



OSTRAVSKÁ
UNIVERZITA

REGULATIONS ON STUDY AND EXAMINATIONS AT THE UNIVERSITY OF OSTRAVA

Approved by the Academic Senate, University of Ostrava: 26 June 2017

Registered by the Ministry of Education, Youth and Sports: 17 August 2017

Valid from: 17 August 2017

Effective from: 1 September 2017

The Ministry of Education, Youth and Sports registered the Regulations on Study and Examinations at the University of Ostrava in accordance with Section 36, Subsection 2, Act no. 111/1998 Sb. on higher education institutions and on amendments and supplements to some other acts (the Higher Education Act) on 17 August 2017 under ref. no. MSMT-22813/2017.

.....
Mgr. Karolína Gondková
Head of the Higher Education Department

PART ONE GENERAL PROVISIONS

Article 1 Introductory provisions

1. These Regulations on Study and Examinations at the University of Ostrava (hereinunder also “Regulations”) stipulate the rules for studying in degree programmes accredited at the University of Ostrava (hereinunder also “UO”) and provided by its Faculties. The Regulations furthermore stipulate the rules applicable to state rigorosum (post-Master’s) examinations (which are not preceded by studies in a degree programme) and lifelong learning programmes.
2. These Regulations are based on the provisions of Act no. 111/1998 Sb. on higher education institutions and on amendments and supplements to some other acts (the Higher Education Act), as amended (hereinunder also “the Act”) and on the Statute of the University of Ostrava (hereinunder also “the Statute”).
3. These Regulations are binding upon:
 - a) the UO and its constituent parts;
 - b) students in accredited degree programmes, graduates of Master’s degree programmes taking the state rigorosum (post-Master’s) examination, and participants in lifelong learning programmes (all the above-mentioned are hereinunder also referred to as “students”);
 - c) employees of the UO and its constituent parts;
 - d) any other persons as stipulated by these Regulations.
4. These Regulations form part of the internal regulations of the UO.

Article 2 Organization of the academic year

1. The academic year at the UO commences on 1 September and ends on 31 August of the following calendar year.
2. The schedule (“harmonogram”) for the UO academic year is determined by the Rector following discussion with the Rector’s Advisory Board (“kolegium rektora”) in the form of an Order (“opatření”) issued by the Rector.
3. The schedule for the UO academic year is published in the public part of the UO website.
4. The academic year is divided into two semesters: winter and summer.
5. The winter semester comprises the period for enrolment for studies in the given academic year, the teaching period, the winter (Christmas) vacation period, and the examination period.
6. The summer semester comprises the teaching period, the Easter vacation, the examination period, and the main (summer) vacation period.
7. The duration of the individual periods at the UO is determined by the schedule for the UO academic year.
8. During the main (summer) vacation period it is permissible to hold obligatory courses, specialist placements, state examinations, state rigorosum (post-Master’s) examinations, and (with the consent of the relevant teachers) retakes of examinations

and course-credit tests; however, these activities should not reduce students' vacation time to less than four weeks.

9. The schedule for the UO academic year also stipulates dates for course enrolment, state examinations, and other study-related dates.
10. The Deans of the individual Faculties, in accordance with the schedule for the UO academic year, determine (in the form of an Order issued by the Dean) the schedules for the academic year at the given Faculty; these schedules are binding upon students at the given Faculty.
11. If Faculties are joint providers of a degree programme under Article 37, Paragraph 1 b) of the UO Statute, the schedule for the academic year for the Faculties is set following mutual agreement between the Faculties. Students are bound by the schedule of the Faculty at which they are enrolled.
12. The schedule for the academic year of a Faculty is published in the public part of the Faculty's website.
13. When publishing the schedule for the academic year of the UO or a Faculty, the Rector or the Dean may, in exceptional circumstances, announce time off for a day or part of a day for students of the UO or the given Faculty ("rektorské volno" and "děkanské volno" respectively).

Article 3 **The credit system and courses**

1. The credit system of studies is used in all types of degree programmes at the UO, and usually also in lifelong learning programmes.
2. A course ("předmět") lasts for one semester, and it is assigned a unique identifying course code. Each course is allocated a predetermined specific number of credits. The number of credits is always expressed as an integer (a whole number).
3. Course credits are acquired by completing the course, i.e. by meeting all the requirements stipulated for the completion of the course.
4. The UO credit system is based on the principles of the European Credit Transfer and Accumulation System (hereinunder also "ECTS").
5. ECTS credits are allocated to individual courses on the basis of the volume of learning/work usually required to achieve the expected learning outcomes.
6. Learning outcomes are defined as the range of knowledge, skills and specialist competences gained by students after completing the course of studies.
7. The volume of learning is defined as the estimated length of time necessary to accomplish all requirements (particularly attendance of classes, self-study, preparation for examinations and course-credit requirements, written work and projects, and assigned reading) necessary for achieving the learning outcomes.
8. 1 credit corresponds with 25–30 hours of a student's volume of learning.
9. The total volume of learning per academic year usually corresponds with 60 credits (30 credits per semester).
10. Credits are not allocated to the state final examination (and its components) or to the defence of the Bachelor's thesis, Master's thesis, doctoral dissertation or final thesis.
11. The head of the unit of the Faculty (hereinunder "Department"), following consultation with the coordinator of the degree programme, assigns a coordinator ("garant") to each

course. The course coordinator is responsible for the academic standard of the given course.

12. Each course is characterized by the following information: course code, course title, credit allocation, duration of teaching, semester in which teaching takes place, form of teaching, teaching language, prerequisite courses and non-compatible courses, form of course completion (verification of learning outcomes), course aims, detailed requirements for course completion, course content (overview), prerequisites for study, learning outcomes, name of the teacher, study literature, volume of learning, teaching and evaluation methods.

Article 4 **Forms of teaching**

1. The basic forms of teaching at the UO are lectures, practical classes, seminars, excursions, practical placements, special courses, consultations, tutorials, and off-line and on-line teaching via the Learning Management System.
2. Lectures acquaint students with knowledge and methodology pertaining to the given scholarly or artistic discipline, introduce students to self-study and prepare them to apply the knowledge acquired via the lectures.
3. In practical classes, students reinforce and expand on the knowledge acquired from lectures and self-study, apply theoretical knowledge and develop skills or implement assigned practical tasks.
4. In seminars, students engage in active participation to develop and expand their theoretical and methodological knowledge and skills.
5. In practical placements, students engage in practical work at appropriate workplaces; this enables students to reinforce and expand the knowledge that they have acquired through their studies. Practical placements form an integral part of students' studies; details of the organization, provision and implementation of practical placements are stipulated in an Order issued by the Rector or Dean or in instructions given by an appropriate employee of the Department or Faculty.
6. The main purpose of excursions is to enable students to verify the theoretical knowledge acquired from some courses in practical situations, and to acquaint students with working methods in practice.
7. The main purpose of special courses is to enable students to acquire knowledge and practical skills in specially selected fields of study.
8. Consultations assist students in self-study. Consultations may be held either in individual or group form. The provision of consultations is always conditional upon the student's active participation in the other forms of study stipulated for the course (if stipulated). In exceptional cases, consultations may be used as a substitute for other forms or components of teaching.
9. Tutorials, off-line and on-line teaching via the Learning Management System are the primary forms of teaching in distance studies.
10. Teaching and the verification of learning outcomes are conducted in Czech (or Slovak); this provision does not apply to studies in the field of foreign languages.
11. Teaching and the verification of learning outcomes as per Paragraph 10 may be conducted in a foreign language in the case of selected individual courses. This information must be given in the course syllabus published in the public part of the

website no later than on the last day of the period for the submission of applications. The procedure as per Article 5, Paragraph 5 is not applied.

12. The language of teaching and the verification of learning outcomes within a degree programme accredited for teaching in a foreign language is the language in which the programme is accredited.

Article 5 **Organization of teaching**

1. The Head of the Department (or the Dean), after agreement with the coordinator (“garant”) of the degree programme, appoints a teacher to be responsible for the implementation of the individual forms of teaching. The responsible teacher is usually the course coordinator or another teacher.
2. The basis of teaching at the UO is self-study; especially in the case of Master’s and doctoral degree programmes, this self-study forms the basis for students’ independent creative work.
3. Attendance of lectures is not obligatory unless the Dean issues an Order stipulating otherwise. Students’ obligation to participate in other forms of teaching is stipulated by the requirements for the completion of the given course.
4. If a student is unable to participate in obligatory teaching due to serious circumstances, the course coordinator may determine an alternative form by which the student can meet the requirements for the completion of the course.
5. The course coordinator publishes or amends the course syllabus in the UO electronic information system no later than the date on which enrolment for courses commences (as stipulated in the schedule for the UO academic year). Students must acquaint themselves with the syllabus.

Article 6 **Coordinators and Programme Boards**

1. The Dean appoints and dismisses the coordinator (“garant”) of:
 - a) a degree programme;
 - b) the state rigorosum (post-Master’s) examination for graduates of a Master’s degree programme;
 - c) a lifelong learning programme.
2. The coordinator coordinates the content of the studies, monitors the quality of the studies, evaluates the studies and engages in the ongoing development of the studies.
3. The coordinator of an accredited degree programme must meet the requirements stipulated in Section 44, Subsections 6 and 7 of the Act.
4. In addition to a coordinator, a Programme Board (“programová rada”) is also appointed for each degree programme.
5. The procedure for the appointment and dismissal of degree programme coordinators and Programme Board members, as well as their scope of activity, powers and responsibilities, are stipulated by the Rules for the Quality Management System for Educational, Creative and Related Activities and Internal Evaluation of the Quality of Educational, Creative and Related Activities at the University of Ostrava (hereinunder “Quality System Rules”), which form part of the internal regulations of the UO, and by the Statute of the UO.

**Article 7
Implementation of studies**

1. Degree programmes may be implemented provided that they have been granted accreditation by the National Accreditation Bureau for Higher Education (Národní akreditační úřad pro vysoké školství) in accordance with Part Nine of the Act. A degree programme implemented within a field(s) of education for which the UO has been awarded institutional accreditation is considered to be an accredited degree programme.
2. Decisions regarding the entitlement to hold state rigorosum (post-Master's) examinations and to award academic degrees are taken as part of the accreditation of a Master's degree programme (in accordance with Section 78, Subsection 10 of the Act and Section 46, Subsection 5 of the Act respectively).
3. The process of the creation, amendment and approval of degree programmes is governed by the UO Quality System Rules.
4. Lifelong learning programmes are not subject to the procedure as per Paragraphs 1 and 2; the Dean is responsible for the provision of lifelong learning programmes, and the lifelong learning programme coordinator is responsible for the provision of the programme and its academic standard.

**Article 8
The Commission for Studies**

1. The Commission for Studies ("Studijní komise") is the highest scholarly and advisory body of the Vice-Rector for Studies and Lifelong Learning.
2. The members of the Commission for Studies are the Vice-Deans for Studies and the Heads of the Student Offices ("Studijní oddělení") of the individual Faculties and representatives of the UO Centre for Information Technologies.
3. The scope of activity of the Commission for Studies is determined in an Order issued by the Rector.

**Article 9
Tuition advisors**

1. After consultation with the coordinator of a degree programme, the Head of a Department appoints tuition advisors (academic staff) for individual types of studies provided by the Department.
2. The main tasks of a tuition advisor ("pedagogický poradce") are:
 - a) to inform students about the structure of the studies and the options for selecting courses;
 - b) to provide consultations when students are creating their own personal curricula;
 - c) to participate in the organization of course enrolments;
 - d) to inform the degree programme coordinator, the Head of the Department or the Dean of any problems related to teaching and other study-related issues;
 - e) in conjunction with the degree programme coordinator, to discuss measures for preventing failure in studies and reducing the rate of failure in studies;
 - f) to issue an opinion on some requests submitted by students (if asked to do so by the Dean);

- g) to work in conjunction with the Student Office of the Faculty and the Vice-Dean for Studies.

**Article 10
Records of study**

1. Study results, courses and their characteristics, curricula, and other information concerning studies are held in the UO electronic information system. Records of study results are also held in accordance with the provisions of Article 29.
2. The UO's electronic information system is IS/STAG and the electronic addresses of students allocated to them in the UO e-mail system.
3. The user interface for students is the UO Portal.
4. IS/STAG also serves as the register of students under Section 88 of the Act.
5. After registration in the electronic information system, students are allocated a unique personal student number for their studies; this number remains unchanged throughout the duration of the student's studies.
6. The complete record of a student's studies ("výkaz o studiu") is an extract from the records as per Paragraph 1, officially certified by the UO or one of its Faculties.
7. If a degree programme is accredited in the Czech language, administrative procedures related to the programme are conducted in Czech.
8. Administrative procedures related to the state rigorosum (post-Master's) examination and lifelong learning programmes are also conducted in Czech.
9. Students may use the Slovak language when conducting procedures as per Paragraphs 7 and 8 (and when submitting written documents).
10. If a degree programme is accredited in a foreign language, administrative procedures related to the programme are conducted in that foreign language.
11. Standard curricula are published in the electronic information system no later than the date of commencement of enrolment for courses in the winter semester as specified in the schedule for the UO academic year.

**PART TWO
STUDIES IN ACCREDITED DEGREE PROGRAMMES**

**Title I
MAIN CHARACTERISTICS OF STUDIES AT THE UO**

**Article 11
Degree programmes**

1. Higher education at the UO is provided via accredited degree programmes ("studijní programy") according to the curriculum ("studijní plán") for individual forms of study.
2. The following types of degree programme are implemented at the UO:
 - a) Bachelor's degree programmes;
 - b) Master's degree programmes:
 1. Master's degree programmes that do not follow on from a Bachelor's degree programme;

2. Master's degree programmes that follow on from a Bachelor's degree programme (consecutive Master's degree programmes – "navazující magisterské programy");
 - c) doctoral degree programmes.
3. Studies at the UO are implemented in the following forms:
 - a) full-time studies ("prezenční studium");
 - b) distance studies ("distanční studium");
 - c) combined studies ("kombinované studium"), i.e. part-distance studies, i.e. a combination of the forms listed under a) and b).
4. The profile of Bachelor's and Master's degree programmes may be:
 - a) academic;
 - b) professional.
5. Each degree programme at the UO belongs to one or more fields of education ("oblasti vzdělávání"; Appendix no. 3 to the Act).
6. A list of accredited degree programmes at the UO, including their type and profile, forms of teaching, standard duration of study, and accessibility to disabled persons, forms of study and the relevant field(s) of education, is published in the public part of the UO website.

Article 12 **Versions of a degree programme**

1. Studies in a degree programme may be in the following versions ("podoby studijního programu"):
 - a) without specialization;
 - b) with specialization;
 - c) studies in which students, by studying in a particular degree programme, also acquire a particular set of knowledge and skills whose content corresponds with a different degree programme;
 - d) studies focusing on education and training students for the teaching profession.

Studies with specialization ("studium se specializací") enable students, in addition to the basic degree programme, to focus on a specific area of study leading to the acquisition of a particular set of knowledge and skills.

Article 13 **Curricula**

1. Each version of a degree programme has its own standard curriculum ("studijní plán").
2. Studies as per Article 12, Paragraph 1 c) within a particular degree programme enable students to choose multiple standard curricula from the particular combination.
3. A standard curriculum determines the time sequence in which courses are arranged within a degree programme and the manner in which the courses are interconnected in terms of content; the standard curriculum also determines, for each course, the form of teaching, the duration of teaching, and the form of verification of learning outcomes.
4. When creating a standard curriculum, it is essential to comply with specific legal regulations (where such legal regulations apply to the degree programme in question).
5. A course forming part of a standard curriculum can have the following status:

- a) obligatory courses (“povinné předměty”, designated as “A” courses) – the completion of the course is a requirement for the completion of the particular studies;
 - b) semi-optional courses (“povinně volitelné předměty”, designated as “B” courses) – the standard curriculum determines the minimum number of credits that must be obtained from “B” courses; “B” courses may be grouped into blocks, in which case students select from the available “B” courses in order to accumulate the minimum prescribed number of credits from the particular block;
 - c) optional courses (“výběrové předměty”, designated as “C” courses) – recommended courses which may be selected and completed by a student in order to add credits to those credits obtained from “A” and “B” courses so that the student achieves the requisite number of credits to complete their studies. For this purpose students may enrol for any course taught at the UO, unless this is not possible due to restrictions imposed as per Article 18.
6. The standard curriculum is compiled in order to enable students to obtain the requisite number of credits for the particular type of studies.
 7. The requisite numbers of credits for each particular type of studies are given in the following table:

Type of studies	Standard duration of studies	Total number of credits
Bachelor's	3	180
consecutive (follow-on) Master's	2	120
Master's	5	300
Master's	6	360
doctoral	3	180
doctoral	4	240

8. The standard curriculum for full-time studies always consists of obligatory courses and usually also of semi-optional courses; it may also include optional courses. Standard curricula for combined and distance forms of studies consist solely of obligatory courses.
9. Each standard curriculum includes a state examination (“státní zkouška”), which is divided into components.
10. A standard curriculum includes seminars for Bachelor's/Master's theses or doctoral dissertations; these seminars are allocated credits.
11. Each student creates their own personal curriculum based on the conditions stipulated by the standard curriculum and these Regulations.
12. If an Order issued by the Dean stipulates specific requirements governing the choice of specialization or the combination of standard curricula, the Order also stipulates whether the choice of specialization or combination of standard curricula applies to the student's entire studies, or whether (and if so, under what conditions) the choice of specialization or combination of standard curricula may be changed. The choice of specialization or combination of standard curricula may also be taken into account by the stipulation of specific conditions for admission to studies.

**Article 14
Duration of studies**

1. A standard duration of studies is specified for each type of degree programme; this standard duration of studies is expressed as the number of academic years required to complete the standard curriculum of the particular degree programme; the maximum duration of studies is also stipulated.
2. The standard duration of studies is determined when a degree programme is accredited; it is published in the list of accredited degree programmes at the UO in the public part of the UO website.
3. For Bachelor's and Master's degree programmes, the maximum duration of studies equals the standard duration of studies plus two years; the maximum duration of studies in doctoral degree programmes is six years.
4. Periods during which a student's studies were interrupted are not counted as part of the maximum duration of studies.
5. When deciding on the recognition of courses under Article 22, the Dean may reduce the maximum duration of studies from the duration specified in Paragraph 3. Any such reduction in the maximum duration of studies must be clearly stated in the decision on the recognition of courses.

**Title II
STUDIES**

**Article 15
Admissions procedures**

1. The conditions for admission to study, and the admissions procedure, are set out in Sections 48–51 of the Act and Part Six of the UO Statute.
2. The conditions for the admission of foreign citizens (i.e. citizens of countries other than the Czech Republic) and their studies are set out in Part Six of the UO Statute.
3. Once admitted to study, it is not possible for a student to change from one degree programme to another, or from one form of study to another.

**Article 16
Enrolment for studies**

1. An applicant who receives a decision admitting them to study at the UO thereby becomes eligible to enrol for studies.
2. The enrolment takes place at the Faculty which provides the particular degree programme, on a date stipulated by the Dean; applicants are notified of this date at the same time as they are notified of the decision admitting them to study or a notification that the admissions procedure remains ongoing.
3. Once enrolled for studies, the applicant becomes a student of the Faculty in question, and acquires the rights and obligations of a student.
4. Enrolment for studies may also be conducted by an authorized representative of the applicant; the representative must submit an officially certified power of attorney to this effect.

5. If an applicant fails to enrol for studies on the stipulated date, they may excuse themselves (provided that serious grounds exist) within five working days from the stipulated date of enrolment. This notification must be in writing; it must contain details of serious circumstances which prevented the applicant from participating in the enrolment or authorizing a representative to do so. The decision on the acceptance or rejection of this notification is taken by the Dean.
6. If an applicant fails to enrol for studies on the stipulated date or on an alternative stipulated date as per Paragraph 5, the applicant does not become a student of the UO.
7. After the termination of a period of interruption of studies, the person in question is eligible for re-enrolment (re-registration) for studies. The person in question must re-enrol (re-register) for studies within five working days from the termination of said period. The provisions of Paragraphs 4 and 5 may be applied.

Article 17

Enrolment for the following year of studies

1. Enrolment for the following year of studies is conducted via the electronic information system.
2. Enrolment for the following year of studies takes place annually at the beginning of the academic year at dates stipulated in the schedule for the UO academic year.
3. Prior to enrolling for the following year of studies, students must check their study results from the previous academic year.
4. If grounds exist for the termination of studies (under the provisions of Article 27, Paragraph 4), students will not be enabled to enrol for the following year of studies.

Article 18

Enrolment for courses

1. Enrolment for courses is obligatory for students in all degree programmes.
2. Enrolment for courses consists of two steps:
 - a) registration;
 - b) choice of timetable slot ("rozvrhová akce").
3. When registering for courses, students choose courses to create their personal curriculum for the particular semester; this personal curriculum is based on the conditions stipulated by the standard curriculum. When choosing a timetable slot, students create their own personal timetable for the particular semester.
4. If more than one timetable slot is available for a particular course, the student must choose one of the specific timetable slots (or one group of specific timetable slots).
5. If the available timetable slots include timetable slots designated for a particular standard curriculum and year of studies, students must choose one of these designated timetable slots rather than any others.
6. When enrolling for courses, students must comply with the provisions of Article 13, Paragraph 11 and must enrol for courses in such a manner as to comply with the requirements for the duration of studies (under Article 14) and to obtain the requisite number of credits for the particular type of study (under Article 13, Paragraph 7).
7. Enrolment for courses is conducted via the electronic information system.
8. Enrolment for courses takes place for each semester.

9. The dates for enrolment for courses are stipulated in the schedule for the UO academic year.
10. If a student fails to enrol for a course in accordance with Paragraph 4, the course enrolment will be cancelled as of the date specified in the schedule for the UO academic year.
11. For the purposes of the creation of a personal curriculum, courses listed in the standard curriculum are divided into the following categories:
 - a) Courses without any requirement for prerequisite courses and without any other restrictions. Any student of the UO may enrol for these courses.
 - b) Courses which require students to have enrolled for certain prerequisite courses (prerequisite course = “podmiňující předmět”). The earliest possible enrolment for these courses is in the semester during which the student is enrolled for the prerequisite course. The completion of the prerequisite course is a necessary precondition for the final evaluation and award of credits for the course.
 - c) Courses which require students to have completed certain prerequisite courses. If a student has not yet completed the prerequisite course, they may register for these courses, but they may not choose a timetable slot until they have completed the prerequisite course.
 - d) Non-compatible courses (“vylučující předměty”). If a course or a group of courses is listed as non-compatible with a particular course, students may only enrol for the particular course if they have not enrolled for any non-compatible course.
 - e) Equivalent courses. Equivalence among courses means that for the purposes of a personal curriculum, the completion of one course is considered identical to the completion of the other (equivalent) course.
 - f) Courses reserved solely for a certain specific group of students.
12. Credits may only be obtained once for a particular course during a student’s studies at the UO.
13. If a student fails to enrol for courses by the stipulated date and in the stipulated manner, and if the student does not excuse themselves (provided that serious grounds exist) within five working days from the stipulated date of enrolment and does not request an alternative date or an interruption of their studies, the Dean may deem this to be a failure to meet the requirements stipulated under Article 27, Paragraph 5.

Article 19

Repeated enrolment for a course and cancellation of enrolment for a course

1. If a student fails to meet the requirements for the award of credits for a course for which the student is enrolled, the student may re-enrol for the same course a maximum of one time.
2. If a course is taught in both the winter and summer semesters, a student who has failed to meet the requirement for the award of the course credits may re-enrol for the course during the same academic year (provided that the stipulations of Paragraph 1 are respected). Both results (i.e. for both the winter and summer semesters) form part of the student’s weighted study average for the given academic year.

3. If a student fails a course examination or fails to obtain a course-credit, and if the course is not taught in two consecutive semesters, the student may request a second enrolment for the course in the semester immediately following the course, for the purpose of taking the examination or meeting the requirements for the course-credit; the granting of this request is conditional upon the consent of the course coordinator. In the case of an examination, results (i.e. for both the winter and summer semesters) form part of the student's weighted study average for the given academic year. This type of course enrolment via the electronic information system takes place on the basis of a request submitted by the student (and containing a statement of consent from the course coordinator) to the Student Office of the Faculty at which the student is enrolled.
4. Students may not exceed the stipulated number of unsuccessful completions of semi-optional and optional courses (i.e. double the standard duration of studies expressed in years). If a student exceeds this limit, this may be considered grounds for the termination of studies due to the failure to meet the requirements stipulated by the degree programme.
5. Prior to the course enrolment, the relevant Department stipulates the maximum and (if appropriate) minimum number of students for which a particular course will be opened.
6. A Faculty may cancel a student's course enrolment only in the following cases:
 - a) if the course will not be opened (usually due to the fact that fewer than the minimum number of students have enrolled for it);
 - b) if the student could not be admitted to the course due to an excessive number of students wishing to enrol in the course (not applicable to obligatory courses);
 - c) if the student failed to obtain credits for a prerequisite course;
 - d) if the course chosen by the student is reserved for a certain specific group of students to which the student in question does not belong;
 - e) if the enrolment for the course was in contravention of these Regulations.
7. A student may cancel an enrolment for a course at the date stipulated in the schedule for the academic year of the Faculty, unless stipulated otherwise by the Dean.

Article 20

Conditions for course enrolment and the achievement of credit requirements during the first year of studies

1. For the winter semester of the first year of studies in Bachelor's and Master's degree programmes, students enrol for courses in order to meet the requirement for completing the first semester of studies, i.e. to obtain at least 20 credits.
2. For the winter semester of the first year of studies in Bachelor's and Master's degree programmes, the Dean may stipulate the requirement for students to enrol for a particular group of courses.
3. For the summer semester of the first year of studies in Bachelor's and Master's degree programmes, students enrol for courses in order to meet the requirement for completing the first year of studies, i.e. to obtain at least 40 credits.
4. For the first year of studies in the General Medicine degree programme, students enrol for all obligatory courses in the standard curriculum for the first year; students must successfully complete all obligatory first-year courses by the end of the academic year.
5. Students in doctoral degree programmes enrol for courses in order to obtain at least 30 credits during the first year of studies.

Article 21

Conditions for course enrolment and the achievement of credit requirements during subsequent years of studies

1. In subsequent years of studies in Bachelor's and Master's degree programmes, students enrol for courses in order to obtain at least 80 credits in four consecutive semesters (numbered odd-even-odd-even), with the exception of cases in which students meet the requirements for taking the state examination.
2. In subsequent years of studies in doctoral degree programmes, students enrol for courses in order to obtain at least 60 credits in four consecutive semesters (numbered odd-even-odd-even), with the exception of cases in which students meet the requirements for taking the state doctoral examination.

Article 22

Recognition of courses

1. The Dean – based on a statement of consent by the course coordinator or degree programme coordinator – may recognize courses (with the exception of state examinations) from a student's previous (or concurrent) studies at higher education institutions or higher vocational colleges in the Czech Republic or abroad, provided that no more than five years have elapsed since the end of the student's previous studies.
2. If a student requests recognition of a course and the credits allocated to said course, the student must submit documentation proving that they have completed the course and giving information on the content, duration, final evaluation and completion date of said course.
3. In a Master's degree programme that follows on from a Bachelor's degree programme, it is not possible to recognize as optional courses those courses previously completed as part of the Bachelor's degree programme. Semi-optional and obligatory courses are likewise not usually recognized in this manner.
4. The Dean decides on the recognition of courses on the basis of a written request submitted by the student; the student must submit this request no later than one month following the date on which teaching in the winter semester commences. The request must be submitted via a form issued by the Faculty at which the student is enrolled.
5. The recognition of courses proceeds in accordance with the table appended to Article 89, Paragraph 2.

Article 23

Recognition of credits from studies abroad

1. As part of a student's studies at the UO, the student may also concurrently study at a higher education institution abroad (i.e. outside the Czech Republic) while still remaining a student of the UO.
2. Studies as per Paragraph 1 are only possible if the student has been posted to said studies by the UO or one of its constituent parts.
3. The UO guarantees the recognition of credits from concurrent studies abroad.
4. Courses and credits recognized as per Paragraph 3 are listed in the student's Diploma Supplement.

5. As part of a student's studies in a degree programme at the UO, a student may also study concurrently at another higher education institution in the Czech Republic. In such a case the provisions of Paragraphs 1–4 apply.

Article 24
Fees associated with studies

The rules governing sums payable, forms of payment and payment dates for fees associated with studies are set out in Appendix no. 3 of the UO Statute.

Article 25
Recognition of periods of parental leave

1. The recognized period of parental leave is the period which is (or would be) covered by maternity leave or parental leave pursuant to specific legal regulations (Sections 195–198 of Act no. 262/2006 Sb., the Labour Code, as amended). The same period is recognized as parental leave if an individual takes a child into their care substituting parental care on the basis of a decision of the competent authority under the Civil Code or under legal regulations governing state social security (hereinunder “the recognized period of parental leave”).
2. The recognized period of parental leave brings students entitlements in the following areas:
 - a) interruption of studies (Article 26, Paragraph 8);
 - b) extension of deadlines for course completion (Article 30, Paragraph 2 b));
 - c) fees associated with studies (Appendix no. 3, UO Statute).
3. An essential requirement for recognition of the period of parental leave is a request submitted by the student and documenting the period which is (or would be) covered by maternity leave or parental leave.

Article 26
Interruption of studies

1. Interruptions of studies fall into the following categories:
 - a) interruption of studies for an academic year;
 - b) interruption of studies for a semester;
 - c) interruption of studies until the submission of an application to take the state examination;
 - d) interruption of studies due to serious circumstances;
 - e) interruption of studies due to a recognized period of parental leave.
2. The maximum duration of the interruption of studies – except the interruption of studies as per Paragraph 1 e) – is 2 years.
3. In order to obtain approval for the interruption of studies, the following conditions must be met:
 - a) the student submits a request for the interruption of studies, giving precise details of the duration of the requested interruption; the request is addressed to the Dean and submitted via the Student Office;
 - b) the accreditation period of the degree programme does not restrict the implementation of the degree programme following the interruption;

- c) the degree programme will continue to be implemented following the interruption of studies;
 - d) the student submitting the request has not exceeded the maximum duration of the interruption of studies as per Paragraph 2;
 - e) the student submitting the request is not requesting an interruption of studies during the first semester of studies, with the exception of applications submitted under Paragraph 1 d) and e).
4. The Dean approves the interruption of studies under Paragraph 1 a) (i.e. the interruption of studies for an academic year) provided that the following conditions are met:
- a) the request for the interruption of studies was submitted prior to 1 September of the academic year to which the request pertains;
 - b) the student has achieved study results enabling them to enrol for studies in the academic year to which the request pertains;
 - c) the student has requested the interruption of studies either for an entire academic year or for two entire consecutive academic years;
 - d) the conditions for the interruption of studies as per Paragraph 3 have been met.
5. The Dean approves the interruption of studies under Paragraph 1 b) (i.e. the interruption of studies for a semester) provided that the following conditions are met:
- a) the request for the interruption of studies was submitted prior to the beginning of the semester to which the request pertains;
 - b) the student has achieved study results which do not represent grounds for termination of studies under Article 27, Paragraph 4;
 - c) if in a doctoral degree programme, the student has obtained at least 10 credits for the first semester of their studies;
 - d) the student has requested the interruption of studies either for an entire semester or for two entire consecutive semesters;
 - e) the interruption of studies does not create grounds for the extension of studies (generally due to the impossibility of completing courses requiring students to have enrolled for/completed prerequisite courses);
 - f) the conditions for the interruption of studies as per Paragraph 3 have been met.
6. The Dean approves the interruption of studies under Paragraph 1 c) (i.e. the interruption of studies until the submission of an application to take the state examination) provided that the following conditions are met:
- a) the student has completed all courses and obtained the credits necessary for the application to take the state examination;
 - b) the student is requesting the interruption of studies from 1 September or from the beginning of the summer semester;
 - c) the end of the requested period of interruption of studies does not prevent the student from applying to take the state examination in the prescribed manner;
 - d) the conditions for the interruption of studies as per Paragraph 3 have been met.
7. The Dean approves the interruption of studies under Paragraph 1 d) (i.e. the interruption of studies due to serious circumstances) provided that the following conditions are met:
- a) the student submits due and proper proof of the serious circumstances in question, especially health-related circumstances;

- b) the Dean considers the requested duration of the interruption to be acceptable with regard to the schedule for the academic year of the Faculty;
 - c) the conditions for the interruption of studies as per Paragraph 3 have been met.
8. The Dean approves the interruption of studies under Paragraph 1 e) (i.e. the interruption of studies due to a recognized period of parental leave) provided that the following conditions are met:
 - a) the student's period of parental leave is recognized as per Article 25;
 - b) the requested period of interruption of studies corresponds with the duration of the recognized period of parental leave;
 - c) the conditions for the interruption of studies as per Paragraph 3 have been met.
9. The Dean is entitled to alter the period of interruption of studies (generally with regard to the schedule for the academic year of the Faculty).
10. The period of interruption of studies is not counted as part of the standard or maximum duration of the student's studies.
11. If the grounds for the interruption of studies cease to apply, the Dean may – on request by the student – terminate the interruption of studies before the planned date. When approving such a request, the Dean sets the date on which the interruption of studies is terminated.
12. After the termination of the interruption of studies, the person must re-enrol in their studies. If the person fails to do so within five working days from the termination of the interruption of their studies, and if the person fails to request an alternative re-enrolment date, the person is deemed to have failed to meet the requirements of the degree programme under these Regulations, and their studies are terminated as per Article 27, Paragraph 4 n).
13. The Faculty does not guarantee that the standard curriculum will not change during the period of interruption of studies.
14. During the period of interruption of studies, the person loses their student status. The status of student is regained on the day on which the person re-enrols for studies. The interruption of studies is recorded in the electronic information system.

Article 27

Completion and termination of studies

1. Successful completion (closure) of studies is accomplished by completing a degree programme. Closure of studies occurs as of the date on which the state examination, or the last part of this examination, is passed, or when the doctoral dissertation is successfully defended.
2. The higher education diploma and the Diploma Supplement serve as documents attesting to the closure of studies and the award of an academic degree.
3. Under Section 56, Subsection 12 of the Act, studies are also terminated when:
 - a) a student gives written notification of their decision to abandon their studies;
 - b) a student fails to meet the requirements of a degree programme under these Regulations;
 - c) the accreditation of the degree programme is revoked;
 - d) the accreditation of a degree programme expires due to the UO giving notification of the cancellation of the degree programme;

- e) the accreditation of a degree programme expires due to the expiry of the validity period of the accreditation;
 - f) the provision of a degree programme is terminated due to the expiry of institutional accreditation pursuant to Section 81b, Subsection 3 of the Act;
 - g) the authorization to provide a degree programme is revoked due to the ascertainment of serious deficiencies pursuant to Section 86, Subsections 3 and 4 of the Act;
 - h) the student is expelled for committing a disciplinary offence pursuant to Section 65, subsection 1 c) of the Act;
 - i) the student is expelled for fraudulent conduct in admissions procedures pursuant to Section 67 of the Act;
 - j) the student is expelled in connection with a procedure to issue a decision on the invalidity of the state examination or a part of it, or the invalidity of the dissertation defence pursuant to Section 17e, Subsection 1 of the Act.
4. The Dean decides to terminate a student's studies due to the student's failure to meet the requirements of the degree programme as per these Regulations when:
- a) the student in a Bachelor's or Master's degree programme fails to obtain at least 20 credits during the first semester of their studies;
 - b) the student in a Bachelor's or Master's degree programme fails to obtain at least 40 credits during the first year of their studies;
 - c) the student in a doctoral degree programme fails to obtain at least 30 credits during the first year of their studies;
 - d) the student in a Bachelor's or Master's degree programme, in four consecutive semesters (numbered odd-even-odd-even), fails to obtain at least 80 credits (with the exception of cases in which the student met the requirements to take the state examination during this period);
 - e) the student in a doctoral degree programme, in four consecutive semesters (numbered odd-even-odd-even), fails to obtain at least 60 credits (with the exception of cases in which the student met the requirements to take the state doctoral examination during this period);
 - f) the student in the General Medicine degree programme fails to complete all obligatory courses in the standard curriculum during the first year of studies;
 - g) as of the final day of the given academic year, the student has a total weighted study average (as per Article 34) worse than 3.4;
 - h) the student fails to obtain credits for an obligatory course even following their second enrolment for the course;
 - i) the student fails to enrol for the academic year;
 - j) the student is no longer able to obtain the prescribed number of credits for a particular block of semi-optional courses;
 - k) the student fails to pass the state examination (including the retake);
 - l) the student fails to pass the state rigorosum (advanced Master's) examination in the General Medicine degree programme (including the second retake);
 - m) the student fails to meet the requirements for the successful completion of their studies during the maximum duration of studies;
 - n) the student fails to re-enrol for studies following an interruption of studies, and fails to excuse themselves within five working days;

- o) the student in a doctoral degree programme fails to meet the requirements stipulated by their individual curriculum, and the Board for Doctoral Studies proposes to the Dean that the student's studies should be terminated.
5. The Dean may decide to terminate a student's studies due to failure to meet the requirements of the degree programme when:
- a) the student fails to enrol for courses on the stipulated date and in the stipulated manner, including all steps set out in Article 18, Paragraphs 1–10;
 - b) the student exceeds the stipulated number of unsuccessful completions of semi-optional and optional courses as per Article 19, Paragraph 4;
 - c) the student fails to enrol for a group of courses stipulated by the Dean as per Article 20, Paragraph 2;
 - d) the student fails to enrol for courses stipulated as per Article 20, Paragraph 4.
6. The date of termination of studies
- a) under Paragraph 3 a) is the date on which the student's written notification of the abandonment of their studies is delivered to the Faculty at which the student is enrolled;
 - b) under Paragraph 3 b) is the date on which the Dean's decision on the termination of studies in accordance with Paragraph 4 enters into legal force;
 - c) under Paragraph 3 c) is no later than the date of expiry of the period stipulated in the decision of the Ministry of Education, Youth and Sports (hereinafter "the Ministry");
 - d) under Paragraph 3 d) is the date as of which the degree programme is cancelled following notification by the UO;
 - e) under Paragraph 3 e) is the date as of which the validity of the accreditation expires;
 - f) under Paragraph 3 f) is the final day of the 3-year period pursuant to Section 81b, Subsection 3 (first sentence) of the Act;
 - g) under Paragraph 3 g) is the date as of which the Faculty loses its authorization to provide a degree programme on the basis of institutional accreditation;
 - h) under Paragraph 3 h) is the date on which the decision on expulsion enters into legal force;
 - i) under Paragraph 3 i) is the date on which the decision on expulsion enters into legal force;
 - j) under Paragraph 3 j) is the date on which the decision pursuant to Section 47c–47e of the Act (on the invalidity of the state examination or a part of it, or on the invalidity of the dissertation defence) enters into effect.

Title III

ASSESSMENT AND EVALUATION OF STUDIES

Article 28

Assessment of studies

1. The basic form of assessment of studies ("kontrola studia") within a particular course is via an examination ("zkouška") or a course-credit ("zápočet").

2. During a semester, ongoing assessment of studies may be conducted in other forms (i.e. forms not listed in Paragraph 1). All forms of ongoing assessment of studies must be listed as part of the course syllabus in the electronic information system. The results of these ongoing assessments may be taken into account in the final evaluation of the student's studies for the course in question.
3. The successful completion of a course is defined as the award of a course-credit or the passing of an examination.
4. Students may only successfully complete a course if they are enrolled for the course in the semester in which they complete the course.
5. Students may only successfully complete a course requiring them to have completed a prerequisite course if they have successfully completed the prerequisite course. Students may not successfully complete a course if they have already successfully completed a non-compatible course.

Article 29
Records of study results

1. Study results ("studijní výsledky") are defined as positive or negative evaluations of the basic forms of assessment of studies.
2. Information on all study results must be recorded in the electronic information system. The Dean may issue an Order stipulating that study results also be recorded in a printed catalogue ("katalog") of course-credits and examinations (hereinunder "catalogue").
3. Records of study results are kept for each course during the academic year by the Department coordinating the given course. The Head of the Department is responsible for proper record-keeping and compliance with the stipulated deadlines in connection with this record-keeping.
4. Study results are recorded by the teacher of the course, who is responsible for ensuring that the study results are entered into the catalogue and the electronic information system no later than five days after the passing of the examination or the award of the course-credit, or within a shorter span of time prior to the deadline stipulated in the relevant schedule for the academic year.
5. Students must check their study results in the electronic information system on an ongoing basis; if they determine a discrepancy between a result as recorded in the electronic information system and the actual result, they must contact the Department responsible for the course without delay.
6. If the Department responsible for the course receives a request from a student to make a correction to a record of a study result or to add a missing record of a study result, the Department verifies whether the request is justified; if the request is found to be justified, the Department makes the necessary correction/addition without delay.
7. Catalogues are stored in accordance with the UO Regulations on Document Archiving and Shredding.

Article 30
Deadlines for the completion of courses

1. The latest possible date for the award of a course-credit or the passing of an examination in a given course is the deadline for meeting all study-related obligations

for the semester in which the student is enrolled in the course. The deadlines for the winter and summer semesters are given in the schedule for the UO academic year.

2. The Dean may allow the extension of the deadline for the winter or summer semester:
 - a) by issuing an Order pertaining to a certain group of students, usually concerning students currently studying abroad;
 - b) on the basis of a request submitted by a student, in the case of a recognized period of parental leave of the same duration as maternity leave (Article 25);
 - c) on the basis of a request submitted by a student, including due and proper documentation, in the case of serious circumstances (especially health-related circumstances).

Article 31 Course-credits

1. A course-credit (“zápočet”) is awarded if the student meets the requirements set out as part of the course syllabus in the electronic information system.
2. The teacher records the award of a course-credit in the electronic information system. At Faculties using a catalogue, the teacher furthermore writes the word “započteno” (i.e. “course-credit awarded”) in the catalogue and adds a points-based assessment (score), the date of the award, and the teacher’s signature.
3. If awarded a course-credit, the student thereby meets the requirements set for the successful completion of the course and receives the prescribed number of credits.
4. If a student is not awarded a course-credit by the stipulated deadline, the teacher may, in justified cases, allow the student to meet the necessary course-crediting requirements by a later date, though no later than the final deadline stipulated by the schedule for the UO academic year.
5. A teacher may schedule dates for course-credit tests in the electronic information system. In such cases the procedure follows the same steps as the procedure for examination dates (Article 32, Paragraphs 10–14).

Article 32 Examinations

1. Examinations verify students’ knowledge acquired via the given course and their ability to apply this knowledge creatively. Examinations may be conducted in oral, written or practical form, or as a combination of the above. The form of the examination and the requirements enabling a student to take an examination are described in the course syllabus in the electronic information system.
2. If a student fails an examination, they are entitled to one retake of the examination on one of the set examination dates as part of the relevant examination period.
3. On the basis of a request submitted by a student, the Dean may permit an exceptional retake; this is only possible in cases when the student has enrolled for the course for a second time. The maximum number of exceptional retakes during a student’s studies is the same as the number of years in the standard duration of the studies.
4. A student is usually examined by the teacher of the course; in exceptional cases, the student may be examined by a different teacher from the Department responsible for the course, who is appointed by the Head of the Department following approval by the degree programme coordinator (in both cases hereinunder “the examiner”). If

requested by the student or the examiner, the Head of the Department may appoint an examination board (“komise”) to conduct the examination as per Paragraphs 1–3; an examination conducted by an examination board does not constitute grounds for permitting a further retake of the examination.

5. In Bachelor’s and Master’s degree programmes, the results of examinations are evaluated on a six-part scale as per the following table:

Alphabetical classification	Numerical classification	Verbal classification
A	1	“výborně” (“excellent”)
B	1.5	“velmi dobře plus” (“very good plus”)
C	2	“velmi dobře” (“very good”)
D	2.5	“dobře plus” (“good plus”)
E	3	“dobře” (“good”)
F	4	“nevyhověl” (“fail”)

6. In Bachelor’s and Master’s degree programmes, the teacher enters the result of an examination (from “A” to “F”) into the electronic information system. At Faculties using a catalogue, the teacher furthermore enters the result of the examination, the points score, the date of the examination, and the teacher’s signature.
7. In doctoral degree programmes, the result of an examination is expressed in the words:
- a) “vyhověl” (“pass”);
 - b) “nevyhověl” (“fail”).
8. In doctoral degree programmes, the teacher enters the result of an examination (from “vyhověl” or “nevyhověl”) into the electronic information system. At Faculties using a catalogue, the teacher furthermore enters the result of the examination, the points score, the date of the examination, and the teacher’s signature.
9. Students whose examination result ranges from “A” to “E” (inclusive) or is evaluated as “vyhověl” (“pass”) thereby meet the requirements set for the successful completion of the course and receive the prescribed number of credits.
10. In Bachelor’s and Master’s degree programmes, examinations and retakes are usually held during the examination period stipulated in the schedule for the academic year of the Faculty. The examiner sets an adequate number of dates for the examination, offering a capacity of at least double the number of students enrolled for the given course; the dates (and times) are entered into the electronic information system at least two weeks prior to the commencement of the examination period.
11. Students in Bachelor’s and Master’s degree programmes must register for an examination date (and time) via the electronic information system.
12. Students are entitled to cancel their registration for an examination date no later than 24 hours before the scheduled start of the examination, unless the examiner enables a later cancellation. If a student cancels their registration for an examination date, the student’s registration is deemed null and void.
13. If a student cancels their registration for an examination date later than the deadline stipulated in Paragraph 12, or if a student fails to attend an examination without giving due prior notification, or if a student commits a serious breach of the rules of the

examination, the result of the student's examination is recorded as "F" or "nevyhověl" ("fail").

14. A student may excuse themselves from an examination retroactively (provided that serious grounds exist, especially health-related). This notification must be given in writing, and it must be submitted no later than five working days from the examination date in question. The decision on the acceptance or rejection of this notification is taken by the examiner. If a student's notification is considered acceptable, the student's registration for the examination date in question is deemed null and void.
15. The Dean may, on the basis of a proposal submitted by the Head of the relevant Department following a statement of consent from the degree programme coordinator, stipulate that an examination in a particular course or on a particular examination date be conducted by an examination board appointed by the Dean.

Article 33 Points-based evaluation

1. In addition to the alphabetical, numerical and/or verbal classifications, courses are also evaluated using a points-based system.
2. Points-based evaluations are used both for courses completed via examinations and for courses completed via course-credits.
3. Points are awarded on a scale of 0 to 100; 100 points is the maximum possible number that can be awarded.
4. The points scores correspond with the classification types as set out in the following table:

Points	Examination (alphabetical classifications)	Examination (numerical classifications)	Course-credit
91–100	A	1	"započteno" ("course- credit awarded")
81–90	B	1.5	
71–80	C	2	
61–70	D	2.5	
51–60	E	3	
0–50	F	4	"nezapočteno" ("course-credit not awarded")

5. Points-based evaluations are used to evaluate the student's fulfilment of the conditions for course completion; however, they may also be applied during the course itself, to evaluate the student's fulfilment of partial conditions.
6. If the course syllabus stipulates a minimum percentage score for the award of a course-credit or to pass an examination, the points-based score is recalculated depending on the level at which this minimum percentage score is set.
7. Points-based evaluations are recorded in the electronic information system and the catalogue.

**Article 34
Weighted study average**

1. The weighted study average (“vážený studijní průměr”, hereinunder also “WSA”) is used as a criterion for assessing the quality of study results in Bachelor’s and Master’s degree programmes. The WSA is calculated for each student at the end of the academic year; it is then calculated for the student’s entire studies before the student takes the state examination.
2. The WSA is calculated as follows:
$$WSA = \frac{\sum_{i=1}^n k_i z_i}{\sum_{i=1}^n k_i}$$

where k_i is the number of credits for the i -th course, z_i is the classification (grade) received in the examination from the i -th course, and n is the total number of courses for which the student is enrolled during the period for which the WSA is calculated and which are completed by means of examinations. The WSA is calculated by taking the sum of classifications (grades) achieved by the student (expressed in numerical form) in courses for which the student was enrolled during the period in question and which are completed by means of examinations, multiplied by the total number of credits allocated to these courses, and then dividing the total sum by the total number of credits allocated to these courses. If the student was graded “nevyhověl” (“fail”) for a course, this grade is also included in the calculation, and is expressed as 4.

3. The WSA does not include courses for which credits were granted in special cases in accordance with Article 22 of these Regulations, nor does it include courses provided as part of the University’s cooperation with universities outside the Czech Republic.
4. The WSA is taken into account when deciding on the award of scholarships, when verifying whether the student has fulfilled the necessary criteria for admission to the next year of study or for the completion of study, and during selection procedures for studies abroad.

**Title IV
CLOSURE OF STUDIES IN BACHELOR’S AND MASTER’S DEGREE
PROGRAMMES**

**Article 35
Forms of closure of studies**

1. Successful completion (closure) of studies is accomplished by passing the state examination.
2. The basic form of assessment for the closure of studies is:
 - a) in Bachelor’s degree programmes, the state final examination and the defence of the Bachelor’s thesis;
 - b) in Master’s degree programmes, the state final examination and the defence of the Master’s thesis;
 - c) in the General Medicine degree programme, the state rigorosum (advanced Master’s) examination.

**Article 36
Dates of state examinations**

1. The scheduled dates of state examinations are published in the schedule for the academic year of the relevant Faculty.
2. The specific dates of state examinations for specific students are set by the Dean on the basis of a proposal submitted by the responsible Department.
3. The Dean may delegate tasks as per Paragraph 2 to the Head of the Department.

**Article 37
Procedure for registration for state examinations and withdrawal from state examinations**

1. Students must give written notification of their registration for the state examination at the Student Office (“Studijní oddělení”); the notification must be submitted in accordance with the schedule for the academic year of the Faculty at which the state examination is to be conducted. The written notification is binding upon the student.
2. The Dean may issue an Order stipulating the necessity for students to register for the state examination additionally via the electronic information system.
3. Students with and without specialization register for all components of the state examination at the same time.
4. Students in the General Medicine degree programme may register for the components of the state examination separately.
5. Students studying as per Article 12, Paragraph 1 c) may register separately:
 - a) for the component of the state examination thematically related to the defence of the student’s Bachelor’s or Master’s thesis according to the standard curriculum of the chosen study combination;
 - b) for another component (or other components) of the state examination thematically corresponding with the standard curriculum (curricula) of a different degree programme as part of the chosen study combination.
6. Students studying in a degree programme focusing on education and training students for the teaching profession at lower secondary or upper secondary level may register separately for the following components of the state examination:
 - a) one subject-specific component (i.e. the component covering the school subject to which the degree programme pertains);
 - b) the second subject-specific component;
 - c) pedagogy and psychology.

Students must register for the defence of their Bachelor’s or Master’s thesis at the same time as the registration as per a)–c) for the component to which the Bachelor’s/Master’s thesis is thematically related.

7. Students are entitled to withdraw their registration for the state examination no later than five working days prior to the commencement of the state examination.
8. If a student’s Bachelor’s/Master’s thesis is not recommended for progression to the defence stage either by the thesis supervisor or by the opponent (reviewer), the student may withdraw their registration for the state examination no later than three working days prior to the commencement of the state examination to which the Bachelor’s/Master’s thesis pertains.

9. Notification of a student's withdrawal of registration for the state examination must be in written form, and it must be delivered to the Dean via the Student Office ("Studijní oddělení").
10. If a student withdraws their registration for the state examination as per Paragraph 7 or 8, the registration is deemed null and void.
11. If a student withdraws their registration for the state examination later than the deadline stipulated by Paragraph 7 or 8, or if a student fails to attend the state examination without giving due prior notification, or if a student commits a serious breach of the rules of the examination, the result of the student's examination is recorded as "nevyhověl" ("fail").
12. A student may excuse themselves from the state examination retroactively (provided that serious grounds exist, especially health-related). This notification must be in writing, and it must be submitted no later than five working days from the date for which the state examination was scheduled. The decision on the acceptance or rejection of this notification is taken by the Dean. If a student's notification is considered acceptable, the student's registration for the state examination is deemed null and void.
13. The provisions of this article apply both for registrations for standard state examination dates and also for registrations for retakes (with the exception that when registering for retakes, students only register for those components of the state examination in which their previous result was "nevyhověl", i.e. "fail").

Article 38

Structure and form of state examinations

1. The defence of the Bachelor's/Master's thesis forms an integral part of the state final examination (with the exception of the General Medicine degree programme).
2. The state final examination is an examination consisting of the following components, each of which is assessed separately:
 - a) the defence of the Bachelor's/Master's thesis, and
 - b) the components listed in the standard curriculum for the degree programme.
3. The state rigorosum (advanced Master's) examination in the General Medicine degree programme consists of the components listed in the standard curriculum for this degree programme; each component is assessed separately.
4. The content and topic areas of the state examination and its components are listed as part of the syllabus in the electronic information system or are published in an alternative accessible form.
5. The state examination may be conducted in oral, written or practical form, or a combination of the above.
6. If a state examination is conducted as a combination of written and oral forms, the written examination takes place during the same examination period as the oral examination as per the schedule for the academic year of the Faculty. The written examination precedes the oral examination. If a state examination is conducted as a combination of written and oral forms, both forms of examination are part of the same state examination (or its component); a single classification (grade) is therefore awarded for the examination. If the classification "nevyhověl" ("fail") is awarded, the student must retake the entire state examination (or its component), i.e. the student must retake both forms.

7. If a state examination is conducted as a combination of practical and oral forms, the practical form of the examination usually does not take place on the same date as the oral form; the dates for both forms are stipulated by the schedule for the academic year of the Faculty. The practical examination usually precedes the oral examination. The oral examination usually follows the practical examination on the next available date. If the student fails the practical examination, it is not usually possible to proceed to the oral examination. If a state examination is conducted as a combination of practical and oral forms, both forms of examination are part of the same state examination (or its component); a single classification (grade) is therefore awarded for the examination (unless otherwise stipulated). If the classification “nevyhově!” (“fail”) is awarded, the student must retake the entire state examination (or its component), i.e. the student must retake both forms.

Article 39
Prerequisites for taking the state examination

1. A student may take the state examination:
- a) if they have registered for it as per Article 37, Paragraphs 1 and 2;
 - b) if they have successfully completed all obligatory (“A”) courses according to the standard curriculum for their studies;
 - c) if they have obtained at least the minimum number of credits required from semi-optional (“B”) courses according to the standard curriculum for their studies;
 - d) if they have obtained at least the minimum number of credits for the relevant block according to the standard curriculum for their studies; this also applies if the semi-optional (“B”) courses are grouped into blocks and a minimum number of credits is stipulated for them;
 - e) if the total number of credits obtained by the student is at least 60 (sixty) times the standard duration of their studies expressed in years, as per the following table:

Type of studies	Standard duration of studies	Total number of credits
Bachelor’s	3	180
Consecutive (follow-on) Master’s	2	120
Master’s	5	300
Master’s	6	360

- f) if the student has elaborated a Bachelor’s/Master’s thesis and submitted the thesis by the stipulated deadline, provided that the thesis is thematically related to the given component of the state final examination.
2. With regard to the component of the state final examination pertaining to pedagogy and psychology as part of a degree programme focusing on education and training students for the teaching profession at lower secondary or upper secondary level, the student may take this component of the state final examination:
- a) if they have successfully completed the necessary courses specified as prerequisites for this component of the state final examination according to the standard curriculum;

- b) if they have elaborated a Bachelor's/Master's thesis and submitted the thesis by the stipulated deadline, provided that the thesis is thematically related to this component of the state final examination.

Article 40

Assignments for Bachelor's and Master's theses

1. The topics for Bachelor's and Master's theses (hereinunder also "theses") are announced (following consultation with the degree programme coordinator) no later than the deadline stipulated in the schedule for the academic year of the Faculty. The Head of the Department is responsible for the announcement of the topics.
2. Following consultation with the thesis supervisor, a student may propose their own thesis topic; however, this proposal must be approved by the Head of the Department following consultation with the degree programme coordinator.
3. The Head of the Department allocates each topic to a specific supervisor; supervisors are academic staff of the UO or its constituent parts.
4. In justified cases, especially in degree programmes with a professional profile, a thesis may be supervised by an expert not employed by the UO or one of its constituent parts.
5. The supervisor of a Bachelor's thesis must hold at least a Master's level degree. The supervisor of a Master's thesis must hold at least the title "kandidát věd" ("CSc.") or a degree obtained by studying in a doctoral degree programme (hereinunder "a doctoral degree"). In degree programmes in the field of art, theses may also be supervised by academic staff with the appropriate artistic abilities.
6. The main role of the supervisor is to assist the student with the thesis assignment and the selection of literature and/or sources, to stipulate a schedule for work on the thesis, to provide expert methodological guidance, and to carry out ongoing monitoring of the results of the student's work on the thesis.
7. The student selects one thesis topic as part of their degree programme.
8. The student selects their thesis topic no later than the deadline stipulated by the schedule for the academic year of the relevant Faculty.
9. Records of theses are kept in an information system as per Article 81, Paragraph 5.
10. Thesis assignments are approved by the Head of the Department coordinating the studies or the relevant part of the studies, following prior agreement from the coordinator of the degree programme. Thesis assignments ("zadání práce") exist in written form (in triplicate) and must be signed by the Head of the Department, the coordinator of the degree programme, and the thesis supervisor. The student, the relevant Department and the Student Office ("Studijní oddělení") each obtain one original.
11. In justified cases and following prior agreement with the degree programme coordinator, the Head of the Department may approve a change of thesis assignment. The change of assignment takes the same form as the original assignment as per Paragraph 10.
12. Theses are elaborated, defended and evaluated in the Czech or Slovak language. If the Slovak language is to be used, this must be stated and approved in the thesis assignment.

13. If the thesis is to be elaborated (and/or defended and evaluated) in a different language than stated in Paragraph 12, this must be stated and approved in the thesis assignment.
14. In the case of a degree programme accredited in a foreign language, the thesis is elaborated, defended and evaluated in the language for which the degree programme is accredited.

Article 41

General framework for elaborating Bachelor's and Master's theses

1. All Bachelor's and Master's thesis must contain the following information:
 - a) on the outer cover of the thesis, the name of the University (at the top), the inscription "Bakalářská práce" or "Diplomová práce" (in the centre), the year in which the thesis is submitted for the defence (bottom left), and the first name(s) and surname of the author (bottom right);
 - b) on the first page, the name of the University, Faculty and Department (at the top), the title of the thesis (in the centre), the first name(s) and surname of the author and the supervisor, and the year in which the thesis is submitted for the defence (bottom);
 - c) on the second page, the information specified in b) in the English language;
 - d) on the third page, the thesis assignment ("zadání práce");
 - e) on the following page, the abstract and keywords in Czech and English;
 - f) on the following page, a declaration that the thesis is the author's original work and a declaration that the printed and electronic versions of the thesis are identical.
2. The thesis must contain the correct bibliographical references, listings and notes.
3. The introduction to the thesis must precisely state the aims of the thesis, which are related to the chosen topic.
4. At the end of the thesis the author must clearly state whether and to what extent the stated aim has been achieved.
5. The thesis must include summaries in Czech and English (and in other languages if stipulated by the thesis assignment).
6. The recommended length of a Bachelor's thesis is 40–60 standard pages (1 standard page = 1800 characters including gaps), unless otherwise stipulated in an Order issued by the Dean. Appendices are not counted as part of this length.
7. When elaborating a Bachelor's or Master's thesis, students draw on relevant scholarly literature from the Czech Republic and abroad.
8. The recommended length of a Master's thesis is 60–80 standard pages, unless otherwise stipulated in an Order issued by the Dean. Appendices are not counted as part of this length.
9. Other requirements for Bachelor's/Master's theses may be stipulated by an Order issued by the Dean.

Article 42
Submission of Bachelor's and Master's theses

1. Students submit their complete thesis by a deadline stipulated in the schedule for the academic year of the relevant Faculty; theses are submitted to the secretary's office of the relevant Department.
2. Students submit their thesis in written form, bound in hard covers. Students submit at least one such written version (hard copy), unless stipulated otherwise in an Order issued by the Dean.
3. The submission of theses in electronic form is governed by the provisions of Article 81, paragraph 6.

Article 43
Defence of Bachelor's and Master's theses

1. Reviews of a submitted thesis are elaborated by the thesis supervisor and a designated reviewer (opponent); the reviews are in written form. The designated reviewer (opponent) is appointed by the Head of the Department following agreement with the degree programme coordinator.
2. In their reviews, the supervisor and the opponent explicitly state whether they recommend that the thesis be admitted to the defence stage; they also explicitly state their recommended classification (grade) on a scale from "A" to "E" (or they state their recommendation that the thesis should not be admitted to the defence stage).
3. The thesis supervisor's review includes an evaluation of the achievement of the goals set out in the thesis assignment, the methods used in the thesis, and the formal and linguistic standard of the text.
4. Depending on the type of thesis, the opponent's review includes an evaluation of the logical structure and length of the text, the adequacy of the methods and sources used, the degree to which the thesis was elaborated independently by the student, the formal and linguistic standard of the text, and the overall contribution made by the thesis.
5. The reviews are published in accordance with Article 81, Paragraph 8.
6. The thesis defence takes place on the date of the state examination stipulated in the schedule for the academic year of the Faculty; the defence takes place in front of the relevant examination board for the state examination. The thesis supervisor and the opponent are also usually present at the defence; the thesis supervisor and/or the opponent may also be members of the examination board.
7. At the defence, the student responds to the comments in the reviews of the thesis and answers questions asked by members of the examination board (and/or by the thesis supervisor and the opponent). The defence may last a maximum 60 minutes, unless stipulated otherwise in an Order issued by the Dean.
8. If the thesis supervisor and the opponent do not recommend that the thesis should be admitted to the defence stage, the student is not permitted to take the state final examination. A student studying as per Article 12, Paragraph 1 c) is not permitted to take the component of the state final examination to which the thesis pertains. The Head of the Department (following agreement with the degree programme coordinator and the thesis supervisor) decides on how the thesis should be revised and stipulates a new deadline for the submission of the revised thesis. It is not permissible to elaborate a thesis on a particular topic more than twice (i.e. a third time).

9. If the thesis is admitted to the defence stage but the student's defence is unsuccessful, the student is permitted to take the component of the state final examination to which the thesis pertains.

Article 44
Examination boards

1. State examinations take place in front of an examination board ("zkušební komise"), which consists of at least three members (including the Chairperson). A state examination can take place if at least three members of the examination board are present at the examination.
2. Only professors, associate professors or experts approved by the Academic Council or Artistic Council of the Faculty are entitled to examine at state examinations.
3. The Chairperson and members of an examination board are appointed by the Dean.

Article 45
The process and evaluation of the state examination

1. The state examination and the announcement of the results are public.
2. The maximum duration of the written form of the state examination is 180 minutes; the maximum duration of a written examination task for a single discipline is 90 minutes.
3. The maximum duration of the oral form of the state examination is 60 minutes. The examination board gives the student an adequate length of time to prepare their answers (at least 20 minutes); this preparation time is not counted as part of the total duration of the examination.
4. The state examination (and its individual components) is classified on a six-part scale as per Article 32, Paragraph 5.
5. The state examination (or a component of it) may be retaken once if the student's first attempt is unsuccessful. If the retake of the state examination (or a component of it) is graded "F", the overall result of the state examination is classified as "nevyhověl" (i.e. "fail").
6. The state rigorosum (advanced Master's) examination in the General Medicine degree programme (or a component of it) may be retaken twice if the student's attempt(s) is/are unsuccessful. If the final retake of the state rigorosum examination (or a component of it) is graded "F", the overall result of the state examination is classified as "nevyhověl" (i.e. "fail").
7. If a student passes all components of the state examination, the overall classification of the result of the state examination is determined by calculating the average (mean) value of the classifications of its individual components, as follows:

Mean value	Alphabetical classification	Verbal classification
1.24 or lower	A	"výborně" ("excellent")
higher than 1.24 and lower than or equal to 1.74	B	"velmi dobře plus" ("very good plus")
higher than 1.74 and lower than or equal to 2.24	C	"velmi dobře" ("very good")
higher than 2.24 and lower than or equal	D	"dobře plus"

to 2.74		("good plus")
higher than 2.74	E	"dobře" ("good")

8. In the case of degree programmes focusing on education and training students for the teaching profession at lower secondary or upper secondary level, in which the state final examination includes a component pertaining to pedagogy and psychology and in which the examination pertaining to a subject-specific component (i.e. the component covering the school subject to which the degree programme pertains) is divided into subcomponents that are classified separately, the overall classification is calculated according to the following formula:

$$\text{overall classification} = \frac{a + b + \frac{\sum_{i=1}^m c_i}{m} + \frac{\sum_{j=1}^n d_j}{n}}{4}$$

where a is the classification (grade) for the defence of the Bachelors'/Master's thesis, b is the classification (grade) for the pedagogy and psychology component of the state examination, c_i is the classification (grade) for the i -th component of the state examination for one subject-specific component, d_j is the classification (grade) for the j -th component of the state examination for the second subject-specific component, m is the number of subcomponents of the state examination for one subject-specific component, and n is the number of subcomponents of the state examination for the second subject-specific component.

9. If a student retakes the state examination or one of its components and passes the examination (component), only the classification (grade) for the successful attempt is counted when calculating the overall classification (grade) for the state examination or its component.

Article 46

Further provisions pertaining to state examinations

1. In order to accomplish the successful completion (closure) of studies, the student must pass the state examination within the maximum duration of studies (i.e. no later than the expiry of the maximum duration of studies).
2. No credits are allocated to the state examination and its components.
3. A written record of the course of the state examination is compiled.

Article 47

Overall evaluation of studies in Bachelor's and Master's degree programmes

1. The overall evaluation of a student's studies in a Bachelor's or Master's degree programme expresses the student's overall success during the entire course of their studies in the degree programme. The evaluation is awarded after the completion of the state examination. The classification consists of three grades:
 - a) "prospěl s vyznamenáním" ("pass with distinction");
 - b) "prospěl" ("pass");

- c) “neprospěl” (“fail”).
2. Students are awarded the overall grade “prospěl s vyznamenáním” if:
 - a) they complete their studies within the standard duration of the studies;
 - b) their weighted study average throughout the entire course of their studies is lower than 1.5;
 - c) they pass the state examination with the classification (grade) “výborně” (“excellent”).
3. In other cases than those listed in Paragraph 2, students are awarded the overall grade “prospěl” if they pass the state examination.
4. If a student fails the state examination (including the retake), the overall grade “neprospěl” is awarded. The grade “neprospěl” is likewise awarded if the student fails the state examination and does not retake the state examination (usually due to having exceeded the maximum duration of studies).
5. The higher education diploma and the Diploma Supplement serve as documents attesting to the successful completion (closure) of studies. These documents are usually issued to students at an academic ceremony.

Title V

SPECIAL PROVISIONS FOR STUDIES IN DOCTORAL DEGREE PROGRAMMES

Article 48

Doctoral studies

1. Doctoral studies take place on the basis of an individual curriculum which is in accordance with the standard curriculum of the degree programme.
2. The individual curriculum includes the following elements:
 - a) a broadly defined topic for research or creative activity;
 - b) a list of courses in accordance with the standard curriculum of the doctoral degree programme;
 - c) a description of the process for elaborating the dissertation;
 - d) a plan for the student’s publications or artistic activities;
 - e) other activities (especially study abroad, participation in conferences).
3. Doctoral studies consist of study, research, publication-related or artistic activity, and teaching.
4. Each of these areas of activity is associated with courses to which credits are allocated. An Order issued by the Rector stipulates the general framework for the allocation of credits to these activities.
5. Students must regularly consult their supervisor (“školitel”) regarding their work on their dissertation and their studies.
6. Students in full-time studies carry out their studies in person at the Department coordinating their individual curriculum.

**Article 49
Boards for Doctoral Studies**

1. Studies in a doctoral degree programme are monitored and evaluated by the Board for Doctoral Studies (“oborová rada”, hereinafter also “the Board”). The Board for Doctoral Studies consists of at least five members. At least two members of the Board must not belong to the academic community of the Faculty in question.
2. Higher education institutions or their constituent parts may agree to create a joint Board of Doctoral Studies for doctoral degree programmes from the same field of study.
3. If a doctoral degree programme is provided jointly as per Section 81 of the Act, the contractual agreement between the UO and the other legal entity stipulates the representation of the UO and the other legal entity in the Board for Doctoral Studies. The other legal entity is usually an institute from the Czech Academy of Sciences (Akademie věd České republiky).
4. Members of the Board for Doctoral Studies are appointed by the Dean following discussion by the Academic Council (“vědecká rada”) or the Artistic Council (“umělecká rada”) of the Faculty, which consist of leading academics and researchers from the UO, other higher education institutions, research/development institutions, and experts working outside the higher education system.
5. For degree programmes provided jointly by more than one Faculty, a joint Board for Doctoral Studies is appointed by the Deans of all Faculties involved (after discussion by the Faculties’ Academic Councils and/or Artistic Councils).
6. The Board for Doctoral Studies is instituted for a period concurrent with the period for which the accreditation of the doctoral degree programme remains valid. This period also includes any extensions to the validity of the accreditation.
7. The Chairperson of the Board for Doctoral Studies is the coordinator (“garant”) of the doctoral degree programme.
8. Changes in the membership of the Board are usually proposed by the Chairperson of the Board.
9. The Board for Doctoral Studies:
 - a) proposes to the Dean the requirements for admissions and the membership of admissions boards;
 - b) proposes to the Dean the nominations of supervisors;
 - c) initiates, discusses and coordinates doctoral studies, the state doctoral examination and the defence of the dissertation, and the scholarly or artistic activities of students in doctoral degree programmes;
 - d) approves students’ individual curricula and any changes to them;
 - e) comments on proposed topics for dissertations and any changes to them;
 - f) proposes to the Dean the nominations of the Chairperson and members of the state doctoral examination board, and the date and location of the state doctoral examination;
 - g) proposes to the Dean the opponents (reviewers), Chairperson and members of the board for the doctoral dissertation defence, and the date and location of the doctoral dissertation defence;
 - h) regularly (at least once per year) evaluates students’ studies and submits this evaluation to the Dean;

- i) proposes to the Dean the termination of a student's studies if the student is failing to meet their study-related obligations;
 - j) initiates proposals for any alterations to doctoral degree programmes.
10. The Board for Doctoral Studies is convened by its Chairperson when necessary (at least once per year). Minutes of Board meetings are taken; copies of the minutes are sent to the Dean and to the Faculty's office responsible for administration and student-related matters.
11. In the interim periods between meetings of the Board, the Board is represented by its Chairperson acting solely within the scope of their duties as per Paragraph 7.
12. A quorum of the Board is reached if at least half of its members are present; at least one of the members present must not belong to the academic community of the Faculty in question.
13. In order for a resolution to be accepted, an absolute majority of all appointed members of the Board must vote in favour of the resolution.

Article 50 **Supervisors**

1. Based on a nomination proposal by the Board for Doctoral Studies, the Dean appoints a supervisor ("školitel") to each doctoral student for the duration of their studies; the supervisor provides expert supervision of the student's scholarly or artistic activities and monitors progress on the student's individual curriculum, including work on the student's dissertation.
2. Supervisors may be professors or associate professors; a supervisor may also be an expert (a holder of a doctoral degree) approved by the relevant Academic Council or Artistic Council; in the case of doctoral degree programmes in artistic fields, supervisors may also be experts with the requisite artistic erudition.
3. In addition to a student's supervisor, the Board for Doctoral Studies may also appoint a consultant ("konzultant") for the student.
4. Supervisors are appointed and dismissed by the Dean, usually following a proposal by the Board for Doctoral Studies.
5. The supervisor:
 - a) on the basis of an agreement with the student, proposes a topic for the student's dissertation;
 - b) on the student's request, gives advice on the compilation of an individual curriculum;
 - c) provides guidance to the student throughout their studies;
 - d) evaluates progress on the individual curriculum;
 - e) conducts regular evaluations of the student (at least once per year);
 - f) prior to the state doctoral examination, draws up a written evaluation report on the student's entire studies.
6. If the supervisor demonstrably fails to fulfil their obligations as a supervisor, or if the student's work is unsatisfactory and the supervisor has failed to draw attention to this fact, or if the supervisor is unable to carry out their work as a supervisor, the Dean (usually on the basis of a proposal from the Board for Doctoral Studies) may dismiss the supervisor and appoint a replacement supervisor.

Article 51
Assessment of individual curricula

1. Following consultation and agreement with the supervisor, the student must submit an individual curriculum compiled in accordance with Article 48, Paragraphs 1–4; this individual curriculum must be submitted no later than one month after the commencement of the academic year or the student's enrolment.
2. At the end of the academic year, and in accordance with their individual curriculum, the student compiles a report of their activities during the academic year; the student submits this report to the supervisor and the Board for Doctoral Studies.
3. The student's progress on their individual curriculum is assessed and evaluated on a regular basis (at least once per year) by the supervisor and the Board for Doctoral Studies.

Article 52
Doctoral dissertations

1. A doctoral dissertation must comprise original results of the student's independent creative scholarly or artistic work that have been made publicly accessible (published) or that have been accepted to be made publicly accessible (published) at a future date.
2. A student's doctoral dissertation demonstrates the student's ability to carry out independent scholarly or artistic/creative work.
3. A doctoral dissertation may also be a collection of work that has already been made publicly accessible (published in print or in another form) or that has been accepted to be made publicly accessible at a future date, to which the student appends a comprehensive introduction to the topic in question and a commentary.
4. A doctoral dissertation is written in the language in which the degree programme is provided (usually in Czech). Subject to approval by the Board for Doctoral Studies, the dissertation may also be submitted in a different language.
5. A doctoral dissertation must be submitted in printed form, bound in hard covers (in quadruplicate) and in electronic form as per Article 81, Paragraph 6.
6. In addition to the doctoral dissertation, the student must also submit a printed summary of the dissertation ("autoreferát").
7. After the submission of the summary and the dissertation, the Dean appoints at least two opponents (reviewers) based on a proposal by the Board for Doctoral Studies.
8. The supervisor compiles a report ("stanovisko") on the dissertation and on the course of the student's studies.
9. Each opponent (reviewer) compiles a review ("posudek") on the dissertation, explicitly stating whether or not they recommend that the dissertation be admitted to the defence stage. The publication of reviews proceeds in accordance with Article 81, Paragraph 8.
10. If at least two opponents (reviewers) do not recommend that the dissertation be admitted to the defence stage, the Board for Doctoral Studies instructs the student to revise the dissertation; in such a case, the defence does not take place.
11. If a student submits a revised dissertation, the procedure described in Paragraphs 7–9 is repeated. If at least two opponents (reviewers) do not recommend that the revised dissertation be admitted to the defence stage, the Board for Doctoral Studies proposes to the Dean the termination of the student's studies.

**Article 53
Closure of studies in a doctoral degree programme**

1. Successful completion (closure) of studies in a doctoral degree programme is accomplished by passing the state doctoral examination and defending the doctoral dissertation.
2. The state doctoral examination may be divided into components; these components must be listed in the standard curriculum of the doctoral degree programme.
3. A student may take the state doctoral examination:
 - a) if they have submitted a written application to the appropriate office of the Faculty;
 - b) if they have successfully completed all obligatory (“A”) courses according to the standard curriculum;
 - c) if they have obtained at least the minimum number of credits required from semi-optional (“B”) courses according to the standard curriculum;
 - d) if they have obtained at least the minimum number of credits for each block according to the standard curriculum (if the semi-optional (“B”) courses are grouped into blocks);
 - e) if they have obtained the prescribed total number of credits.
4. A student may defend their dissertation:
 - a) if the requirements listed in Paragraph 3 have been met;
 - b) if the student has submitted their dissertation and its summary (“autoreferát”);
 - c) if at least two reviews have been written;
 - d) if the conditions described in Article 52, Paragraphs 10 and 11 do not exist.
5. The stipulations governing withdrawal from the state doctoral examination and the dissertation defence are set out in Article 37, Paragraphs 7–12.
6. Based on a proposal by the Board for Doctoral Studies, the Dean sets and publishes a date for the state doctoral examination and the dissertation defence; this date must be published at least 30 days in advance, in the public part of the Faculty website.
7. A student may take the state doctoral examination on a different date than the dissertation defence.
8. The state doctoral examination and the dissertation defence take place in front of an examination board; the board must have at least five members (including the Chairperson). At least two members of the examination board must not belong to the academic community of the Faculty in question.
9. Only professors, associate professors or experts approved by the Academic Council or Artistic Council of the Faculty are entitled to examine at state doctoral examinations and dissertation defences.
10. The supervisor is usually present at the state doctoral examination and the dissertation defence. The supervisor may be appointed as a member of the examination board, but must not be the Chairperson of the board.
11. The Chairperson and members of the examination board are appointed by the Dean on the basis of a proposal submitted by the Board for Doctoral Studies.
12. The state doctoral examination and the dissertation defence may only take place if an absolute majority of all appointed members of the examination board are present; at least one of the members of the examination board present must not belong to the academic community of the Faculty in question.

13. The state doctoral examination, the dissertation defence and the announcement of the results are public. The evaluation is not public; the examination board holds a secret ballot to determine the classification (grade) to be awarded. In order for a student to pass the state doctoral examination and successfully defend their dissertation, an absolute majority of all appointed members of the examination board must be in favour.
14. The state doctoral examination and the dissertation defence are evaluated using the following classifications (grades):
 - a) "vyhověl" ("pass");
 - b) "nevyhověl" ("fail").
15. Separate classifications (grades) are awarded for the state doctoral examination and the dissertation defence.
16. If the student fails the state doctoral examination or the dissertation defence, the examination can be retaken or the dissertation defended a second time (usually no earlier than six months after the original date).
17. The state doctoral examination and the dissertation defence (including any retakes) must be successfully completed by the end of the maximum duration of studies.
18. A written record of the course of the state doctoral examination and the dissertation defence is compiled. Details of the dissertation defence and its result are published as per Article 81, Paragraph 9.
19. The overall evaluation of a student's studies in a doctoral degree programme is awarded after the completion of the state doctoral examination and the dissertation defence. The classification consists of two grades:
 - a) "prospěl" ("pass");
 - b) "neprospěl" ("fail").
20. If a student fails the doctoral examination or the dissertation defence even on the second occasion, the overall grade "neprospěl" is awarded.
21. The higher education diploma and the Diploma Supplement serve as documents attesting to the successful completion (closure) of studies. These documents are usually issued to students at an academic ceremony.

PART THREE

THE STATE RIGOROSUM EXAMINATION FOR GRADUATES OF MASTER'S DEGREE PROGRAMMES

Article 54

Basic provisions on the state rigorosum examination

1. A graduate of a Master's degree programme (hereinunder also "graduate") who has been awarded the academic degree "magistr" ("Mgr.") may take the state rigorosum examination ("státní rigorózní zkouška", i.e. post-Master's examination) in the same field of study as their Master's degree. The state rigorosum examination includes a defence of the rigorosum thesis ("rigorózní práce"). On successful completion of the examination, the graduate is awarded the following academic degree:
 - a) in humanities, pedagogical and social sciences, the title "doktor filozofie" (abbreviated to "PhDr.", preceding the holder's name);

- b) in natural sciences, the title “doktor přírodních věd” (abbreviated to “RNDr.”, preceding the holder’s name).
2. As part of the accreditation of a Master’s degree programme, it is also decided whether to award the right to confer the academic titles “doktor filozofie” and “doktor přírodních věd”; in the case of institutional accreditation, this right ensues from the institutional accreditation for the given field of education. This right may only be exercised if the UO is entitled to offer at least one doctoral degree programme in the given field of education.
3. An up-to-date list of degree programmes as per Paragraph 2 is published in the public part of the UO website.

Article 55

Applications to take the state rigorosum examination

1. The graduate submits a written application to take the state rigorosum examination. The application is addressed to the Dean of the relevant Faculty.
2. The application must be submitted in the format required by the relevant Faculty.
3. The application must be accompanied by:
 - a) a completed personal questionnaire and curriculum vitae;
 - b) an officially certified copy of the graduate’s higher education diploma documenting their completion of a Master’s degree programme;
 - c) a copy of the graduate’s Diploma Supplement;
 - d) any other documents that may be required by the Faculty.
4. If no Diploma Supplement was issued to the graduate, the graduate submits a copy of the certificate of their state final examination (“vysvědčení o vykonané státní závěrečné zkoušce”) and a document showing the examinations passed during the Master’s degree programme.
5. If the graduate applies to take the state rigorosum examination at the same Faculty at which they completed their Master’s degree programme, the application to take the state rigorosum examination includes a simple (non-certified) copy of the higher education diploma.
6. The Dean decides whether to approve the application.
7. The Dean decides to approve the application to take the state rigorosum examination:
 - a) if the graduate has been awarded the degree “magistr” in the same field of study as the state rigorosum examination;
 - b) if the application includes the particulars listed in Paragraphs 1–5;
 - c) if the proposed topic of the rigorosum thesis corresponds with the areas of research at the Faculty.
8. A graduate whose application to take the state rigorosum examination has been approved does not have the legal status of a student.

Article 56

Fees payable for the state rigorosum examination

1. The UO charges a fee for accepting the application to take the state rigorosum examination and for taking the examination.
2. The level of the fee is determined by the Statute of the UO. The fee is paid by bank transfer to the UO’s bank account.

3. The fee is payable only by graduates whose application to take the state rigorosum examination is approved. The notification of the decision to approve the application gives details of the fee payable, the form of payment and the payment deadline.
4. Once paid, fees are not reimbursed.

Article 57
Rights and obligations of graduates

1. A graduate whose application to take the state rigorosum examination has been approved by the Dean is entitled:
 - a) to be acquainted with the requirements placed upon a rigorosum thesis;
 - b) to be acquainted with the form and thematic areas of the state rigorosum examination;
 - c) to take the state rigorosum examination in accordance with the conditions stipulated by these Regulations;
 - d) to use (for a fee) equipment and information technology necessary to prepare for the state rigorosum examination;
 - e) in accordance with the rules set by the relevant Faculty, to engage in consultations.
2. If a graduate wishes to make use of their entitlement as per Paragraph 1 d), the Dean concludes an agreement with the graduate concerning the use of equipment and information technology to prepare for the state rigorosum examination (hereinunder “the agreement”).
3. The agreement stipulates:
 - a) the Department of the Faculty whose equipment and information technology will be used by the graduate to prepare for the state rigorosum examination, including details of the time and extent of this use;
 - b) the costs connected with the use of the equipment and information technology as per a) and the form of payment;
 - c) the rules for the graduate’s presence at the Faculty in connection with the use of the equipment and information technology as per a);
 - d) a commitment by the graduate to comply with internal regulations and other legal and safety-related standards and to comply with the instructions issued by the Head of the Department.

The agreement is concluded for a fixed period. The validity period of the agreement may not extend beyond the day on which the state rigorosum examination is to be taken.
4. The Dean appoints a consultant (“konzultant”) for the rigorosum thesis; the consultant may be a professor, an associate professor, or a holder of a doctoral degree.
5. In the rigorosum thesis, the graduate demonstrates their ability to carry out independent scholarly work. The thesis must include original results or an original treatment of a defined area of the field in question.
6. The graduate must submit the rigorosum thesis and must register to take the state rigorosum examination no later than 30 months after the approval of the graduate’s application to take the state rigorosum examination.
7. If a graduate fails to submit their rigorosum thesis and fails to register to take the state rigorosum examination within 30 months after the approval of the graduate’s

application to take the state rigorosum examination, the graduate's entitlement to take the state rigorosum examination becomes null and void.

Article 58

Registration to take the state rigorosum examination and submission of the rigorosum thesis

1. After elaborating the rigorosum thesis, the graduate submits the thesis in printed form (in triplicate) bound in hard covers, and in electronic form as per Article 81, Paragraph 6. At the same time the graduate submits (in writing) the registration to take the state rigorosum examination to the Student Office of the relevant Faculty.
2. On the basis of a proposal by the coordinator ("garant") of the state rigorosum examination, the Dean appoints at least two opponents (reviewers).
3. The consultant compiles a report ("stanovisko") on the rigorosum thesis.
4. Each opponent (reviewer) compiles a review ("posudek") on the rigorosum thesis, explicitly stating whether or not they recommend that the thesis be admitted to the defence stage.
5. The state rigorosum examination does not take place, and the coordinator instructs the graduate to revise the rigorosum thesis or recommends a change of topic, if:
 - a) the Dean only appointed two opponents (reviewers) and neither opponent recommended that the thesis be admitted to the defence stage;
 - b) the Dean appointed more than two opponents and at least two of the opponents did not recommend that the thesis be admitted to the defence stage.
6. The graduate must submit the revised thesis or the thesis on a changed topic no later than 12 months after being instructed to revise the thesis or advised that a change of topic was recommended.
7. If a graduate submits a revised thesis or a thesis on a changed topic, the procedure described in Paragraphs 1–4 is repeated. If the conditions listed in Paragraph 5 are again not met, or if the graduate fails to submit the revised thesis or the thesis on a changed topic by the deadline stipulated in Paragraph 6, the graduate's entitlement to take the state rigorosum examination becomes null and void.

Article 59

The examination board and the dates of the state rigorosum examination

1. The examination board for the state rigorosum examination consists of at least four members (including the Chairperson). The state rigorosum examination may only take place if an absolute majority of the members of the examination board are present. The consultant may be a member of the examination board.
2. The Chairperson of the examination board must be a professor or associate professor who is involved in the degree programme in which the state rigorosum examination will take place; the Chairperson is usually the coordinator ("garant") of the state rigorosum examination.
3. The members of the examination board may be professors, associate professors and other experts approved by the Academic Council of the Faculty.
4. The date of the state rigorosum examination and the membership of the examination board are proposed to the Dean by the coordinator of the state rigorosum examination at least 30 days prior to the planned date for the state rigorosum examination.

5. The Dean appoints the examination board and sets the date for the state rigorosum examination; this is announced in the public part of the Faculty website.
6. The stipulations governing withdrawal from the state doctoral examination and the dissertation defence are given in Article 37, Paragraphs 7–12.

Article 60

The content of the state rigorosum examination

1. At the state rigorosum examination, the graduate demonstrates a deeper knowledge of the chosen area of scholarship, an ability to apply research methodology, and an ability to acquire new knowledge, critically evaluate that knowledge and apply it in a creative manner.
2. The state rigorosum examination consists of:
 - a) the defence of the rigorosum thesis;
 - b) the main examination;
 - c) the supplementary examination (only at the UO Faculty of Arts and Faculty of Education).
3. The main examination pertains to the degree programme (or specialization) in which the graduate is entitled to take the state rigorosum examination. The supplementary examination at the Faculty of Arts pertains to philosophy. The supplementary examination at the Faculty of Education pertains to philosophy, pedagogy and teaching-related psychology.

Article 61

The process and evaluation of the state rigorosum examination

1. The state rigorosum examination and the announcement of its results are public. A written record of the course of the examination is compiled.
2. The result of the state rigorosum examination or one of its components is classified as either “vyhověl” (“pass”) or “nevyhověl” (“fail”). In order for a student to pass the state rigorosum examination, an absolute majority of all appointed members of the examination board must be in favour. The overall result of the state rigorosum examination is “vyhověl” if the graduate’s result in all components of the state rigorosum examination is “vyhověl”.
3. If the graduate fails the state rigorosum examination or any of its components, the graduate is entitled to one retake (usually no earlier than 6 months and no later than 12 months after the date on which the graduate failed the examination or its component(s)).
4. If the graduate also fails the retake (i.e. is awarded the classification “nevyhověl”) or fails to register for the retake by the date specified in Paragraph 3, the graduate’s entitlement to take the state rigorosum examination becomes null and void.
5. The rigorosum diploma serves as the document attesting to the successful completion of the state rigorosum examination. This document is usually issued to students at an academic ceremony.

Article 62

Special provisions on the state rigorosum examination

1. A graduate of a Master's degree programme in the degree programme "Filozofie" ("Philosophy") chooses to take the supplementary examination either in the history of philosophy or in a different degree programme. The different degree programme must be approved by the coordinator of the degree programme.
2. It is not possible to accept as a rigorosum thesis an unchanged version of the thesis that has already been defended by the graduate as their Master's thesis or doctoral dissertation.

PART FOUR LIFELONG LEARNING

Article 63

Introductory provisions on lifelong learning programmes

1. As part of its educational provision, the UO provides lifelong learning programmes focusing on professional knowledge/skills or other areas of interest.
2. Lifelong learning is education which supplements, deepens, refreshes or expands participants' knowledge, skills and qualifications and is provided either as part of or outside accredited degree programmes.
3. The UO provides lifelong learning programmes in accordance with Section 60 of the Act.
4. Education in lifelong learning programmes does not grant participants in these programmes the legal status of students.

Article 64

Types of studies

1. Lifelong learning programmes are divided into the following types:
 - a) supplementary pedagogical programmes;
 - b) extension programmes and specialization programmes;
 - c) lifelong learning programmes as part of accredited degree programmes;
 - d) programmes for the University of the Third Age;
 - e) modules;
 - f) other programmes and courses.
2. Lifelong learning programmes may be provided in all forms of study as per Article 11, Paragraph 3.
3. Supplementary pedagogical programmes ("doplňující pedagogické programy") enable participants who have graduated from secondary schools (with a "maturita" school-leaving examination), higher vocational institutions or higher educational institutions in non-teaching-related fields to acquire pedagogical skills.
4. Extension programmes ("rozšiřující programy") and specialization programmes ("specializační programy") provide participants with additional knowledge and skills enabling them to conduct specialist activities.
5. Lifelong learning programmes provided as part of an accredited degree programme are provided in accordance with Section 60, Subsection 2 (second sentence) of the Act.

They enable participants to study a group of courses which are identical to or comparable with courses provided as part of accredited degree programmes. If successful graduates of a lifelong learning programme become students as per the Act (Sections 48–50), the Dean may recognize the completion of these courses (including their credit allocation); up to 60% of the credits required for the successful completion (closure) of studies in accredited degree programmes may be recognized in this manner.

6. Programmes of the University of the Third Age (“Univerzita třetího věku”) expand participants’ knowledge to incorporate the latest knowledge in a range of fields.
7. A module is a conceptually coherent block of courses enabling participants to acquire a certain competence. Each module is completed by an examination verifying the participant’s knowledge acquired via the courses.

Article 65

Characteristics of lifelong learning programmes

1. A lifelong learning programme is provided by a Faculty of the UO.
2. Responsibility for the implementation of the programme is governed by Article 6, Paragraph 5 and Article 7, Paragraph 3.
3. The offer of lifelong learning programmes is announced by the Dean in the public part of the Faculty’s website usually once per year.
4. A lifelong learning programme in this offer includes:
 - a) the name, type and form of studies in the lifelong learning programme, and (in lifelong learning programmes as part of accredited degree programmes) the code and the name of the corresponding accredited degree programme;
 - b) the duration of the programme and its division into semesters (if applicable);
 - c) the name of the programme coordinator (“garant”);
 - d) the programme syllabus;
 - e) preliminary requirements concerning the prior completion of studies and required documents;
 - f) the form of application;
 - g) requirements for taking the entrance examination and its broadly defined criteria, if an entrance examination is a requirement for admission;
 - h) a broadly defined list of study-related obligations;
 - i) the form of completion of studies in the programme;
 - j) the fee for the application, if required;
 - k) the planned fee for the programme.
5. A lifelong learning programme may also be provided by the UO or another constituent part of the UO than a Faculty. In such cases the role of the Dean is assumed by the Rector or the Head of the relevant constituent part of the UO.

Article 66

Admissions procedures

1. The admissions procedure for studies in a lifelong learning programme is commenced following the receipt of an application (and other documentation if required).
2. If an entrance examination is required, applicants must pass the examination in order to be admitted to study. If the number of applicants passing the entrance examination

is higher than the capacity of the programme, the applicants with the best scores are admitted to study.

3. The coordinator (“garant”) of the lifelong learning programme notifies applicants of their admission or non-admission to study in the programme. Applicants may request a review of a decision on non-admission within 15 days of the notification; the decision on the request is taken by the Dean.

Article 67

Enrolment for studies

1. If the Dean presents to the participant a contract of studies in the lifelong learning programme, the participant enrolls for the studies in the programme by signing the contract.
2. If no contract of studies in a lifelong learning programme is presented to the participant by the Dean, the participant’s participation in the first teaching activity of the programme is considered to be the participant’s enrolment.

Article 68

Contract of studies

1. A contract of studies in a lifelong learning programme governs the mutual relations pertaining to the studies of the specific participant in the lifelong learning programme.
2. A contract of studies in a lifelong learning programme is usually presented to the participant in the case of longer-term programmes.
3. A contract of studies in a lifelong learning programme is based on these Regulations.

Article 69

Studies and their assessment

1. A participant usually studies in accordance with the curriculum of the given lifelong learning programme.
2. For the purposes of the assessment and evaluation of studies, the provisions of Part Two, Title III apply, with the following exceptions:
 - a) if a participant in a lifelong learning programme is graded “nevyhověl” (i.e. “fail”) in an examination, the participant is entitled to two retakes; no further exceptional examination retakes are permitted.
 - b) points-based evaluation is compulsory only in the type of lifelong learning programmes referred to in Article 64, Paragraph 1 c).

Article 70

Closure of studies

1. If required by specific regulations or by the nature of the programme, successful completion (closure) of studies in a lifelong learning programme is accomplished by means of:
 - a) a final examination;
 - b) the defence of a final thesis.
2. The dates and procedure for applications to take the final examination, the structure and form of this examination, the requirements for taking the examination, the assignment and defence of the final thesis, the composition of the examination board,

and the evaluation of the final examination are stipulated by the lifelong learning programme coordinator or in the contract of studies in the lifelong learning programme.

3. Upon successful completion (closure) of studies in a lifelong learning programme, the Dean issues a certificate to the participant.

Article 71

Rights and obligations of participants

1. Any applicant who has fulfilled the admission requirements for a lifelong learning programme as per Article 66 and has enrolled for studies in the programme as per Article 67 is entitled to become a participant in the programme.
2. Participants in lifelong learning programmes are entitled to use the services of the UO University Library and other UO information services and equipment, provided that they have been issued with a student card as per Article 86.
3. The conditions governing the completion, termination and abandonment of studies or expulsion from studies in the lifelong learning programme (including financial conditions) are stipulated in the contract of studies in the lifelong learning programme. If these conditions are not stipulated in the contract, or if no contract is concluded, the conditions are stipulated by the Dean.
4. Participants in a lifelong learning programme must comply with the conditions stipulated by the lifelong learning programme, these Regulations, and the contract of studies in the lifelong learning programme (if such a contract is concluded).

Article 72

Fees for studies

1. If a fee is set for studying in a lifelong learning programme, the fee is collected by the Dean of the Faculty at which the lifelong learning programme is provided.
2. The form and payment deadlines for the fee for studying in a lifelong learning programme are stipulated by the contract of studies in the lifelong learning programme. If the form and payment deadlines are not stipulated in the contract of studies, they are stipulated by the Dean.
3. The payment of the fee as per Paragraph 1 is an essential precondition for the issue of a certificate as per Article 70, Paragraph 3.
4. The fee for studying in a lifelong learning programme is paid by the participant, or by legal entities which ordered the implementation of the programme or which were stated by the participant.

PART FIVE JOINT PROVISIONS

Article 73

Decision-making pertaining to students' rights and obligations

Decision-making on the rights and obligations of students in matters of:

- a) authorization of an exceptional examination retake (Section 68, Subsection 1 a) of the Act);
- b) interruption of studies (Section 68, Subsection 1 c) of the Act);

- c) recognition of courses (Section 68, Subsection 1 d) of the Act);
- d) termination of studies (Section 68, Subsection 1 g) of the Act).

proceeds in accordance with Articles 74 and 75.

Article 74

The first stage of proceedings

1. The student is the sole participant in the proceedings.
2. The first stage of proceedings takes place at the Faculty at which the student is enrolled. The authority of first instance is the Dean.
3. Proceedings on the basis of students' requests are the proceedings listed in Article 73 a)–c). These proceedings commence on the date on which the request is received by the UO.
4. Proceedings ex officio are the proceedings listed in Article 73 d). These proceedings commence on the date of notification of the instruction to respond to the evidence pertaining to the decision.
5. In the request, the student states:
 - a) their first name, surname, date of birth and the address of their permanent residence; the address for correspondence (if different from the address of their permanent residence); and their personal student number;
 - b) the matter to which the request pertains and the proposed action;
 - c) the name of the Dean to which the request is addressed;
 - d) the student's signature.
6. If the request lacks any of the required particulars or is otherwise deficient, the Dean will assist the applicant in remedying the deficiencies or will instruct the applicant to remedy the deficiencies; the Dean will provide an adequate period of time to implement the remedy, and the Dean will inform the applicant of the consequences of failure to remedy the deficiencies within this period.
7. If the Dean determines that a situation has arisen which justifies the cessation of proceedings, the Dean will issue a ruling ceasing said proceedings.
8. The Dean's decision is issued in writing; the decision contains a statement of the decision, a statement of the grounds, and instructions on the options for appealing against the decision.
9. The operative part ("výroková část") of the decision may include one or more statements or ancillary provisions; the statement of the decision states the matter to which the proceedings pertain, the legal regulations on which the decision was based (including internal regulations of the UO or the Faculty), details of the student as per Paragraph 5 a), and details of the studies to which the proceedings pertain.
10. The part of the decision presenting the statement of grounds ("odůvodnění rozhodnutí") gives the grounds for the statement(s) of the decision, the evidence on which the decision was based, the principles on whose basis the Dean assessed the matter and interpreted the relevant legal regulations (including internal regulations of the UO or the Faculty), and information on how the Dean addressed the student's proposals and objections and their response to the evidence pertaining to the decision.
11. It is not necessary to state the grounds for the decision if the Dean grants the student's request to the full extent.

12. The instructions state whether it is possible to appeal against the decision, and if so within what period and from what date this period commences; the instructions also state that the decision on the appeal is made by the Rector and that the appeal should be submitted to the Dean.
13. The written notification of the decision bears an official stamp; the first name, surname, position and signature of the authorized official; the name of the Dean who issued the decision; the reference number; and the date of notification.
14. The Dean's decision enters into legal force if the period for the submission of appeals against the decision expires without any such appeal being submitted, or if the student waives their right to appeal, or in cases listed under Article 75, Paragraphs 19 and 20.

Article 75 **Appeals**

1. A student may appeal against a decision as per Article 73. A student who has waived their right to appeal following the notification of the decision is not entitled to appeal against the decision. If an appeal is withdrawn, it is inadmissible to file the appeal a second time.
2. An appeal may be filed against the operative part ("výroková část") of the decision, against an individual statement within this part of the decision, or against an ancillary provision of the decision; an appeal solely against the part of the decision presenting the grounds for the decision ("odůvodnění rozhodnutí") is inadmissible. The appeal must clearly state the decision to which the student objects and what action is proposed. In addition to the particulars listed in Article 74, Paragraph 5, the appeal must also state how the decision allegedly diverges from legal regulations or internal regulations, or it must state how the decision or the proceedings preceding the decision are/were incorrect.
3. New facts and proposals for the presentation of new evidence stated in the appeal or during the appeal proceedings are taken into account only if the student was unable to present these facts or this evidence at an earlier date; if the student objects that they were not enabled to carry out a particular act during the first stage of proceedings, the student must be enabled to carry out said act when appealing.
4. The appeal period lasts for 30 days from the delivery of the notification of the decision; this period is deemed to have been respected if a postal consignment containing the appeal is submitted to the holder of a postal services licence on the final day of the period. An appeal can be filed only after the decision has been issued; if the appeal is filed prior to the notification of the decision, the appeal is deemed to have been filed on the first day of the appeal period.
5. If the instructions accompanying a decision are missing, incomplete or incorrect, an appeal may be filed within 15 days of the notification of the amended version of the decision (if issued), though no later than 90 days following the notification of the decision. If a student has demonstrably been acquainted with a decision, it is inadmissible for the student to appeal on the grounds that no notification of the decision has been given; in such a case, the student may appeal within 90 days of becoming acquainted with the decision.
6. If the appeal period elapses without the student filing an appeal, the student may request a supplementary appeal period of 15 days commencing on the date on which

the circumstance that prevented the student from filing the appeal ceases to apply; a suspensive effect may be granted if the student is at risk of serious detriment; such a request for a supplementary appeal period must be accompanied by the filing of the appeal; if the student fails to file the appeal at the same time as submitting the request for the supplementary appeal period, the appeal is not processed; a supplementary appeal period is granted if the student demonstrates that they were prevented from filing the appeal by serious circumstances for which the student was not responsible; the decision on the granting of the supplementary appeal period is made by the Dean; the supplementary appeal period cannot be granted if one year or more has elapsed since the date on which the appeal was due to be filed.

7. An admissible appeal filed within the appeal period has suspensive effect; as a consequence of this suspensive effect, the legal force, enforceability or other legal effects of the decision are suspended. The suspensive effect of the appeal cannot be excluded.
8. Appeals are filed with the Dean.
9. Depending on the circumstances, the Dean supplements the proceedings; this does not apply if the appeal was filed after the appeal period or if the appeal was inadmissible.
10. The Dean may annul or alter a decision if this annulment or alteration grants the appeal to the full extent; an appeal can be filed against this decision. In such cases the provisions of Article 74, Paragraphs 8–14 apply.
11. If the Dean finds no grounds for proceeding as per Paragraph 10, the Dean forwards the file (including the Dean's statement of opinion) to the appellate administrative authority (i.e. the Rector) within 30 days from the day on which the appeal was received; in the case of an inadmissible appeal or a delayed appeal (i.e. an appeal filed after the expiry of the appeal period) the Dean forwards the file to the Rector within 10 days; the Dean's statement of opinion is restricted to the statement of the grounds on which basis the Dean determined that the appeal was inadmissible or delayed.
12. If, before forwarding the file to the Rector, the Dean determines that a situation has arisen which justifies the cessation of proceedings, the Dean will issue a ruling ceasing said proceedings.
13. The Rector reviews the compliance of the contested decision, and the proceedings which preceded the issuing of the decision, with legal regulations and internal regulations. No account is taken of deficiencies in the proceedings which cannot justifiably be deemed to have affected the compliance of the decision with legal regulations or internal regulations.
14. If the Rector reaches the conclusion that the contested decision against which the appeal has been filed is at variance with legal regulations or internal regulations,
 - a) the Rector annuls the decision (or a part of the decision) and ceases the proceedings;
 - b) the Rector annuls the decision (or a part of the decision) and returns the matter to the Dean to recommence proceedings; in the grounds for this decision, the Rector states the legal opinion by which the Dean is bound in the recommenced proceedings; an appeal may be filed against this new decision;
 - c) the Rector alters the contested decision (or a part of the decision); no such alteration may be made if the alteration would cause detriment due to the loss

of the option to appeal against the decision; the student is entitled to state their opinion on the newly procured evidence on which the Rector's decision regarding matters as per Article 73 d) was based; if necessary to remedy deficiencies in the part of the decision presenting the grounds for the decision, the Rector will alter said part of the decision.

15. The Rector may not alter a contested decision to the detriment of the student unless the contested decision is at variance with legal regulations.
16. If the Rector finds no grounds to proceed as per Paragraphs 14, 16 or 17, the Rector rejects the appeal and confirms the contested decision; if the Rector alters or annuls the contested decision only partially, the remaining elements of the decision are thereby confirmed.
17. If the Rector determines that a situation has arisen which justifies the cessation of proceedings, the Rector will cease said proceedings.
18. Delayed or inadmissible appeals will be rejected by the Rector; if the appeal has already entered into legal force, the Rector subsequently assesses whether there exist grounds to review the decision as part of review proceedings, to recommence the proceedings or to issue a new decision; if the Rector determines that grounds exist to commence review proceedings, to recommence the proceedings or to issue a new decision, the delayed or inadmissible appeal is considered to be admissible as evidence in the review proceedings, or in the request to recommence the proceedings or to issue a new decision. If the Rector reaches the conclusion that the appeal was filed within the appeal period and is admissible, the matter is returned to the Dean.
19. The Rector issues the decision as part of the appeals procedure within a 30-day period; this period commences on the date on which the file is received by the Rector. The provisions of Article 74, Paragraphs 8–10, 12 and 13 apply likewise to decisions issued by the Rector.
20. It is not possible to appeal against the Rector's decision; the Rector's decision is in legal force if the student has been notified of the decision. In the case of a decision issued by the Dean that has been confirmed by the decision of the Rector as per Paragraph 15, the Dean's decision enters into legal force simultaneously with the Rector's decision.
21. If a student withdraws their appeal, the appeal proceedings cease on the date on which the appeal is withdrawn; the contested decision enters into legal force on the date following the cessation of proceedings; a ruling on the cessation of the proceedings is issued; this ruling is merely noted in the file and the student is notified of the ruling; an appeal may be withdrawn at any time until the Rector's decision is issued.

Article 76 **Delivery/receipt of documents**

1. Decisions in proceedings as per Article 73 are delivered by the UO, to the recipient's data box ("datová schránka") or personally to the recipient via a postal services provider.
2. If it is not possible to deliver a document in proceedings as per Articles 74 and 75 due to the fact that the student failed to meet their obligations as stipulated in Section 63, Subsection 3 b) of the Act, or if it is not possible to deliver the document to the correspondence address given by the student, the document is delivered in the form of

a public notification; the UO is not obliged to appoint a person (“opatrovník”) to represent the student for purposes of delivery.

3. Decisions in proceedings pertaining to an exceptional examination retake or the recognition of a course, if the decision grants the student’s request, are delivered via the UO electronic information system. In such cases, the date of the delivery and notification of the decision is deemed to be the first day following the delivery of the decision to the student via the electronic information system.

Article 77

Other proceedings pertaining to students’ rights and obligations

1. In cases of decisions pertaining to matters not listed in Article 73 and Section 68, Subsection 1 of the Act, particularly:
 - a) a student’s notification excusing themselves from enrolment for studies as per Article 16;
 - b) records pertaining to the recognized period of parental leave as per Article 25;
 - c) the extension of the deadline for the completion of courses as per Article 30;
 - d) a student’s notification excusing themselves from the state examination as per Article 37;
 - e) the granting of the request to take the state rigorosum examination as per Article 55;
 - f) a request to be examined in front of an examination board as per Article 32;
 - g) a change of topic of a Bachelor’s or Master’s thesis as per Article 40,

the provisions of Articles 74 and 75 are applied as appropriate.

2. Proceedings in the first stage are conducted by:
 - a) the Vice-Dean for studies, in cases listed in Paragraph 1 a)–e);
 - b) the Head of the Department, in cases listed in Paragraph 1 f) and g).
3. The deadline for appeals is 15 days after the date on which notification of the decision is given.
4. The appellate authority is the Dean.
5. The decision is delivered via electronic communication as per Article 84 or via the UO electronic information system. The date of the delivery and notification of the decision is deemed to be the first day following the delivery of the decision to the student.
6. Decisions as per Paragraph 1 e) are delivered by the UO or by recorded delivery via a postal services provider.

Article 78

Recognition of equivalence of foreign education

1. If a student obtained their prior education as required by these Regulations in a country other than the Czech Republic, and if the Czech Republic is not bound by a treaty on the mutual recognition of education and qualifications, the foreign education must be nostrified or recognized in accordance with the legal regulations of the Czech Republic.
2. If the UO holds institutional accreditation for at least one field of education, the UO may itself carry out the assessment of the foreign educational document (certificate) required for admission under Section 48, Subsection 4 or 5 of the Act; such assessment is conducted pursuant to the provisions of Section 48, Subsection 6 of the Act.

3. Recognition of higher education at the UO and the procedure as per Paragraph 2 is governed by the relevant Order issued by the Rector.

Article 79

Studies in conjunction with another higher education institution or a workplace of the UO located outside the Czech Republic

1. The UO or a constituent part of the UO may provide studies as part of a degree programme in conjunction with another higher education institution or legal entity in the Czech Republic or abroad.
2. The UO or a constituent part of the UO may provide studies at a workplace of the UO located outside the Czech Republic.
3. The rules governing the provision of studies as per Paragraph 1 are always stipulated by an agreement concluded between the UO or a constituent part of the UO and other higher education institutions or legal entities participating in the provision of said studies. The agreement must be in compliance with legal regulations and these Regulations.
4. The rules governing the provision of studies as per Paragraph 2 are stipulated by the Rector or the Dean in compliance with legal regulations and these Regulations.

Article 80

Examination boards

The Ministry of Education, Youth and Sports may appoint additional members of examination boards (major experts in the given field) for all types of state examination.

Article 81

Higher education qualification theses, rigorosum theses and final theses

1. Higher education qualification theses (“Vysokoškolské kvalifikační práce”, “VŠKP”) comprise Bachelor’s theses, Master’s theses and doctoral dissertations.
2. The rigorosum thesis forms part of the state rigorosum examination if the state rigorosum examination does not bring about the completion (closure) of a degree programme. The final thesis is a thesis elaborated as part of a lifelong learning programme.
3. One person may supervise a maximum of 15 higher education qualification theses at any one time, unless otherwise stipulated by the Dean. The maximum number of Master’s theses that can be supervised by one person at any one time is 8; the maximum number of doctoral dissertations that can be supervised by one person at any one time is 4.
4. Rigorosum theses (for which the person acts as a consultant) are included in the total number of 15 higher education qualification theses as per Paragraph 3. The maximum number of rigorosum theses for which one person may act as a consultant at any one time is 4.
5. The database of higher education qualification theses and rigorosum theses at the UO is the DIPL2 information system, which ensures standardized conditions for all administrative processes related to theses (announcement, assignment of topics, electronic records, defence, archiving of theses).

6. Students must upload an electronic version of their higher education qualification thesis or rigorosum thesis (identical to the printed version) in pdf format to the DIPL2 information system no later than the date on which they submit the thesis. Students must confirm that the printed and electronic versions are identical by means of a sworn declaration (“čestné prohlášení”).
7. If a student fails to meet their obligations as per Paragraph 6, they are deemed not to have submitted their thesis.
8. After compiling a review (“posudek”) of a thesis, the thesis supervisor and opponent (reviewer) upload the electronic version of the review to the DIPL2 information system no later than 5 working days prior to the date of the thesis defence.
9. A record of the course and result of the thesis defence is uploaded to the DIPL2 information system within 5 working days after the defence of the higher education qualification thesis or the rigorosum thesis.
10. Responsibility for the tasks listed in Paragraphs 8 and 9 is held by the Head of the Department at which the defence was conducted or is to be conducted.
11. The rules pertaining to the administrative processes related to final theses (announcement, assignment of topics, supervision, defence, archiving of theses) are stipulated in an Order issued by the Dean.

Article 82

Provision of public access to higher education qualification theses and rigorosum theses

1. A higher education qualification thesis or rigorosum thesis submitted by a student or a graduate for defence is made accessible for public viewing at least 5 working days before the defence date via the DIPL2 information system.
2. The DIPL2 information system contains the fulltext versions of higher education qualification theses and rigorosum theses, including the reviews and the record of the course and result of the thesis defence. Access to the fulltext versions of higher education qualification theses and rigorosum theses, including the reviews and the record of the course and result of the thesis defence, is enabled electronically via the internet.
3. The UO does not make doctoral dissertations accessible for public viewing if the dissertation has already been published in another form.
4. The UO may postpone the provision of public access to a higher education qualification thesis or a rigorosum thesis (or part of a thesis) for as long as the circumstance preventing the provision of public access continues to exist, though for no longer than 3 years. Information about such a postponement must be published via the DIPL2 information system, along with the grounds for the postponement. Following the successful defence of the higher education qualification thesis or rigorosum thesis to which the above-described postponement applies, the UO sends one copy of the thesis to the Ministry without undue delay.
5. Responsibility for the maintenance of the DIPL2 information system and the provision of public access to higher education qualification theses and rigorosum theses rests with the UO Centre for Information Technologies.

6. The Department at which the defence of the higher education qualification thesis or rigorosum thesis was conducted sends one printed version of the thesis to the UO University Library no later than one month following the defence.
7. The UO University Library enables persons to view theses as per Paragraph 6 on-site.
8. The relevant Department may collate, archive, process and provide public access to higher education qualification theses and rigorosum theses in printed form.

Article 83

Originality of theses and other written work

1. Higher education qualification theses, rigorosum theses, final theses and other written work forming part of studies (especially seminar papers, year papers and final papers) are always the original work of the student, and give precise details of sources, citations and paraphrases of sources, and references to sources in accordance with standard practice in the given field.
2. The author of such theses and other written work is responsible for the originality of the thesis/work. When elaborating the thesis/work, the student must respect legal and ethical standards protecting intellectual property and copyright. It is not admissible for a student to deliberately engage in the unauthorized use of another person's work and thus to commit a gross breach of legal regulations governing the protection of intellectual property in accordance with Section 47c, Subsection 2 b) of the Act.
3. Failure to comply with the provisions stipulated in Paragraphs 1 and 2 may represent grounds for the commencement of disciplinary proceedings against the student.
4. Prior to and during the defence, each higher education qualification thesis and rigorosum thesis undergoes verification of its originality.
5. The verification of originality is conducted by the thesis supervisor and the opponent (reviewer); the originality is also verified by means of the information system for the detection of plagiarism.
6. The thesis supervisor must carry out a verification via the information system for the detection of plagiarism prior to the commencement of the defence. The thesis supervisor uploads the result of this verification (either positive or negative) into the DIPL2 information system.
7. If the thesis supervisor is not a member of staff at the UO or a constituent part of the UO, the Head of the Department is responsible for the verification as per Paragraph 6.
8. The Chairperson of the examination board is responsible for ensuring that the result of the verification of the originality of the thesis in the information system for the detection of plagiarism forms a part of the record of the course and result of the thesis defence (if the result of this verification does not form part of the thesis supervisor's review of the thesis).
9. If the thesis supervisor or the examination board confirm that conduct as set out in Paragraph 2 occurred during the elaboration of the higher education qualification thesis or the rigorosum thesis, the defence of the thesis does not commence; if the defence has already commenced, the related state examination is not commenced. Proceedings as per Paragraph 3 are then instigated against the student.
10. The provisions of Section 47c – 47e of the Act are not affected by the provisions of this Article.

**Article 84
E-mail communication**

1. For the purposes of electronic communication within the UO, students must use the electronic addresses allocated to them in the UO e-mail system.
2. The UO will send study-related information to students via the above-mentioned e-mail addresses.
3. The e-mail addresses are allocated to students following their registration in the electronic information system.

**Article 85
Notification of personal data and changes to information**

1. When submitting applications to study, applications to take the state rigorosum examination, or applications to study in a lifelong learning programme, students must provide the UO with true and accurate personal data to the extent specified in the provisions of Section 50, Subsection 1 of the Act, and furthermore other data necessary for maintaining student records pursuant to Section 63, Subsection 3 b) of the Act.
2. If changes in a student's personal data occur, the student must notify the relevant Study Office ("Studijní oddělení") of the change within 8 days of the date on which the change took effect. This applies to the following changes:
 - a) changes in marital status;
 - b) changes of first name(s) and/or surname;
 - c) changes of permanent address, correspondence address, or data box ("datová schránka") ID.

**Article 86
Student cards**

1. A student card, or the equivalent document for graduates of Master's degree programmes taking the state rigorosum examination and for participants of lifelong learning programmes (hereinunder "student card"), is a document issued by the UO confirming the legal status of the holder and entitling the holder to exercise the rights and entitlements as stipulated in legal regulations or UO internal regulations.
2. Each student is obliged to acquire a student card within one month of their enrolment for studies or from the commencement of teaching in the semester. The student card is non-transferable.
3. Student cards are not issued for short-term lifelong learning programmes; students are usually not issued for programmes of the University of the Third Age.
4. Students are obliged to present their student card (if required to do so by the teacher) at all forms of assessment of studies.
5. In justifiable cases, students are required to prove their identity by presenting their student card if asked to do so by an employee of the UO.
6. Students are obliged to extend the validity period of their student card within one month of the commencement of the academic year.

**Article 87
Central payment system**

1. Students are obliged to use the central payment system when paying fees.

2. The list of fees to which Paragraph 1 applies is published in the form of an Order issued by the Rector.

**Article 88
Students with specific needs**

1. Students with specific needs are defined as those students who consider themselves to have specific needs and who meet the criteria for such a designation as per the relevant Order issued by the Rector and the relevant methodological provisions of the UO.
2. The studies of students with specific needs are governed by these Regulations.
3. For students with specific needs, the Dean usually approves extensions to the deadlines for the completion of courses as per Article 30, Paragraph 2 c) or other deadlines stipulated by these Regulations.

**PART SIX
CONCLUDING AND TRANSITIONAL PROVISIONS**

**Article 89
Transitional provisions**

1. For students who enrolled for studies in degree programmes before these Regulations took effect and whose performance at examinations was evaluated using the former four-part scale, their former classification “1” is recorded as “A”, their former classification “2” is recorded as “C”, and their former classification “3” is recorded as “E”.
2. The following table is used when converting or recognizing results from other classification systems:

Points	Examination (six-part alphabetical scale)	Examination (six-part numerical scale)	Examination (four-part numerical scale (valid until 31 August 2015)	Course-credit
91–100	A	1	1	započteno (awarded)
81–90	B	1.5	2	
71–80	C	2	3	
61–70	D	2.5		
51–60	E	3		
0–50	F	4	4	nezapočteno (not awarded)

3. If the degree programme was accredited prior to Act no. 137/2016 Sb. entering into effect, and if the degree programme was divided into degree subjects (“studijní obory”), information on the programme is published in the public part of the UO website.
4. Students enrolled in a degree programme that is divided into degree subjects (“studijní obory”) complete their studies in the degree programme that is divided into degree subjects unless its accreditation expires.

5. The provisions of these Regulations concerning studies with or without specialization are applied as appropriate to studies in degree programmes accredited prior to Act no. 137/2016 Sb. entering into effect, as single-major studies (“jednooborová studia”).
6. The provisions of these Regulations concerning studies as per article 12, Paragraph 1 c) are applied as appropriate to studies in degree programmes accredited prior to Act no. 137/2016 Sb. entering into effect, as double-major studies (“dvouoborová studia”).

Article 90
Concluding provisions

1. The Regulations on Study and Examinations at the University of Ostrava registered by the Ministry on 17 August 2016 under reference number MSMT-26071/2016 are annulled.
2. These Regulations on Study and Examinations were approved by the Academic Senate of the University of Ostrava on 26 June 2017 pursuant to Section 9, Subsection 1 b) of the Act.
3. These Regulations on Study and Examinations are legally valid pursuant to Section 36, Subsection 4 of the Act as of the day of their registration by the Ministry.
4. These Regulations on Study and Examinations enter into force as of 1 September 2017.

prof. MUDr. Jan Lata, CSc.
Rector