The doctoral studies individual curriculum and, as the case may be, its modifications shall be approved by the President of the Subject Area Board or by another person authorized to do so by a Dean's directive pursuant to Article 34, paragraph 2.
3. The doctoral studies individual curriculum shall include:
  - a) the time and content sequence of study activities, the form of such activities and the way of checking the study results of a doctoral student (including, but not limited to, oral exams, written reports, conference attendance) in accordance with the programme of study,
  - b) definition of the framework of the scientific research or creative activities of a doctoral student in the areas of research, development or theoretical or creative arts work; the framework definition of the topic shall constitute the basis for the dissertation,
  - c) studies and internships at other departments, if any, including foreign ones.
4. Passing of the individual exams shall be recorded in the study credit book by entering the word "splnil/a (= "passed"). The study credit book shall include a record of having fulfilled other stipulated requirements confirmed by the Supervisor, as well as an annual assessment of the student by the Supervisor.
5. During the course of studies, the student shall demonstrate that within the framework of the field of study he/she is able to use a foreign language typical of the respective field.
6. The work arrangements of a doctoral student are subject to his/her agreement with the Supervisor.

### **Article 39**

#### **Interruption of Doctoral Studies**

1. After hearing the opinion of the Supervisor and at a student's request, the Dean may allow a doctoral student to interrupt his/her studies due to a maternity or paternity leave, or for serious health problems or others reasons of serious nature.
2. The total period of interruption of studies shall not exceed three years.

### **Article 40**

#### **Withdrawal from Study**

1. A doctoral student who decides to withdraw from doctoral studies shall notify the Dean thereof without undue delay. Such a notification may be made at any time during the course of doctoral studies.
2. A doctoral student who decides to withdraw from studies ceases to be a student on the date on which the written notification was delivered to the Dean.

### **Article 41**

### **Application for the State Doctoral Examination**

1. After the student has fulfilled all study requirements of his/her curriculum, an application for the State Doctoral Examination including his/her Supervisor's report shall be filed with the Dean through the relevant department of the faculty.
2. Unless a Dean's directive stipulates otherwise, the Dean shall decide on the date of the State Doctoral Examination upon a proposal by the President of the Subject Area Board. In such a case, the President of the Subject Area Board, the Supervisor and the doctoral student shall be notified of such a decision of the Dean within 30 days of filing the application for the State Doctoral Examination.

### **Article 42**

#### **Examination Board for the State Doctoral Examination**

1. The Examination Board for the State Doctoral Examination consists of a President, Vice-President and a minimum of three other members. At least one member of the Examination Board shall be a person other than an academic staff member employed by UP.
2. Only professors, associate professors, renowned experts approved to this end by the Students Office of the faculty and experts appointed by the Ministry may examine doctoral students during the State Doctoral Examination.
3. The President, Vice-President and other members of the Examination Board for the State Doctoral Examination shall be appointed by the Dean upon proposal by the Subject Area Board. The Ministry may appoint other members of the Examination Board for the State Doctoral Examination from among renowned experts in the field.
4. The Supervisor is not member of the Examination Board although he/she is obliged to attend the State Doctoral Examination.

### **Article 43**

#### **State Doctoral Examination**

1. During the State Doctoral Examination, the doctoral student demonstrates his/her expert and theoretical knowledge in the given field of study, including the knowledge of the basic research methods, ability to master new scientific information, assess it and apply it creatively. The requirements as to the knowledge are based on the doctoral studies individual curriculum.
2. A majority of members of the Examination Board for the State Doctoral Examination, and its President or Vice-President, shall be present at the State Doctoral Examination at all times.
3. The State Doctoral Examination is public. Before the Examination Board deliberates to discuss the result, the Supervisor may briefly express his/her view in the closed session. The Supervisor shall not be present during the rest of the closed session.
4. The Examination Board for the State Doctoral Examination decides on the result of the State Doctoral Examination by secret vote. The result may be either "pass" or "fail". A majority of all members present voting "pass" is required for the "pass" assessment.
5. In the event that the student fails the State Doctoral Examination, the President of the Examination Board shall inform the doctoral student about the conditions stipulated by the Board for the retake. The State Doctoral Examination may not be retaken more than once. The deadline for retaking the State Doctoral Examination is the maximum length of study pursuant to Article 32, paragraph 3.

## **Article 44**

### **Dissertation**

1. A dissertation is a comprehensive work which includes the published results of scientific and creative work of a doctoral student or results accepted to be published. By means of the dissertation, the doctoral student demonstrates his/her ability to carry out scientific or artistic activities individually and creatively.
2. The dissertation shall be written in Czech or Slovak, or in another language if the accreditation of the respective programme or field of study stipulates so. If the dissertation is to be written in another language, the Subject Area Board shall consent to it first.
3. Apart from the requirements defined by a Dean's directive (Article 26, paragraph 2), the parts of the dissertation usually include, but are not limited to, the following:
  - a) an overview of the current state of the issues which are the subject of the dissertation, including bibliographic references,
  - b) dissertation objectives,
  - c) formulation of the theoretical foundations of the dissertation,
  - d) a description of the actual solution,
  - e) original results and their application in publicly reviewed publications and projects,
  - f) an evaluation of the results for the respective field of science or for practical use,
  - g) a list of sources used,
  - h) a special statement in the introductory part of the dissertation on intellectual property rights, or copyright,
  - i) a summary, usually in English, or in a different world language.
4. The approximate extent of the dissertation and further conditions for its writing shall be stipulated by the Subject Area Board.
5. A dissertation which was written as part of or as a result of a research project with more researchers, in which the student also participated, shall include a statement by the main researcher and other researchers on the student's being the author of the dissertation or on his/her co-authorship of this dissertation, as well as on the extent of his/her creative contribution. If the contribution of the student can be specifically distinguished, e.g. by individual chapters of the dissertation, such specification shall also be included. The statement shall further include the definition of the student's share in the overall research project.
6. A presentation of the dissertation, which shall be entered in the electronic study records system, shall be attached to the dissertation. The purpose of such a presentation is to inform other members of the scientific community about the results of the dissertation. The presentation shall include a brief table of contents of the dissertation, following to the division and order pursuant to paragraph 3. The presentation shall also include a list of the doctoral student's published works, including references to them, if any. The presentation shall be written in the language of the dissertation and a summary in English or another world language shall be attached to it. If the dissertation and its presentation are written in a language other than Czech or Slovak, then the summary shall be in Czech or Slovak.
7. The dissertation shall be reviewed by a minimum of two external reviewers appointed by the President of the Subject Area Board. The reviewers may vote in the Dissertation Defence Board if appointed to serve on it by the Dean. Only a professor, an associate professor, or a renowned expert in the field may serve as an external

reviewer. The Supervisor may not serve as an external reviewer. One of the external reviewers shall be a person other than an academic staff member employed by UP.

8. The reviewer shall independently write a reviewer's report on the submitted dissertation not later than within 6 weeks of the delivery of the dissertation and of the letter of appointment. In the event that the reviewer is unable to write the reviewer's report, he/she is obliged to provide a notification thereof within 15 days of the delivery of the letter of appointment.
9. The parts of the reviewer's report shall include, but are not limited to, the following:
  - a) evaluation of the importance of the dissertation for the respective field,
  - b) comments on the process of problem solution, methods used and fulfilment of the set objective,
  - c) opinion concerning the dissertation results and the original contribution of the student submitting the dissertation,
  - d) comments on other issues, as the case may be, including, but not limited to, the structure (whether it is clear and organized), formal aspects and the linguistic level of the dissertation,
  - e) a definite statement as to whether he/she recommends, or not, the submitted dissertation for the defence.

#### **Article 45**

##### **Conditions for Announcing the Dissertation Defence**

1. A doctoral student shall file an application for the Dissertation Defence with the relevant department of the faculty. A Supervisor's statement as to whether the dissertation meets the requirements for its defence shall be attached to the application. The dissertation and the presentation shall also be attached to the application. The number of copies shall be determined by the Subject Area Board. Other required attachments may be determined by a Dean's directive.
2. The relevant department of the faculty shall check all formal requirements for the application for the dissertation defence, whether the student has passed the State Doctoral Examination (if this has already taken place), and then the department refers the application to the Dean who appoints the Dissertation Defence Board pursuant to Article 46.
3. The dissertation shall be made available to the public at least 14 days before the date of its defence at a place stated in its presentation (usually the relevant department of the faculty). The external reviewers' reports on the dissertation shall also be made available to the public at the same place and within the same period.
4. After receiving all reviewers' reports on the submitted dissertation, the President of the Dissertation Defence Board shall propose to the Dean a time and a place for the Dissertation Defence.
5. All members of the Dissertation Defence Board, the Supervisor and the doctoral student shall receive invitations for the Dissertation Defence not later than 20 days prior to the date of the defence. The external reviewers' reports on the dissertation and the presentation thereof shall be attached to all invitations.
6. In accordance with the instructions of the President of the Subject Area Board, the place and the date of the Dissertation Defence are published on the official notice board of the faculty, together with the place where the dissertation and the presentation thereof may be observed.
7. A doctoral student may take the dissertation and the application for its defence back at any time during the preparation period for the defence, but not later than 5 business

days before the date of its defence. The student may exercise this right only once during the course of his/her doctoral studies.

#### **Article 46**

##### **Dissertation Defence Board**

1. The Dissertation Defence Board is appointed by the Dean upon a proposal by the Subject Area Board. The Supervisor may not serve on the Board, but he/she is obliged to attend the dissertation defence.
2. The Dissertation Defence Board shall consist of a minimum of five members. The Board consists of its President, Vice-President and other academic and scientific staff of the faculty, UP, other universities and scientific centres, or other renowned professional experts. A minimum of two members of the Dissertation Defence Board shall be persons other than academic staff members employed by UP.

#### **Article 47**

##### **Dissertation Defence**

1. The course of the Dissertation Defence shall be managed by the President, or the Vice-President in the absence of the former, of the Dissertation Defence Board.
2. The due course of the Dissertation Defence is conditioned by the presence of the President, or Vice-President, at least one external reviewer and a minimum of two-thirds of members of the Dissertation Defence Board, during the whole course of the Dissertation Defence.
3. The Dissertation Defence is public, but its course shall be evaluated by the Dissertation Defence Board at a closed session.
4. During the dissertation defence, the doctoral student is introduced to the Dissertation Defence Board and asked to deliver a short presentation of the results of the dissertation. Then the reviewers' reports on the submitted dissertation are read, the Supervisor presents his/her opinion and a discussion follows. The doctoral student is obliged to react to the external reviewers' reports on the spot and answer any other questions asked by the Dissertation Defence Board.
5. Members of the Dissertation Defence Board shall be present during the assessment of the defence. The Supervisor may briefly present his/her opinion at a closed session held to discuss the Dissertation Defence, but shall not be present during the rest of the closed session of the Board. Apart from the Dissertation Defence Board members, the President of the Subject Area Board and the Dean may also attend the assessment.
6. Members of the Dissertation Defence Board decide by a secret vote on whether the doctoral student has successfully defended the dissertation, or not. Each member of the Dissertation Defence Board shall have one vote. A majority of members present is required for a decision to be adopted. The following grading applies: "prospěl/a" (= "passed") or "neprospěl/a" (= "failed").
7. The President of the Dissertation Defence Board shall immediately inform the doctoral student of the results of the dissertation defence. The student shall sign a declaration stating that the President has informed him or her of the result.
8. If the student has not successfully defended the dissertation, the President of the Dissertation Defence Board shall inform the student of the result and instruct him or her on how to rewrite the dissertation.
9. A report shall be made on the course and result of the dissertation defence, which shall be signed by the President of the Dissertation Defence Board and its members present.

The original copy of such a report shall be deposited with the relevant department of the faculty.

10. After the dissertation has been rewritten, a doctoral student may not retake the dissertation defence more than once, and not earlier than six months after the first defence. The deadline for retaking the dissertation defence is the maximum length of study pursuant to Article 32, paragraph 3.

#### **Article 48**

##### **Due Termination of Doctoral Studies**

1. A doctoral student who has passed the State Doctoral Examination and defended the dissertation has graduated from a doctoral degree programme. At a student's request, the faculty shall issue a confirmation of termination of studies.
2. UP shall award a doctoral degree programme graduate with a university diploma and a supplement thereto, which shall include his/her name and surname, name of the doctoral degree programme of study, name of the field of study and the academic degree conferred. Graduates shall receive the university diploma at a festive graduation ceremony. The university diploma shall be signed by the Dean and by the Rector.
3. The date of due termination of doctoral studies shall be the date of passing the State Doctoral Examination or defending the dissertation, whichever shall come later.

#### **Part IV**

### **Decisions on the Rights and Obligations of Students**

#### **Article 49**

##### **Commencement of Proceedings**

1. Proceedings to decide on the rights and obligations of students are commenced either upon the delivery of a student's application to the body having jurisdiction (proceedings upon application), or on the date when the student was informed of such proceedings having been initiated against him or her (proceedings *ex officio*).
2. If the conditions for commencing *ex-officio* proceedings are met, the body having jurisdiction shall serve the student with a written notification of the commencement of proceedings, which shall include the subject of the proceedings and material circumstances constituting grounds for the commencement of proceedings. A student may be notified orally of the commencement of proceedings, including the subject thereof and grounds for it., provided that the student signs a confirmation of such an oral notification.
3. In the notification of the commencement of proceedings pursuant to paragraph 2, the student shall be advised that he/she may present, in an oral or written form, his/her opinion on the matter within a determined time limit, which shall not be shorter than seven days, and state all circumstances he/she deems to be relevant. The expiration of this time limit shall be without prejudice to the student's right to present his/her opinion on the matter until the proceedings have been lawfully terminated. This shall be without prejudice to the provisions of Article 53, paragraph 2.
4. The written notification of the commencement of proceedings, the report on oral notification, as well as the student's opinion on the matter, shall be filed in the student's study file.



## **Article 50**

### **Decision on the Rights and Obligations of a Student**

1. In *ex-officio* proceedings, a decision on the rights and obligations of a student may only be issued once the time limit for the student to present his/her opinion pursuant to Article 49, paragraph 3 has passed.
2. Unless the Act, the Constitution of the University or the present Code stipulates otherwise, the Dean shall have jurisdiction to decide on the rights and obligations of a student.
3. A decision on the rights and obligations of a student must be clear, comprehensible and duly reasoned. The reasoning of such a decision shall include all material circumstances on which the body having jurisdiction based the decision, as well as all the facts and objections stated by the student in the application, in his/her opinion pursuant to Article 49, paragraph 3 or during the course of the proceedings, shall be sufficiently dealt with.
4. A decision on the rights and obligations of a student shall also include instructions on filing an application for review of the decision pursuant to Article 51.
5. The decision in its written form shall be delivered to the student; decisions under section 68, paragraph 3 of the Act shall be delivered personally. Other issues related to the delivery of decisions are governed by applicable provisions of the Constitution of UP.
6. A decision has become effective if the written version thereof has been delivered to the student and an application for its review can no longer be filed.

## **Review Proceedings**

### **Article 51**

1. An application for review of the decision (hereinafter referred to as “application for review”) may be filed by the student against all decisions issued by the Dean on the rights and obligations of students with the exception of decisions pursuant to Article 53, paragraph 3. Such an application shall always have a suspensory effect. A student who has waived the right to apply for review loses this right.
2. An application for review pursuant to paragraph 1 shall be filed within 30 days of the delivery of the decision; the deadline may be waived for reasons of a serious nature. Such an application shall be filed with the body that has issued the decision subject to the review. The same time limit also applies to applications for review filed with the Rector.
3. The Dean may decide on the application for review himself or herself provided he/she fully grants it, and thereby changes or cancels his/her previous decision. If he/she does not do so, he/she will refer the application for review and his/her opinion thereon to the Rector, who shall decide upon it.
4. The student may take the application for review back before it is decided upon.

### **Article 52**

1. The Rector shall review the decision against which the application for review has been filed as to whether such a decision has been issued in accordance with the Act or an internal regulation of UP or its constituent part. Only if a decision on disciplinary infractions and expulsion from studies pursuant to section 67 of the Act is reviewed shall the Rector also ascertain whether or not there are any new facts constituting grounds for the stay of proceedings.

2. In the event that the Rector concludes that the appealed decision has been issued contrary to the Act or an internal regulation of UP or its constituent part, he/she shall change or cancel the decision and stay the proceedings, or cancel it and refer the case back to the Dean to adopt a new decision. The Rector shall also cancel decisions on disciplinary infractions and expulsion from studies pursuant to section 67 of the Act and stay the respective proceedings if new facts constituting grounds for the stay of proceedings have been revealed.

### **Article 53**

#### **An Exceptional Waiver of a Student's Obligation**

1. In cases worthy of special consideration, a student may file a written application with the Dean to waive the failure to fulfil an obligation following from the programme of study or the present Code.
2. If the proceedings to terminate studies due to a failure to fulfil requirements following from the programme of study or the present Code pursuant to section 56 (1) b) have already commenced, an application under paragraph 1 may only be filed within the time limit pursuant to Article 49, paragraph 3. An application filed after the expiration of this time limit, though before the Dean's decision has been issued, may be taken into account only if the student missed the deadline due to reasons of a serious nature.
3. An application under paragraph 1 may be granted only by the Dean, subject to the Rector's approval. An application for review may not be filed against the decision on such an application.
4. If proceedings to terminate studies due to a failure to fulfil requirements following from the programme of study or the present Code pursuant to section 56, paragraph 1b are conducted and the student fails to timely apply for a waiver of an obligation pursuant to paragraph 2, for which the proceedings are conducted, the Dean may directly dismiss such an application within the proceedings to terminate studies. The reasoning of this decision shall also include reasons for which he/she did not grant the application for an exceptional waiver of an obligation. Nevertheless, if he/she grants such an application subject to the Rector's approval, he/she at the same time decides on the stay of proceedings to terminate studies.

## **Part V**

### **Disciplinary Infractions**

#### **Article 54**

1. Pursuant to section 64 of the Act, a student is liable for a disciplinary infraction, if he/she intentionally breaks the law or commits an infraction of the internal regulations of UP or constituent parts thereof.
2. Infractions under paragraph 1 include, but are not limited to, the following:
  - a) plagiarism during the preparation of the final thesis or any other written work (Article 26, paragraph 3),
  - b) fraudulent practices related to the fulfilment of study requirements and to the proving of their fulfilment,
  - c) fraudulent practices related to any other parts of studies at UP other than the fulfilment of study requirements, done in order to gain unjustified benefit or advantage, or in order to cause harm or injury to other persons,
  - d) assault on an employee of UP,

- e) offensively contemptuous conduct towards an employee of UP, including a false accusation of an academic staff member of unlawful conduct or of conduct contrary to ethical rules for academic staff,
  - f) committing an offence or a crime which would harm UP,
  - g) disturbances or indecent behaviour on UP premises,
  - h) default in the payment of tuition fees assessed pursuant to section 58 of the Act.
3. The student's liability for a disciplinary infraction under paragraph 2h) terminates if the student has paid the overdue tuition fee before the Dean has issued a decision on the disciplinary infraction.

## **Part VI**

### **Temporary and Final Provisions**

#### **Article 55**

1. The existing regulation (Study and Examinations Code of UP of 14 April 2005) shall apply to the proceedings on the rights and obligations of students who have not lawfully terminated their studies before the Effective Date of the present Code.
2. The existing regulation (Study and Examinations Code of UP of 14 April 2005) shall apply to the grading of examinations and State Final Examinations taken before 9 September 2011.
3. Examinations and State Final Examinations graded before 9 September 2011 shall be recorded in the supplement to the diploma and in the electronic study records system in accordance with the grading scale pursuant to Article 13, paragraph 5, and Article 15, paragraph 4 of the Study and Examinations Code of UP of 14 April 2005, registered by the Czech Ministry of Education, Youth and Sports under Ref. No. 14188/2005-30.

#### **Article 56**

The Study and Examination Code of 14 April 2005 registered by the Czech Ministry of Education, Youth and Sports under Ref. No. 14 188/2005-30 is hereby repealed.

## **Part VII**

### **Force and Effect**

#### **Article 57**

1. The present Code was approved by the Academic Senate pursuant to section 9 (1) b) of the Act on 29 June 2011.
2. Pursuant to section 36 (4) of the Act, the present Code shall come into force upon its registration by the Ministry.
3. The present Code shall become effective on 1 September 2011.

Prof. RNDr. Miroslav Mašláň, CSc., in his own hand

Rector

Doc. Mgr. Miroslav Dopita, Ph.D., in his own hand  
Chairperson of the Academic Senate