

*On 1 July 2011, in accordance with Section 36(2) of Act No. 111/1998 Sb., on higher education institutions and on the amendment and modification of other acts (the Higher Education Act), the Ministry of Education, Youth and Sports registered the Study and Examination Code of Palacký University Olomouc under Ref. No. 14 979/2011-30.*

*In accordance with Section 36(2) and (5) of the Higher Education Act, amendments to the Study and Examination Code of Palacký University Olomouc were registered by the Ministry of Education, Youth and Sports on 9 July 2013 under Ref No. MSMT-29254/2013-30, on 20 December 2016 under Ref. No. MSMT-37837/2016, and on 21 November 2017 under Ref. No. MSMT-31681/2017, on 18 December 2018 under Ref. No. MSMT-41670/2018, and on 2 July 2019 under Ref. No. MSMT-22455/2019-2.*

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**FIFTH**  
**CONSOLIDATED VERSION OF**  
**THE STUDY AND EXAMINATION CODE**  
**OF PALACKÝ UNIVERSITY OLOMOUC**  
**of 2 July 2019**

## **Part I General Provisions**

### **Article 1**

#### **Subject-matter**

1. This Study and Examination Code of Palacký University Olomouc (hereinafter referred to as “the Code”) stipulates the rules for studying in programmes of study accredited at Palacký University Olomouc (hereinafter referred to as “UP”) and the decision-making regarding the rights and obligations of students.
2. The Code is based, without limitation, on Act No. 111/1998 Sb., on higher education institutions and on the amendment and modification of other acts, as amended (hereinafter referred to as “the Act”) and the Constitution of UP.
3. The Code is binding upon UP, its constituent parts, students, all academic staff as well study administration staff, and any other persons referred to in the provisions of this Code.
4. If this Code provides for the possibility to regulate certain issues by means of a UP policy, then such a policy will also be binding on the persons defined in Paragraph 3. Such UP policies may not regulate the rights and obligations of the persons under Paragraph 3 in excess of the authority conferred hereunder.
5. If permitted by this Code, certain areas may be regulated by policies issued by UP faculties.
6. If this Code provides for the possibility to regulate certain issues by a faculty policy, then such a policy will also be binding on the respective faculty, students enrolled for study in a programme of study implemented by such a faculty, and for the academic staff and study administration staff working at such a faculty. In relation to meeting the requirements of a specific course (Article 7(2)) policies of the faculty implementing the programme of study, which includes such an optional course, are also binding on the student. Such faculty policies may not regulate the rights and obligations of the persons under Paragraph 3 in excess of the authority conferred hereunder.

### **Article 2**

#### **Definitions of Terms**

1. A student of UP means a person enrolled for study in any programme of study implemented at UP, including persons studying at UP as part of an exchange programme or another form of international cooperation. A participant in a lifelong education programme under Section 60 of the Act is not a student.
2. An electronic study records system means a system of basic study-related databases at UP, including all of its component software and user functions. A UP policy will determine further details regarding the electronic study records system.
3. A programme of study means the programme of study as defined in the institutional accreditation or an accreditation of the programme of study approved under Section 78 et seq. of the Act by the National Higher Education Accreditation Authority or an accreditation based on a decision of the Internal Evaluation Board. A programme of study also means the programme of study as defined in the accreditation of the respective programme of study granted by the Ministry of Education, Youth and Sports (hereinafter the “Ministry”). As long as the accreditation granted by the Ministry lasts, the respective programmes of study continue to be subdivided into fields of study.

### **Article 3**

#### **Organisation of Study**

1. At a faculty and UP, the Dean or the Rector respectively are responsible for the organisation, administrative affairs and checking of the course of study. The Dean and/or the Rector may delegate such responsibility or a part thereof to designated Vice-Deans or Vice-Rectors, or other academic staff, if applicable.
2. The organisation of study at UP is also determined by the Education Committee of UP acting as an advisory body of the Rector and chaired by the respective Vice-Rector. Members of the Education Committee of UP are appointed by the Rector upon proposals of the Deans of individual faculties.

### **Article 4**

#### **Study Administration**

1. The Students' Offices of individual faculties of UP are in charge of the administration related to students' study (hereinafter referred to as "study administration").
2. Study administration at UP is processed uniformly through an electronic study records system.
3. The employees designated by the Dean to such an end at individual faculties will be responsible for making sure that the data intended to be processed in the electronic study records system are accurate, complete and up-to-date.
4. The designated employees of the Computer Centre of UP are responsible for operating the electronic study records system.
5. A UP policy may define further details regarding the study administration.

### **Article 5**

#### **Student's Obligations regarding the Organisation of Study**

1. Students are obliged to provide cooperation which is necessary in relation to study administration, including, but not limited to:
  - a) appear at the Students' Office of the faculty upon being invited to do so,
  - b) without undue delay inform the Students' Office or any other designated department or office of the address of their data box, of any changes related to their place of residence, and address or mailing address or of any other data necessary for keeping records of their study, including planned study stays or international mobility longer than a month,
  - c) cooperate with the Students' Office with regard to the checking of the course of study in accordance with Article 9,
  - d) without undue delay inform the Students' Office of the faculty of lack of capacity to study, if such a capacity was required for admission for study.
2. Students are obliged to use their UP e-mail address for official communication related to the study administration; students have this e-mail address generated after having enrolled for studies. Calls and other important notices for students are usually sent by the Students' Office to this e-mail address.
3. If requested to do so by academic staff, employees of the Students' Office or other persons designated by the Dean, students are obliged to prove their identity with a student identity card. A faculty policy may define further details governing the use of a student identity card to prove one's identity.

### **Article 6**

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

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

### **Article 7**

#### **Study Courses**

1. In order to enable the creation of a personal study plan (Article 16 (2)), the description of study courses (hereinafter referred to as a “course”) of the programme of study must be supplemented with:
  - a) a basic description of the course, i.e.
    - 1) name,
    - 2) abbreviation,
    - 3) scope of classes,
    - 4) semester,
    - 5) form of course completion,
    - 6) status of the course,
    - 7) credits,
    - 8) department guaranteeing the course,
  - b) conditions for course registration, including the possibility of having to complete or register for another course in accordance with Paragraph 4,
  - c) information that the course is not an optional course, or that there are preclusive courses,
  - d) information on the recommended year of study and its relation to other courses for its inclusion into a study plan,
  - e) course requirements, including scope of classes and conditions for its completion.
2. The status of courses in the individual programmes of study may be as follows:
  - a) an obligatory course (A category), the completion of which is a mandatory condition for the completion of the given programme, or phase of study (Article 6 (2)),
  - b) an elective course (B category), for which a number of credits for elective courses which the student must obtain during the course of study, or its phase or block, is defined,
  - c) an optional course (C category); i.e. other courses included in the programmes of study of the faculty, in the programmes of study at other faculties or in the all-university list of programmes of study and optional courses.

3. The programme of study may determine that students are obliged to complete one or more elective courses from a defined group of elective courses as part of their course of study. Failing to meet such a condition results in the same consequences as failing to complete an obligatory course.
4. The programme of study may determine that registering for a certain course is conditioned, or precluded by the registration for, or completion of, another course, or that completing a course is conditioned by completing another course.
5. The profile courses of a programme of study include such A and B category courses whose completion provides the student with knowledge and skills material for acquiring the specialized knowledge and skills included in the programme graduate's profile and which correspond to, are related to or are a precondition for knowledge and skills for the basic fields tested in the state final examination.

### **Article 8**

#### **Academic Year**

1. The academic year lasts 12 calendar months and is divided into the winter and summer semester; the period of summer holidays is deemed to be part of the summer semester. The time division of the academic year is defined by the Academic Calendar of UP. The Rector will determine the commencement of the academic year.
2. The commencement and end of the teaching period in the winter and summer semester, exam period, and other details regarding the division of the academic year will be determined by the Rector of UP, or subject to the Rector's approval, by the Dean of the given faculty.
3. The Rector of UP will also determine the deadline for the fulfillment of study requirements for an academic year; such a date will fall on a date in the following academic year, usually in September.

### **Article 9**

#### **Checking the Course of Study**

1. In the time frame determined by the Dean, the Students' Office of the faculty shall check the fulfilment of study requirements by individual students in the previous academic year.
2. The Dean will determine the date for principal check of the fulfillment of study requirements so that it follows the deadline for the fulfillment of study requirements for the given academic year (Article 8(3)) as well as the period for course registration for the winter semester.
3. A faculty policy may define further details related to the checking of the course of study.

## **Part II**

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

#### **Credit System**

##### **Article 10**

1. The credit system at UP is compatible with the European Credit Transfer System (hereinafter referred to as "ECTS") and creates conditions for transparency and the external standardization of the study content, organization, and results, both at UP and during student mobility between universities.
2. The competent Vice-Rector will act as the UP coordinator for ECTS. At their respective faculties, the competent Vice-Deans will act as the ECTS coordinators, and at the level of departments or institutes (hereinafter the "departments") employees

authorized by the Dean upon a proposal by the head of the department will act as ECTS coordinators.

3. The faculties and departments publish information materials with an overview of study plans and a description of courses taught for each semester, together with the number of assigned credits and annotations, in print or in an electronic form on the website of the respective faculty.
4. The respective offices of the faculties are in charge of the international mobility of students and any related administrative issues in accordance with the ECTS principles issued by the European Commission.
5. A credit system applies to all programmes of study implemented at UP unless a faculty policy stipulates otherwise for the doctoral programme of study.
6. The credit system is based on credits which are used to express the study load for a given course. The number of credits is assigned on the basis of the study load, with 25-30 hours of student's work corresponding to 1 credit (a quantitative component), and the study outcomes which are defined by the scope and difficulty of the acquired knowledge and skills (a qualitative component).
7. One course must have the same number of credits assigned for all students.
8. Students acquire the credits by completing the course in the prescribed way.
9. No credits will be assigned to the State Final Examination and defenses of the Master's and Bachelor's diploma theses or the dissertation.
10. Credits may be acquired only once for one course in the course of study of one programme of study or in the course of study of follow-up Master's programmes of study. A faculty policy may define other conditions for acquiring credits for courses which are recognized in accordance with Article 27.

#### **Article 11**

1. Students have a certain leeway as to the course of their study and progression as they may, during course registration, create their personal study plans including obligatory, elective, and optional courses, while observing the pre-defined limitations in the form of possible prerequisite and preclusive courses.
2. During the course of their study, students are required to acquire such a number of credits that corresponds to the product of the standard length of study expressed in academic years multiplied by 60. Meeting this requirement is a prerequisite for being allowed to sit for the State Final Examination. The number of credits that a student is required to acquire in a doctoral programme of study may be determined otherwise by means of a faculty policy.
3. Students are required to acquire a minimum of 40 credits during one academic year or such a number of credits, which – together with the credits acquired in the previous academic year – equals a minimum of 80 credits; this does not apply to the last academic year of the standard length of study. The minimum of credits that a student is required to acquire in one academic year in a doctoral programme of study may be determined otherwise by means of a UP policy.
4. A university policy may stipulate that a given percentage of the total number of credits that a student is required to acquire in accordance with Paragraph 2 and which are elective or optional course according to the programme of study must be acquired exclusively from elective courses.

#### **Article 12** **Study Records**

1. The course of study for each student at UP is recorded in an electronic study records system.
2. At a student's request, the Students' Office of the faculty will issue the student with an extract from the electronic study records system bearing an official seal of UP and a signature of an employee designated by the Dean.
3. Further details regarding the electronic study record system as well as the obligations of academic staff related to such record keeping will be determined by means of a UP policy.

### **Article 13**

#### **Enrollment in Studies and Repeated Enrollment in Studies**

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

### **Article 14**

#### **Registration for Courses**

1. During the period determined by the Academic Calendar for the registration for courses for the following semester, students shall register for the courses that they would like to attend. Courses are registered for through the electronic study records system.
2. Courses, the attendance of which is conditioned by completing or registering for another course (Article 7(4)), may only be registered for once such a course has been completed in due manner or registered for.
3. During the course of study in one programme of study a course may not be registered for more than twice. A faculty policy may stipulate that a course may be registered for only once.
4. Unless a faculty policy stipulates otherwise, a student who does not complete one of the registered obligatory courses is obliged to register for this course in the next academic year, in which the course is offered again.

5. Unless a faculty policy stipulates otherwise, a student who has not completed any of the elective or optional courses is not obliged to register for them again.
6. The maximum limit of credits that students may acquire for optional courses taught at faculties other than the faculty they are enrolled at equals the double of the standard length of study of the student's programme of study. Such a limit does not include credits for optional courses that are related to the inter-faculty study of the student. The deans of the faculties may agree that this paragraph will not apply to specific programmes of study and specific optional courses.
7. In the event that a student registers, or fails to register, for a certain course contrary to the provisions of Paragraphs 2 to 4, the faculty may adjust the personal study plan of such a student so that it conforms to these provisions and deregister or register for such a course for the student.
8. The conditions for additional registration of courses may be further defined by a faculty policy.

### **Article 15**

#### **Deregistration of Courses**

1. For reasons of serious nature, the Dean of the faculty may allow a student to deregister a course, which the student has registered for, upon the student's application.
2. The conditions for allowing such a deregistration of courses may be further defined by a faculty policy.

### **Article 16**

#### **Course of Study**

1. Within the course of studies in the programme in which a student has been enrolled and after meeting the respective conditions defined by the programme of study, a student is entitled to attend lectures, practical seminars, seminars, courses, hands-on trainings, laboratory lessons, field trips, consultations and other forms of study, acquire credits and pass colloquia, fulfill other requirements following from the accreditation of the programme of study and sit for examinations:
  - a) Lectures consist in a coherent explanation by the teacher in order to provide a systematic theoretical overview of the topic or issue, point out controversial points and explain more complex issues. Attendance to lectures is usually optional.
  - b) Practical seminars mean lessons aimed at acquiring and deepening practical skills of students and applying the theoretical background. Attendance to practical seminars is usually compulsory.
  - c) Seminars mean lessons aimed at deepening the theoretical background acquired at lectures or through self-study. In seminars students solve various tasks and discuss the relevant issues. Attendance to seminars is usually compulsory.
  - d) Courses mean such a form of tuition where students acquire hand-on skills in addition to those acquired in other forms of tuition.
  - e) Hands-on training means lessons which usually take place outside university premises without supervision of the instructor involving the students in day-to-day tasks and circumstances of the respective profession.
  - f) Laboratory lessons mean lessons consisting in practical application of theoretical knowledge and practical skills in real-life settings, usually in laboratories.
  - g) Field trips mean a form of tuition outside the university consisting in a visit to an interesting or significant place or facility related to the contents of study of the



programme of study. During field trips students may observe the situation they are going to encounter in their respective jobs.

- h) Consultation means an individual meeting between the student and the instructor in order to discuss or clarify any possible issues or questions. Consultations usually take place during the office hours of the individual instructors.
2. Through registration for courses under Article 14, students create their personal study plans for the respective academic year or study block; this is without prejudice to provisions of Article 14(5). Such a personal study plan will be binding on the student.
  3. At a student's written request, the Dean may allow the student to complete one or more semesters or study blocks in the form of an individual study plan, the course and conditions of which will be determined by the Dean. Such an individual study plan takes into account the personal situation of the student and makes it possible for the student to miss more compulsory classes. The grounds for allowing the individual study plan include, without limitation, the health condition of the student, family or social situation of the student, a foreign stay, participation in hands-on training or a study-related internship.
  4. The maximum length of study is the standard length of study as defined by the programme of study plus three years. Should the student fail to graduate during the maximum length of study, this will constitute grounds for the termination of studies.
  5. If the programme of study is divided into specializations, a specific specialization available in the programme of study must be chosen. If the student fails to choose the specialization in the electronic application for study, the student shall choose the specialization after the completion of the first year of study by registering for courses included in such specialization. Unless a faculty policy stipulates otherwise, a specialization may not be changed. If a faculty policy allows change of specialization, it will also define the relevant details.

#### **Article 16a**

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

1. In relation to child care, students are entitled to an extension of deadlines for the fulfillment of study requirements and for the fulfillment of requirements for enrollment in the following semester, year or study block arising especially from this Code, equal to the period during which the students would otherwise be on maternity leave (Sections 195, 197 and 198 of Act No. 262/2006 Sb., the Labour Code, as amended) provided that the students have not interrupted their studies.
2. Students who provide the university with a certificate that they represent the Czech Republic in any sport issued by the respective sports association for the discipline in the Czech Republic are entitled to have their study modified to make it possible for such students to participate in representation sports events and prepare for them.

#### **Article 17**

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

1. At a student's request, the Dean may allow the student to study at another university in the Czech Republic or abroad as part of studies in the programme implemented by the faculty provided that such a university implements the same or similar programmes of study; the length of study under this paragraph must not exceed six semesters.

2. At this university, students may study one or more courses simultaneously with studies in the programme of study implemented by the faculty, at which they are enrolled in studies.
3. Article 27 will apply to the recognition of courses completed in accordance with Paragraph 2.

### **Article 18**

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

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

### **Article 19**

#### **Interruption of Studies**

1. For reasons of serious nature and upon student's written request, the Dean may allow a student to interrupt the studies more than once.
2. In the event that the application for interruption of studies is filed later than four months before the deadline for the fulfillment of study requirements in the given academic year, the Dean may grant it only if the student has already fulfilled all study requirements for the given academic year, or if there are extraordinary circumstances which prevent the student from their fulfillment on objective terms.
3. The Dean may also interrupt the studies of his or her own initiative, even more than once, if objective reasons exist that prevent the student from fulfilling the study requirements and from applying for the interruption of studies. The time for which the studies have been interrupted under this paragraph is not included in the total time of interruption under Paragraph 5.
4. The Dean may also interrupt the studies of his or her own initiative, even more than once, if a student who shall pay study fees fails to pay the fees by their due dates. The time for which the studies have been interrupted under this paragraph is not included in the total time of interruption under Paragraph 5.
5. As a rule, studies may only be interrupted for the period of whole semesters plus the remainder of the semester in which the studies are interrupted. The total time of interruption in Master's degree programme of study must not exceed four semesters and in the Bachelor's degree and the Follow-up Master's programme of study it must not exceed two semesters.

6. A student who has been granted the interruption of studies under Paragraph 1 is obliged to submit to the Students' Office the student's card and evidence showing that all obligations towards UP have been settled within the time limit set to do so in the decision on the interruption; such a time limit must not be inferior to eight days after the receipt of the decision on the interruption. Should the student fail to meet this obligation, the interruption of studies may be cancelled.
7. If the reasons for interruption of studies no longer apply, the Dean terminates, upon student's request, the interruption of studies sooner than stipulated in the decision under Paragraph 1 or under Paragraphs 3 and 4.
8. After the interruption of studies has been terminated, the student is obliged to enroll in further studies. After the interruption of studies has been terminated, studies may be resumed only from the beginning of a semester. Should the student fail to enroll within five days after the interruption of studies has been terminated, or if the student does not apply for an alternative enrollment date or an extension of the interruption, this will constitute grounds for termination of studies.
9. After the interruption of studies has been terminated, the student shall register for all non-completed courses, for which the student had registered before the interruption of studies was granted. In the case of a change in the programme of study, the Dean may decide on the replacement of a course by another one.
10. After the interruption of studies has been terminated, the student is not entitled to new dates for the completion of the courses failed before the interruption of studies, and the student must use the remaining exam dates for which the student is entitled to complete the course.
11. The Students' Office of the faculty will record the interruption of studies in the electronic study records system.
12. The time for which the studies were interrupted will not be included in the maximum length of study.

#### **Article 19a**

##### **Special Provisions on Interruption of Studies**

1. Students are always entitled to interrupt their studies due to pregnancy, birth and parenting, for the recognized parenting period. During such a period, students enjoy this right even in relation to having a child placed in custody in lieu of parents' custody on the basis of a decision of competent bodies under the Civil Code or laws and regulations governing government social support.
2. The period of interruption of studies corresponding to the recognized parenting period will not be included in the total time of the interruption of studies under Article 19(5) nor in the maximum length of study.

#### **Article 20**

##### **Course Completion**

1. Course completion means meeting the course requirements through any of the following:
  - a) course credit,
  - b) colloquium,
  - c) examination.
2. A comprehensive examination is a special type of examination, which the study plan of the given programme of study stipulates as a condition for completing two or more

courses or a condition for completing a single course which requires the student to demonstrate knowledge from other courses. Unless stipulated otherwise hereafter, the same rules as for an examination (Article 23) apply also to the comprehensive examination; the accreditation of the given programme of study may stipulate that the comprehensive examination be a board examination (Article 24).

3. The examiner will decide on the result of the course completion under Paragraph 1.
4. Courses are usually completed during the exam period as defined in the Academic Calendar of the academic year. If arranged so with the examiner, courses may also be completed during the holidays or the teaching period of the semester.
5. For students who have not met all requirements for the completion of a course during the teaching period of the respective semester, a minimum of three dates for the fulfillment of the remainder of the conditions for the completion of the course must be scheduled; a low number of students who have not fulfilled the conditions for the course completion may constitute grounds for scheduling a lower number of exam dates. The course guarantor or a person designated by the guarantor shall schedule the exam dates in the electronic study records system not later than a week before the teaching period of the respective semester finishes.
6. The minimum capacity of exam dates under Paragraph 5 in an exam period after the semester during which the course has been taught (hereinafter referred to as “ensuing exam period”) is the number of students registered for the course in the respective semester.
7. For students who have not completed the course in the ensuing exam period, exam date(s) must be scheduled in the exam period for re-sitting; the total capacity of such date(s) must, as a minimum, equal the number of students who registered for the course and did not complete it until the end of the ensuing exam period. Exam period for re-sitting means the summer semester and the exam period after the summer semester if the ensuing exam period was the exam period after the winter semester; or the period between 1 July and the deadline for the fulfillment of study requirements for the given academic year as defined in the Academic Calendar of the academic year (Article 8(3)), if the ensuing exam period was the exam period after the summer semester.
8. With respect to courses for which the student registered for the first time in the last year of the respective programme of study, the student is entitled to complete such courses in the next academic year, i.e. the academic year following the academic year in which the student registered for the course, unless the maximum length of study under Article 16(4) has been exceeded. Failure to complete the course in the ensuing academic year is deemed to constitute failure to meet the condition stipulated in Article 14(3).
9. A faculty policy may define further details governing the scheduling of exam dates for the completion of courses. Such a policy may determine a higher minimum capacity for the ensuing exam period as well as the exam period for re-sitting than the capacity defined in Articles 6 and 7.
10. Rules for scheduling exam dates for courses which are taught during a certain period of the semester only (so called “block teaching”) will be stipulated by a faculty policy.

### **Article 21**

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

1. Registration for the scheduled exam dates of colloquia and exams is carried out through the electronic study records system. The guarantor of a course may decide that such registration will also apply to the credit tests for this course. Registration for the

scheduled exam dates of a course may be subject to prior acquisition of the course credit for such a course.

2. Students may deregister from an examination date for which they have registered in accordance with Paragraph 1 not later than three days before such an exam date; this time limit may be modified by a faculty policy.
3. Should the student fail to appear for the colloquium, examination or credit test on the date, for which the student has registered under Paragraph 1 or fails to excuse himself or herself to the examiner for reasons of serious nature within two days of the exam date, or materially violates the rules for the course completion, the student is deemed to fail the colloquium, exam or credit test.
4. In exceptional cases worthy of special consideration, the Dean may waive the failure of a student to appear for an exam date even later than stipulated in Paragraph 3.
5. Further details regarding the registration for exam dates for the completion of courses, deregistration from such dates as well as other related issues may be regulated by a faculty policy.

## **Article 22**

### **Course Credit and Colloquium**

1. Course credit is used as means of course completion to check whether the student has fulfilled the requirements as defined in the syllabus of the course defined by the course guarantor.
2. The fact that credit has been granted as well as the date when it was, or was not granted, will be recorded in the electronic study records system.
3. If course credit is granted upon the fulfillment of requirements which could not be fulfilled during the teaching period of the semester, especially if it is completed by means of a test or an interview with the teacher, then the teacher shall schedule two exam dates for re-sitting during the academic year in which the students who have not fulfilled the requirements for the course credit on the first date have registered for this course. The guarantor of the course may decide that more exam dates for re-sitting will be scheduled.
4. Colloquium is a means of course completion which usually has the form of an interview between the examiner and a group of students in order to check the required knowledge of the students as well as their ability to interact with each other and respond to the questions asked by the examiner.
5. The fact that colloquium has been passed as well as the date when it was, or was not passed, will be recorded in the electronic study records system.
6. If the colloquium is granted upon the fulfillment of requirements which could not be fulfilled during the teaching period of the semester, especially if it is completed by means of a test or an interview with the teacher, then the teacher shall schedule two exam dates for re-sitting during the academic year in which the students who have not fulfilled the requirements for the colloquium on the first date have registered for this course.
7. In the case of written forms of colloquia, exams or credit tests, students who fail the credit test or colloquium, may request the head of the department which guarantees the course to have the situation reviewed within 7 days of the day when notice of the results of the course credit and colloquium was given. If the head of the department

which guarantees the course is simultaneously the examiner, the case will be reviewed by the Dean of the faculty. The head of the department or, as the case may be, the Dean shall decide on the student's request within 15 days and shall notify the student thereof in a demonstrable manner.

### **Article 23 Examination**

1. An examination is a means of course completion used to check the depth and width of student's theoretical knowledge and practical skills and the student's ability to use such abilities in a creative manner. The examination also aims at assessing the student's understanding of the respective field. An examination may be oral or written, or may consist of an assessment of practical or creative performance, or a combination of these.
2. In the event that the student has failed the exam (got the F grade under Paragraph (3)), the student is entitled to a first re-sit date. Should the student also fail the first re-sit, the student is entitled to a second re-sit date, which is always a board examination (Article 24). The right to the first and second re-sit may only be exercised on the exam dates scheduled in accordance with Article 20(6) and (7), or a faculty policy issued in accordance with Article 20(9).
3. The examiner will use the following grades for the assessment of an examination:

Grade	Descriptor	Explanation	Detailed description of the performance/ECTS	Value assigned for the calculation of study average
<b>A</b>	outstanding	highly above-average, honours	excellent performance only with minor mistakes	1
<b>B</b>	excellent	above-average, merits	above-average performance with some mistakes	1.5
<b>C</b>	very good	average, successful completion	overall good performance with frequent mistakes	2
<b>D</b>	good	satisfactory, successful completion	acceptable performance with substantial deficiencies	2.5
<b>E</b>	sufficient	qualified completion	meeting minimum requirements	3
<b>F</b>	insufficient	not acceptable, failure	requires great amount of additional work	4

4. The result of an examination will be recorded in the electronic study records system by entering the letter designating the grade, and the exam date.

5. In the case of written forms of colloquia, credit tests and exams, students who wish to challenge the grade received, may ask the head of the department which guarantees the course to have the situation reviewed within 7 days after being given notice of the results of the examination. If the head of the department which guarantees the course is simultaneously the examiner, the case will be reviewed by the Dean of the faculty. The head of the department or, as the case may be, the Dean shall decide on the student's request within 15 days and shall notify the student thereof in a demonstrable manner.

#### **Article 24**

##### **Board Examination**

1. Where stipulated by the accreditation of the programme of study, a decision by the Internal Evaluation Board or by this Code, a board examination takes place.
2. Board examination takes place before an examination board of a minimum of three members; should the examination be a written one, the examination board assesses the student's written work. Unless a faculty policy stipulates otherwise, members of the examination board and its president are appointed by the head of the department guaranteeing the course, who may also appoint himself or herself as a member or the president of such a board.
3. In addition to the situations under Paragraph 1, the Dean may also order that an examination is a board one for reasons of serious nature, at the request of the student, examiner or the head of the department guaranteeing the course. In such a case, the examination board will be appointed by the Dean.
4. Board examinations will be graded in accordance with Article 23(3). Members of the examination board decide on the result of the board examination by voting. If the voting does not result in a majority as to the grade, the vote of the president of the examination board will be decisive.
5. The president of the examination board will draft a report on the course of the board examination, which must be signed by all members present and must be included in the student's study file.

#### **Article 24a**

##### **Common Provisions for Course Credits, Colloquia and Examinations**

1. If a student attempts to tamper with the course credit or the results of a colloquium or examination by fraud or using prohibited tools, he or she will not be granted the course credit or colloquium, or will receive an "F" grade. If a student disturbs the course of a credit test, colloquium or an examination, the examiner or a person designated by the examiner to supervise over the examination, may disqualify such a student from participation in the credit test, colloquium or examination. In such a case, the student will not be granted course credit or colloquium, or will receive an "F" grade at the examination.
2. The examiner or a person designated by the examiner to supervise the exam will decide what tools qualify as prohibited during a credit test, colloquium or examination, and will notify the students in advance accordingly.
3. The use of special devices by students with specific needs is regulated by means of a UP policy.

#### **Article 25**

### **State Final Examination**

1. In accordance with Section 45(3) and 46(3) of the Act, the degree programme is duly completed with a State Final Examination. With the exception of General Medicine and Dentistry, the Master's degree programme is completed with a State Final Examination including a defense of a Master's diploma thesis. In the Bachelor's degree programme, the State Final Examination includes, as a rule, the defense of a Bachelor's diploma thesis.
2. Students may take the State Final Examination and the defense of Master's or Bachelor's degree programme only after they have fulfilled all requirements defined by the respective programme of study, or a faculty policy.
3. Students are obliged to take the State Final Examination not later than two calendar years after they have fulfilled the requirements for taking it under Paragraph 2 and at the same time be in compliance with the standard length of study as defined by Article 16(4); this time limit will not include the period during which the studies were interrupted. Failure to meet this requirement constitutes grounds for termination of studies.
4. The State Final Examination takes place before an examination board of a minimum of three members. The members of the examination board and its president are appointed by the Dean.
5. The State Final Examination and the parts thereof will be assessed using the grades under Article 23(3). The State Final Examination is graded either as a whole using one grade, or the individual parts thereof are graded separately depending on the accreditation of the respective programme of study or a decision of the Internal Evaluation Board.
6. In the event that any part of the State Final Examination is graded as F, the overall result of the State Final Examination will be "Fail".
7. Subject to the fulfillment of the conditions stipulated in Paragraph 3, the State Final Examination may not be re-sat more than twice. This will be without prejudice to the provisions of Article 26(8).
8. Further details regarding the State Final Examination may be stipulated by a UP policy.
9. The overall result of the State Final Examination will be graded depending on the average of grades in all parts of the State Final Examination:
  - a) A - if the average is equal or inferior to 1.25;
  - b) B - if the average is superior to 1.25 and equal or inferior to 1.75;
  - c) C - if the average is superior to 1.75 and equal or inferior to 2.25;
  - d) D - if the average is superior to 2.25 and equal or inferior to 2.75;
  - e) E - if the average is superior to 2.75 and equal or inferior to 3.00.

### **Article 26**

#### **Diploma Theses**

1. A diploma thesis means the Bachelor's and the Master's diploma thesis, and the dissertation.
2. The maximum number of diploma theses supervised by one member of academic staff in one academic year as well as the total number of diploma theses that may be supervised at a time by one member of academic staff will be determined by a faculty policy. The policy will also define the requirements for individual types of diploma theses.



3. Students shall not plagiarise with respect to their diploma theses. Plagiarism means any case in which the author of the diploma thesis intentionally, directly or indirectly, uses a published or unpublished work, part of a work or manifested idea of another person in order to create an impression that the work or idea is their own.
4. An unchanged thesis defended by the student as part of his or her previous studies may not be submitted for defense. Only a supplemented thesis defended by the student under the Act as part of his or her previous studies, which may be identical with the original thesis in not more than 50% of its content, may be submitted as a modified thesis. In such a case, students are required to submit to the faculty the original thesis as well.
5. In accordance with Section 47b(3) of the Act, students are obliged to give consent to making the diploma thesis available to the public for non-profit purposes in the electronic study records system, irrespective of the result of its defense. Further details regarding the assignment of theses topic, submitting the theses and making them available to the public will be determined by a UP policy.
6. Two review reports will be drawn up for a Bachelor's and Master's diploma thesis; one report by the supervisor and one report by the reviewer. A faculty policy may stipulate that only a reviewer's report is sufficient for a Bachelor's diploma thesis. A minimum of two external reviewer's reports must be drawn up for a dissertation.
7. Students are entitled to have the reports on their diploma theses available at least a week in advance; this time limit may be extended by a faculty policy. Such a time limit may be reduced only subject to the student's consent.
8. In the event that neither of the reports recommends the Master's or the Bachelor's diploma thesis for defense, it is graded as unsatisfactory and will be returned to the student to be rewritten; the same procedure applies when the thesis is graded as unsatisfactory after the defense. After submitting the diploma thesis for the second time, the student is entitled to the defense despite the fact that the reports do not recommend so. If the diploma thesis which has been submitted for the second time is graded as unsatisfactory after the defense has taken place, then the thesis is not defended, which constitutes grounds for termination of studies. Students may withdraw the diploma thesis after it has been submitted, but not later than three business days before the date of the defense. A student may exercise this right only once during the course of study of one programme.
9. Further details regarding the defense of diploma theses and the appointment of the supervisor and the reviewer may be determined by a faculty policy.

### **Article 27**

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

1. At a student's request, the Dean may recognize some examinations and colloquia passed, course credits granted or a part of studies (hereinafter referred to as "recognition of study requirements") of a student who graduated from a programme of study at UP or another university in the Czech Republic or abroad or who has already studied such a programme of study.
2. At a student's request, the Dean may also recognize:
  - a) examination, or as the case may be, other study requirements or courses or blocks of study completed as part of study in an accredited programme at a higher vocational school,
  - b) course credits granted, as well as colloquia and examinations passed within a lifelong education programme implemented by the faculty under Section 60 of the Act. The credits for study requirements recognized in such a way must not exceed

60% of the credits necessary for the completion of the programme of study, for which the study requirements are recognized.

3. In the event that the student spent part of his studies at a foreign university as part of an exchange programme, the Dean may recognize courses attended at such a university which do not correspond to any courses of the programme of study, in which the student is enrolled, as particular one-time optional courses (Article 7(2)(c)). The credit value of such a course assigned by the Dean does not have to correspond to the credit value assigned at the foreign university.
4. Students are obliged to produce a proof of completing a course or a part of studies. The Dean may request an opinion of the respective course guarantors in order to consider a student's request to have study requirements recognized.
5. The Dean may not recognize course credits, colloquia and examinations which the student passed more than three years before filing the request for their recognition. This time limit may be reduced by a faculty policy.
6. With regard to the recognition of examinations passed under the three-level grading system, the following applies: An examination graded as "excellent" becomes A, an examination graded as "very good" becomes C and an examination graded as "satisfactory" becomes E.
7. A faculty policy may stipulate additional conditions for the recognition of study requirements.

#### **Article 28**

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

1. The Dean decides on the termination of studies due to a failure to meet the requirements of a programme of study under Section 56(1)(b) of the Act, if the student:
  - a) failed to acquire the required number of credits for an academic year, or a block or phase of studies;
  - b) failed to meet the requirements resulting from a repeated registration for a course;
  - c) failed to enroll in studies after their interruption;
  - d) failed to pass the State Final Examination under the conditions stipulated in Article 25 or failed to defend the diploma thesis (Article 26(8));
  - e) failed to complete the studies within the maximum length of study (Article 16(4)).
2. In the event of a failure to meet the requirements of a programme of study, studies are terminated on the date on which the decision issued in accordance with Paragraph 1 takes legal effect.

#### **Article 29**

##### **Assessment of Studies**

1. The quality of students' study results and the completion of courses are assessed with methods defined in the Code. In courses whose completion involves an examination the "E" grade is sufficient to acquire credits for the completion of the course and to pass an examination.
2. A weighted study average (hereinafter the "study average") is used as a comprehensive method for assessing the quality of students' study results which is calculated for each student for each semester of an academic year, for one academic years, for multiple academic years and for the whole period of study until the State

Final Examination. The weight assigned to each course registered by the student, which involves completion by examination equals the number of credits assigned. For the purposes of the study average, courses completed by examination for which the student registered, but did not complete, are graded as “F”.

3. The study average in the electronic study records is calculated on the basis of all courses that have been so graded. If no grade is entered, it is assigned the value of 4 for the calculation. Accordingly, the average for the year and semesters at the beginning of the year equals 4, and it improves as the student completes his or her study requirements.
4. The uses of the study average include, without limitation:
  - a) awarding merit scholarship,
  - b) one criterion relied on to assess students’ applications to have accommodation at university dormitories assigned,
  - c) other purposes in accordance with the conditions for study at the respective faculty of UP,
  - d) determining the overall study results of students;
  - e) an indicator of excellent study results under Article 22(7)(a) of the Constitution of UP.
5. The overall study assessment expresses the student’s performance throughout the whole period of studies in the programme of study. The overall assessment will be closed upon student’s passing the State Final Examination, and is graded as follows:
  - a) “graduated with honours”
  - b) “graduated”
6. A student has graduated with honours if his or her study average calculated in accordance with Paragraph 3 has not exceeded 1.50 throughout the whole period of studies, passed the State Final Examination with the overall grade of A and has not re-sat any part of the State Final Examination.
7. The overall study assessment will appear on the university diploma.

### **Part III**

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

##### **Article 30**

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

1. Unless Part III of this Code stipulates otherwise, provisions of Part II of the Code will apply to the doctoral degree programme of study.
2. Studies in the doctoral degree programme of study (hereinafter referred to as “the doctoral degree programme”) will be monitored and evaluated by the Subject-area Board of the respective doctoral degree programme (hereinafter referred to as the “Subject-area Board”), which will be appointed in accordance with Section 47(6) of the Act.
3. Studies in the doctoral degree programmes are based on individual curricula under the guidance of a supervisor. Upon the proposal of the Subject-area Board, the supervisor will be appointed and dismissed by the Dean.
4. The fulfillment of the individual curriculum is subject to regular evaluation, which will be performed not less than once a year.

##### **Article 31**

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

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

### **Article 32**

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

1. The standard length of study in the doctoral degree programme will be defined in its accreditation.
2. The standard length of study in the doctoral degree programme may be extended by the Dean at a student’s request and subject to approval by the supervisor and the President of the Subject-area Board.
3. The maximum length of study in the doctoral degree programme will be the standard length under Paragraph 1 plus three years.
4. The time for which the studies were interrupted will not be included in the length of study under Paragraphs 1 and 3.

### **Article 33**

#### **Subject-area Board**

1. Members of the Subject-area Board are appointed and dismissed by the Dean subject to approval by the Scholarly Board of the faculty. Proposals for changes in the membership of the Subject-area Board will be submitted to the Dean by its President after such a change has been approved by Board.
2. The Subject-area Board will have a minimum of five members. The person guaranteeing the doctoral degree programme acts as the President of the Subject-area Board.
3. The period for which the Subject-area Board is appointed will correspond to the period for which the accreditation of the programme of study is valid. Members of the Subject-area Board may serve on it repeatedly.
4. The powers of the Subject-area Board include, but are not limited to, the following:
  - a) discussing the proposals for dissertations and changes thereof,
  - b) nominating members of the Admission Boards,
  - c) nominating supervisors,
  - d) discussing the scope of requirements for the State Doctoral Examination,
  - e) proposing to the Dean nominations for the President, Vice-President and members of the examination board for the State Doctoral Examination,
  - f) proposing to the Dean nominations for the President, Vice-President and members of the Dissertation Defense Board,

- g) nominating external reviewers of the dissertation.
5. The meetings of the Subject-area Board are convened by its President, or the Dean, from time to time, but not less than once a year.
  6. The Subject-area Board has a quorum if the majority of its members are present. An absolute majority is required for voting on proposals on changes in membership of the Subject-area Board and proposals on the establishment of Subject-area Committees under Article 35(1). For other matters, the majority of the members present is sufficient. Further details regarding the acts and decisions of the Subject-area Board may be stipulated by its Rules of Procedure, which will be approved by the Dean upon proposal of the Subject-area Board.

#### **Article 34**

##### **President of the Subject-area Board**

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

#### **Article 35**

##### **Subject-area Committees**

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

#### **Article 36**

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

1. Only a professor, an associate professor, or a renowned expert holding an academic degree, may supervise a doctoral student (hereinafter referred to as “the Supervisor”).
2. The Supervisor will be appointed by the Dean upon proposal by the Subject-area Board.
3. The Supervisor proposes the topic of the dissertation and prepares the individual curriculum of a doctoral student. The Supervisor provides both expert and organizational guidance to the doctoral student during the course of study, checks the fulfillment of the study requirements and provides the Subject-area Board with an annual assessment of the doctoral student. The Supervisor provides guidance to the doctoral student regarding the work on the dissertation. The Supervisor may be present at the examinations that the student takes throughout the course of the study.

4. In the event that it has been proved that the Supervisor failed to fulfill the obligations under Paragraph 3, or cannot perform the supervisor's activities, the Dean may, upon proposal of the Subject-area Board, dismiss the Supervisor and appoint a new one.

### **Article 37**

#### **Doctoral Students**

1. On the Enrollment Date, an applicant who has been admitted for studies becomes a UP student and a member of the academic community of UP and of the faculty at which the student is enrolled in doctoral studies.
2. A doctoral student ceases to be a UP student and a member of the academic community of UP and of the faculty at which the student is enrolled in doctoral studies:
  - a) on the date of passing the State Doctoral Examination or defending the dissertation in accordance with Section 47(4) of the Act and Section 55(1) of the Act respectively (whichever comes later);
  - b) upon terminating doctoral studies in accordance with Section 56 of the Act.
3. Terminating doctoral studies under Section 56(1)(b) of the Act means:
  - a) terminating doctoral studies by the decision of the Dean if the student fails to fulfill the requirements imposed on him or her or following from the doctoral degree programme,
  - b) terminating doctoral studies by the decision of the Dean after the expiry of the standard length of study, or an extended length of study under Article 32(2), or after the expiry of the maximum length of study,
  - c) terminating doctoral studies by the decision of the Dean as a result of the fact that the dissertation was repeatedly not recommended for defense by all external reviewers, or the student repeatedly failed either the dissertation defense or the State Doctoral Examination.
4. Section 68 of the Act will apply to the decision-making under Paragraph 2(b) and Paragraph 3.
5. A person to which the facts stated in Paragraphs 2 and 3 apply is obliged to appear at the relevant office of the faculty within 30 days of the termination of doctoral studies to have the electronic study records system closed, unless he or she requests that such an office extend this deadline due to reasons of serious nature.
6. After terminating the doctoral studies under Section 56 of the Act, the relevant office of the faculty will issue a certificate of the exams passed during the doctoral studies if the student requests so.

### **Article 38**

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

1. The doctoral studies individual curriculum focuses on scientific work, solving a research problem or a specific objective of creative or artistic activities.
2. The doctoral studies individual curriculum is proposed, or, as the case may be, annually modified, by the Supervisor, together with the doctoral student. The doctoral studies individual curriculum and, as the case may be, its modifications must be approved by the President of the Subject-area Board or by another person authorized to do so by a faculty policy under Article 34(2).
3. The doctoral studies individual curriculum includes:
  - a) time and content sequence of study activities, the form of such activities and the way of checking the study results of a doctoral student (including, but not limited to, oral exams, written reports, conference attendance) in accordance

- with the programme of study,
  - b) the framework for the scientific research or creative activities of a doctoral student in the areas of research, development or theoretical or creative arts work; the framework definition of the topic constitutes the basis for the dissertation,
  - c) studies and internships at other departments, if any, including foreign ones.
4. The results of individual course credits, colloquia and examinations are graded as “pass” or “fail” and recorded in the electronic study records system. The student’s file will also include a record of having fulfilled other stipulated requirements confirmed by the Supervisor, as well as an annual assessment of the student prepared by the Supervisor.
  5. During the course of studies, the student shall demonstrate the ability to use a foreign language relevant for the respective programme of study.
  6. The work arrangements of a doctoral student are subject to the student’s agreement with the Supervisor.

### **Article 39**

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

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

### **Article 40**

#### **Withdrawal from Studies**

1. A doctoral student who decides to withdraw from doctoral studies shall inform the Dean thereof by written notice without undue delay. A doctoral student may do so at any time during the course of doctoral studies.
2. A doctoral student who decides to withdraw from studies ceases to be a student on the date on which the written notice was delivered to the Dean.

### **Article 41**

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

1. After the student has fulfilled all study requirements of the curriculum, an application for the State Doctoral Examination including Supervisor’s report will be filed with the Dean through the relevant office of the faculty.
2. Unless a UP policy stipulates otherwise, the Dean will decide on the date of the State Doctoral Examination upon proposal by the President of the Subject-area Board. In such a case, the President of the Subject-area Board, the Supervisor and the doctoral student will be notified of such a decision of the Dean within 30 days of filing the application for the State Doctoral Examination.

### **Article 42**

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

1. Examination Board for the State Doctoral Examination consists of a President, Vice-President and a minimum of three other members. At least one member of the Examination Board must be a person other than an academic staff member employed by UP.

2. Only professors, associate professors, renowned experts approved to this end by the Scholarly Board of the faculty and experts appointed by the Ministry may examine doctoral students during the State Doctoral Examination.
3. The President, Vice-President and other members of the Examination Board for the State Doctoral Examination will be appointed by the Dean upon proposal by the Subject-area Board. The Ministry may appoint other members of the Examination Board for the State Doctoral Examination from among renowned experts in the field.
4. The Supervisor is not a member of the Examination Board although he or she may attend the State Doctoral Examination.

#### **Article 43**

##### **State Doctoral Examination**

1. During the State Doctoral Examination, the doctoral student demonstrates his or her expert and theoretical knowledge in the given programme of study, including the knowledge of the basic research methods, ability to acquire new scientific information, assess it and apply it creatively. The requirements as to the knowledge are based on the doctoral studies individual curriculum.
2. A majority of members of the Examination Board for the State Doctoral Examination, and its President or Vice-President, must be present at the State Doctoral Examination at all times.
3. The State Doctoral Examination is public. Before the Examination Board deliberates to discuss the result as well as during the public part of the State Doctoral Examination, the Supervisor may express his or her view even in the closed session; the Supervisor must not be present during the rest of the closed session.
4. The Examination Board for the State Doctoral Examination decides on the result of the State Doctoral Examination by secret vote; the result may be either “pass” or “fail”. A majority of all members present voting “pass” is required for the “pass” assessment.
5. In the event that the student failed the State Doctoral Examination, the President of the Examination Board will inform the doctoral student about the conditions stipulated by the Board for the re-sit. The State Doctoral Examination may not be re-sat more than once. The deadline for re-sitting the State Doctoral Examination is the maximum length of study under Article 32(3).

#### **Article 44**

##### **Dissertation**

1. Dissertation is a comprehensive work which includes the published results of scientific and creative work of a doctoral student or results accepted to be published. By means of the dissertation, the doctoral student demonstrates the ability to carry out scientific or artistic activities individually and creatively.
2. The dissertation must be written in Czech or Slovak, or in another language if the accreditation of the respective programme of study allows so. Writing the dissertation in another language is subject to the prior written consent of the Subject-area Board.
3. In addition to the requirements defined by a faculty policy (Article 26(2)), the parts of the dissertation usually include, but are not limited to, the following:
  - a) an overview of the current state of the issues dealt with in the dissertation, including bibliographic references,
  - b) dissertation objectives,
  - c) formulation of the theoretical foundations of the dissertation,
  - d) description of the actual solution,



- e) original results and their application in publicly reviewed publications and projects,
  - f) evaluation of the results for the respective field of science or for practical use,
  - g) list of sources used,
  - h) a special statement in the introductory part of the dissertation on intellectual property rights, or copyright,
  - i) summary, usually in English, or in a different world language.
4. The approximate extent of the dissertation and further conditions for its writing will be defined by the Subject-area Board.
  5. A dissertation which was prepared as part of or as a result of a research project involving more researchers, in which the student also participated, must include a statement by the principal researcher and other researchers on the student's being the author of the dissertation or on the student's co-authorship of this dissertation, as well as on the extent of the student's creative contribution. If the contribution of the student can be specified, e.g. by reference to individual chapters of the dissertation, such specification must also be included. The statement must further include the definition of the student's share in the whole research project.
  6. A dissertation must be accompanied by a standalone written outline whose purpose is to inform other members of the scientific community about the results of the dissertation. The outline will include a brief table of contents of the dissertation, following the division and order under Paragraph 3; the outline will also include a list of the doctoral student's published works, including their citations, if any. The outline will be written in the language of the dissertation and a one-page summary in English or another world language will be attached to it. If the dissertation and its outline are written in a language other than Czech or Slovak, the summary must be in Czech or Slovak. If the dissertation is published as a non-periodical publication, it can replace the outline.
  7. The dissertation must be reviewed by a minimum of two external reviewers appointed by the President of the Subject-area Board. The reviewers may vote in the Dissertation Defense Board if appointed to serve on it by the Dean. Only a professor, an associate professor, or a renowned expert in the field, may serve as an external reviewer. The Supervisor may not serve as an external reviewer. One of the external reviewers must be a person other than an academic staff member employed by UP.
  8. The reviewer shall independently write a reviewer's report on the submitted dissertation not later than within 6 weeks of the delivery of the dissertation and the letter of appointment. In the event that the reviewer is unable to write the reviewer's report, he or she is obliged to provide a notification thereof within 15 days of the delivery of the letter of appointment.
  9. The parts of the reviewer's report include, but are not limited to, the following:
    - a) evaluation of the importance of the dissertation for the respective field,
    - b) comments on the process of problem solution, methods used and achievement of the set objective,
    - c) opinion concerning the dissertation results and the original contribution of the student submitting the dissertation,
    - d) comments on other issues, as the case may be, including, but not limited to, the structure (whether it is clear and organized), formal aspects and the linguistic level of the dissertation,
    - e) an unambiguous statement whether the reviewer recommends, or not, the submitted dissertation for the defense.

#### **Article 45**

##### **Conditions for Announcing the Dissertation Defense**

1. A doctoral student will file an application for the Dissertation Defense with the relevant office of the faculty. A Supervisor's statement as to whether the dissertation meets the requirements for its defense must be attached to the application. The dissertation and the outline must also be attached to the application; the number of copies will be determined by the Subject-area Board. Other required attachments may be determined by a faculty policy.
2. The relevant office of the faculty will check all formal requirements for the application for the dissertation defense, whether the student has passed the State Doctoral Examination (if this has already taken place), and then the office refers the application to the Dean who appoints the Dissertation Defense Board in accordance with Article 46.
3. The dissertation must be made available to the public not less 14 days before the date of its defense at a place stated in its outline (usually the relevant office of the faculty). The external reviewers' reports on the dissertation will also be made available to the public at the same place and during the same period.
4. After receiving all reviewers' reports on the submitted dissertation, the President of the Dissertation Defense Board will propose to the Dean a time and a place for the Dissertation Defense.
5. All members of the Dissertation Defense Board, the Supervisor and the doctoral student will receive invitations for the Dissertation Defense not later than 20 days prior to the date of the defense. The external reviewers' reports on the dissertation and the presentation thereof must be attached to all invitations.
6. In accordance with the instructions of the President of the Subject-area Board, the place and the date of the Dissertation Defense are published on the official notice board of the faculty, together with the place where the dissertation and the outline may be consulted.
7. A doctoral student may withdraw the dissertation and the application for its defense at any time during the preparation period for the defense, but not later than 5 business days before the date of its defense. The student may exercise this right only once during the course of doctoral studies.

#### **Article 46**

##### **Dissertation Defense Board**

1. The Dissertation Defense Board is appointed by the Dean upon proposal by the Subject-area Board. The Supervisor is not a member of the Dissertation Defense Board, but may attend the defense. The Supervisor may serve on the Dissertation Defense Board if required by a cooperation agreement between UP and a foreign university on a joint doctoral degree programmes (*cotutelle*).
2. The Dissertation Defense Board will consist of a minimum of five members. The Board consists of its President, Vice-President and other academic and scientific staff of the faculty, UP, other universities and scientific centres, or other renowned professionals. A minimum of two members of the Dissertation Defense Board must be persons other than academic staff members employed by UP.

#### **Article 47**

##### **Dissertation Defense**

1. The Dissertation Defense will be chaired by the President, or the Vice-President in the absence of the former, of the Dissertation Defense Board.
2. The due course of the Dissertation Defense is conditioned by the presence of the President, or Vice-President, at least one external reviewer and a minimum of two thirds of members of the Dissertation Defense Board, during the entire course of the Dissertation Defense.
3. The Dissertation Defense is public, but it will be evaluated by the Dissertation Defense Board at a closed session.
4. During the dissertation defense, the doctoral student is introduced to the Dissertation Defense Board and asked to deliver a short presentation of the results of the dissertation; then the reviewers' reports on the dissertation are read, the Supervisor presents his or her opinion and a discussion follows. The doctoral student is obliged to respond to the external reviewers' reports on the spot and answer any other questions asked by the Dissertation Defense Board.
5. Members of the Dissertation Defense Board must be present during the assessment of the defense. The Supervisor may briefly present his or her opinion at a closed session held to discuss the Dissertation Defense, but must not be present during the rest of the closed session of the Board. In addition to the Dissertation Defense Board members, the President of the Subject-area Board and the Dean may also attend the assessment.
6. The Dissertation Defense Board decides on the result of the Dissertation Defense by secret vote; the result may be either "pass" or "fail". A majority of all members present voting "pass" is required for the "pass" assessment.
7. The President of the Dissertation Defense Board will immediately inform the doctoral student of the results of the dissertation defense. The student shall sign a declaration stating that the President has informed him or her of the result.
8. If the student has not defended the dissertation, the President of the Dissertation Defense Board will inform the student thereof and instruct him or her on how to revise the dissertation.
9. A report will be drawn up on the course and result of the dissertation defense, which will be signed by the President of the Dissertation Defense Board and the members present. The original copy of such a report will be deposited with the relevant office of the faculty.
10. After the dissertation has been revised, a doctoral student may not retake the dissertation defense more than once, and not earlier than six months after the first defense. The deadline for re-taking the dissertation defense is the maximum length of study under Article 32(3).

#### **Article 48**

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

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

## **Part IV**

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

#### **Article 49**

Decision-making on the rights and obligations of students will be governed by the applicable provisions of Act No. 500/2004 Sb., the Administrative Procedure Code, as amended.

#### **Article 50** **Repealed**

#### **Article 51** **Repealed**

#### **Article 52** **Repealed**

#### **Article 53**

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

1. In cases worthy of special consideration (i.e. for serious health, social or family issues), a student may file a written application with the Dean to waive the failure to fulfill an obligation following from the programme of study or this Code.
2. If the proceedings to terminate studies due to a failure to fulfill requirements following from the programme of study or this Code pursuant to Section 56(1)(b) of the Act have already commenced, an application under Paragraph 1 may only be filed within the time limit to make a statement on the documents which constitute the basis for the decision under Section 68(3) of the Act. An application filed after the lapse of this time limit, though before the Dean's decision has been issued, may be taken into account only if the student missed the deadline due to reasons of serious nature.
3. An application under Paragraph 1 may be granted only by the Dean subject to the Rector's approval; an appeal may not be filed against the decision on such an application.
4. If proceedings to terminate studies due to a failure to fulfill requirements following from the programme of study or the present Code under Section 56(1)(b) of the Code are conducted and the student fails to timely apply for a waiver of an obligation in accordance with Paragraph 2, for which the proceedings are conducted, the Dean may directly dismiss such an application within the proceedings to terminate studies. The reasoning of this decision will also include reasons for which the Dean did not grant the application for an exceptional waiver of an obligation. Nevertheless, if the Dean grants such an application subject to the Rector's approval, the Dean at the same time decides on the stay of proceedings to terminate studies.

## **Part V**

### **Disciplinary Infractions**

#### **Article 54**

1. Under Section 64 of the Act, a student is liable for a disciplinary infraction, if he or she intentionally violates an obligation imposed by the law, policies of UP or policies of its constituent parts.
2. Violations of obligations under Paragraph 1 include, but are not limited to, the following:
  - a) plagiarism during the preparation of the diploma thesis or any other written work (Article 26(3)),
  - b) fraudulent practices related to the fulfillment of study requirements and to establishing their fulfillment,
  - c) fraudulent practices related to other parts of studies at UP other than the fulfillment of study requirements, engaged in to gain unjustified benefit or advantage, or to cause harm or injury to other persons,
  - d) physical assault inflicted on an employee of UP,
  - e) offensively contemptuous conduct towards an employee of UP, including a false accusation of an academic staff member of unlawful conduct or of conduct contrary to ethical rules for academic staff,
  - f) committing an administrative delict or a crime, which harms UP,
  - g) disturbances or indecent behaviour on UP premises,
  - h) default in the payment of tuition fees assessed under Section 58 of the Act.
3. Student's liability for a disciplinary infraction under Paragraph 2(h) terminates if the student has paid the overdue tuition fee before the Dean has issued a decision on the disciplinary infraction.

## **Part VI Temporary and Final Provisions**

### **Article 55**

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

### **Article 56**

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

## **Part VII Force and Effect**

**Article 57**

1. The present Code was approved by the Academic Senate in accordance with Section 9(1)(b) of the Act on 29 June 2011.
2. In accordance with Section 36(4) of the Act, the present Code will come into force upon its registration by the Ministry.
3. The present Code will become effective on 1 September 2011.

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In accordance with Section 9(1)(b) of Act No. 111/1998 Sb., on higher education institutions and on the amendment and modification of other acts (the Higher Education Act), as amended, the Academic Senate of Palacký University Olomouc approved amendments to the Study and Examination Code of Palacký University Olomouc on 22 May 2013, 25 October 2016, 25 October 2017, 23 October 2018 and 30 April 2019.

In accordance with Section 36(4) of the Act, the amendments to the Study and Examination Code of Palacký University Olomouc will come into force upon the registration thereof by the Ministry of Education, Youth and Sports.

Amendment to the Study and Examination Code of Palacký University Olomouc No. 1 comes into effect on the same date as it comes into force, Amendment to the Study and Examination Code of Palacký University Olomouc No. 2 comes into effect on 1 September 2017, Amendment to the Study and Examination Code of Palacký University Olomouc No. 3 comes into effect on the seventh day following its registration by the Ministry of Education, Youth and Sports., Amendment No. 4 comes into effect on 1 September 2019, and Amendment No. 5 comes into effect on 1 September 2019.

Prof. Mgr. Jaroslav Miller, M.A., Ph.D.  
Rector

doc. Mgr. Jiří Langer, Ph.D.  
Chairperson of the Academic Senate of UP