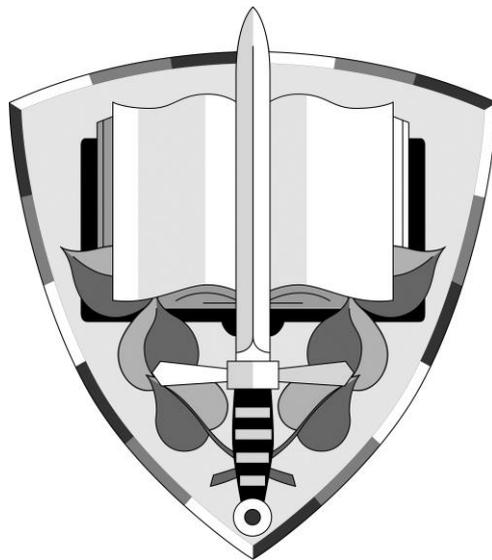


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REGISTERED INTERNAL REGULATION



**STUDY AND EXAMINATION REGULATIONS
OF THE UNIVERSITY OF DEFENCE IN BRNO**

Brno 2017

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CHAPTER ONE INITIAL PROVISIONS

Article 1 Basic Provisions

- (1) The Study and Examination Regulations of the University of Defence in Brno (hereinafter 'Regulations') are internal regulations of the University of Defence in Brno (hereinafter 'University') in accordance with section 17, subsection 1, letter g) of the Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), as subsequently amended, and in accordance with Article 21 of the University of Defence in Brno Statutes.
- (2) The Regulations generally define the study programmes provided by the University or its Faculties and set the rules for study in these study programmes approved in accordance with the Higher Education Act. The study rules set by these Regulations apply also to the study programmes provided by the University or Faculty with participation of University Institute, and also provided together with a public university¹ or with a foreign university².

CHAPTER TWO GENERAL PROVISIONS

Article 2 Study Programme

- (1) Study within a study programme provided by the University or its Faculty leads to the acquisition of higher education.
- (2) The University or its Faculty provides the following study programmes:
 - a) Bachelor's³;
 - b) Master's, which follows Bachelor's study programme⁴;
 - c) Master's, which does not follow Bachelor's study programme⁵;
 - d) Doctoral⁶.
- (3) Bachelor's or Master's study programme profile can be as follows:
 - a) Professionally oriented with focus on acquiring practical skills required for job performance and supported by necessary theoretical knowledge; or
 - b) Academically oriented with focus on acquiring theoretical knowledge required for job performance, including the employment of creative capacities, and providing students with opportunities to acquire necessary practical skills.

¹ Section 95, subsection 4, of the Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts, as subsequently amended (the Higher Education Act).

² Section 47a of the Higher Education Act.

³ Section 45 of the Higher Education Act.

⁴ Section 46 of the Higher Education Act.

⁵ Section 46 of the Higher Education Act.

⁶ Section 47 of the Higher Education Act.

- (4) The forms of study in the study programmes provided by the University or its Faculty can be full-time, distance, or combined⁷.
- (5) The University or its Faculty provides:
 - a) study programmes, which enable students to focus, besides a common body of knowledge, also on specific study of a study programme related to acquiring knowledge, skills and general competence (hereinafter only ‘study programmes with specializations’), and
 - b) study programmes without specializations.
- (6) The University or its Faculty can provide study, the form of which enables students to acquire complete knowledge, skills and general competence in two study programmes (hereinafter ‘combined studies’).
- (7) Study is carried out in a credit system:
 - a) in compliance with the European Credit Transfer and Accumulation System (ECTS)⁸ in the case of Bachelor’s and Master’s study programmes;
 - b) in compliance with these Regulations in the case of doctoral programmes.

Article 3 Study Plan

- (1) Study programme is specified and carried out through the study plan. If it is a study programme with specialization, then an individual study plan being prepared for each specialization includes both a common part, identical for all specializations, and a specific part, characteristic for a given specialization.
- (2) Course is the basic unit of the study plan, and in the case of doctoral programmes it is also publication; term is the basic time unit of the study plan. Academic year consists of winter and summer terms.
- (3) Study plans of a study programme mainly set out time and content continuity of courses, inclusion of courses into individual terms, extent and form of study, details and requirements regarding the verification of study results, number of credits assigned to individual courses and other details and requirements regarding the credit system (hereinafter ‘study requirements’).
- (4) Study plans of study programmes with specializations set out the time when specialization is selected. If the capacity of a study programme within the specialization is limited, then the number of students selected into the specialized period of study may be limited as well. The details of procedures followed in selecting the specialized period of study are adjusted by the Rector in his/her Regulations.
- (5) The study plan of each course identifies, whether it is one of the following:
 - a) compulsory course, the completion of which is necessary for admittance to a final state examination, or state rigorous examination, or state doctoral examination, or the parts of final state examination, or state rigorous examination, or state doctoral examination, or for enrolment in another term (hereinafter ‘compulsory course’);

⁷ Section 44, subsection 4 of the Higher Education Act.

⁸ The Bologna Declaration of 19 June 1999.

- b) compulsorily optional course, which is assigned to a given group of compulsorily optional courses by a study plan and the study plan sets out the conditions for completing courses from this group (hereinafter ‘compulsorily optional course’); the study plan may set out more groups of compulsorily optional courses and also the requirement that the student can, or has to, choose one or more groups of courses from some groups of compulsorily optional courses; fulfilment of study-related obligations from the group(s) of compulsorily optional courses set out by study plan is the prerequisite prior final state examination, or state rigorous examination, or state doctoral examination, or the part of final state examination, or state rigorous examination, or state doctoral examination, or for enrolment in another term;
 - c) optional course, which can be completed by the student during his/her studies or during a term (hereinafter ‘optional course’).
- (6) The study plan is drawn up in such a way that it is possible to acquire the following:
- a) at least 60 credits for completing courses in one class in Bachelor’s and Master’s study programmes;
 - b) at least 180 credits for completing courses and publication requirements during the whole study in three-year doctoral programmes;
 - c) at least 240 credits for completing courses and publication requirements during the whole study in four-year doctoral programmes;
- (7) It is assumed in the study plan drawn up within a study programme that:
- a) in the full-time form of study the prevailing part of education is organized in the form of lectures, class exercises, seminars, courses, practical trainings, internships, laboratory exercises, field trips, fieldworks, individual works, consultations, workshops, and other forms of study, which are carried out according to schedule (hereinafter ‘class schedule’);
 - b) in the distant form of study teachers have usually the roles of consultants;
 - c) in the combined form of study the study is organized in such a form in which principles of both full-time and distant forms of studies are implemented.
- (8) Change in the study plan is approved by a guarantor of study programme and a doctoral board in the case of doctoral programme. The changes of study plans in the parts related to a class cannot come into effect for the students already enrolled in the class.
- (9) The study plan of a study programme is made public by:
- a) the University, if it is provided by the University, on the University public internet websites;
 - b) the particular Faculty, if it is provided by the Faculty, on the Faculty public internet websites;

Article 4

Course, Publication

- (1) Courses are taught mainly in the form of lectures, class exercises, seminars, courses, practical training, internships, workshops, laboratory exercises, field trips, fieldworks, individual works, and consultations. Depending on its character the course may be carried out in full-time, distant, or combined form.

- (2) The study of a course is determined by the study plan for one term, or is divided into more terms.
- (3) The study plan of a particular study programme assigns a certain whole-number of credits to every course, or to the requirement for student's publication, which represents the student's amount of work to be done in order to complete the course with regard to the overall amount of work required to complete all courses in one class.
- (4) If the course is a part of more study plans or one and more study programmes, it has to have the same number of credits assigned.
- (5) The number of students who can choose compulsorily optional courses and optional courses may be reduced for capacity reasons. The details of procedures for the enrolment in compulsorily optional courses and optional courses may be adjusted by Rector in his/her provisions.
- (6) Every course listed in the study plan of study programme is concluded by one of the forms of verification of the results of study in a course, or by combinations of these forms. If it is a course, the study of which is divided into more terms, then the method of verifying the results of study in a course is set out for each term by the study plan.

Article 5 Organization of Study

- (1) The academic year has duration of twelve months; the Rector⁹ determines its beginning at least four months prior to its beginning on the University public internet websites.
- (2) The academic year is divided into a winter and a summer term. Term usually includes the periods of teaching, examinations and holidays.
- (3) Organization of study within the academic year is determined by the Rector in his/her provisions for the study programmes implemented by the University and the Dean in his/her provisions for the study programmes implemented by the Faculty; Organization of study within academic year includes mainly setting the beginning and end dates of terms, setting the periods of teaching, examinations and holidays, setting the deadline for enrolment in study and in class and setting the deadline for submitting a final thesis, in which case:
 - a) the beginning of winter term has to be coincident with the beginning of academic year;
 - b) winter term ends a day prior to the beginning of summer term;
 - c) the end of summer term has to be coincident with the end of academic year;
 - d) the periods of teaching in winter and summer terms are usually of the same length;
 - e) the periods of time for teaching, examinations and holidays, as well as the periods of time for enrolment in study and in class and the deadline for submitting a final thesis, may differ in individual study programmes;
 - f) the deadline for enrolment in class has to end no later than the fifth workday following the first day of teaching in winter term.

⁹ Section 52, subsection 2 of the Higher Education Act

- (4) During holidays it is possible to carry out practical trainings, laboratory exercises, sport courses, field trips, fieldworks, and assess the results of study.
- (5) Teaching in Bachelor's and Master's study programmes is organized in study groups, for which class schedules are prepared for each term, in connection with study plans. The class schedule is made accessible to students through the University electronic information system.

Article 6
Personnel and Institutions Key for Study in a Study Programme

- (1) The following personnel are key for study in a study programme:
 - a) Study programme guarantor;
 - b) Course guarantor;
 - c) Examiner;
 - d) Final thesis supervisor;
 - e) Reviewer;
 - f) Supervisor, or supervisor – specialist, if it is a doctoral programme; and
 - g) Teacher, who gives lectures or class exercises.
- (2) The following institutions are key for study in a study programme:
 - a) Doctoral board, if it is a doctoral programme; and
 - b) Study programme board, if it is a Bachelor's or Master's study programme.
- (3) Areas of responsibilities of institutions and personnel key for the study and their equivalency is set out in Annex 1 of these Regulations.

CHAPTER THREE
COURSE OF STUDY

Article 7
Duration of Studies

- (1) Standard duration of studies in a study programme is the duration with the average workload expressed in academic years.
- (2) Standard duration of studies in a study programme is specified by a study plan.
- (3) The maximum duration of studies is as follows:
 - a) three years longer than the standard duration of studies in cases of Bachelor's study programmes implemented in co-operation with a public university;
 - b) five years longer than the standard duration of studies in cases of Master's study programmes implemented in co-operation with a public university;
 - c) two years longer than the standard duration of studies in cases of other study programmes.
- (4) The student's interruption of studies is included in the maximum duration of studies. Interruption periods taking place due to recognized parental leave and serious health-related reasons are exempt from this clause.

Article 8

Individual Study Plan

- (1) Individual study plan defines with regard to a study plan:
 - a) the individual time framework of study and other conditions of study for every student of doctoral programme;
 - b) different time framework of study for the student of Bachelor's or Master's study programme and conditions of this study, if the student's requests for an individual study plan is recognized in compliance with these Regulations.
- (2) Study in doctoral programme is assessed by a supervisor according to the individual study programme approved by the doctoral board. The individual study programme contains mainly the list of study requirements and duties, scientific, research and other creative duties, as well as planned and recommended foreign study placements or other internships or educational activities. The supervisor is responsible for compiling the individual study plan; if the student does not cooperate, then the individual study plan is compiled by the supervisor on his/her own. The supervisor is obliged to submit the individual study plan to the doctoral board for discussion no later than two months after the date of enrolment in the studies. The individual study programme is approved by the Dean, if the study programme is provided by the Faculty, or the Rector, if the study programme is provided by the University.
- (3) If a student of Bachelor's or Master's study programme applies for an individual study plan, then the Dean, if the study programme is provided by the Faculty, or the Rector, if the study programme is provided by the University, may approve such an individual study plan for one or more academic years and at the same time sets out its course and conditions. This is valid except for cases constituting grounds for the termination of studies.
- (4) The Dean, if the study programme is provided by the Faculty, or the Rector, if the study programme is provided by the University, will always approve of a student of Bachelor's or Master's study programme completing his/her academic year according to the individual study plan and conditions mentioned below, except for in cases constituting grounds for the termination of studies. The conditions for approval are as follows:
 - a) the student applies for the individual study plan due to child welfare during the student's recognized parental leave; deadlines for the fulfilment of study obligations prolonged by the period of recognized parental leave will be taken into consideration in the approval of individual study plan;
 - b) the student applies for the individual study plan due to his/her care of a dependent person¹⁰;
 - c) the student applies for the individual study plan due to his/her sporting representation of the Czech Republic, or due to necessary training for such representation, and will give evidence of it in the form of confirmation issued by the sporting organization representing this sport in the Czech Republic¹¹.

¹⁰ Section 8 of the Social Services Act 108/2006 Coll., as subsequently amended.

¹¹ Section 54a, subsection 2 of the Higher Education Act.

Article 9

Deadlines for Fulfilling Study Requirements According to Study Plans

- (1) The student is obliged to fulfil all study requirements resulting from particular study plan, or individual study plan, no later than on the last day of the last term of study. If the student achieves the grade 'failed' on a regular date of final state examination, the above mentioned deadline is prolonged by 90 days.
- (2) The student is obliged to fulfil study requirements resulting from particular study plan, or individual study plan, gradually within individual terms, while
 - a) If the student is in the last term of study programme, he/she is obliged to fulfil all study requirements resulting from particular study plan for the last term except for the final state examination no later than on the last day of examination period of that term;
 - b) In other terms the student is obliged to fulfil at least 70 % of study requirements expressed in the number of credits resulting from particular study plan, or individual study plan, no later than by the end of the corresponding term and the remaining study requirements no later than by the end of the fourth week after the beginning of the following term.

Article 10

Continuous Control of Fulfilling Study Requirements

- (1) The Faculty, if it is a study programme provided by the Faculty, or the University, if it is a study programme provided by the University, has to control the fulfilment of requirements immediately after the deadline for the fulfilment of study requirements determined in Article 9 of these Regulations (hereinafter 'continuous control')
- (2) In the case the student fails to meet the study requirements in time, his/her studies are terminated.

Article 11

Enrolment in Studies

- (1) An applicant becomes a student on the date of enrolment in studies¹².
- (2) Enrolment in studies is organized by the University, if the study programme is provided by the University, and by the Faculty, if the study programme is provided by the Faculty. Enrolment takes place in the period determined by the Dean or the Rector in their provisions for the organization of an academic year.
- (3) If the student is absent from the enrolment in studies without recognized excuse and such student's behaviour has no reasons worth of special consideration, the student's right to enrolment in studies expires. A written excuse has to be made in advance. If the reasons are worth of special consideration, the student submits relevant documents.
- (4) The relevance of provided reasons worth of special consideration within the meaning of paragraph 3 is assessed by the Dean in the case of the study programme provided by the Faculty, or the Rector in the case of the study programme provided by the University.

¹² First sentence of section 61, subsection 1 of the Higher Education Act.

- (5) After enrolment in studies of the Bachelor's or Master's study programme the student takes a matriculation oath.

Article 12
Enrolment in Academic Year

- (1) Enrolment in another academic year is carried out only in Bachelor's and Master's study programmes. Enrolment in academic year certifies student's advancement to the next academic year.
- (2) Enrolment in studies is organized by the University if the study programme is provided by the University and by the Faculty if the study programme is provided by the Faculty. Enrolment is held in the time determined by the Dean or the Rector in his/her provisions for the organization of academic year. In the first academic year the enrolment in studies is considered to be the enrolment in the first academic year.
- (3) If the student is absent from the enrolment in academic year without recognized excuse and such student's behaviour has no reasons worth of special consideration, the studies are terminated. A written excuse has to be made in advance. If the reasons are worth of special consideration, the student submits relevant documents.
- (4) The relevance of provided reasons worth of special consideration within the meaning of paragraph 3 is assessed by the Dean in the case of the study programme provided by the Faculty, or the Rector in the case of the study programme provided by the University.

Article 13
Termination of Studies

- (1) The student is obliged to terminate the study regularly by graduating within the maximum period of study. If the student does not terminate the study regularly within the maximum period of study, he/she does not fulfil the requirement set in these Regulations and the study is cancelled.
- (2) Failures to fulfil the requirements may be as follows:
 - a) if it is found out in the continuous control that the student did not fulfil study requirements set by particular study plan or did not pass an equivalency examination in the deadlines set by these Regulations;
 - b) in the case the student is absent from the enrolment in academic year without recognized excuse;
 - c) in the case the student is absent from the re-enrolment in studies without recognized excuse;
 - d) if the student fails to fulfil conditions set by the individual study plan.

Article 14
Interruption of Studies

- (1) Study may be repeatedly interrupted either on the student's request, or in an official capacity.
- (2) The Dean in the case of the study programme provided by the Faculty, or the Rector in the case of the study programme provided by the University, interrupts study on

the student's request, with the exception of reasons for the termination of studies, in the following cases:

- a) the student applies for the interruption of studies on the grounds of pregnancy, childbirth, parenthood, charge of a child instead of parents on the basis of a decision made by a particular institution according to Civil Code or legal regulations adjusting the state social security benefits for the time during which would last student's maternity or parental leave¹³;
 - b) the student applies for the interruption of studies due to his/her sport representation of the Czech Republic, or due to necessary training for such a representation, and will give evidence of it in the form of confirmation issued by the sport organization representing this sport in the Czech Republic¹⁴;
 - c) the student applies for the interruption of studies for serious health reason;
 - d) the student of Bachelor's or Master's study programme applies for the interruption of studies after fulfilling all the requirements in the given academic year and before the beginning of another academic year, or before summer term if he/she applies for the interruption in winter term; or
 - e) the student applying for the interruption of studies is in doctoral programme.
- (3) Study may be interrupted in an official capacity in the following cases:
- a) if it is necessary to divert imminent detriment to the student, if the origin of such detriment is not related to study;
 - b) the student of Bachelor's or Master's study programme was assessed 'failed' at the first repetition of state final examination, or state rigorous examination, in some course of that examination, or in the defence of final thesis.
- (4) Request for the interruption of studies according to subsection 2, letter a) to c) has to include documents proving the reasons for the interruption of studies.
- (5) Concurrently with the request for the interruption of studies according to subsection 2, letter e) the student has to submit also the request for the corresponding change of individual study plan, if he/she requests the interruption of studies for a fixed period of time.
- (6) Study is interrupted either on the day when the decision becomes legally effective, or on a latter day which is mentioned in the propositional part of the decision.
- (7) Total duration of time for which the studies are interrupted¹⁵, i.e. the sum of all the periods for which the studies were was interrupted, except for the time, when the studies were interrupted according to subsection 2, letter a), must not exceed two years. If the student exceeds the total duration of time for which the studies are interrupted, his/her studies will be terminated.
- (8) Study is interrupted until the maximum period of study expires, except for the interruption of studies according to subsection 2, letter a), and the cases when the student requests the interruption of studies for a fixed period of time.

¹³ Section 54, subsection 2 of the Higher Education Act .

¹⁴ Section 54a, subsection 2 of the Higher Education Act.

¹⁵ Section 54, subsection 1 of the Higher Education Act.

- (9) A person ceases to be a student during the interruption of studies. During this period the time for fulfilling the study duties does not start running and the time-limits commenced are suspended.
- (10) The time of interruption of studies according to subsection 2, letter a) is neither included into the total period of interrupted studies, nor into the maximum period of studies.¹⁶
- (11) The person, whose studies were interrupted, is obliged to inform either the University, or the Faculty, depending on the fact, whether the study programme in which the studies were interrupted is provided by the University or the Faculty, about the facts crucial for the interruption of studies and its duration.
- (12) Interruption of studies is terminated on a person's written request, usually in such a way which enables the person, after his/her re-enrolment in studies, to study without further changes to the course of studies. The interruption of studies is terminated either on the day when the decision becomes legally effective, or on a latter day which is mentioned in the propositional part of the decision.
- (13) Interruption of studies according to subsection 2, letter a) to c) is terminated, if reasons for the interruption of studies cease to exist.
- (14) Terminated interruption of studies creates the right for a person to re-enrol in studies¹⁷.
- (15) After re-enrolment in studies the student's assignment into an academic year will be decided either by the Dean or the Rector, depending on the fact, whether the study programme is provided by the University or the Faculty. In the case the student's study plan was substantially changed during the interruption of studies, then either the Dean or the Rector decides either on
 - a) the student's individual study plan in which the study duties to be fulfilled and the deadlines to be met are stated in compliance with the study programme; or
 - b) the student's obligation to pass equivalency examination by certain deadline.
- (16) Specificities of the interruption of studies in the case of students as military professionals¹⁸ are determined in Article 33 of these Regulations.

Article 15

Re-enrolment in Studies

- (1) By re-enrolment in studies the person, whose studies were interrupted, expresses his/her interest in further studies within a study programme.
- (2) The person, whose studies were interrupted, is obliged to re-enrol in studies no later than on the fifth workday after the interruption of studies was terminated.
- (3) The person whose studies have been interrupted becomes a University of Defence student on the day of re-enrolment in studies.¹⁹
- (4) During re-enrolment in studies it is proceeded in compliance with Article 11 of these Regulations accordingly.

¹⁶ Section 54, subsection 3 of the Higher Education Act.

¹⁷ The second sentence of section 54, subsection 4 of the Higher Education Act.

¹⁸ Act 221/1999 Col. on Professional Soldiers, as subsequently amended.

¹⁹ Section 61, subsection 1 of the Higher Education Act.

Article 16
Repetition of Academic Year

- (1) If the student of Bachelor's or Master's study programme applies for a repetition of academic year, then the Dean, if the study programme is provided by the Faculty, or the Rector, if the study programme is provided by the University, may approve such a request after assessing student's previous study results and the reasons mentioned in the application.
- (2) When the repetition of academic year is approved, then the Dean, if the study programme is provided by the Faculty, or the Rector, if the study programme is provided by the University, may recognize, upon student's request, the student's previous results of completed credits, graded credits and examinations; only those graded credits and examinations with the grade at least 'very good' may be recognized.
- (3) Repetition of academic year may be approved twice at maximum in the course of study; the second repetition of the same academic year is not permitted.
- (4) Specificities of the repetition of academic year in the case of students as military professionals are determined in Article 33 of these Regulations.

Article 17
Student ID, Academic Records

- (1) Student ID is issued by the University.
- (2) Academic records are considered to be the records from the University electronic information system officially confirmed either by the University or the Faculty, depending on the fact, whether academic records are of the study programme provided by the University or the Faculty.

CHAPTER FOUR
VERIFICATION OF STUDY ACHIEVEMENTS

Article 18
Forms of Verification of Study Achievements

- (1) Study in every study programme includes also the verification of study achievements (hereinafter 'verification of study achievements'). Study achievements are verified both in the course of study within a partial unit of study and also at the end of study.
- (2) Verification of study achievements in a course of study is carried out through the verification of study achievements in a course, regular assessment of fulfilment of individual study plan, or through an equivalency examination if it was determined by the decision of the Rector or the Dean. Verification of study achievements in a course is carried out in the form of credits, graded credits, examinations, or the combination of credits and examinations. In the case of verification of study achievements in a course which is divided by the study plan in more terms, the verification of study achievements may be determined by the study plan to be carried out by one of the abovementioned forms every term.
- (3) Study achievements are verified at the end of study in the following way:

- a) in Bachelor's study programmes there is a final state examination, part of which is usually the Bachelor's thesis defence²⁰;
- b) in Master's study programmes there is a final state examination, part of which is usually the Master's thesis defence, or a state rigorous examination²¹;
- c) in doctoral study programmes there is a state doctoral examination and a public defence of dissertation thesis²².

Article 19 Credit

- (1) Credit verifies knowledge, skills and general competence gained in a course during one term.
- (2) Credit may be in a form of separate verification of study achievements, or it may be a prerequisite to be obtained prior to the examination in a given course.
- (3) Study requirements for gaining the credit in the term are set by a teacher in the first lesson of the course in which study achievements are to be verified.
- (4) Should the student fail to fulfil the requirements of a course credit he/she may make use of two alternate dates. Teacher may announce an alternative fulfilment of credit requirements for the students of Bachelor's and Master's study programmes who failed to fulfil the requirements for gaining the credit before the beginning of examination period.
- (5) The fulfilment of requirements and the level of knowledge, skills and general competence are assessed as either 'credited' or 'not credited'.

Article 20 Graded Credit

- (1) Graded credit verifies student's knowledge, skills and general competence gained in a course during one term.
- (2) Graded credit may be in a form of separate verification of study achievements in a given course.
- (3) Study requirements for gaining the graded credit in the term are set by a teacher in the first lesson of the course in which study achievements are to be verified.
- (4) Verification of study achievements within graded credit may be carried out in the form of oral, written, and practical verification, or their combination. In the case of the above mentioned forms of verification Article 21, paragraph 5 and 6, and Article 22 are applied adequately.
- (5) Examiner decides on the way and form of verification of study achievements within graded credit.
- (6) Oral verification of study achievements in one course must not exceed one hour in the case of graded credit of one student. The verification of study achievements has to begin and end on the same day except for the combined form of verification, which can

²⁰ Section 45, subsection 3 of the Higher Education Act.

²¹ Section 46, subsection 3 of the Higher Education Act.

²² Section 47, subsection 4 of the Higher Education Act.

be carried out during two consecutive days. During oral verification of study achievements the examiner usually determines appropriate time for preparation.

- (7) In the case of classification in the form of graded credit the provisions of Article 21, paragraph 7 and 8, letter a) and b), and paragraph 9 are applied adequately.
- (8) The student has the right not to accept the results of graded credit except the grade 'failed'. In such a case he/she is assessed by the grade 'failed'.
- (9) Following a request lodged either by the student or the examiner, the Dean, if the study programme is provided by the Faculty, or the Rector, if the study programme is provided by the University, can decide on repeating the verification of study achievements in the form of graded credit at a different examiner or before a three-member committee. The Dean appoints a chairperson and other members of the committee. The repeated verification of study achievements in the form of graded credit may be carried out before the committee with a majority of the members present, including the chairperson. Decision may be taken in the case a majority of the members of the committee agree in a ballot on the assessment within the graded credit.
- (10) The student can take the graded credit in a course as follows:
 - a) three times at maximum, i.e. he/she has the right to two repetitions, in the case of the Bachelor's or Master's study programme; and
 - b) twice, i.e. he/she has the right to one repetition, in the case of the doctoral study programme.

Article 21 Examination

- (1) Examination verifies student's knowledge, skills and general competence gained in a course and his/her ability to creatively apply gained theoretical knowledge in the evaluation of practical phenomena
- (2) If both course credit and examination are set in a study plan of study programme then the student is not allowed to take the examination before gaining the credit.
- (3) An examination may be oral, written, practical, or the combination of the abovementioned forms.
- (4) Examiner decides on the format of the examination, as well as on the course attendance requirements, and makes students acquainted with the form and extent of the examination at the beginning of the term in which particular course starts.
- (5) Examiner elaborates examination questions for every examination. The number of questions for oral examination has to be higher than the number of students registered on the date of examination. The questions are usually drawn by the student.
- (6) The oral examination of one student in one course must not exceed 1 hour; written, practical and combined examination of one student must not exceed 2 hours. The examination has to start and end in one day, except for the combined examination, which can be held in two consecutive days. The examiner usually determines appropriate time for preparation during oral examination.
- (7) The fulfilment of requirements and the level of knowledge, skills and general competence, which may include student's attitude to studies, are assessed as follows:
 - a) in doctoral study programmes

<i>Grade</i>	<i>Value</i>
Excellent	1,0
Very good	2,0
Good	3,0
Failed	4,0

b) in Bachelor's and Master's study programmes:

<i>Grade</i>	<i>Value</i>	<i>Designation (ICTS)</i>	<i>Point rating (%)</i>
Excellent	1,0	A	90 – 100
Very good	1,5	B	80 – 89
Good	2,0	C	70 – 79
Satisfactory	2,5	D	60 – 69
Sufficient	3,0	E	50 – 59
Failed	4,0	F	0 – 49

- (8) The student is assigned a grade of 'failed' in the following cases:
- a) if he/she is absent on the registered or set date and there are no reasons worth special consideration for this student's action with apology made in advance and in a written form. The grounds that might justify special consideration are to be submitted in relevant documents by the student;
 - b) if he/she is absent on the registered or set date and provides the examiner with an excuse no later than on the day following the designated date, but the excuse is not accepted; or
 - c) if he/she could not take an examination, because he/she did not fulfil credit requirements in the given course.
- (9) The Dean, if the study programme is provided by the Faculty, or the Rector, if the study programme is provided by the University, decides whether there are grounds for special consideration in accordance with paragraph 8, letter a) above, and on the student's objection to the examiner's refusal of his/her excuse within the meaning of paragraph 8, letter b).
- (10) The student has the right not to accept the results of examination except the grade 'failed'. In such a case he/she is assessed by the grade 'failed'.
- (11) Following a request lodged either by the student or the examiner, the Dean, if the study programme is provided by the Faculty, or the Rector, if the study programme is provided by the University, can decide on repeating the examination at a different examiner or before a three-member committee. The Dean appoints the chairperson and other members of the committee. The repeated examination may be carried out before the committee with a majority of the members present, including the chairperson. Decision may be taken in the case a majority of the members of the committee agree in a ballot on the assessment within the examination.
- (11) The student can take the examination in a course as follows:
- c) three times at maximum, i.e. he/she has the right to two repetitions, in the case of the Bachelor's or Master's study programme; and
 - d) twice, i.e. he/she has the right to one repetition, in the case of the doctoral study programme.

- (12) Extra alternate date is not permitted. The number of dates designated for examinations in Bachelor's and Master's study programmes has to be adequate for the number of students and must not be lower than three; at least two dates in the examination period have to be announced at least one week prior to the beginning of that period.

Article 22

Examination Application

- (1) Examination dates are announced in the University electronic information system. Examiner announces the examination dates in a suitable time interval throughout the whole examination period; the examiner is entitled to limit the number of applications for a particular examination date.
- (2) The student may raise an objection about an insufficient number of announced examination dates and their unsuitable time intervals in the examination period to the Dean, if the study programme is provided by the Faculty, or the Rector, if the study programme is provided by the University. The Dean, if the study programme is provided by the Faculty, or the Rector, if the study programme is provided by the University, decides, in the case of legitimate objection, on the designation of further examination dates.
- (3) The student enrolls for a selected examination date through the University electronic information system.
- (4) The student enrolls for the examination on a date announced for the examination in a given course. He/she can enrol for the examination no later than one day prior to the examination and cancel his/her enrolment no later than three days prior to the examination.
- (5) The student is obliged to enrol in examination on an available date offered for a given course examination in an examination period of the term for which the study requirement has been determined by the study plan. If the student does not enrol in examination according to the sentence one, he/she is classified as 'failed' by his/her examiner.
- (6) Examiner may allow the student, upon his/her request, to take examination on a date preceding the examination period.

Article 23

Study Assessment in Doctoral Programme

- (1) Fulfilment of individual study plan is subject to a regular evaluation, the interval of which must not exceed one year. The evaluation with appropriate justification is presented by a supervisor to a doctoral board for further discussion. The doctoral board opinion accompanied by individual opinion of the study programme guarantor is submitted for approval to the Dean, if the study programme is provided by the Faculty, or the Rector, if the study programme is provided by the University. The evaluation is concluded with the statement that the student:
 - a) fulfilled the individual study plan;
 - b) did not fulfil some requirements of the individual study plan;

- c) did not fulfil requirements of the individual study plan; in such a case the student did not fulfil the requirement set by these Regulations and his/her study will be terminated.
- (2) If the student fulfils the individual study plan incompletely for the reasons worth of special consideration and without his/her fault, the individual study plan is considered to be fulfilled. In the case serious reasons not being student's fault prevented the student from the fulfilment of the individual study plan requirements, he/she cannot be evaluated according to the paragraph 1, letter c) of this article.

Article 24 **Final Thesis**

- (1) The student is entitled to propose the topic of his/her Bachelor's, Master's or doctoral thesis²³ (hereinafter 'final thesis'); In the case the student does not propose the topic of the final thesis, he/she is obliged to choose a topic of the final thesis proposed by the Dean, if the study programme is provided by the Faculty, or the Rector, if the study programme is provided by the University. The topic proposed or chosen by the student is approved by the Dean, if the study programme is provided by the Faculty, or the Rector, if the study programme is provided by the University.
- (2) Procedure for the proposal, selection and approval of the final thesis topic is determined by the Rector in his/her provisions; the deadlines for the student's proposal of the final thesis topic, the deadlines for the University/Faculty announcement of the final thesis topics, and the deadlines for the topic approval are set by the Dean, if the study programme is provided by the Faculty, or the Rector, if the study programme is provided by the University, in his/her provisions.
- (3) The final thesis has to be elaborated in compliance with the relevant requirements for final theses set in Annex 2 of these Regulations. The format of final thesis has to comply with the standards determined by the Rector in his/her provisions.
- (4) Prior to the final thesis defence the evaluation of final thesis in the form of reviewer's report, or reviewers' reports, is organized either by the University, or the Faculty, providing the study programme.
- (5) Text of the submitted final thesis is subject to comparison with the texts of the final theses archived in the University or inter-university database of final theses and the texts of other publications. The outcomes of such comparison are always disclosed to the student, the final thesis supervisor, the reviewers and the committee members for the respective part of state final examination. The outcomes of comparison are disclosed also to a supervisor in the case of doctoral study programme.
- (6) If the final thesis does not comply with the relevant requirements, it is classified as 'failed'. Failure to comply with the formal requirements has an impact on the grade of the assessed final thesis.
- (7) Details concerning the insertion of final theses into the database of final theses, the number of reviewers for individual types of final theses, the way of elaborating the reviewers' assessments and the comparison of texts are determined by the Rector in his/her provisions.

²³ Section 62, subsection 1, letter f) of the Higher Education Act.

Article 25
State Final Examination and Defence of the Final Thesis

- (1) State final examination, state rigorous examination, state doctoral examination (hereinafter 'state final examination') verify:
 - a) the student's knowledge, skills and general competence obtained by studying the degree programme, and his/her ability to creatively apply gained theoretical knowledge in the evaluation of practical phenomena in the case of Bachelor's and Master's study programmes; and
 - b) the student's abilities and readiness to work independently in the field of research or development²⁴ in the case of doctoral study programmes.
- (2) The state final examination may consist of several parts. The individual parts and their contents are specified in relevant study plans, and:
 - a) for Bachelor's study programmes the state final examination consists of examinations in the courses specified in the study plan and of the defence of the Bachelor's thesis;
 - b) for Master's degree programmes in the field of general and dental medicine the state final examination consists of examinations in the courses specified in the study plan;
 - c) for Master's degree programmes of other fields the state final examination consists of examinations in the courses specified in the study plan and of the defence of the final thesis; and
 - d) for doctoral study programmes the state final examination consists of examinations in the courses specified in the study plan.
- (3) The state final examination and defence of the final thesis may be taken by a student who:
 - a) has enrolled for the state final examination in the case of Bachelor's and Master's study programmes; or
 - b) has filed an application for the state doctoral examination or an application for the defence of the doctoral thesis in the case of doctoral study programme.
- (4) The Dean, if the study programme is provided by the Faculty, or the Rector, if the study programme is provided by the University, will refuse the application for the state final examination or the request for taking the state doctoral examination or the request for the thesis defence if the student has not gained all credits and graded credits, and if he/she has not passed the examinations specified for the given study programme in the study plan or individual study plan, or if he/she has not fulfilled other study duties as stated in these Regulations.
- (5) If the defence of the final thesis is a part of the state final examination, the Dean, if the study programme is provided by the Faculty, or the Rector, if the study programme is provided by the University, will refuse the application for the state final examination if the student has not submitted his/her final thesis.

²⁴ Section 47, subsection 4 of the Higher Education Act.

- (6) The state final examination and defence of the final thesis are held before the relevant examination committee which consists of five members at least. The chairperson and other members of the examination committee are appointed by the Dean based on a proposal from the relevant guarantor of the study programme or the doctoral board if the study programme is provided by the Faculty; or by the Rector if the study programme is provided by the University. The members of the examination committee may be professors and associate professors, or acknowledged experts from scientific or other workplaces approved by the relevant scientific board; the chairperson of the examination committee must be a professor or an associate professor. A supervisor or a supervisor-specialist is not allowed to become a member of the examination committee for the thesis defence.
- (7) The organizational and administrative matters connected with the activity of the examination committee are performed by the secretary of the examination committee appointed by the Dean, if the study programme is provided by the Faculty, or by the Rector, if the study programme is provided by the University. A member of the examination committee or someone else may be appointed as secretary. If the appointed secretary is someone else, he/she is not a member of the examination committee.
- (8) The state final examination does not have to take place in one day; in such a case, the Dean, if the study programme is provided by the Faculty, or the Rector, if the study programme is provided by the University, may appoint different examination committees for the individual parts of the examination.
- (9) The date, time and place:
 - a) of holding the state final examinations, with the exception of the State Doctoral Examination, and the method of registration for the state final examination is set by the Dean, if the study programme is provided by the Faculty, or by the Rector, if the study programme is provided by the University; he/she must publish this information in an appropriate manner sufficiently in advance,
 - b) of holding the state doctoral examination and defence of the dissertation Thesis and the language in which the dissertation is to be defended is set by the Dean, if the study programme is provided by the Faculty, or by the Rector, if the study programme is provided by the University, within two months after submitting the application, in order that the state doctoral examination and the defence of the dissertation Thesis are held no later than three months after submitting the application. The decision on the facts mentioned in the first sentence is delivered to the student, members of the examination committee and to the employees and legal entities who may be interested in the matter under examination at least 14 days before the event. The supervisor and supervisor-specialist will be informed on the contents of the decision.
- (10) The state final examination and defence of the final thesis are open to public. If classified information is subject to the state final examination or defence of the final thesis, only the persons who meet the requirements of a special legal regulation²⁵ may be appointed members of the examination committee and may be present at the state final examination and Defence of the final thesis.

²⁵ Act No. 412/2005 Coll. on Protection of Classified Information and Security Capacity, as subsequently amended

- (11) The course of the state final examination and defence of the final thesis is managed by a chairperson who is also responsible for the Examination Committee's actions. The state final examination and defence of the final thesis must be held in the presence of at least two-third majority of all members of the examination committee including the chairperson of the examination committee. The examination committee decides on the evaluation of the outcome of the state final examination and defence of the dissertation thesis, as well as on the subjects of the state final examination and the defence of the Bachelor's or Master's thesis by voting in a closed session, and the decision must be adopted by more than a half of all members of the examination committee. The decision of the examination committee on the evaluation of the state final examination, or a part of it, and on the defence of the final thesis is publicly announced by the chairperson of the examination committee on the day of the state final examination, or its final part, or the defence of the final thesis.
- (12) The Examination Committee keeps a record of the progress and evaluation of the state Final Examination or defence of the final thesis; part of this record is a proposal for issuing a university degree certificate and awarding an academic title. A record of the progress and assessment of the state final examination or defence of the final thesis is submitted by the chairperson of the examination committee after the state final examination or defence of the dissertation thesis to the Dean, if the study programme is provided by the Faculty, or the Rector, if the study programme is provided by the University.
- (13) The overall result of the state final examination, with the exception of the state doctoral examination, as well as the subjects of the state final examination and the defence of the final thesis, with the exception of the dissertation thesis, is assessed by the following grading scale:
- a) 'excellent' if all subjects of the state final examination and defence of the final thesis have been rated 'excellent'; or one of the subjects has been rated 'very good' and the other grades are 'excellent';
 - b) 'very good' if the subjects of state final examination and defence of the final thesis have been rated 'excellent' or 'very good'; one subject may be rated 'good' and it is not the case referred to in point a); the overall grade point average may be 2.0 at maximum;
 - c) 'good' if the subjects of the state final examination and defence of the final thesis have been rated at least 'good' and there are not cases referred to in points a) and b);
 - d) 'fail' if any of the subjects of the state final examination or defence of the final thesis has been assessed 'fail'.
- (14) Result of the state doctoral examination and defence of the dissertation thesis is assessed by the grades 'pass' and 'fail'.
- (15) In the framework of the state final examination and defence of the final thesis, the student is also assessed as 'fail' or 'unsatisfactory':
- a) if he/she does not appear and apologize at the state final examination or a part of it or at the defence of the final thesis, for which he/she has registered or enrolled, at the registered or set time and date, and if there are no reasons worth special consideration for this student's action, with apology made in advance and in

a written form. The grounds that might justify special consideration are to be submitted in relevant documents by the student;

- b) if he/she does not appear at the state final examination or a part of it or at the defence of the final thesis, for which he/she has registered or enrolled, at the registered or set time and date, if he apologizes to the chairperson of the examination committee not later than on the day following the date on which the examination was supposed to take place, but this apology has not been accepted;
 - c) if the student has withdrawn from a part of the state final examination or from the defence of the final thesis,
 - d) if he/she was not allowed to take the state final examination because he/she did not fulfil all study requirements stated in the relevant study plan and these Regulations by the end of the examination period of the last term of his/her study within the given study programme,
 - e) if he/she has not enrolled for the state final examination before the end of the last year of his/her study.
- (16) The Dean, if the study programme is provided by the Faculty, or the Rector, if the study programme is provided by the University, decides whether there are grounds for special consideration in accordance with paragraph 15 letter a) above.
- (17) The student is entitled not to accept an assessment of the state final examination which is different from the 'fail' grade. In this case, the student is assessed by the 'fail' grade.
- (18) A student may take:
- a) the state final examination in the case of a Bachelor's or Master's degree programme three times; that is, he has the right to retake the examination twice, and the student retakes only those parts of the state final examination in which he was graded 'fail', or he/she retakes the defence of the rewritten thesis, if it has been graded 'fail';
 - b) the State Doctoral Examination or Defence of the Dissertation Thesis twice, that is, he/she has the right to retake it once.
- (19) The date and time of the first retake of the state final examination in the case of the Bachelor's or Master's degree programme is set by the Dean, if the study programme is provided by the Faculty, or the Rector, if the study programme is provided by the University, in the period between the 60th and 90th day since the first scheduled date of the state final examination or the last part of it. The second retake of the state final examination takes place at the end of the state final examinations in the following academic year. The Dean, if the study programme is provided by the Faculty, or the Rector, if the study programme is provided by the University, may set a different date and time for the second retake of the state final examination for reasons of special consideration at the student's request.
- (20) Regarding Bachelor's or Master's degree programme, the student who has been rated at the first state final examination in one of the parts of the state final examination or in the defence of the final thesis by the 'fail' grade has to interrupt his/her studies, so that the interruption of the studies ends one month before the deadline set for the second retake of the state final examination. This interruption of studies is not included in the total period of the studies interruption.

- (21) Regarding doctoral study programme, the date and time of the first retake of the state doctoral examination is scheduled by the Dean, if the study programme is provided by the Faculty, or the Rector, if the study programme is provided by the University, upon the proposal of the doctoral board, so that the exam is held not later than six months after the scheduled first date of the state doctoral examination. The decision on the date, time and place of the retake of the state doctoral examination is delivered to the student and the members of the examination committee at least 14 days in advance.
- (22) At an unsuccessful defence of the dissertation thesis, the examination committee sets the conditions under which the defence of the dissertation thesis may be retaken. The examination committee is obliged to set the conditions for the retake not later than one month after the date of the unsuccessful defence of the dissertation thesis. The date, time and place for retaking the defence of the dissertation thesis is set by the Dean, if the study programme is provided by the Faculty, or the Rector, if the study programme is provided by the University, at the proposal of the doctoral board, in order that the defence of the dissertation takes place within eight months since the first date scheduled for the defence of the dissertation. The decision on the date, time and place of the retake is delivered to the student, the members of the examination committee and the employees and legal entities who may be interested in the subject under examination at least 14 days in advance.

Article 26

Recognition of Examinations and Other Study Obligations

- (1) Verification of the assessment results of a course to one of the forms referred to in Article 18 paragraph 2 in these Regulations may be replaced by the recognition of:
- a) an examination or other obligation taken in the course of studies within a study programme provided by the University or one of the Faculties at the University;
 - b) examinations or other obligation taken in the course of studies within a study programme provided by another university in the Czech Republic or abroad;
 - c) courses or other integral parts of studies within an accredited educational programme at a higher vocational school²⁶; or
 - d) courses or other integral parts of studies completed within the lifelong learning programme²⁷.
- (2) The application for the recognition of examinations or other obligations shall be submitted by the student not later than one week since the date of the enrolment to the academic year for which the examination or other obligations are specified by the study plan or an individual study plan. The Dean, if the study programme is provided by the Faculty, or the Rector, if the study programme is provided by the University, decides on the recognition of the examination results, and:
- a) an examination or other obligation may be recognized if the period of time from the completion of a similar obligation to the date of the application for the recognition has not exceeded five years,
 - b) the graded credits and examinations can only be recognized if they were assessed as 'very good' at least.

²⁶ Section 68, subsection 1, letter d) of the Higher Education Act.

²⁷ Second sentence of Section 60, subsection 2 of the Higher Education Act.

- (3) If the examination in a course which has to be completed by the examination and the credit has not been recognized, the credit cannot be recognized either.
- (4) In the case of recognition of courses or other integral parts of studies completed in the lifelong learning programme, the verification of study results may be replaced by the recognition of examinations or other obligations up to a maximum of 60% of the credits needed for the proper completion of studies²⁸.
- (5) The decision recognizing the examinations or other obligations also contains the decision on the grade as specified in these Regulations, as well as the decision on the number of assigned credits for the Bachelor's and Master's study programmes.

Article 27 **Equivalency Examination**

- (1) The decision imposing an obligation to do an equivalency examination must, apart from other things, include its content, scope, deadline for its holding and criteria for its assessment.
- (2) The equivalency examination is carried out appropriately in accordance with Article 21 of these Regulations.

Article 28 **Record of Assessing the Recognition of Previous Studies**

The data about the fact that a student underwent one of the forms of recognition of his/her study results, the equivalency examination, and the result of how the knowledge, skills and general competence were assessed during the recognition process in accordance with these Regulations must be recorded by the examiner to the relevant application in the University's electronic information system not later than on the next workday since the date of the recognition process.

CHAPTER FIVE **APPEAL COMMITTEE**

Article 29 **Appeal Committee Members**

- (1) The appeal committee members are appointed and dismissed by the Rector.
- (2) The Rector appoints the appeal committee in a way which complies with all the conditions laid down by the Higher Education Act²⁹.
- (3) The Rector informs the relevant board of the study programme, or the doctoral board in the case of doctoral study programmes, on appointing the appeal committee.

²⁸ Section 60, subsection 2 of the Higher Education Act.

²⁹ Namely section 47, letter g) of the Higher Education Act.

CHAPTER SIX SPECIAL PROVISIONS

Article 30 Grade-point Average

- (1) Grade-point average serves for the assessment of all graded study achievements of the student in a particular time period, e.g. term, academic year, study during the whole study programme or its completed part. Only the results from the verification of study achievements taken in the form of a graded credit or an exam are included into the grade-point average calculation in a time period.
- (2) Grade-point average in a time period among the students of:
 - a) Bachelor's or Master's study programme is counted by weighted average in the following way:

$$\text{grade - point average} = \frac{\sum(K_i \times S_i)}{\sum K_i}$$

where 'K_i' is the number of credits in the course *i* specified by the study plan,

'S_i' is a numeric value of the graded credit assessing the student in a course *i*;

- b) doctoral study programme is counted by arithmetic mean.

Article 31 Students' Creative Professional Activity

The University and its components support students' creative professional activity; the details to students' creative professional activity are specified by the Rector's provision.

Article 32 Study Placement

- (1) Study placement at a foreign university organized by the University within the study of a given study programme is a part of this study.
- (2) If in connection with the study placement completion some study requirements implied for the student from the relevant study plan have to be replaced by other study requirements, the University or its Faculty, which provides the study programme, will inform the student about the corresponding change; by the delivery date of this announcement these study requirements become obligatory for the student.
- (3) More detailed conditions for the selection of the University students to participate in the study placement exchange will be specified by the Rector's provision.

Article 33 Uniqueness of Study of Professional Soldiers

- (1) The student's study in the study programme which, as stated in the conditions for study enrolment, is intended solely for professional soldiers, will be finished in the case a soldier stops fulfilling the conditions given by a specific legal regulation for the professional soldier service³⁰.

³⁰ Section 95, subsection 12 of the Higher Education Act

- (2) The student's application for the interruption of studies and repetition of academic year in the study programme which, as stated in the conditions for study enrolment, is intended solely for professional soldiers, will be met only if it is in the interest of the Armed forces of the Czech Republic.
- (3) The student of the study programme, which, as stated in the conditions for study enrolment, is intended solely for professional soldiers, is obliged to participate in lessons; the student who was not able to participate in compulsory lessons might be given an alternative task by the teacher.
- (4) Uniqueness of the study of professional soldiers is not related to the study of the student who is a professional soldier and studies in such a study programme, which lacks the statement in the conditions for study enrolment that it is intended solely for professional soldiers.

Article 34

Uniqueness of Study in the Study Programmes Provided in Co-operation with a Public University

- (1) Based on the agreement as specified in Section 95, subsection 4 of the Higher Education Act, the Rector specifies in his provision:
 - a) details about the study part organization provided in co-operation with a public university;
 - b) details about the documents on completion the particular study part and on eligibility of taken exams or fulfilment of other study obligations fulfilled at a public university;
 - c) details about the student's academic rights and duties.
- (2) If the Faculty provides a common study programme in co-operation with a public university, the Dean prepares and consequently submits a proposal of the above mentioned Rector's provision to the Rector.

Article 35

Uniqueness of Study in the Study Programmes Provided in Co-operation with a Foreign University

- (1) Based on the agreement as specified in Section 47a, subsection 1 of the Higher Education Act, the Rector specifies in his provision:
 - a) details about the study part organization provided at a foreign university and conditions for its completion,
 - b) details about the documents on completion the particular study part and eligibility of taken exams or fulfilment of other study obligations fulfilled at a foreign university and possible jointly given foreign academic degree,
 - c) details about the student's academic rights and duties in accordance with legal regulations of the country where the study takes place.
- (2) If the Faculty provides a common study programme with a foreign university, the Dean prepares and consequently submits a proposal of the above mentioned Rector's provision to the Rector.

Article 36

Final Thesis Publication

- (1) The University publishes unprofitably the final theses:
 - a) handed in for the defence at least 5 working days before the defence³¹,
 - b) by which the defence has already taken place, including external examiners' reviews and the record of progress and defence result by means of the database of qualified work, which is administrated by (hereinafter 'database')³².
- (2) The University in the public part of university web pages publishes basic data on final theses, i.e. the author's name, the title of the final thesis in the Czech and English language and the term of final thesis defence holding.
- (3) The electronic form of the final thesis is stored in university database of final theses. The access to the database is ensured by the Library of the Faculty of Military Health Sciences of the University of Defence in Brno if the final theses elaborated by students in study programmes provided by the Faculty of Medical Health Sciences, and the Library of the University of Defence in Brno in other cases are concerned. The page form of a final thesis is stored in the Library of the Faculty of Military Health Sciences of the University of Defence in Brno if the final theses elaborated by students in study programmes provided by the Faculty of Medical Health Sciences, and the Library of the University of Defence in Brno in other cases are concerned.
- (4) Everybody is allowed to make abstracts, copies or photocopies on their own expenses from published final theses. A person who looks into a final thesis must be instructed that the gained information cannot be used for profit purposes or passed off as a study, scientific or another creative activity of another person than the author.
- (5) The University might postpone publishing of a final thesis or its part, and that within the period of obstacle duration for publishing; however, for the period of three years the longest. The information about the publishing postponement must be published together with justification at the same place, where final theses are published. The University sends without undue delay after the final thesis defence, to which the publishing postponement is concerned, one copy to preserve to the Ministry of Education, Youth and Sports³³.
- (6) The Rector states administrative necessities of looking into the final thesis database by his provision.

Article 37

University Electronic Information System

- (1) The University provides the electronic information system, which in the relation to the study, mediates the access to information about study programmes and plans, it enables to organize the process of study and provides other services and that including electronic post services.
- (2) The student is obliged in the relation to the university electronic information system above all:

³¹ Section 47b, subsection 2 of the Higher Education Act.

³² Section 47b, subsection 1 of the Higher Education Act.

³³ Section 47b, subsection 4 of the Higher Education Act.

- a) to use the university electronic information system; the rules for using the electronic information system are stated by the operational rules and operational and security guidelines, which the Rector issued by his provisions.
- b) to acquaint with documents delivered by the University or its component to the student by means of electronic post,
- c) to send to teachers and examiners solely from the account of electronic post kept in the university electronic information system by means of electronic post.

Article 38
Granting of Exemption

Based on their written application, the Rector is entitled to grant exemption from provision of these Regulations to the student. If the application for study exception granting concerns the study programme provided by the Faculty, the Rector asks for the Dean's stand before taking a decision. The rules of procedure are governed by the decision-making process.

Article 39
Proceedings on Students' Rights and Duties

- (1) The rights and duties of the student are stated by the Higher Education Act³⁴, inner University regulations and inner Faculty regulations.
- (2) When deciding about the rights and duties of students according to Section 68 of the Higher Education Act, the Administrative procedure code³⁵ with the deviations stated by the Higher Education Act is followed accordingly.
- (3) Proceedings in the first level leads to:
 - a) the Dean, if he/she provides a study programme, to which the decision is related to, the Faculty and if the Higher Education Act or the inner University regulation does not determine for such a decision another body;
 - b) the Rector in other cases.
- (4) The Administrative Procedure Code³⁶ is used for counting the time in the case of all the rights and duties according to these Regulations and discussions about them.

CHAPTER SEVEN
COMMON, TEMPORARY, REVOKING AND CONCLUDING PROVISIONS

Article 40
Common Provisions

Provisions or other Dean's acts, which are implemented by these Regulations, must not impose obligations on students beyond the scope of obligations determined by these Regulations and must not deny the right of students determined by these Regulations.

Article 41
Temporary Provisions

- (1) The rights and duties of the students who started their studies before these Regulations being effective, are followed by these Regulations, and at the same time the study of the academic year 2016/2017 will be finished according to the existing rules.

- (2) The proceedings initiated according to the existing Study and Examination Regulations will be finished according to the existing rules.
- (3) The provisions on study programmes with specializations will be applied adequately from the effective date of these Regulations for the study of accredited study programmes, whose study is divided into study modules.
- (4) The study of doctoral study programmes, which were accredited before the effective date of these Regulations, is not provided in the credit system given by these Regulations.
- (5) Enrolment of students for the study of doctoral study programmes, which were accredited before these Regulations being effective and by which the content of the final state exam is not in accordance with these Regulations, will be finished in 2019.
- (6) The Dean submits to the Rector the proposal of the Rector's provision with the study programme provided in co-operation with a public university as specified in article 34 of these Regulations, which was accredited before these Regulations being effective, till 30th June 2018 the latest.

Article 42
Revoking and Concluding Provisions

- (1) The Study and Examination Regulations from the date 22nd October 2008 are cancelled as amended.
- (2) These Regulations were approved by the University Academic Senate of the University of Defence in Brno on 13th June 2017.
- (3) These Regulations come into force on the day of registration by Ministry of Defence³⁷.

v. r.

prof. MUDr. Jiří KASSA, CSc.
Chairperson of University Academic
Senate

v. r.

brig. gen. prof. Ing. Bohuslav PŘÍKRYL, Ph.D.
Rector

Annex 1
**Defining Areas of Responsibilities of Personnel and Institutions Key for the Study in
a Study Programme**

Article 1
Teacher

Course is taught by academic employees³⁴ stated in a particular study plan (hereinafter ‘teachers’). Other specialists may participate in teaching on the grounds of agreements on work performed outside the employment relationship, or other specialists from the Army of the Czech Republic. The course may be taught by more teachers in one term.

Article 2
Examiner

The course study results are usually assessed by an academic employee participating in teaching (hereinafter ‘examiner’).

Article 3
Supervisor

1. Study in the doctoral study programme takes place under the guidance of a supervisor during the whole period of study.
2. Supervisor may be a professor or an associate professor whose creative activity is in compliance with the topic of final thesis; only in exceptional cases the supervisor may become also a distinguished specialist with an appropriate academic degree approved by an appropriate scientific board. The supervisor is appointed and dismissed on the basis of a proposal submitted by the doctoral board either by the Dean, if the study programme is provided by the Faculty, or the Rector, if the study programme is provided by the University.
3. Supervisor may propose the appointment of a supervisor-specialist when the research in the dissertation thesis has an interdisciplinary overlap. The supervisor-specialist directs the student in the process of solving specific and technically demanding tasks in the dissertation thesis. The supervisor-specialist may be a professor or an associate professor whose creative activity is in compliance with the topic of final thesis; only in exceptional cases the supervisor-specialist may become also a distinguished specialist with appropriate academic degree. The supervisor-specialist is appointed and dismissed on the basis of a proposal submitted by the doctoral board either by the Dean, if the study programme is provided by the Faculty, or the Rector, if the study programme is provided by the University.
4. Supervisor:
 - a) co-operates with the students in the drafting of individual study plan and coordinates his/her studies;
 - b) directs the student in selecting the topic and focus of the dissertation thesis and provides him/her with guidance during the course of work on it;

³⁴ Section 70, subsection 1 of the Higher Education Act.

- c) directs the students to the solution of particular scientific projects thematically related to the topic of dissertation thesis, instigates student's publication activities and provides him/her with an efficient expert guidance;
 - d) checks the fulfilment of student's individual study plan;
 - e) participates in the evaluation of the student's progress and elaborates annual student's evaluation.
5. In the case circumstances preventing the supervisor from a proper supervision of student arise during the study in the doctoral study programme, the supervisor may resign from the position of supervisor and ask the Dean, if the study programme is provided by the Faculty, or the Rector, if the study programme is provided by the University, to approve his/her resignation.
 6. The Dean, if the study programme is provided by the Faculty, or the Rector, if the study programme is provided by the University, will dismiss the supervisor, if it is proved that the supervisor either does not fulfil his/her obligations or he/she cannot pursue his/her activities properly.

Article 4 Final Thesis Supervisor

1. Final thesis supervisor provides the student with expert guidance during the course of his/her work on the final thesis.
2. Final thesis supervisor is usually an associate-professor or a professor, or even a distinguished specialist.
3. Final thesis supervisor is proposed by a study programme guarantor and approved by the Dean, if the study programme is provided by the Faculty, or the Rector, if the study programme is provided by the University.

Article 5 Reviewer

1. Reviewer evaluates professional level of final thesis and its significant and formal aspects; after evaluation the reviewer compiles a written report, the elaboration and content requirements of which are set by the Rector in his/her provision.
2. Reviewer may be an academic employee from the University or its constituents, or from another university, or even a distinguished specialist from a scientific or other workplace.
3. Reviewer can neither be the student's supervisor, nor a person participating in work on final thesis as a co-author.
4. Final thesis reviewer, or reviewers, are proposed by a study programme guarantor and approved by the Dean, if the study programme is provided by the Faculty, or the Rector, if the study programme is provided by the University

Article 6

Course Guarantor

1. Course guarantor is appointed for every course listed in a study plan and on the basis of a proposal submitted by the study programme guarantor. Course guarantor is appointed either by the Dean, if the study programme is provided by the Faculty, or the Rector, if the study programme is provided by the University. An academic employee assigned to a University institute or another University workplace may be appointed by the Dean or the Rector as a course guarantor after an agreement expressed by a director of particular University institute or another workplace. Course guarantor has to meet the qualification criteria set by the Government Regulation No 274/2016 Coll. on the Accreditation Standards in Higher Education³⁵.
2. Course guarantor mainly coordinates the course content preparation and provision of personnel, controls the quality, assesses and develops the course. Course guarantors adequately participate in the teaching process.
3. Course guarantor pays attention to the course permanent high quality level and for this purpose he/she does the following:
 - a) every term he/she assesses the course implementation quality, discusses the proposals for its development and presents his/her viewpoints to the study programme guarantor;
 - b) proposes the range of requirements for the state final examination to the study programme guarantor.

Article 7

Study Programme Guarantor

1. The Rector appoints the study programme guarantor for every study programme provided by the University or its Faculty, while the study programme guarantor may be an academic employee who, by his/her expertise and name, guarantees the quality and proper realization of the study programme.
2. Study programme guarantor mainly coordinates the study programme content preparation, controls the quality, assesses and develops the study programme³⁶.
3. Study programme guarantor pays attention to permanent high quality level of the study programme and for this purpose he/she does the following:
 - a) every year he/she assesses the study programme implementation quality, discusses the proposals for its development and presents his/her viewpoints to the Dean, if the study programme is provided by the Faculty, or the Rector, if the study programme is provided by the University;
 - b) proposes conditions for the admission procedure to study in a study programme, as well as its course, content and criteria to the Dean, if the study programme is provided by the Faculty, or the Rector, if the study programme is provided by the University;
 - c) approves the topics of final theses;

³⁵ Part two, Title II B II 2; E II 2; E II and 3 of the Government Regulation No 274/2016 Coll. on the Accreditation Standards in Higher Education.

³⁶ Section 44, subsection 7 of the Higher Education Act.

- d) proposes the chair and members of committee, date and venue of state final examination to the Dean, if the study programme is provided by the Faculty, or the Rector, if the study programme is provided by the University;
 - e) proposes the chair and members of committee, date and venue of the defence of final theses to the Dean, if the study programme is provided by the Faculty, or the Rector, if the study programme is provided by the University;
 - f) approves the range of requirements for the state final examination;
 - g) discusses the annual evaluation of students and proposes measures to be taken in the case of problems to the Dean, if the study programme is provided by the Faculty, or the Rector, if the study programme is provided by the University;
 - h) approves the study plan of a study programme and its amendments.
4. Course guarantors are appointed on the basis of a proposal submitted by the study programme guarantor. Course guarantors are appointed either by the Dean, if the study programme is provided by the Faculty, or the Rector, if the study programme is provided by the University.

Article 8 Doctoral Board

1. Study in doctoral study programme is evaluated by a doctoral board. The doctoral board for a given doctoral study programme is established by the Dean, if the study programme is provided by the Faculty, or the Rector, if the study programme is provided by the University;
2. The doctoral board consists of no less than five members. After discussion in a relevant scientific board the doctoral board members are appointed and dismissed either by the Dean or the Rector from the prominent academic and scientific staff of the University, other universities and scientific workplaces while considering their professional specialization.
3. The chair of doctoral board is a guarantor of doctoral study programme³⁷.
4. Organizational and administrative matters related to the activity of doctoral board are provided by a doctoral board secretary appointed by the Dean or the Rector; the doctoral board secretary is not a member of the doctoral board.
5. The doctoral board pays attention to permanent high quality level of the doctoral study programme and for this purpose he/she does the following:
 - a) every year it assesses the doctoral study programme implementation quality, discusses the proposals for its development and presents its viewpoints to the Dean, if the study programme is provided by the Faculty, or the Rector, if the study programme is provided by the University;
 - b) proposes conditions for the admission procedure to study in a doctoral study programme, as well as its course, content and criteria to the Dean, if the study programme is provided by the Faculty, or the Rector, if the study programme is provided by the University;

³⁷ Section 47, subsection 6 of the Higher Education Act.

- c) proposes the appointment and dismissal of supervisors to the Dean, if the study programme is provided by the Faculty, or the Rector, if the study programme is provided by the University;
- d) determines a maximum number of students to be guided by a supervisor;
- e) continuously assesses the work of supervisors and submits the assessment outcomes to the Dean, if the study programme is provided by the Faculty, or the Rector, if the study programme is provided by the University;
- f) comments on students' individual study plans and their possible amendments;
- g) approves the topics of dissertation thesis;
- h) proposes the chair and members of committee, date and venue of state doctoral examination to the Dean, if the study programme is provided by the Faculty, or the Rector, if the study programme is provided by the University;
- i) proposes the chair and members of committee, date and venue of the defence of dissertation theses to the Dean, if the study programme is provided by the Faculty, or the Rector, if the study programme is provided by the University;
- j) approves the range of requirements for the state doctoral examination;
- k) discusses the annual evaluation of students and proposes measures to be taken in the case of problems to the Dean, if the study programme is provided by the Faculty, or the Rector, if the study programme is provided by the University.

Article 9
Study Programme Board

1. Study programme board is an advisory body for the guarantor of Bachelor's or Master's study programme
2. Study programme board is appointed and dismissed on the basis of a proposal submitted by the guarantor of study programme either by the Dean, if the study programme is provided by the Faculty, or the Rector, if the study programme is provided by the University.
3. The chair of study programme board is a guarantor of study programme.

Annex 2
Requirements for Final Theses

Article 1
Originality and Distinctiveness of Final Thesis

1. The final thesis is the author's work³⁸ that has not been published before being published according to the Higher Education Act, unless stated otherwise.
2. The Bachelor's thesis can be developed by the same author in the Master's thesis or Doctoral dissertation.
3. The Master's thesis can be developed by the same author in the doctoral dissertation.

Article 2
Content of Final Thesis

1. The final thesis develops the topic chosen by the student for the final thesis in accordance with these Regulations.
2. The final thesis contains namely the title page, abstract, keywords, list of contents, own work, conclusion and list of literature used in the thesis.

Article 3
Language of Final Thesis

1. The final thesis is submitted in the language in which the study programme is provided; if the study programme is provided in the Czech language, the final thesis may be submitted in the Slovak language, or with the prior consent of the supervisor in English.
2. If the final thesis is submitted in a different language than Czech, it must contain a brief summary in the Czech language.

Article 4
Extent of Final Thesis

1. The length of the final thesis is given in standard pages. One standard page contains 1800 characters including spaces, not counting the page number line.
2. The length of the final thesis is usually as follows:
 - a) from 30 to 50 standard pages for the Bachelor's thesis,
 - b) from 60 to 70 standard pages for the Master's thesis,
 - c) from 100 to 140 standard pages for the rigorous and doctoral dissertation.
3. The title page, abstract, keywords, list of contents, own work and conclusion are counted in the length.

Section 2 of Act No. 121/2000 Coll. On Copyright, on Rights Related to Copyright and on Amendments to Certain Acts, as amended (Copyright Act).

Article 5
Format of Final Thesis

1. The final thesis is submitted by the student to the University, if the study programme is provided by the University, or to the Faculty, if the study programme is provided by the Faculty.
2. The final thesis is submitted in both electronic and hard-copy versions.
3. The printed copy is an A4 hardback.
4. The hard-copy version of the final thesis must be complete and identical with the electronic version of the final thesis.
5. The electronic version of the final thesis is saved in one file in the portable document format (.pdf). The file containing the electronic version of the final thesis must not be encrypted or otherwise rendered unreadable.

The Ministry of Education, Youth and Sports declared, pursuant to Section 95 (8) a) of Act No. 111/1998 Coll., on Higher Education Institutions and on the modification and amendment of other acts (Higher Education Act), on 31 August 2017, under Ref. No. MSMT-21548/2017-2, consent to registration of the Study and Examination Regulations of the University of Defence in Brno.

..... signed

Mgr. Karolína GONDKOVÁ
Director of the Higher Education Department

The Ministry of Defence has registered pursuant to Section 36 (2) and Section 95 (8) a) of the Act No. 111/1998 Coll., on Higher Education Institutions and on modification and Amendment of other acts (Higher Education Act), on 6 September 2017, under Ref. No. MO 179853/2017-7542 on 6 September 2017, the Study and Examination Regulations of the University of Defence in Brno.

..... signed

Ing. Petr VANČURA
State Secretary at the Ministry of Defence