

In accordance with Section 36(2) of Act No.111/1998 Coll., on Higher Education and on Amendments and Supplements to Other Acts (the Higher Education Act), the Ministry of Education, Youth and Sports registered on 8 August 2017 the Study and Examination Regulations at the Silesian University in Opava under No. MSMT-14536/2017.

The amendment to the Study and Examination Regulations at the Silesian University in Opava from 8 August 2017 was registered by the Ministry of Education, Youth and Sports pursuant to Section 36(2) of the Higher Education Act on 13 March under No. MSMT-12046/2020-1 and on 4 August 2021 under No. MSMT-21611/2021-3.



II. Full text of the Study and Examination Regulations for Students of Bachelor's and Master's Programmes at the Silesian University in Opava dated 4 August 2021

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PART ONE

BASIC PROVISIONS

Article 1

Introductory provisions

- 1) The Study and Examination Regulations for Students of Bachelor's and Master's Programmes at the Silesian University in Opava (hereinafter referred to as "the Regulations") are internal regulations of the Silesian University in Opava (hereinafter referred to as "the University") pursuant to Section 17 (1) (g) of Act No. 111/1998 Coll., on Higher Education and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended (hereinafter referred to as "the Act").
- 2) The Regulations provide study guidelines for accredited bachelor's and master's programmes conducted by the University in collaboration with a higher education institution or its faculties. In cases where bachelor's and master's programmes are conducted in cooperation with a foreign university (Section 47a of the Act) or another legal entity (Section 81 of the Act), the relevant provisions of the Regulations shall be implemented in accordance with the agreement of the involved parties.
- 3) When a study programme has been accredited for a specified period of time in accordance with Act No. 137/2016 Coll., amending Act No. 111/1998 Coll., on Higher Education and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended, and certain other acts, and the existing division into fields of study remains unchanged during that period, the relevant provisions of the Regulations shall also apply *mutatis mutandis* to the relevant field of study or combination of fields of study in the case of a double-field study. These study programmes are not subject to profile and field of study determination.

- 4) The requirements for lifelong learning programmes are outlined in the Lifelong Learning Regulations at the University, as amended.
- 5) In cases where the University collaborates with a higher education institution to implement a study programme, the Director of the higher education institution shall assume the powers of the Dean, and the higher education institution is considered a faculty, unless otherwise stipulated by these Regulations or other internal regulations of the University.
- 6) At individual faculties, these rules may be further specified through internal regulations or standards only in the cases specified in these Regulations.

PART TWO

STUDIES

TITLE I

ORGANIZATION OF STUDIES

Article 2

Student

- 1) An applicant admitted to study in accordance with Sections 48 to 50 of the Act becomes a student on the date of enrolment.
- 2) When a student enrolls at the University for the first time, they are required to take the matriculation vows as outlined in the current Annexe to the Statutes of the University in the manner prescribed by the Dean.

Article 3

Academic year

- 1) The academic year lasts 12 months and is divided into two semesters (winter and summer). The beginning of the academic year is determined by the Rector.
- 2) The timetable of the academic year includes key dates such as the start and end of teaching period, the examination period, the holiday period, the deadline for fulfilling study obligations, and other academic activities.
- 3) Each semester is divided into a teaching period, an examination period and a holiday period.
- 4) Courses related to study programmes and professional practice can be conducted during the main holidays. However, students must still get a minimum of four weeks of uninterrupted free time.
- 5) The dates of the events referred to in paragraphs 1 to 4 are specified in the timetable for the academic year. They are determined by the Rector of the University and are binding for students in

all study forms. Only classes related to study programmes in a foreign language, combined study formats or state final examinations may take place outside the periods specified in this timetable.

- 6) The dates of the events listed in paragraph 5, second sentence, and other dates during the academic year not listed in paragraphs 1 to 4 may be determined by the Dean.

Article 4

Study programmes and areas of education

- 1) The list of study programmes, their types and profiles, forms of instruction, standard programme durations, programmes suitable for individuals with disabilities, the language of study and academic degrees awarded is published in the public section of the university website and is regularly updated.
- 2) The study programme comprises the following elements:
 - a) name, type, form, study objectives and profile,
 - b) profile of the graduate,
 - c) description of subjects,
 - d) rules and conditions for creating study plans, including any required work experience realized with a natural or legal person,
 - e) standard study duration with an average study load in academic years,
 - f) requirements for students during the study programme and upon completion, including details about state final examinations,
 - g) academic degree awarded,
 - h) identification of the area(s) of education of the relevant programme and the continuity of other types of study programmes in the same or related area(s) of education; for a combined study programme, the curriculum shall specify the percentage of each area of education covered.
- 3) The study programme follows specific requirements outlined in the government standards for accreditation in higher education and is offered one of the following forms:
 - a) on-site,
 - b) distance,
 - c) combined.
- 4) The bachelor's and master's programmes can be professionally or academically oriented.
- 5) Based on the accreditation file, a study programme may be implemented as:
 - a) general programme without specialization,
 - b) programme with specializations,
 - c) compound programme where students enrolled in one programme gain comprehensive knowledge and skills from another programme,
 - d) programme that prepares students for the teaching profession.
- 6) Each study programme has a designated programme coordinator responsible for the content, quality supervision, evaluation and development of the programme. The appointment and dismissal of the coordinator are carried out by the Dean in accordance with Article 15(2) of the Rules of the System of Quality Assurance of Educational, Creative and Related Activities and Internal Quality Assessment of Educational, Creative and Related Activities of the University, as amended.

- 7) A study programme falls under a single area of education if the state final examination assesses specialized knowledge or skills in core subjects within one area. A combined programme of study requires state examinations to test knowledge or skills in the core subjects falling under more than one area of education.
- 8) Each study programme has a standard and maximum duration. The standard period of studies is determined in the accreditation file in accordance with the law. The maximum period of studies is two academic years longer than the standard length in the relevant study programme. If the standard period of studies increased by two years expires during the last three months of an academic year, the maximum period of studies is extended until the end of the respective academic year.
- 9) The maximum period of studies excludes suspensions due to the recognized period of parental care, i.e. maternity or parental leave or temporary custody of a child. This exclusion is based on relevant provisions in the Civil Code or legislation governing state social support.
- 10) Suspensions in the studies are not counted as part of the length of the studies.
- 11) When pursuing a specialized programme, students can apply for a change of specialization in the first year of studies in accordance with Article 22.

Article 5

Study plan

- 1) The study plan of an accredited study programme specifies the time and content sequence of courses, the study format and language, and the method of assessing study results.
- 2) The content of the study plan consists of a list of individual courses that may be categorized as:
 - a) compulsory – necessary for successfully completing part of the programme or the entire study programme,
 - b) compulsory electives – specific courses that must be successfully completed in a designated composition or group according to study plans,
 - c) electives – freely selected by the students from the available study programmes realized at the University.
- 3) A standard model study plan serves as a sample distribution of courses across academic years and semesters within a standard period of studies.
- 4) Students compose their personal study plan for each academic year and independently determine their study load while adhering to the credit system requirements, available timetables and the provisions of these Regulations.
- 5) The individual study plan allows for exceptions to the credit system requirements and other provisions of these Regulations. The Dean shall decide on its approval within 30 days from the date of submission of a written request by the student accompanied by relevant documents supporting the need for an individual study plan. An individual study plan may be approved for individual semesters, an academic year, or for the entire duration of the programme. It is primarily intended for:
 - a) exceptionally talented students with outstanding academic achievements who may be able to shorten their total duration of studies or simultaneously pursue two or more study programmes,
 - b) students with excellent academic results who are engaged in the scientific activities of the University; the individual study plan will allow them to balance their study and research work,

- c) students with very good academic results who also excel in artistic, athletic or similar activities and represent the University at national and international levels,
 - d) students whose current health condition prevents them from following the standard mode of studies and for whom a temporary suspension of studies is not a feasible option,
 - e) students whose need to compensate for physical and sensory disabilities, chronic or psychiatric illnesses or specific learning disabilities that do not prevent them from studying at the University, based on a medical or specialist's report and a recommendation from the Counselling and Career Centre,
 - f) students who are primary caregivers for a child under 4 years of age and have a recognized period of parental care for the relevant period recorded in the student information system,
 - g) students independently caring for a child, a close relative or another person living in the same household due to a long-term adverse health condition,
 - h) students independently caring for a child under the age of 10 whose school or childcare facility has been closed.
- 6) A student caring for a child has the right to extend the time limits for fulfilling their study obligations by the duration equivalent to their maternity leave¹, provided they continue their studies during this period. The Dean shall decide on the extension of the time limit and the manner of fulfilling the study obligations within 30 days of receiving a written request from the student.
- 7) A student who presents a certificate confirming their status as a sports representative of the Czech Republic in a specific sports discipline, issued by a sports organization representing the discipline in the Czech Republic, is entitled to adjustments in their study plan to accommodate their participation in the representation and necessary preparation. The Dean shall decide on the adjustment of the study plan within 30 days of receiving a written request from the student.
- 8) Additional guidelines for approving an individual study plan in accordance with paragraph 5(e) are outlined in the Rector's Methodological Guidelines on Supporting Applicants and Students with Specific Educational Needs at the University, as amended.
- 9) Additional guidelines for approving an individual study plan in accordance with paragraph 5(f) are outlined in the Rector's Guidelines on Standardizing the Procedure Regarding Recognized Parenting Care and Related Activities at the University, as amended.

Article 6

Credit system and evaluation of courses

- 1) The bachelor's and master's study programmes employ the credit system.
- 2) The credit system is based on the principles of the European Credit Transfer System (hereinafter referred to as "ECTS"). The standard pace of studies requires the completion of 30 credits per semester or 60 credits per academic year. Throughout their studies, students must obtain a minimum number of credits which is 60 times the standard duration of studies as defined by the study programme and the relevant curriculum.
- 3) The credit system and the other provisions specified in these Regulations shall apply to studies conducted under an individual study plan as outlined in Article 5(5).

¹⁾ Sections 195, 197 and 198 of Act No. 262/2006 Coll., the Labour Code, as amended.

- 4) Each course in the study programme is assigned a specific number of credits, reflecting the required study load. One credit represents 1/60 of the average study load during the academic year. The credit value is the same for all students taking the course, irrespective of its status. The status of a course is determined by the curriculum and may be different for different curricula.
- 5) A student receives credits for the course only after fulfilling all specified requirements. For courses that are credit-based only, credits are awarded upon successful completion of the course. For courses ending with both a course credit and an examination or an examination alone, credits are awarded only when the student passes the examination with a minimum score of “E” (sufficient, numerical value 3). The student must successfully complete the course within the academic year in which they have enrolled in it, before the deadline set in the timetable for the respective academic year.
- 6) In a given study programme, a student can earn credits for a particular course only once, unless there is an exception specified in the study plan of the accredited programme that allows for the repeated earning of credits.

Article 7

Forms of educational activities

- 1) The primary forms of organized educational activities are lectures, workshops, seminars, excursions, practical training, laboratory sessions, creative workshops, plein airs, projects and tutorials. Organized forms of educational activity are complemented by consultations and independent studies.
- 2) Student participation in lectures is recommended. Participation in other forms of organized educational activities is compulsory. The extent of compulsory attendance is determined by the instructor of the respective subject, in accordance with the accreditation requirements of the relevant study programme.
- 3) In exceptional cases where a student is unable to participate in a compulsory form of educational activity, the instructor may assign an alternative method for fulfilling the study obligations.
- 4) Each course instructor shall publish a course programme approved by the head of the corresponding institute, department or unit. The programme must be available no later than the first week of the semester. The course programme aligns with the accredited syllabus of the course and includes the following information:
 - a) course requirements during the semester,
 - b) conditions for earning course credits and the overall framework and characteristics of the examination,
 - c) list of recommended literature for independent studies.

The conditions for awarding course credits and conducting examinations cannot be changed during the semester. The student is obliged to familiarize themselves with the conditions and to adhere to them.

TITLE II

VERIFICATION AND ASSESSMENT OF STUDY RESULTS

Article 8

Verification of results

- 1) The study results are verified by continuous evaluation throughout the studies, a comprehensive evaluation of the course when the student has to earn a course credit or take an examination, and an overall evaluation of the entire studies in the form of the state final examination. During the evaluation process, students are required to present a valid student ID with a current photograph or they can verify their identity through the information system.
- 2) The instructor shall enter the assessment results in the information system within 5 days after the student has earned the course credit or taken the examination. The entry shall include the following:
 - a) the date of the assessment,
 - b) information about whether it was a first attempt, a retake, or a second retake,
 - c) information on whether or not the student has earned the course credit,
 - d) grade in accordance with the ECTS grading scale.
- 3) The records of the student's study results shall be kept by the corresponding study department or another entity managing the study agenda (hereinafter referred to as "the study department"). If authorized in writing by the head of the institute, department or another workplace, a designated individual may enter the assessment results into the system in accordance with paragraph 2.
- 4) Members of the faculty (department, institute or other workplaces) are required to use the study information system and designated student e-mail accounts. They must adhere to the regulations of the study information system accurately and consistently, especially those regarding the study programmes, credit system and assessment results, and follow the instructions established by the Rector or Dean.
- 5) Students are required to use the student information system and student e-mail accounts for all study-related purposes.
- 6) For courses that require both course credit and examination, obtaining earning the course credit is a prerequisite for taking the examination.
- 7) In the case of a written examination, students have the right to view the examination paper no later than 30 days from the date the result of the assessment result is entered into the study information system.
- 8) The printed output from the study information system is decisive for proving the results of the studies. When certified by the relevant study department, this output is considered a study report in accordance with Section 57(3) of the Act.
- 9) Assessment results that are not entered into the study information system before the deadline for the fulfilment of study obligations are considered to be unfulfilled. The student has the right to request the respective instructor to rectify any discrepancies or complete the missing data within 5 working days after the last day of the given academic year.

Article 9

Course credit

- 1) Course credit shall be awarded for meeting the requirements specified by the instructor of each course in accordance with Article 7(4).
- 2) Course credit is typically awarded by the instructor who teaches the relevant course. In exceptional cases, the head of the institute, department, institute or another workplace can stipulate otherwise.
- 3) Course credit is typically awarded during the examination period set out in the timetable for the academic year. If stipulated with the instructor, course credit may be awarded outside this period, but no later than by the end of the academic year.
- 4) If a student does not earn the course credit by the established deadline, the instructor shall provide the student with the opportunity to resit, but no later than the end of the academic year.
- 5) In the event that a student fails the retake, the instructor shall provide a second retake, but no later than the end of the academic year. If a student fails the second retake in a repeatedly enrolled course, the fulfilment of the course credit requirements will be assessed by a three-member committee. The appointment of the committee to carry out the second retake in a repeatedly enrolled course shall be determined by the Dean.
- 6) Unless otherwise specified by the instructor, the student is entitled to withdraw from the course credit test with a 24-hour notice. If a student withdraws in advance, they will be regarded as if they had not registered for the test. In cases of valid reasons, particularly health-related issues, the student may request a retroactive withdrawal, but no later than 5 calendar days from the course credit attainment date. The instructor will assess the validity of the excuse.

Article 10

Examination

- 1) The examination tests the student's understanding of the subject and their ability to apply the knowledge acquired through studies. The examination may be oral, written, practical or combined. The instructor shall inform the students about the requirements and characteristics of the examination in accordance with Article 7(4).
- 2) The head of the institute, department or another workplace coordinates the dates of the examinations and the manner in which the information is released.
- 3) Examinations and retakes are typically held during the examination period specified in the timetable for the academic year. In exceptional and justified cases, examinations and retakes may be scheduled outside this period, but no later than the end of the academic year. At the latest two weeks before the start of the examination period, the examiner shall set the dates for the examinations and retakes in such a way that their number and distribution are appropriate to the number of students being examined. In the case of multi-part examinations, the student will generally take all parts on the same day.
- 4) If the student fails the examination, they have the right to sit a retake, which must take place before the end of the academic year.

- 5) In the event that a student fails the retake, the instructor shall provide a second retake, but no later than the end of the academic year. If a student fails the second retake in a repeatedly enrolled course, the fulfilment of the course requirements will be assessed by a three-member committee. The appointment of the committee to carry out the second retake in a repeatedly enrolled course shall be determined by the Dean.
- 6) Unless otherwise specified by the instructor, the student is entitled to withdraw from the examination with a 24-hour notice. If a student withdraws in advance, they will be regarded as if they had not registered for the examination. In cases of valid reasons, particularly health-related issues, the student may request a retroactive withdrawal, but no later than 5 calendar days from the examination date. The instructor will assess the validity of the excuse.

Article 11

State final examination

- 1) Studies in the bachelor's and master's programmes are completed with a state final examination.
- 2) The state final examination in the master's study programme includes defending the diploma thesis, and in the bachelor's study programme, if required by the study programme, defending the bachelor's thesis.
- 3) State final examinations are scheduled for at least two dates in the academic year. The dates are determined by the Dean based on a proposal from the Head of the institute, department, or another workplace in accordance with Article 3(5).
- 4) A student may take the state final examination or part thereof if they have fulfilled the following conditions:
 - a) the student has completed all the study requirements prescribed in the study programme,
 - b) the student has obtained a sufficient number of credits as specified in the study plan of the relevant study programme, equal to at least sixty times the standard period of studies,
 - c) if required by the study programme, the student has written and submitted a master's or bachelor's thesis on the assigned topic within the specified deadline.
- 5) The language in which the bachelor's or master's is written, defended and evaluated is typically determined by the accreditation file of the relevant study programme, unless otherwise specified by an international treaty.
- 6) The student must take the final state examination no later than the end of the maximum period of study of the relevant study programme as specified in Article 4(8).
- 7) The student must register for the state final examination. The method and deadline for submitting the application form are set by the Dean by a decision published no later than the date of the start of the winter semester of the relevant academic year. Article 10(6) shall apply *mutatis mutandis* to withdrawal from the state final examination.
- 8) The content of the state final examination, including its individual parts, is based on the accredited study programme and is published electronically by the relevant head of the institute, department or another workplace on the non-public part of the website in a manner that is directly accessible to students.

- 9) The state final examination is conducted by an examination committee consisting of at least three members. The members of the committee are professors and associate professors or experts approved by the relevant scientific council. The final state examination and the announcement of the results are public.
- 10) In a student fails the state final examination or part thereof, they may retake it only once, subject to the maximum period of studies referred to in Article 4(8).
- 11) The Dean has the authority to establish more detailed guidelines regarding the state final examination and its organization, as well as the assignment, evaluation and defence of master's or bachelor's theses in an internal standard.
- 12) The publication of master's and bachelor's theses is governed by the internal regulations of the University, specifically the Theses Publication Guidelines at the Silesian University in Opava.

Article 12

Evaluation and overall assessment of studies

- 1) The state final examination or part thereof is classified according to the ECTS scale as follows:

ECTS grade	Definition	Numerical value
A	Excellent	1
B	Very good	1.5
C	Good	2
D	Satisfactory	2.5
E	Sufficient	3
F	Unsatisfactory	4

A student is assigned an F grade (Unsatisfactory) if they:

- a) fail to meet the conditions for passing the examination,
 - b) withdraw from the examination after it has started or fail to attend the examination without a valid excuse,
 - c) have not registered for the final state examination in the student information system by the deadline specified in the timetable of the relevant academic year,
 - d) gravely violate the proper conduct of the examination.
- 2) The overall grade of the state final examination is determined by calculating the simple arithmetic average of the numerical value of the grades for individual parts of the examination, rounded up to the nearest ECTS grade.
 - 3) The overall evaluation of the studies reflects the student's performance throughout the entire studies within the accredited programme and is concluded after the state final examinations. The classification is as follows:

- a) “passed with honours” if the student’s weighted grade point average (GPA) for the entire period of studies was less than or equal to 1.50 and all parts of the final state examination were graded “A” (Excellent, numerical value 1),
 - b) “passed” if the student has successfully completed the studies by passing the state final examination but has not fulfilled the conditions specified in a),
 - c) “failed” if any part of the state final examination was graded “F” (Unsatisfactory, numerical value 4).
- 4) The student’s academic performance is evaluated based on their GPA, which is calculated for each academic year and then for the overall studies prior to the state final examination. The GPA is calculated by taking a weighted average of the numerical grades received for each enrolled course with a prescribed examination, multiplied by the corresponding credit value. The sum of the credit values for these courses during the evaluation period is also taken into account. If a student fails to achieve a minimum “E” classification (Sufficient, numerical value 3) in any compulsory or compulsory elective course undertaken during the academic year, a grade of “F” (Unsatisfactory, numerical value 4) is assigned for that course, which is factored into the GPA calculation. The resulting GPA is rounded to two decimal places, following the rounding rules: rounding down for values from 0 to 4, and rounding up for values from 5 to 9. The formula for calculating the average is as follows:

$$\text{GPA} = \frac{\sum K_p \cdot Z_p}{\sum K_p},$$

where

K_p = the number of credits for the course p that concludes with an examination,

Z_p = the numerical value corresponding to the classification achieved in the examination concluding the course p .

Article 13

Review of assessment

- 1) The student has the right to request a review of their course assessment or the assessment of the state final examination or its part.
- 2) To initiate a review, a written request with proper justification must be submitted to the faculty no later than 10 days after the evaluation is recorded in the student information system. Any academic staff member may also initiate a review of an assessment in favour of the student.
- 3) The Dean shall invalidate a disputed course assessment or the assessment of a state examination or its parts if there has been a violation of any legal regulations or internal regulations of the University or faculty, or if the assessment was determined arbitrarily. In such cases, the Dean will take the necessary actions to restore the student’s rights.
- 4) If a course assessment is cancelled, a new assessment will be conducted by a three-member committee appointed by the Dean. If the result of a state examination or any of its parts is cancelled in accordance with paragraph 3, it will be conducted again by another state examination board. The

Dean will determine the date, taking into consideration the standard course of events in the respective academic year.

TITLE III

THE COURSE AND MONITORING OF STUDIES

Article 14

Enrolling in a study programme and registering for the academic year

- 1) An applicant who has received notification of admission to a study programme has the right to register for the academic year for which they were admitted.
- 2) Enrolment in a study programme, which is equivalent to registering for the first academic year, takes place at the faculty responsible for implementing the relevant study programme. The date is determined by the Dean in accordance with the timetable of the given academic year and communicated to the applicant along with the decision on admission to studies.
- 3) Students who, due to objective reasons, can only enrol in a study programme in the winter semester of the academic year will have their course of study and study requirements adjusted for the relevant academic year based on an individual decision made by the Dean.
- 4) If a applicant becomes eligible for enrolment in a compound programme, they become a student by enrolling in the major programme.
- 5) When the student re-enrols in a study programme after a period of suspension, they shall re-enrol at the faculty implementing the relevant study programme. Re-enrolment must take place no later than 10 working days after the end of the suspension of studies.
- 6) Registering for the academic year takes place in accordance with the timetable for the given academic year. A student may register for the academic year if they meet the following conditions:
 - a) on the day of the review of studies, the student has a record of 40 or more credits in the study information system by the date of fulfilment of the study obligations for the previous academic year, and it is not the same year in which the student has submitted an application for the state final examination in the prescribed manner in accordance with Article 11(11) of the Act. 7 (hereinafter referred to as “the graduation year”), or the student has a record of 20 or more credits in the study information system at the time of fulfilment of the study obligations for the previous academic year, in which the student interrupted their studies in the winter or summer semester,
 - b) on the day of the review of studies, the student has a record in the study information system that they have successfully completed all re-enrolled courses.
- 7) The Dean may set an alternative date for enrolment in the study programme based on a written request supported by documents proving the circumstances that prevent the student from enrolling in the programme on the originally set date.
- 8) If a prospective student fails to enrol in the programme on the original or alternative date and does not provide a valid excuse within 5 working days, it will be regarded as a resignation of their right to enrol in the study programme.

- 9) If a student fails to re-enrol in the programme on the original or alternative date after the expiry of the specified period of suspension of studies and does not provide a valid excuse or request an extension within 5 working days in accordance with these Regulations, they shall cease to be a student in accordance with Section 54 of the Act and their studies shall be terminated pursuant to Section 56(1)(b) of the Act.
- 10) If a student fails to meet the requirements for registration for the academic year and does not provide a valid excuse within 5 working days, they shall cease to be a student pursuant to Section 56(1)(b) of the Act.
- 11) The registration specified in paragraphs 2 to 5 may also be made by an authorized representative with a written power of attorney. The power of attorney may also be given orally on the record. Only one attorney may be chosen at a time for the same registration.
- 12) Enrolment is completed when the prospective student, the person specified in paragraph 9 or the representative specified in paragraph 11 confirm their consent to enrol in the relevant study programme or field of study using the prescribed form.
- 13) Registration for the academic year is completed when the student registers for courses in the student information system within the given deadline.

Article 15

Registering for courses

- 1) The form and dates for course registration in the academic year or semester are determined by the Dean.
- 2) The credit system allows students to create their personal study plan, enabling them to independently decide on their study load, influence the scope and pace of studies, deepen their knowledge in the given field of study or broaden their specialization.
- 3) The standard pace of studies, which ensures proper completion of the study programme within the standard period, requires registration for courses totalling 60 credits per academic year.
- 4) When enrolling in the academic year or semester, students shall register for the courses in the study information system according to the study plan of their study programme and form of studies so that:
 - a) they can earn or have recognized a minimum of 40 credits pursuant to Article 19(1) in the given academic year,
 - b) they fulfil the requirements for the re-enrolment of courses pursuant to Article 17,
 - c) in their final year, they pass all the registered courses and fulfil the requirements specified in Article 11(4)(a) and (b).
- 5) Students are obliged to enrol in courses that align with the structure of the accredited study programme, comply with the requirements of conditionality, continuity and optionality of courses, and at the same time adhere to the maximum duration of studies specified in Article 4(8).
- 6) The Dean has the authority to set a maximum number of credits that a student may earn in one academic year. This limit may be increased in individual cases based on a written request from the student.

- 7) Registration in a course may be cancelled before the course starts in the following cases:
 - a) the head of the institute, department or another workplace notifies the Dean in writing that for serious reasons it is not possible to realize the course in the given academic year or semester;
 - b) after the course registration period ends, the number of students enrolled in the course is less than a predetermined value;
 - c) by enrolling in the course, the student violated the conditions specified in the study plan, such as conditionality, continuity and optionality of courses.
- 8) A student may request a cancellation of their course registration in writing to the Dean before the start of the course if serious health issues prevent them from studying.
- 9) If the registration for some courses has been cancelled as described in paragraphs 7 and 8 and the number of credits to be earned in the academic year falls below the specified limit, the student must enrol in another course to replace the cancelled one, ensuring compliance with the requirements specified in paragraph 4.
- 10) Registration for courses, cancellation in accordance with paragraph 7 and any changes to the registered courses shall be organized by the respective study department or a designated person listed in the catalogue of the relevant course.
- 11) Additional information regarding course registration may be specified in the internal standards of the faculties.

Article 16

Monitoring of studies

- 1) The monitoring of studies for the previous academic year is organized and administered by the relevant study department.
- 2) The monitoring of studies typically takes place at the same time as the registration for the academic year and the registration for courses.
- 3) Additional information regarding the monitoring of studies may be specified in the internal standards of the faculties.

Article 17

Re-registration for courses

- 1) If a student fails to meet the requirements for successful completion of a compulsory course in a given academic year, they may register for the course one more time. Both results will be factored into their GPA.
- 2) If a student fails to meet the requirements for successful completion of a compulsory elective course in a given academic year, they may register for the course one more time. Both results will be factored into their GPA.
- 3) If a student fails to meet the requirements for successful completion of a compulsory elective course in the graduating year but has earned a number of credits equal to at least 60 times the standard

period of studies as specified in the study programme for the field of study or specialization, the obligation to re-register for this course does not apply and this result is factored into their GPA.

- 4) If a student fails to meet the requirements for successful completion of an elective course in a given academic year, they do not have to re-register for the course and this result is factored into their GPA.
- 5) If a student re-registers for a compulsory or compulsory elective course as described in paragraphs 1 and 2, they must successfully complete the course by the end of the given academic year. Failure to fulfil this obligation shall be grounds for termination of studies pursuant to Section 56(1)(b) of the Act.

Article 18

Timetable and assignment of students to study groups

- 1) The Dean is responsible for the timely publication of timetables, which will remain unchanged throughout the semester. Any necessary changes after the official publication of the timetable must be approved by the Dean of the respective faculty.
- 2) The timetable is designed to enable students to earn credits for successfully completing compulsory and compulsory elective courses in the standard course of studies during the academic year.
- 3) In justified cases, students have the right to request a transfer to a different study group through a designated staff member.
- 4) In the event that more than one instructor teaches a course, the head of the relevant institute, department or another workplace shall inform all students of this arrangement at least 5 working days before the date of registration.

Article 19

Recognizing credits and examinations

- 1) At a student's written request, the Dean has the authority to recognize credits or examinations successfully completed by the student as part of their previous unsuccessful non-concurrent studies at the same faculty, another unit of the university, or another higher education institution in the Czech Republic or abroad. These recognized examinations are factored into the overall GPA rather than the GPA calculated for the given academic year.
- 2) At a student's written request, the Dean can acknowledge credits or examinations that the student has successfully completed in a lifelong learning program offered within the accredited study programmes conducted at the University. Such recognized examinations are factored into the overall GPA rather than the GPA calculated for the respective academic year.
- 3) By submitting a written request, a student may request recognition of examinations or other study requirements completed as part of studies in an accredited educational program at a higher vocational school. However, it is important to note that compulsory and compulsory elective theoretical subjects that are part of the state final examination cannot be recognized. Recognized

examinations are factored into the overall GPA, not the GPA calculated for the respective academic year.

- 4) The student's written request must be submitted to the faculty no later than 30 days after the start of the semester in the current academic year. With the approval of the Dean, the deadline may be extended in exceptional cases. The application must include supporting evidence of successful completion of the course, indicating its name, scope, classification and credit rating. In the case of courses successfully completed at another university, the course syllabus must also be provided.
- 5) The Dean may decide to recognize credits or examinations as described in paragraphs 1 to 3 under the following conditions:
 - a) no more than 5 years have passed since the successful completion of the course,
 - b) the successfully completed course has been graded with ECTS grades "A" (Excellent, numerical value 1), "B" (Very good, numerical value 1.5), "C" (Good, numerical value 2), or "D" (Satisfactory, numerical value 2.5),
 - c) in the case of a four-grade classification, the successfully completed course has been graded "excellent" (1) or "very good" (2),
 - d) credits earned for successfully completed courses have not been included in the total number of credits required for successful completion of studies in an accredited study programme,
 - e) the total number of recognized credits earned in a lifelong learning programme does not exceed 60% of the credits required for the completion of studies,
 - f) recognizing credits for completed courses will not fulfil the requirements for the state final examination or the final qualifying thesis,
 - g) the head of the relevant institute, department or another workplace confirms the similarity of the content of the successfully completed and recognized course unless it is an identical course previously completed at the university.
- 6) Based on a student's written request that has been positively assessed by the head of the relevant institute, department or another workplace, the Dean may accept a standardized examination certificate as proof of successful completion of a course. The awarded credits shall correspond to the number of credits awarded for the course in the standard study plan of the relevant study programme or field of study for the given academic year. The student's written request must be submitted to the faculty no later than 30 days after the beginning of the relevant semester in the given academic year. In exceptional cases, with the approval of the Dean, the deadline may be extended.
- 7) The Dean has the power to stipulate additional requirements for the recognition of course credits or examinations
- 8) Credits and examinations recognized based on a written application submitted in accordance with paragraph 1 shall count towards the number of credits required for enrolment in the relevant academic year pursuant to Article 14(6)(a).

Article 20

Suspension of studies

- 1) The Dean has the authority to approve the suspension of studies based on a written request from the student or on their own initiative.
- 2) If a student submits a written request, the maximum duration of the suspension of studies is 24 months. The decision-making body may grant a suspension of studies in accordance with the

principles specified in paragraph 9. Suspension of studies at the student's written request may be either for the whole academic year or for one semester. The suspension of studies shall be recorded in the student record and in the student register.

- 3) The student must submit their written request to the relevant study department within the following deadlines:
 - a) when requesting a suspension for the whole academic year, the request must be submitted at least 10 working days before the start of the academic year,
 - b) when requesting a suspension for one semester, the request must be submitted at least 10 working days before the start of classes in the respective semester.
- 4) To be eligible for a suspension for studies as specified in paragraph 3, the student must meet the following conditions:
 - a) to suspend their studies for the whole academic year or for the winter semester, they must have earned at least 40 credits in the previous academic year and have successfully passed all re-registered courses,
 - b) to suspend their studies for the summer semester, they must have earned at least 20 credits in the immediately preceding winter semester and successfully passed all re-registered courses in the winter semester according to the study plan,
 - c) to suspend their studies for the summer semester of their graduating year, they must successfully pass all courses registered in the immediately preceding winter semester. The Dean may set different conditions for a specific study programme.
- 5) Studies cannot be suspended in the following cases:
 - a) the student is only required to take the state final examination or part thereof in order to complete their studies,
 - b) the student is in the first year of studies.
- 6) For compelling reasons, especially due to health or social reasons, a student may request a suspension of studies during the semester or in cases specified in paragraph 5. The request must be supported by relevant documents substantiating the reasons for the suspension of studies. The decision-making body referred to in paragraph 1 shall determine the beginning and end of the suspension of studies.
- 7) For compelling reasons, where the student's attendance in classes or examinations at the University is restricted in accordance with another law, or where the restriction on attendance is of an individual nature, a student may also request a suspension of studies during the semester or in the cases referred to in paragraph 5. The request must be supported by relevant documents substantiating the reasons for the suspension of studies. The decision-making body referred to in paragraph 1 shall determine the beginning and end of the suspension of studies and this period of suspension shall not be counted towards the maximum period of suspension of studies.
- 8) If the reasons for the suspension of studies cease to exist, the student may submit a written request to terminate the suspension earlier than originally planned. This request shall be considered by the decision-making body that issued the decision on the suspension of studies.
- 9) The decision-making body may, on its own initiative, suspend the studies of a student who has become liable to pay a fee for their studies pursuant to section 58(3) or (4) of the Act and has failed to make the payment even after receiving a reminder. If the student requests a hearing before a decision to suspend their studies is made, they shall be summoned to an oral hearing without delay.
- 10) The suspension of study under paragraph 9 will continue until the student has fulfilled the maximum duration of studies. If the fee has been paid and the student requests that the suspension

of studies be terminated, the decision-making body shall approve the request and decide on the termination of the suspension of studies no later than the last day of the semester in which the request was made or the last day of the academic year if the request was made during the summer semester.

- 11) A student has the right to suspend their studies at any time due to pregnancy, childbirth or parental care for the entire period of recognized parental care. The period of suspension of studies during the recognized period of parental care shall not count towards the total period of suspension of studies referred to in paragraph 2.
- 12) During the suspension of studies, the person loses their student status; they become a student again on the date of re-enrolment after the suspension of studies. Further details of re-enrolment are outlined in Article 14.
- 13) In addition to the principles outlined in paragraphs 1 to 10, the following rules apply to suspensions of studies:
 - a) the suspension of studies does not affect the validity of successfully completed courses and their corresponding credit evaluation,
 - b) the student is obliged to respect any changes to the curriculum that occur during the suspension of studies,
 - c) the student is obliged to settle their obligations to the University before the start of the suspension of studies.

Article 21

Completion of studies

- 1) The studies are completed pursuant to Section 55 of the Act by graduating from the relevant study programme. The date of completion of studies is the date on which the student has successfully passed the state final examination or the last part thereof.
- 2) The studies shall be terminated pursuant to Section 56(1)(a) of the Act if the student has submitted a written declaration of withdrawal from the studies. The date of termination of studies is the date on which the written declaration of withdrawal is delivered to the faculty.
- 3) The studies shall be terminated pursuant to Section 56(1)(b) of the Act if the requirements of the accredited study programme are not fulfilled in accordance with these Regulations on the date on which the termination decision becomes final in the following cases:
 - a) the student has not fulfilled the requirements for enrolment in the academic year and the conditions specified in Article 14(10) are met,
 - b) the student has no courses registered in the study information system at the start of the winter semester of the first year of studies,
 - c) the student fails to register for courses with a minimum total credit score of 40 credits within two weeks of the start of classes in the summer semester of the first year of studies,
 - d) the student does not have a minimum of 40 credits registered in the study information system on the date of the verification of the fulfilment of study obligations for the previous academic year unless it is the final year of studies,
 - e) the student has not earned credits for a re-enrolled compulsory or compulsory elective course on the date of the verification of the fulfilment of study obligations for the previous academic year,
 - f) the student has not met the requirements for successful completion of the examination in the re-enrolled compulsory or compulsory elective course,

- g) the student has not met the course requirements and was not awarded credits for a re-enrolled compulsory or compulsory elective course,
- h) the student has reported a loss of medical fitness to study a programme in which fitness was a condition for admission to studies pursuant to Section 49(1) of the Act,
- i) the student has not met the requirements for successful completion of the state final examination for the second time,
- j) the student has not met the requirements for completion of studies within the specified maximum study period,
- k) the applicant to study has failed to re-enrol in the studies while the conditions outlined in Article 14(9) are met,
- l) the student has not met the requirements specified in the decision of the Dean pursuant to Article 14(3) by the date of the review of the fulfilment of study obligations for the previous academic year.

If a student appeals against a decision issued by the Dean regarding the termination of studies in accordance with a) to l) within 30 days of receiving the notification, the date of termination of studies shall be the date on which the decision on the appeal confirming the Dean's decision becomes final.

- 4) Studies are terminated when the accreditation of the study programme is withdrawn pursuant to Section 56(1)(c) of the Act; the date of termination of the studies is the date on which the period specified in the decision of the Ministry of Education, Youth and Sports (hereinafter referred to as "the Ministry") has expired.
- 5) Studies are terminated when the accreditation of the study programme is terminated pursuant to Section 56(1)(d) of the Act; the date of termination of the studies is the date on which the University announced the termination of the study programme or the date on which the accreditation expired.
- 6) Studies are terminated pursuant to Section 56(1)(e) of the Act by the termination of the study programme for the reasons specified in Section 81b(3) of the Act; the date of termination of studies is the last day of the three-year period referred to in the first sentence of Section 81b(3) of the Act.
- 7) Studies are terminated pursuant to Section 56(1)(f) of the Act by the termination of the authorization to realize the study programme (Section 86(3) and (4) of the Act); the date of termination of the study is the date on which the authorization to realize the study programme has terminated.
- 8) Studies are terminated by expulsion from the studies pursuant to section 47e(3) of the Act; the date of termination of the studies is the date on which the decision pursuant to sections 47c to 47e of the Act on the invalidity of the state final examination or part thereof takes effect.
- 9) Studies are terminated pursuant to section 56(1)(h) of the Act by expulsion from studies pursuant to section 65(1)(c) of the Act for a disciplinary offence or in accordance with section 67 of the Act if the student has been admitted to studies based on fraudulent conduct. The date of termination is the date on which the decision to terminate studies becomes final. If a student appeals the decision issued by the Dean within 30 days of receiving the notification, the date of termination of studies will be the date on which the decision on the appeal confirming the Dean's decision becomes final.
- 10) The student must settle their obligations to the University upon the termination of studies.

Article 22

Change of study form or specialization

- 1) If a study programme is accredited for different study forms or specializations, a student can apply for a change of study form or specialization. The Dean shall decide on the change within 30 days from the date of receiving the student's written request.
- 2) When requesting a change of study form, the student must submit a written request to the relevant study department within the following deadlines:
 - a) when requesting a change from the beginning of the academic year, the student must submit the request at least 10 working days before the start of the winter semester of the respective academic year,
 - b) when requesting a change from the start of the summer semester, the student must submit the request at least 10 working days before the start of the summer semester of the respective academic year, provided that at least 10 credits have been obtained in the previous semester (unless it is the final year of studies).
- 3) When requesting a change of specialization, the student must submit a written request to the relevant study department within the following deadlines:
 - a) when requesting a change from the beginning of the academic year of the first year of studies, the student must submit the request at least 5 working days before the start of classes in the winter semester,
 - b) when requesting a change from the start of the summer semester of the first year of studies, the student must submit the request at least 10 working days before the start of classes in the summer semester, provided that at least 10 credits were obtained in the previous semester;
 - c) when requesting a change from the start of the academic year of the second year of studies, the student must submit the request no later than 10 working days before the end of the academic year of the first year of studies.
- 4) The request for a change of study form must include relevant documents providing grounds for the change of study form, e.g. employment contract, certificate of medical incapacity (applicable to students who are not eligible for an individual study plan according to Article 5(5) but cannot attend classes full time). No relevant documents need to be attached to the request for a change of specialization.
- 5) The change does not affect the validity of successfully completed courses and their credit evaluation. However, the student is obliged to comply with any differences in the study plans.

PART THREE

COMMON PROVISIONS

Article 23

Determining students' rights and obligations

- 1) Proceedings regarding a student's rights and obligations take place in the first instance at the faculty where the student is enrolled.

- 2) In proceedings concerning the rights and obligations of the student under the Act, only the student is considered a party to the proceedings. In proceedings pursuant to Section 68(1)(a) to (f) of the Act, the University is not obliged to notify the student that they can comment on the materials for the proceedings before making a decision. The student has the right to inspect their file only after they had been informed about the result of the proceedings.
- 3) If a student can submit a request in the student information system because the system provides the relevant form, the application submitted in this manner is equivalent to a written request. In other cases, the request must be submitted in writing via the relevant filing office.
- 4) In matters pursuant to Section 68(1)(c) and (e) of the Act, initiated ex officio in accordance with internal regulations of the University or faculty, and in matters pursuant to Section 68(1)(f) of the Act, the issuance of a decision is the first action taken by the University. The request for comments on the decision documents constitutes the first action by the University in matters pursuant to Section 68(1)(g) of the Act, and the University may issue the request through the electronic information system.
- 5) The student has the right to appeal the decision within 30 days from the date of notification. The suspensive effect of the appeal cannot be excluded.
- 6) The Rector serves as the administrative appellate authority.
- 7) The Rector examines the conformity of the contested decision and the previous proceedings with legal regulations and internal regulations of the University and the faculty.
- 8) Upon the Rector's decision, the authorities of the University or its units shall take necessary measures to restore the student's rights and to rectify or mitigate the consequences resulting from a defective decision.
- 9) The delivery of documents to students is regulated in Article 25 of the University Statutes.

Article 24

Graduation documents

- 1) Graduation documents are issued in accordance with Section 57 of the Act.
- 2) The university diploma awarded to a graduate of a study programme is issued in the language in which the study programme is accredited. The university diploma and the supplement to the diploma shall be issued by the University using a standardized format. Format guidelines shall be specified in a directive issued by the Rector.
- 3) If different subjects within the study programme were taught and assessed in different languages according to the approved curriculum, this fact will be indicated on the diploma supplement.

Article 25

Rules for converting classifications

When converting classifications from the four-level classification system to the ECTS classification system, the following equivalences will be applied:

- a) exam result “excellent” (1) = ECTS classification grade “A”,
- b) exam result “very good” (2) = ECTS classification grade “C”,
- c) exam result “good” (3) = ECTS classification grade “E”,
- d) exam result “failed” (4) = ECTS classification grade “F”.

PART FOUR

SPECIAL PROVISIONS

Article 26

Special provisions for the studies of persons with special educational needs

- 1) Every applicant or student with special educational needs is entitled to study conditions that cater to their specific needs while ensuring a balanced approach to their studies.
- 2) The Rector’s Methodological Guidelines on the Method of Supporting Applicants for Studies and Students with Specific Educational Needs at the University, as amended, outlines the conditions and procedures for exercising their rights and obligations under these Regulations by means of extraordinary measures.
- 3) Accepting equal access to education and ensuring equal conditions for studies does not reduce the standard study requirements and does not affect the profile of the graduate in defining their output general, professional and special knowledge and skills.

Article 27

Special provisions for the studies of individuals in the recognized period of parental care

- 1) Recognized parental care is documented by the relevant study departments pursuant to Act No.48/2013 Coll., amending the Act and Act No.117/1995 Coll., on State Social Support, as amended.
- 2) In order to exercise the rights of students arising from recognized parental care, the students concerned must submit a written request to the relevant study department.
- 3) The procedure and activities related to the recognized period of parental care are regulated by the Rector’s Regulation for Standardized Registration of Recognized Period of Parental Care and Related Activities at the University, as amended.

Article 28

Special provisions on proceedings for the declaration of invalidity of the state final examination or part thereof

- 1) The authority to decide on the invalidity of a state final examination or part thereof in accordance with Sections 47c to 47e of the Act lies with the Rector.
- 2) The decision-making process in the invalidity proceedings under paragraph 1 is supported by the opinion of a review committee. This committee consists of seven members, with six members appointed by the Rector from among professors, associate professors or other experts. Out of these six members, a maximum of three can be individuals who were part of the board conducting the state final examination or its relevant part. Additionally, at least three out of these six members must not have any affiliation with the academic community of the University. The seventh member of the committee is selected by the Rector from the students of the University. To appoint a member for the review committee mentioned in the preceding sentence, the Rector seeks a proposal from the president of the student chamber of the Academic Senate of the University. For the other members, proposals are requested from the head of the unit within the University where the state final examination or relevant part was conducted. However, the Rector is not bound by these proposed candidates and has the authority to make the final decision on the committee members.

Article 29

Special authorization in emergency situations

- 1) If there is a crisis measure declared under the Crisis Act or an emergency measure ordered under a special law and applicants face difficulties in demonstrating compliance with the condition of prior education attainment in accordance with Section 48 of the Act, and the Ministry allows for flexibility in this regard through its decision, the university or faculty may choose to postpone the requirement for demonstrating compliance until 90 days after the date of enrolment for study. Should the applicant fail to fulfil the condition of prior education attainment within the stipulated timeframe, the University or faculty will determine that the admission to study and enrolment in the course of study are no longer valid and effective from the date the decision to revoke the admission is enforced. This particular decision is not subject to appeal. The duration of this period will be accounted for within the student's overall study period.
- 2) If there is a crisis measure declared under the Crisis Act or an emergency measure ordered under a special law and the personal presence of students at classes or examinations is not possible or is restricted, and if the Ministry makes this possible by its decision, the University may:
 - a) shorten or extend the academic year,
 - b) use distance communication tools in teaching, verification or assessment of studies, regardless of the form of studies of the study programme, or
 - c) use distance communication tools during the state examination that takes place without the presence of the public, provided that an audiovisual recording of the examination is made and kept for 5 years; the University will only provide the recording to a public authority in the exercise of its powers, upon their request.
- 3) Under the circumstances referred to in paragraph 2, the above-mentioned authorizations may be utilized for a limited period immediately following the end of the crisis or emergency measure.

PART FIVE

TRANSITIONAL AND FINAL PROVISIONS

Article 30

Transitional and final provisions

- 1) The Study and Examination Regulations of the University registered by the Ministry on 26 April 2013 under No. MSMT-17377/2013-30 are hereby repealed.
- 2) Any provisions of the internal regulations and internal standards of the faculties which are in conflict with these Regulations shall cease to have effect.
- 3) Ongoing proceedings concerning the rights and obligations of students that have not been concluded before these Regulations came into force shall be completed in accordance with the existing regulations (The Study and Examination Regulations of the University registered by the Ministry on 26 April 2013 under No. MSMT-17377/2013-30).
- 4) These Regulations were approved under Section 9(1)(b)(3) of the Act by the Academic Senate of the University on 25 July 2017.
- 5) These Regulations shall come into force pursuant to section 36(4) of the Act on the date of registration by the Ministry.
- 6) These Rules shall take effect on 1 September 2017.

- 1) This amendment to the Study and Examination Regulations for Students of Bachelor's and Master's Programmes of the Silesian University in Opava dated 13 March 2020 was approved by the Academic Senate of the Silesian University in Opava on 22 June 2021 pursuant to Section 9(1)(b)(3) of Act No.111/1998 Coll., on Higher Education and on Amendments and Additions to Other Acts (the Higher Education Act), as amended.
- 2) This amendment to the Study and Examination Regulations for Students of Bachelor's and Master's Programmes of the Silesian University in Opava shall come into force pursuant to Section 36(4) of the Higher Education Act on the date of registration by the Ministry of Education, Youth and Sports.
- 3) This amendment shall take effect on the date of its entry into force.

doc. Ing. Pavel Tuleja, Ph.D., v. r.

Rector