

*The Ministry of Education, Youth and Sports has registered under Section 36 (2) of the Act No. 111/1998 Coll., on higher education and on amendments and supplements to other acts (Act on Higher Education), under no. MSMT-16723/2025-2 of the Study and Examination Regulations for Students of Bachelor's and Master's Degree Programmes of the Silesian University in Opava as of the date of signing the registration.*

*Mgr. Vojtěch Tomášek  
Director of the Department of Higher Education*

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**Study and Examination  
Regulations for Students of  
Bachelor's and Master's Degree  
Programmes of the Silesian  
University in Opava  
dated 7 July 2025**

# **Study and examination regulations for students of bachelor's and master's degree programmes of the Silesian University in Opava of 7 July 2025**

## **PART ONE**

### **BASIC PROVISIONS**

#### **Article 1**

##### **Introductory provisions**

- 1) The Study and Examination Regulations for Students of Bachelor's and Master's Degree Programmes of 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 Institutions and on Amendments and Additions to Other Acts (Act on Higher Education Institutions), as amended (hereinafter referred to as "the Act").
- 2) The Regulations regulate the rules of study in accredited bachelor's and master's degree programmes implemented by the University together with a higher education institute or its faculties. When bachelor's and master's degree programmes are carried out together 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 apply in accordance with the agreement of the parties involved.
- 3) The conditions of lifelong learning are laid down in the University's Regulations on Lifelong Learning, as amended.
- 4) Where a study programme is implemented by the University together with a higher education institute, the director of the higher education institute shall act as dean and the faculty shall be understood to be the higher education institute, unless otherwise provided for in these Regulations or other internal regulations of the University.
- 5) In individual faculties, these Regulations may be specified by an internal regulation or internal standard only in the cases provided for in these Regulations.



## **PART TWO**

### **STUDY**

#### **TITLE I**

#### **ORGANISATION OF STUDIES**

### **Article 2**

#### **Student**

- 1) An applicant admitted to study pursuant to Sections 48 to 50 of the Act shall become a student on the date of enrolment.
- 2) On first enrolment in studies at the University, a student shall take the matriculation oath as amended in accordance with the Annex to the Statutes of the University in the manner laid down by the Dean.

### **Article 3**

#### **Academic year**

- 1) The academic year lasts 12 months, is divided into two semesters (winter and summer) and its beginning is determined by the Rector.
- 2) The timetable of the academic year shall include, in particular, the beginning and end of the teaching and examination periods, the vacation period, the deadline for the fulfilment of study obligations and, where appropriate, other academic activities.
- 3) Each semester shall be divided into teaching periods, examination periods and vacation periods.
- 4) In particular, courses resulting from study programmes and professional practice may be held during the main vacation periods. However, students' free time may not be reduced by these activities to less than four weeks.
- 5) The dates of the events referred to in paragraphs 1 to 4 shall be determined by the timetable of the University's academic year as laid down by decision of the Rector and shall be binding on students of all forms of study. Outside the periods specified in this timetable, only
  - a) instruction in a study programme accredited in a foreign language,
  - b) teaching in combined and distance learning,
  - c) state final examinations.
- 6) The dates of the events referred to in paragraph 5, second sentence, and other dates during the academic year not referred to in paragraphs 1 to 4 may be set by decision of the Dean.



## **Article 4**

### **Study programme and field of study**

- 1) A list of the study programmes, their types and profiles, forms of study, standard duration of study and information on their accessibility for persons with disabilities, language of study and academic degrees awarded is published in the public section of the University's website and is continuously updated.
- 2) The study programme includes
  - a) the name of the study programme, its type, its form, the objectives of the study programme and the profile of the study programme,
  - b) the determination of the graduate profile of the study programme,
  - c) the characteristics of the study subjects,
  - d) the rules and conditions for the establishment of curricula, the length of work experience, if any, with another natural or legal person,
  - e) the standard period of study with an average study load expressed in academic years,
  - f) the conditions which the student must fulfil in the course of study in the study programme and on its proper completion, including the content of the state final examinations,
  - g) the academic degree awarded,
  - h) the identification of the field or fields of education within which the study programme is to be pursued and the relationship to other types of study programmes in the same or related field or fields of education; in the case of a study programme belonging to more than one field of education, also the percentage of the basic subject areas belonging to each field of education in the curriculum.
- 3) The study programme is delivered in accordance with the specific requirements under the Government Regulation on Standards for Accreditation in Higher Education, in one of the following forms:
  - a) full-time,
  - b) distance learning,
  - c) combined.
- 4) The profile of a Bachelor's or Master's degree programme may be professionally or academically oriented.
- 5) The study programme may be pursued as:
  - a) a study programme without specialisation,
  - b) a programme of study with specialisations,
  - c) a programme of study implemented as a combined study, whereby the student acquires, in the context of his/her studies in the programme of study in which he/she is enrolled, comprehensive knowledge and skills corresponding in content to another programme of study,
  - d) a study programme aimed at education and preparation for the teaching profession.

- 6) Each study programme has its own guarantor, who coordinates the content preparation of the study programme, supervises the quality of its implementation, evaluates the study programme and develops it. The study programme guarantor is appointed and dismissed 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 belongs to only one field of education if the state final examinations test profiling knowledge or skills in the basic subject areas belonging to one field of education. A programme of study is a programme of study belonging to more than one field of education if the state examinations test profiling knowledge or skills in the core subject areas belonging to more than one field of education.
- 8) Each programme of study has a standard and maximum duration of study. The standard period of study is set in the accreditation decision in accordance with the law, while the maximum period of study is two academic years longer than the standard period of study in the relevant study programme. If the standard period of study increased by two years expires during the last three months of an academic year, the maximum period of study is extended until the end of that academic year.
- 9) The maximum period of study does not include any interruption of studies during a recognised period of parenthood, i.e. the period of time during which the student's parents would otherwise be on maternity or parental leave or in connection with the child's taking into care in lieu of parental care on the basis of a decision of the competent authority under the Civil Code or legislation governing state social support.
- 10) The period of study does not include periods when studies have been interrupted.
- 11) If the programme of study is a specialised programme of study, the student may apply for a change of specialisation in accordance with Article 23.

## **Article 5 Curriculum**

- 1) The curriculum of an accredited programme of study shall specify, in accordance with the accreditation in force, the time and content sequence of the courses of study (hereinafter referred to as 'courses'), the form and language of their study and the method of verification of the learning outcomes.
- 2) The content of the curriculum consists of a list of individual courses of study which may have the status of courses:
  - a) compulsory - their successful completion is necessary for successful completion of a particular stage of study or the overall study,
  - b) compulsory electives - the student must successfully complete the subjects in the specified composition or according to the study plans in the given group,
  - c) electives - the student chooses freely or according to the relevant control template.
- 3) A standard model curriculum is a curriculum that is a sample distribution of courses across years and semesters during a standard period.

- 4) The personal study plan is chosen by the student for a given academic year and independently determines his/her study load, respecting the terms of the credit system, published timetable actions and the provisions of these Regulations.
- 5) The individual study plan allows for exceptions to the respect of the conditions of the credit system and other provisions of these Regulations. The Dean shall decide on its approval within 30 days of the date of submission of a written request by the student, supported by relevant documents demonstrating the circumstances for granting an individual study plan. An individual study plan may be approved for individual semesters, an academic year, or for the entire course of study. This individual study plan is intended in particular for:
  - a) Particularly gifted students with excellent academic results, who may be able to reduce the total duration of their studies,
  - b) students with excellent academic results who are involved in the University's scientific activities, for whom it will enable them to schedule their study and scientific work optimally,
  - c) students with very good academic results who also achieve outstanding results in artistic, sporting or similar activities and thus represent the University at national and international level,
  - d) 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 is objectively justified on the basis of a doctor's or other specialist's opinion and a recommendation by the professional staff of the Counselling Centre,
  - e) students whose current state of health makes it impossible for them to participate in compulsory educational activities or in the standard way of fulfilling their study obligations according to the announced conditions for the award of credit and the taking of examinations pursuant to Article 7(4)(a) and (b), and where it is not feasible to address their situation by means of a short-term interruption of their studies, and to whom point (d) does not apply,
  - f) students who are personally, full-time, independently and properly caring for a child under 3 years of age for a full calendar month and who have a recognised period of parenthood recorded in the student information system for the relevant period,
  - g) students who, due to a long-term adverse health condition, are independently caring for a child, a close relative or another person living in the same household,
  - h) students who are in long-term and continuous care of a child under 10 years of age whose school or childcare facility has been closed.
- 6) In connection with pregnancy and childcare, a student has the right to have the time limits for fulfilling his/her study obligations extended by the period of time for which his/her maternity leave would otherwise be taken<sup>1</sup>, provided that he/she does not interrupt his/her studies during this period. The dean shall decide on the extension of the time limit and the manner of fulfilling the study obligations within the extended period within 30 days of the date of the student's written request.
- 7) A student who submits a certificate stating that he or she is a sports representative of the Czech Republic in a sporting branch, issued by a sports organisation representing that sporting branch in the Czech Republic, shall be entitled to adjustments in the course of his or her studies in connection

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



with that fact to enable him or her to participate in the representation and the necessary preparation. The Dean shall decide on the adjustment of the course of study within 30 days from the date of the student's written request.

- 8) Further details of the approval of an individual study plan pursuant to paragraph 5(d) shall be set out in an internal standard of the Rector.
- 9) Further details of the approval of an individual study plan pursuant to paragraph 5(f) are set out in the Rector's Instruction on ensuring a uniform procedure for the recording of recognised parenting time and related activities at the University, as amended.

## **Article 6**

### **Credit system, credit evaluation of courses**

- 1) Studies within accredited Bachelor's and Master's degree programmes are carried out on the basis of the credit system of study.
- 2) The credit system is based on the principles of the European Credit Transfer System (hereinafter referred to as "ECTS"), the standard pace of study provides for the completion of 30 credits per semester, 60 credits per academic year. In the course of study, the student must obtain a number of credits equal to at least 60 times the standard period of study in the composition given by the study programme and the relevant curriculum.
- 3) The credit system and the other provisions of these Regulations shall apply to studies carried out in accordance with Article 5(5) according to an individual study plan.
- 4) Each course listed in the study programme is assigned a certain number of credits, which reflects the level of the student's study load. A credit represents 1/60 of the average study load during the academic year. The same course has the same credit rating for all students regardless of the status of the course. The status of a course is determined by its placement in the curriculum and may be different for different curricula.
- 5) A student receives credit for a course only after all specified requirements have been met. In the case of courses ending with credit only, the student receives credits after the completion of the credit, and in the case of courses ending with an examination only after passing the examination with a score of at least "E" (sufficient/sufficient, numerical value 3). The student must successfully complete the course in the academic year in which he/she enrolled in it, no later than the deadline set in the timetable for the academic year in question.
- 6) A student may earn credits for a given course only once in a given programme of study, unless an exception is made in the course syllabus to allow repeated credit earning.

## **Article 7**

### **Forms of educational activity**

- 1) The basic forms of organised educational activity are lectures, exercises, seminars, excursions, practical training, laboratories, creative workshops, open-air workshops, projects and tutorials. Organised forms of educational activity are supplemented by consultations and independent study.

- 2) Students' participation in lectures is recommended. Participation in other forms of organised educational activities is compulsory. The extent of compulsory participation in teaching, which results from the requirements for the verification of the results of the study of the relevant subject, is determined by the teacher of the relevant subject in accordance with the accreditation of the relevant study programme.
- 3) A student who, for serious reasons, was unable to participate in a compulsory form of educational activity may be assigned an alternative method of fulfilling his/her study obligations by the teacher.
- 4) The instructor of each course shall publish, no later than the first week of classes in the semester, a course syllabus that is consistent with the accredited course syllabus and includes, in particular:
  - a) the requirements of the student during the semester,
  - b) the conditions for the award of credit and the framework conditions and characteristics of the examination,
  - c) a list of literature for independent study.

The conditions for the award of credit and the examination cannot be changed during the semester. The student is obliged to become familiar with them and to follow them.

## **TITLE II**

### **VERIFICATION OF RESULTS AND HODNOCTION OF STUDIES**

#### **Article 8**

##### **Verification of study results**

- 1) Learning outcomes are verified by continuous assessment of studies, overall assessment of the course at the end of the credit or examination, overall assessment of studies at the end of the state final examination. During the evaluation of studies, the student is obliged to present a valid student ID card (or its digital version) with a current photo or the student identifies himself/herself through the information system.
- 2) The data on the result of the evaluation of the study shall be entered by the relevant lecturer into the study information system to the following extent within 5 days of the completion of the credit or examination:
  - a) the date of the credit or examination,
  - b) an indication of whether it is a regular, remedial or second remedial term,
  - c) an indication of whether or not the student has fulfilled the conditions for the award of credit,
  - d) the result of the examination in accordance with the ECTS grading scale.
- 3) The record of the student's study results shall be kept by the relevant study department or other department which manages the student's study agenda (hereinafter referred to as the "study department"). The entry of the results of the study assessment in accordance with paragraph 2 may also be entrusted to another responsible person on the basis of a written mandate from the head of the institute, department, institute or other department.

- 4) Responsible employees of the faculty (department, institute, institute or other workplace) are obliged to use the unified study information system and unified student e-mail accounts within the framework of their studies and in the verification of study results, to follow the rules of the unified study information system accurately and consistently, in particular the rules on study programmes, the credit system and study assessment results, and to follow the instructions of the Rector or the Dean.
- 5) Students are obliged to use the unified study information system and the student e-mail accounts set up by the University in the course of their studies and in the verification of their study results.
- 6) In a course for which both a credit and an examination are prescribed by the curriculum, obtaining a credit is a prerequisite for taking the examination.
- 7) In the case of the written form of verification of study results, the student has the right to view the corrected work within 10 days of the date of entering the result of the study assessment into the student information system.
- 8) The printed output from the study information system is decisive for proving the study results. This output, confirmed by the relevant study department, is considered to be a study report within the meaning of Section 57(3) of the Act.
- 9) Study assessments whose results are not recorded in the study information system no later than the date of the study compliance check shall be regarded as not having been carried out. The student has the right to submit his/her requests for the correction of any discrepancies found or the completion of missing data no later than 5 working days following the last day of the relevant academic year to the relevant lecturer.

## **Article 9**

### **Credit**

- 1) Credit shall be awarded subject to the fulfilment of the requirements published by the teacher of each course in accordance with Article 7(4).
- 2) Credit shall be awarded by the teacher who teaches the course in question, unless, in exceptional circumstances, the head of the institute, department, institute or other unit stipulates otherwise.
- 3) Credit is normally awarded during the examination period set out in the timetable for the academic year. In agreement with the teacher, credit may be awarded outside this period, but no later than the end of the academic year in question.
- 4) A student who has not been awarded credit within the time limit shall be given a remedial period by the lecturer, but no later than the end of the academic year concerned.
- 5) A student who has not been awarded credit for a course even in the remedial period shall be given a second remedial period to obtain credit, but no later than the end of the relevant academic year. In the case of a second make-up period for credit in a course taken repeatedly, the requirements for credit shall be fulfilled before a three-member committee. The dean appoints the committee to carry out the second make-up term of credit in a repeatedly enrolled course.
- 6) The student has the right to withdraw from the credit deadline, normally 24 hours in advance, unless otherwise specified by the instructor. A student who has withdrawn in this manner shall be treated as if he/she had not registered for the specified term. For serious reasons, especially health reasons,

he/she may excuse himself/herself additionally, but no later than 5 calendar days from the date set for obtaining the credit. The instructor will decide whether the excuse is justified.

## **Article 10**

### **Examination**

- 1) The examination tests the student's knowledge of the relevant subject and his or her ability to apply the knowledge acquired during the course of study. The form of the examination may be oral, written, practical or combined. The framework conditions and characteristics of the examination shall be published by the teacher of each course in accordance with Article 7(4).
- 2) The head of the institute, department, institute or other unit shall coordinate the dates of the examinations and the manner in which they are published.
- 3) Examinations and make-up examinations shall normally be held during the examination period laid down in the timetable for the academic year in question. In agreement with the examiner, examinations and make-up examinations may be taken outside this period in serious and justified cases, but no later than the end of the academic year in question. At the latest two weeks before the start of the examination period, the examiner shall set the dates for the examinations and make-up examinations in such a way that their number and distribution is appropriate to the number of students being examined. An examination consisting of several parts shall normally be taken by the student on the same day.
- 4) If a student fails an examination, he or she has the right to take a make-up examination, but not later than the end of the academic year in question.
- 5) A student who fails to pass the examination even on the make-up date has the right to take a second make-up examination, but not later than the end of the academic year concerned. In the case of a second make-up examination in a subject that is repeatedly enrolled, the examination shall be held before a three-member board. The dean appoints the board for the second make-up examination in the repeatedly enrolled course.
- 6) A student has the right to withdraw from an examination, a make-up examination or a second make-up examination normally 24 hours before the examination begins, unless the examiner specifies otherwise. A student who has withdrawn in this way shall be treated as if he or she had not entered for the examination. For serious reasons, in particular health reasons, he/she may also excuse himself/herself subsequently, but not later than 5 calendar days from the date set for the examination. The examiner shall decide on the validity of the excuse. The student has the right to reschedule the examination due to pregnancy or childcare.

## **Article 11**

### **State final examination**

- 1) Studies in bachelor's and master's degree programmes shall be duly completed by a state final examination, which may have more than one part and whose content and form correspond to the profile of the study programme, and whose individual parts are usually held within one day, unless organisational reasons prevent this.

- 2) The state final examination in a bachelor's study programme shall include the defence of the bachelor's thesis, if provided for in the study programme, and the state final examination may not consist solely of the defence of the bachelor's thesis. The defence of the diploma thesis is part of the final state examination in the master's degree programme, and the final state examination may consist of the defence of the diploma thesis only.
- 3) State final examinations shall be held at least twice during a given academic year, the specific dates to be determined by the dean on the basis of a proposal by the head of a department, chair, institute or other department in accordance with Article 3(5) by decision.
- 4) A student of a study programme may take the final state examination or part thereof if he or she has fulfilled the following conditions:
  - a) he or she has fulfilled all the study requirements prescribed in the relevant study programme,
  - b) he/she has obtained a number of credits equal to at least sixty times the number of years of the standard period of study in the prescribed course structure prescribed by the study plan of the relevant study programme,
  - c) has prepared and submitted a thesis on a given topic, or a bachelor's thesis if prescribed by the relevant study programme, and this thesis relates to the relevant part of the state final examination.
- 5) The language in which the thesis or bachelor's thesis is prepared, defended and evaluated, as appropriate, is normally determined by the accreditation dossier of the relevant study programme, unless an international treaty provides otherwise.
- 6) The final state examination must be taken by the student no later than the end of the maximum period of study of the relevant programme of study laid down in accordance with Article 4(8).
- 7) The student applies for the state final examination at the time and in the manner determined by the dean by an internal standard. Article 10(6) shall apply *mutatis mutandis* to withdrawal from the state final examination.
- 8) The content of the state final examination, including its parts, shall be based on the accredited study programme and shall be published in electronic form by the relevant head of the institute, department, institute or other unit in a manner that is directly accessible to students.
- 9) The State Final Examination shall be held before an examination board of at least three members. Only professors, associate professors and extraordinary professors, as well as experts who have been approved by the relevant scientific council, are entitled to sit the state final examination. The course of the state final examination and the announcement of the results are public.
- 10) In the event of failure, the final examination or part thereof may be repeated no more than once, subject to the maximum period of study laid down in Article 4(8).
- 11) The dean may lay down more detailed specifications on the conduct of the state final examination, its organisation, the assignment, preparation, evaluation and defence of diploma or bachelor theses by an internal standard.
- 12) The accessibility of diploma and bachelor's theses is governed by the internal regulation of the University - Rules of public accessibility of final theses at the University.
- 13) The record of the state final examination shall be made in electronic form.

## Article 12

### Evaluation and overall assessment of studies

- 1) The result of the examination or part of the state final examination is classified according to the ECTS scale:

ECTS grade	Verbal expression	Numerical expression
A	Excellent/Excellent	1
B	Very good/Very good	1,5
C	Good/Good	2
D	Satisfactory	2,5
E	Sufficient/Sufficient	3
F	Insufficient/Unsatisfactory	4

A student is graded F (Insufficient/Unsatisfactory) if:

- fails to meet the requirements for passing the examination,
  - withdraws from the examination after it has begun or fails to appear for the examination without a valid excuse,
  - by the date of fulfilment of the study obligations specified in the timetable of the relevant academic year, there is no record of registration for the examination date in the student information system,
  - has seriously violated the proper conduct of the examination.
- 2) The overall grade of the final state examination is given by the simple arithmetic average of the numerical expression of the grades of the individual parts rounded to two decimal places and converted to ECTS grade according to the following table:

ECTS grade	Simple arithmetic average
A	1,00 - 1,25
B	1,26 - 1,75
C	1,76 - 2,25
D	2,26 - 2,75
E	2,76 - 3,00

The overall grade of the state final examination is "F" if at least one part of the examination is graded "F".

- 3) The overall grade reflects the student's degree of success throughout the course of study within the accredited program of study and is concluded after the state final examinations are completed and graded:

- a) "passed with distinction" if the student's weighted grade point average (GPA) for the entire period of study was less than or equal to 1.50, all parts of the final state examination were successfully passed in due time with a grade of "A" (Excellent/Excellent, numerical value 1) or "B" (Very good/Very good, numerical value 1.5) and the overall grade of the final state examination was "A",
  - b) "Pass" if the student has duly completed his/her studies with the State Final Examination but has not fulfilled the conditions specified in a),
  - c) "fail" if any part of the final state examination was graded "F" (Insufficient/Unsatisfactory, numerical value 4).
- 4) The criterion for the evaluation of learning outcomes is the VSP, which is prepared for each student for each academic year and for the overall study before the state final examination. The VSP is calculated as a weighted average, i.e. the sum of the final grades (expressed numerically) of the enrolled courses for which an examination is prescribed, multiplied by their credit evaluation, and the total sum of the credit evaluation of these courses for the evaluation period. Compulsory courses, compulsory elective courses and elective courses which the student has enrolled in during the academic year and which he/she has not completed with at least a grade of "E" (Sufficient/Sufficient, numerical value 3) are included in the grade point average with a grade of "F" (Insufficient/Unsatisfactory, numerical value 4). The average is rounded to two decimal places according to the rounding rules, i.e. 0 to 4 downwards, 5 to 9 upwards. Formula for calculating the average:

$$VSP = \frac{\sum K_p \cdot Z_p}{\sum K_p},$$

where

$K_p$  = the number of credits for the course  $p$  culminating in an examination,

$Z_p$  = numerical expression of the classification of the examination ending in course  $p$ .

## Article 13

### Revision of assessments

- 1) A student has the right to request a revision of the course completion grade or a revision of the grade of a state examination or part thereof.
- 2) A written, duly substantiated request must be delivered to the faculty within 10 days of the recording of the assessment in the student information system. Any academic staff member of the University may also initiate a revision of the assessment in favour of the student.
- 3) The dean shall cancel a contested course completion assessment or the result of a state examination or part thereof, if any legal regulation or internal regulation of the university or faculty has been violated in its determination or in the course of the review of the course, state examination or part thereof, or if the assessment was determined arbitrarily. In such a case, the dean shall take the measures necessary to restore the violated rights of the student.
- 4) If the course completion assessment has been cancelled, a new course completion assessment shall be held before a three-member committee appointed by the Dean. If the result of a state examination

or part of it has been cancelled under paragraph 3, it shall be held again before a different state examination board. The date shall be set by the Dean taking into account the standard course of events in the relevant academic year.

### TITLE III

#### COURSE OF STUDY AND CONTROL OF STUDIES

#### **Article 14**

#### **Enrolment and enrolment in the academic year**

- 1) A candidate who has been notified of his or her admission decision shall be entitled to enrol for the academic year for which he or she has been admitted.
- 2) Enrolment, which is identical to enrolment in the first academic year, shall take place at the faculty which implements the relevant programme of study. The date shall be set by the dean in accordance with the timetable for the relevant academic year. It is communicated to the applicant at the same time as the decision on admission to study. The Rector shall determine the form of enrolment in the relevant academic year by issuing the Rector's methodological instruction. If an applicant has enrolled in studies before the expiry of the deadline for lodging an appeal against the decision on admission to studies, he/she shall be deemed to have waived the right to lodge an appeal by enrolling. If an applicant enrolls after an appeal has been lodged during the appeal procedure, the appeal procedure shall be terminated upon enrolment; no decision on the termination of the procedure shall be issued.
- 3) Students who, for objective reasons, are not allowed to enrol in their studies in accordance with the timetable for the relevant academic year until the winter semester of the academic year will also have their course of study and the conditions of study under these Regulations for the relevant academic year adjusted on the basis of an individual decision by the Dean.
- 4) If a candidate has become eligible for enrolment in a combined programme of study, he or she becomes a student by enrolling in a programme of study with a core curriculum.
- 5) If a candidate has acquired the right to enrol in a programme of study with a specialisation, he or she shall become a student by enrolling in a programme of study with a curriculum of the relevant specialisation.
- 6) Enrolment in studies, which is re-enrolment in studies after a specified period of interruption of studies, shall take place at the faculty which implements the relevant study programme. Re-enrolment may be carried out no later than 10 working days after the end of the interruption of studies.
- 7) Enrolment in the academic year shall take place at the faculty in accordance with the timetable for the relevant academic year. A student who meets the following conditions may be enrolled in an academic year:
  - a) no later than on the date of the review of studies for the last academic year under review, the student has a record of 40 or more credits in the study information system at the date of fulfilment of the study obligations, other than in the year of study in which the student has applied for the state final examination in the prescribed manner in accordance with Article 11,



paragraph 1, of the Academic Code. 7 (hereinafter referred to as the "graduating year"), or, at the latest on the date of the review of studies for the last academic year assessed, the student has a record of 20 or more credits in the study information system at the time of fulfilment of the study obligations, which is an academic year in which the student had an interruption of studies in the winter or summer semester,

- b) no later than the date of the review of studies for the previous academic year, the student has a record in the study information system that he or she has successfully completed all the courses re-enrolled in that academic year by the deadline for fulfilling his or her study obligations.
- 8) An alternative date for enrolment may be set by the Dean of Studies on the basis of a written request supported by documents proving the circumstances that prevent participation in the enrolment.
- 9) If a prospective student fails to appear for enrolment in studies on the specified date or for enrolment on the alternative date and fails to excuse himself/herself within 5 working days, this shall be considered as a waiver of his/her right to enrol in studies.
- 10) If a person fails to appear for re-enrolment or re-enrolment at an alternative date after the expiry of the prescribed period of interruption of studies and does not excuse himself or herself within 5 working days or request an extension of the interruption of studies in accordance with these Regulations, he or she shall cease to be a student and the studies shall be terminated in accordance with section 56(1)(b) of the Act.
- 11) If a student fails to meet the conditions for enrolment in the academic year and does not excuse himself/herself within 5 working days, he/she shall cease to be a student in accordance with Section 56(1)(b) of the Act.
- 12) The entry referred to in paragraphs 2 to 5 may also be made by an agent who proves his or her authority to represent by a written power of attorney. The power of attorney may also be given orally on the record. Only one attorney may be elected at a time in the same case.
- 13) Enrolment in a course of study shall be completed if the applicant for studies, the person referred to in paragraph 10 or the proxy referred to in paragraph 12 confirms his or her consent to enrolment in the relevant course of study on the prescribed form or in another equally evidentiary form if so provided in the Rector's methodological instruction issued pursuant to paragraph 2.
- 14) Enrolment in the academic year is fulfilled if the student registers for courses in the student information system by the specified deadline.

## **Article 15**

### **Enrolment in courses**

- 1) The dean shall determine the form and deadlines for registering courses for the relevant academic year or semester.
- 2) The credit-based system of study enables a student to choose his or her personal study plan so as to decide independently on his or her study load, to influence the scope and pace of his or her studies, to better deepen his or her knowledge in a given field of study, or to broaden his or her specialisation.

- 3) The standard pace of study, which enables the proper completion of the relevant study programme within the standard period of study, implies the enrolment in courses with a total credit rating of 60 credits per academic year.
- 4) When enrolling in the relevant academic year or semester, the student shall record courses in the study information system according to the study plan of the relevant study programme and form of study so that:
  - a) in an academic year, by successfully completing the courses enrolled in or by having them recognised in accordance with Article 19(1), he or she can obtain a minimum of 40 credits for the previous study,
  - b) fulfil the requirements for re-enrolment in accordance with Article 17,
  - c) in the graduating year, have fulfilled the conditions referred to in Article 11(4)(a) and (b) by successfully completing the courses enrolled in.
- 5) The student shall be obliged to enrol in courses in such a way as to comply with the structure of the courses given by the accredited study programme, to satisfy the conditions of conditionality, continuity and elective nature of the courses, and to comply with the maximum duration of study as specified in Article 4(8).
- 6) The dean may, by his/her decision, set a maximum amount of the sum of the credit evaluation of the courses that a student may enrol in one academic year. At the same time, he or she may increase this limit in individual cases on the basis of a written request from the student.
- 7) A student's enrolment in a course may be cancelled no later than before the start of classes in a semester in the following cases:
  - a) the head of the institute, department, institute or other unit notifies the dean in writing that for serious reasons it is not possible to teach the course in the relevant academic year or semester;
  - b) if, after the end of the course registration period, the number of students enrolled in the course is less than a predetermined value;
  - c) a student has enrolled in a course in violation of the conditions set out in the curriculum; has not respected the conditionality, continuity and electivity of courses.
- 8) A student may request in writing to the Dean to cancel the enrolment in a course no later than before the start of the course in a semester if serious health reasons prevent the student from studying the enrolled course.
- 9) If, as a result of cancellation of enrolment in courses under paragraphs 7 and 8, the number of credits to be earned in an academic year falls below the specified limit, the student shall be obliged to enrol in another course in place of the cancelled course so that the conditions of paragraph 4 are met.
- 10) Enrolment in courses, cancellations under paragraph 7 and any changes to enrolled courses shall be organised by the relevant study department or other contact person indicated in the catalogue of the relevant course.
- 11) More detailed conditions for the registration of courses may be laid down in the internal standards of the faculties.

## **Article 16**

### **Control of studies**

- 1) Control of studies for the previous academic year is organised and administered by the relevant study department.
- 2) As a rule, the study review takes place at the same time as the registration for the academic year and the registration of courses.
- 3) The internal standards of the faculties may lay down more detailed conditions for the control of studies.

## **Article 17**

### **Re-registration of courses**

- 1) If a student fails to fulfil the conditions laid down for the successful completion of a compulsory course in the relevant academic year, he or she may enrol in that course no more than once more. Both results count towards the VSP.
- 2) If a student fails to meet the requirements for successful completion of a compulsory elective course in the relevant academic year, he or she may enrol in that course a maximum of one more time. Both results count towards the VSP.
- 3) If a student fails to meet the requirements for successful completion of a compulsory elective course in the final year of study while obtaining a number of credits equal to at least sixty times the standard period of study in the composition given by the study programme and the curriculum of the field of study or specialisation, the obligation to re-enrol for this course does not apply and this result is counted in the VSP.
- 4) If a student fails to meet the requirements for successful completion of an elective course in the relevant academic year, the re-enrolment requirement for that course does not apply and that result is counted towards the VSP.
- 5) When re-enrolling in a compulsory or compulsory elective course under paragraphs 1 and 2 in the relevant academic year, the student must successfully complete the course by the end of the relevant 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 guarantees the timely publication of timetables, including their stability during the semester. Necessary changes after the official publication of the timetable may be made only with the approval of the Dean of the faculty concerned.
- 2) The timetable is designed to enable credits to be obtained for successfully completed compulsory and compulsory elective courses in the standard course of study during the academic year.

- 3) Students have the right to request a change in the classification of a study group in duly justified cases through the designated staff member.
- 4) In the event that the course is taught by more than one teacher, the head of the relevant department, chair, institute or other workplace shall publish this fact at least 5 working days before the enrolment deadline in an appropriate manner so that all students can become acquainted with this fact.

## **Article 19**

### **Recognition of credits and examinations**

- 1) On the basis of a written request from a student, the dean may recognise credits or examinations which the student has successfully completed as part of a previous unsuccessful, not concurrent, study at the same faculty, another part of the university, another higher education institution in the Czech Republic or abroad. Such recognised examinations are counted towards the overall GPA, not towards the GPA calculated within the relevant academic year.
- 2) On the basis of a student's written request, the dean may recognise credits or examinations that the student has successfully completed in a lifelong learning programme within the framework of accredited study programmes conducted at the University. Examinations so recognised shall be counted towards the overall GPA, not towards the GPA calculated within the relevant academic year.
- 3) On the basis of a written request from a student, the dean may recognise examinations or other study requirements taken as part of an accredited programme of study at a higher education institution. However, compulsory and compulsory elective theoretical courses that enter the state final examination cannot be recognised as having been completed. Examinations so recognised are counted towards the overall GPA, not towards the GPA calculated within the relevant academic year.
- 4) The student's written request must be received by the faculty no later than 30 days after the beginning of the relevant semester in the current academic year. In exceptional cases, with the approval of the Dean, the deadline may be extended. The application must be accompanied by evidence of successful completion of the course, indicating its title, scope, classification and credit rating. For courses successfully completed at another university, the course syllabus must also be provided.
- 5) The dean may accept credits or examinations on the basis of a written request from a student submitted pursuant to paragraphs 1 to 3 only if:
  - a) no more than 5 years have elapsed since the successful completion of the course,
  - b) the successful completion of the course has been graded with an ECTS grade of "A" (Excellent/Excellent, numerical value 1), "B" (Very Good/Very Good, numerical value 1.5), "C" (Good/Good, numerical value 2), or "D" (Satisfactory/Satisfactory, numerical value 2.5),
  - c) the successful completion of the course has been graded as 'Excellent' (1) or 'Very Good' (2) in the case of an examination and a four-grade classification,
  - d) the credits obtained for the successfully completed course were not included in the total number of credits required for successful completion of the study in the accredited study programme,

- e) the total number of recognised credits obtained within the framework of lifelong learning does not exceed 60 % of the credits required for the proper completion of the study,
  - f) the recognition of credits for completed courses will not satisfy the requirements of the state final examination or the final qualifying thesis,
  - g) the head of the relevant institute, department, institute or other unit confirms the similarity of the content of the successfully completed and recognised course, unless it is an identical course successfully completed as part of a previous study at the university.
- 6) On the basis of a written request from the student, positively assessed by the head of the relevant institute, department, institute or other workplace, the dean may recognise a standardised examination certificate for the successful completion of a credit-bearing enrolled course within the scope of the obligations and number of credits corresponding to that course included in the standard study plan of the relevant study programme for the relevant academic year. The student's written request must be received by the faculty no later than 30 days after the beginning of the relevant semester in the current academic year. In exceptional cases, with the approval of the Dean, the deadline may be extended.
- 7) More detailed conditions for the recognition of credits or examinations may be laid down by the Dean.
- 8) Credit and examinations awarded shall count towards the number of credits specified in the condition for enrolment in the relevant academic year under Article 14(7)(a).

## **Article 20**

### **Interruption of studies**

- 1) The dean shall decide on interruptions of studies on the basis of a written request from the student or on his or her own initiative.
- 2) The maximum period of interruption of studies at the written request of a student shall be 24 months, and the decision-making body may interrupt studies in accordance with the principles set out in paragraph 9. Suspension of studies at the written request of the student may be either for the whole academic year or for a single full semester. The interruption of studies shall be recorded in the student record and in the student register.
- 3) The student's written request must be delivered to the relevant study department within the following deadlines:
  - a) in the case of a request to interrupt studies for a full academic year, no later than 10 working days before the start of the academic year,
  - b) in the case of a request to interrupt studies for a single full semester, no later than 10 working days before the start of classes in the relevant semester.
- 4) When submitting a written request within the time limit referred to in paragraph 3, the student must comply with the following conditions:
  - a) To be eligible for a full academic year or winter term interruption, the student must have earned at least 40 credits in the previous academic year and have successfully completed all repeated courses,

- b) to interrupt their studies for the summer semester, they must have obtained at least 20 credits in the immediately preceding winter semester and have successfully completed all the repeatedly enrolled courses relevant to the winter semester according to the relevant study programme curriculum,
  - c) to interrupt their studies for the summer semester in their graduating year, they must have successfully completed all courses enrolled in the immediately preceding winter semester. The dean may set different conditions for a specific degree program by decision.
- 5) Studies may not be interrupted in the following cases:
- a) the student lacks only the obligation to pass the state final examination or a partial part thereof in order to complete his/her studies properly,
  - b) the student is studying in the first year of studies.
- 6) For serious reasons, especially health or social reasons, a student may request. In this case, the student's request must be supported by relevant documents proving the circumstances that justify the reasons for the interruption of studies. The decision-making body referred to in paragraph 1 shall determine the beginning and end of the interruption of studies.
- 7) For compelling reasons, where the personal presence of students in education or examinations at the University is restricted by a measure taken pursuant to another law or where the restriction on attendance is of an individual nature, a student may apply for interruption of studies during the semester or in the cases referred to in paragraph 5; in this case, the student's application must be supported by relevant documents proving the circumstances giving rise to the reasons for the interruption of studies. The decision-making body referred to in paragraph 1 shall determine the beginning and end of the interruption of studies and this period of interruption shall not be counted towards the maximum period of interruption of studies.
- 8) If the reason for the interruption of studies ceases to exist, the person may request in writing that the interruption of studies be terminated earlier than originally provided for. This request shall be decided by the decision-making body which issued the decision on the interruption of studies.
- 9) The decision-making body may, on its own initiative, interrupt the studies of a student who has become liable to pay a fee in connection with his or her studies pursuant to Section 58(3) or (4) of the Act and the student has not paid the fee even within the period specified in the reminder of the unpaid fee. If the student requests to be heard before a decision to suspend his/her studies is made, he/she shall be summoned to an oral hearing without delay.
- 10) Studies shall be suspended under paragraph 9 for the period of time remaining until the student has exhausted the maximum period of study. If the fee has been paid and the person requests that the interruption of studies be terminated, the decision-making body shall comply with the request and decide to terminate the interruption 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 shall always have the right to interrupt his/her studies in connection with pregnancy, childbirth or parenthood for the entire period of recognised parenthood. The period of interruption of studies during the recognised period of parenthood shall not be counted towards the total period of interruption of studies referred to in paragraph 2.

- 12) A person shall not be a student during the period of interruption of studies; he/she shall become a student on the date of re-enrolment following the end of the interruption of studies. Further details of re-enrolment are set out in Article 14.
- 13) In addition to the principles set out in paragraphs 1 to 10, the following rules shall apply to interruptions of studies:
  - a) the interruption of studies shall not affect the validity of courses already successfully completed together with their credit evaluation,
  - b) the student is obliged to respect any changes to the curriculum that occur during the interruption,
  - c) the student is obliged to settle his/her obligations to the University before the start of the interruption.

## **Article 21**

### **Transfer between study programmes**

- 1) During the period of study or interruption of study in an initial study programme, a student of that study programme and an individual with interrupted study in that study programme (hereinafter for the purposes of this Article also referred to as "applicant") may apply for permission to transfer from study in an initial study programme to study in a continuation study programme.
- 2) An application for transfer may be made only once within the initial programme of study, within 10 working days of the beginning of the academic year.
- 3) Initial study programme means the study programme pursued by the faculty in which the applicant is enrolled or in which the individual has been granted a break in studies. For the purposes of transfer between the University's programmes of study, a continuing programme of study means a programme of study other than the initial programme of study followed by the same or another faculty to which the applicant transfers.
- 4) The dean of the faculty which implements the continuing study programme (hereinafter for the purposes of this Article also referred to as the 'continuing faculty') shall decide on the application for permission to transfer. The applicant shall have the right to consult the file only after notification of the decision, and the continuing faculty may provide the applicant with a copy of the file. Only the individual whose studies are at issue shall be a party to the proceeding.
- 5) The Dean of the Continuing Faculty may grant a transfer request if the following conditions are met:
  - a) The applicant is enrolled in the initial program of study during standard hours,
  - b) the applicant is not a graduate student,
  - c) the applicant has a record of earning 40 or more credits in the student information system by the date of the degree audit for the most recent academic year under review,

- d) the applicant has fulfilled the conditions for admission to study in the continuing study programme, which are identical to the conditions for admission to study in the initial study programme,
  - e) the initial study programme and the continuing study programme are in the same or related fields of study,
  - f) the applicant is not the subject of disciplinary proceedings,
  - g) the continuing faculty has the capacity to enrol the applicant in the continuing study programme.
- 6) If the dean of the continuation faculty grants the transfer request, he or she shall at the same time decide, *ex officio*, to recognise the part of the studies, examinations or other study requirements taken or fulfilled by the applicant in the initial study programme and to assign the applicant to the relevant semester or year of study in the continuation programme.
  - 7) On the date of notification of the decision authorising the transfer, the applicant shall become entitled to enrol in the continuation study programme within the time limit set by the continuation faculty; an individual with interrupted studies shall become entitled to enrol in the continuation study programme after the expiry of the period for which his or her studies in the initial study programme were interrupted. If the applicant has enrolled in the continuation study programme before the expiry of the time limit for appealing against the decision to allow the transfer, the right to appeal shall be deemed to have been waived by enrolment. If the applicant has enrolled in a further study programme after an appeal has been lodged during the appeal procedure, the appeal procedure shall be terminated by enrolment in the further study programme; no order terminating the procedure shall be issued.
  - 8) The transfer shall take effect and the applicant shall become a student in the continuation study programme on the date of enrolment in the continuation study programme.
  - 9) The period of study in the initial study programme shall be counted towards the maximum period of study in the continuation study programme and the period of interruption in the initial study programme shall be counted towards the maximum period of interruption in the continuation study programme.
  - 10) The applicant's membership of the self-governing bodies of the university or faculty, conditional on membership of the academic community of the university or faculty, shall cease on the date of transfer. This does not apply if the transfer takes place within the same unit.

## **Article 22**

### **Termination of studies**

- 1) Studies shall be duly terminated in accordance with Section 55 of the Act by graduation from the relevant study programme. The date of completion of studies shall be the date on which the student has successfully passed the final state examination or the last part thereof.
- 2) Studies shall be terminated in accordance with Section 56(1)(a) of the Act if the student has declared in writing that he/she is withdrawing from studies. The date of termination of studies shall be the date on which the student's written declaration of withdrawal is delivered to the faculty.



- 3) Studies shall be terminated pursuant to Section 56(1)(b) of the Act if the requirements of an accredited programme of study pursuant to these Regulations are not fulfilled on the date on which the decision to terminate becomes final in the following cases:
- a) the student has not fulfilled the requirements for enrolment in the academic year and the conditions set out in Article 14(11) are fulfilled
  - b) the student has no course registered in the student information system at the date of the start of the winter semester of the first year of study,
  - c) the student has no courses with a minimum total credit mark of 40 credits registered in the student information system within two weeks of the start of the summer semester of the first year of study,
  - d) the student does not have a minimum credit score of 40 credits registered in the study information system at the date of the audit of the fulfilment of study obligations for the previous academic year, unless it is a graduation year,
  - e) the student has not earned credits for a repeatedly enrolled compulsory or compulsory elective course at the date of the degree audit for the previous academic year,
  - f) the student has not fulfilled the conditions for passing the examination for the retaken compulsory or compulsory elective course even in the second make-up examination period,
  - g) the student has not fulfilled the conditions for the award of credit in the repeatedly enrolled compulsory or compulsory elective course even in the second remedial term of the credit,
  - h) the student has reported a loss of medical fitness to study if this fitness was a condition for admission to study pursuant to Section 49(1) of the Act,
  - i) the student has not fulfilled the conditions for successful completion of the state final examination even in the remedial term,
  - j) the student has not fulfilled the conditions for the proper completion of studies within the specified maximum period of study,
  - k) if the person fails to re-enrol and the conditions set out in Article 14(10) are met
  - l) the student has not fulfilled the conditions laid down in the individual decision of the dean pursuant to Article 14(3) by the date of the review of the fulfilment of the study obligations for the previous academic year.

If a student appeals against a decision issued by the Dean concerning the termination of studies pursuant to points (a) to (l) within 15 days of the date of its 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 shall be terminated pursuant to Section 56(1)(c) of the Act by transfer to another study programme in accordance with Section 54b of the Act and Article 21.
- 5) The study shall be terminated pursuant to Section 56(1)(d) of the Act by the termination of the accreditation of the study programme; the date of termination shall be the date on which the University notified the termination of the study programme or the date on which the accreditation granted expired.

- 6) Studies shall be 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 shall be the last day of the three-year period referred to in the first sentence of Section 81b(3) of the Act.
- 7) The study shall be terminated pursuant to Section 56(1)(f) of the Act by the termination of the authorisation to pursue the study programme (Section 86(3) and (4) of the Act); the date of termination of the study shall be the date on which the authorisation to pursue the study programme on the basis of institutional accreditation ceased.
- 8) The study shall be terminated by exclusion from the study pursuant to Section 47e(3) of the Act; the date of termination of the study shall be the date on which the decision pursuant to Sections 47c to 47e of the Act on the invalidity of the state final examination or a part thereof takes effect.
- 9) Studies shall be 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 pursuant to section 67 of the Act if the student has been admitted to study on the basis of his or her fraudulent conduct. The date of termination of studies shall be the date on which the decision to terminate studies becomes final. If a student appeals a decision made by the Dean within 15 days of the date of 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.
- 10) The student shall be obliged to settle his/her obligations to the University upon graduation.

## **Article 23**

### **Change of form of study or change of specialisation**

- 1) A student may apply for a change of form of study or a change of specialisation if the relevant study programme is accredited for different forms of study or for different specialisations. The dean shall decide on the change within 30 days from the date of receipt of the student's written request.
- 2) The student's written request to change the form of study must be received by the relevant study department within the following deadlines:
  - a) in the case of a request for a change from the beginning of the academic year, no later than 10 working days before the start of classes in the winter semester of the relevant academic year,
  - b) in the case of a request for a change from the beginning of the summer semester, no later than 10 working days before the start of classes in the summer semester of the relevant academic year, provided that at least 10 credits have been obtained in the previous semester (unless it is a graduate year).
- 3) The student's written request for a change of specialization must be received by the appropriate academic department by the following deadlines:
  - a) for requests for change from the beginning of the academic year of the first year of study, at least 5 working days before the start of classes in the winter semester,
  - b) in the case of a change request from the beginning of the summer semester of the first year of study, no later than 10 working days before the start of the summer semester, provided that at least 10 credits have been obtained in the previous semester;
  - c) when requesting a change from the beginning of the academic year of the second year of study,

- no later than 10 working days before the end of the academic year of the first year of study;
- d) when requesting a change from the beginning of the summer semester of the second year of study no later than 10 working days before the start of the summer semester, provided that at least 10 credits have been obtained in the previous semester;
  - e) when requesting a change from the beginning of the academic year of the third year of study in the Bachelor's degree programme, no later than 10 working days before the end of the academic year of the second year of study.
- 4) The application for a change of study form must be accompanied by relevant documents proving the circumstances giving grounds for the change of study form, e.g. employment contract, certificate of medical incapacity (a student who is not entitled to an individual study plan according to Article 5(5) but is unable to apply the standard full-time mode of study). The student shall not attach any relevant documents to the application for a change of specialisation.
  - 5) The change does not affect the validity of the courses successfully completed, together with their credit evaluation, but the student is obliged to respect any differences in the curricula.

## **PART THREE**

### **COMMON PROVISIONS**

#### **Article 24**

##### **Determination of students' rights and obligations**

- 1) Proceedings concerning the rights and obligations of students shall be conducted in the first instance at the faculty at which the student is enrolled.
- 2) Only the student is a party to proceedings concerning the rights and obligations of the student under the Act. In proceedings in cases under section 68(1)(a) to (f) and (j) of the Act, the University is not obliged to notify the student of the opportunity to comment on the grounds for the decision before making a decision in the case, and the right to inspect the file does not accrue to the student until after the decision has been notified.
- 3) The issuance of the decision is the first act of the University in proceedings in matters referred to in Section 68(1)(c) and (e) of the Act, if they are initiated ex officio in accordance with the internal regulations of the University or the Faculty, and in matters referred to in Section 68(1)(f) of the Act. The issuing of an invitation to comment on the decision documents shall be the first act of the University in matters referred to in Section 68(1)(g) of the Act, and the University may issue the invitation via the University's electronic information system.
- 4) The student may appeal against the decision within 15 days from the date of its notification. The suspensive effect of the appeal cannot be excluded.
- 5) The Rector shall decide on the student's appeal against the decision.
- 6) The Rector shall review the conformity of the contested decision and the procedure preceding the decision with the law and the internal regulations of the University and the Faculty.
- 7) Following the Rector's decision, the authorities of the University or its constituent parts shall, where necessary, take such measures as are necessary to ensure that the student's rights are restored and

the consequences caused by the defective decision are eliminated or at least mitigated.

- 8) The service of documents on students is regulated in Article 25 of the University Statutes.

## **Article 25**

### **Evidence of studies**

- 1) Proof of studies shall be issued in accordance with Section 57 of the Act.
- 2) The university diploma issued to a graduate of a study programme shall be issued in the language in which the relevant study programme is accredited. The university diploma and the supplement to the diploma shall be issued by the university according to a uniform model; further details shall be laid down in a directive of the rector.
- 3) If the language of instruction and the language of assessment of the studies were different for different subjects according to the current curriculum of the degree programme, this fact will be indicated on the diploma supplement.

## **Article 26**

### **Rules for the transfer of grades**

The classification of examinations which have been carried out using the four-level classification system will be transferred to the ECTS classification system on the basis of the following rules:

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

## **PART FOUR**

### **SPECIAL PROVISIONS**

## **Article 27**

### **Special provisions for the study of persons with special educational needs**

- 1) The University shall provide reasonable support measures to equalise the opportunities to study at the University, provided that this does not conflict with the medical fitness requirements for the study programme.
- 2) The University's Internal Regulations Policy on the Provision of Support Arrangements, as amended, sets out further details.

- 3) Acceptance of equal access to education and provision of equal conditions for study does not reduce the established study requirements and does not affect the profile of the graduate in the definition of his/her output general, professional and special knowledge and skills.

## **Article 28**

### **Special provisions for the study of persons in recognised parenthood**

- 1) The recognised period of parenthood is registered by the relevant study departments in accordance with Act No 48/2013 Coll., amending the Act and Act No 117/1995 Coll., on State Social Support, as amended.
- 2) The student shall demonstrate the exercise of the rights arising from the recognised period of parenthood through the relevant study department by submitting a notification establishing the right to its registration.
- 3) The unified procedure for registration and activities related to the recognised parenthood period is regulated by the Rector's Instruction on ensuring a unified procedure for registration of the recognised parenthood period and related activities at the University, as amended.

## **Article 29**

### **Special provisions on the invalidation procedure for the state final examination or part thereof**

- 1) The Rector shall decide in proceedings to declare the invalidity of a state final examination or part thereof in accordance with Sections 47c to 47e of the Act.
- 2) The grounds for the decision in the invalidation proceedings pursuant to paragraph 1 shall include the opinion of the review board. The review board shall consist of seven members, six of whom shall be appointed by the Rector from among professors, associate professors, special professors or other experts; no more than three of these six members may be members of the board before which the state final examination or part thereof was held; at least three of these six members may not be members of the academic community of the University. The seventh member of the Board shall be appointed by the Rector from among the students of the University. The rector shall request a proposal for a member of the review board referred to in the preceding sentence from the president of the student chamber of the Academic Senate of the University; the rector shall request a proposal for the other members from the head of the unit of the University at which the state final examination or part thereof was held; the rector shall not be bound by these proposals.

## **PART FIVE**

### **TRANSITIONAL AND FINAL PROVISIONS**

## **Article 30**

### **Transitional and final provisions**

- 1) The Study and Examination Regulations for students of the University's bachelor's and master's degree programmes, registered by the Ministry on 8 August 2017 under no. MSMT-14536/2017.
- 2) Provisions of the internal regulations and internal standards of the faculties which are in conflict with these Regulations shall cease to have effect.
- 3) Article 11: Section 45(3) or Section 46(3) of the Act as in force before 1 March 2025 shall apply to the orderly termination of the studies of a student who has enrolled in a programme of study and whose first period of instruction in that programme of study began before 1 March 2025.
- 4) Article 11: The change in the method of regular graduation applies to a student who enrolled in a study programme after 1 March 2025 and to a student who enrolled in a study programme before 1 March 2025 and whose first period of study in that study programme began no earlier than 1 March 2025. Existing accreditations of study programmes granted before 1 March 2025 are not affected by the change in the method of regular graduation.
- 5) Proceedings concerning the rights and obligations of students which have not been finally terminated before the entry into force of these Regulations shall be completed in accordance with the existing regulations.
- 6) The provisions of Section 58(3) of the Act as in force from 1 March 2025 shall apply in proceedings under Section 58(3) of the Act which have not been finally concluded before 1 March 2025, as well as in proceedings under Section 58(3) of the Act as in force from 1 March 2025. 3. 2025, while in determining, where applicable, study programmes of the same type pursuant to the last sentence of Section 58(3) of the Act, in the version in force as from 1. 3. 2025, account shall also be taken of such duly completed studies which were started or completed before 1. 3. 2025.
- 7) These Regulations were approved pursuant to Section 9(1)(b)(3) of the Act by the Academic Senate of the University on 10 June 2025.
- 8) These Regulations shall come into force pursuant to section 36(4) of the Act on the date of registration by the Ministry.
- 9) These Regulations shall come into force on 1 September 2025.

Ing. Lucie Kamrádová, Ph.D.  
Chair of the Academic Senate

doc. Mgr. Tomáš Gongol, Ph.D.  
Rector