

Ministry of Education, Youth and Sports registered the Study and Examination Regulations of the Mendel University in Brno pursuant to Section 36 (2) of the Act No. 111/1998 Coll., on Higher Education Institutions and on the Modifications and Amendment of Other Acts (Act on Higher Education Institutions), on August 25, 2017, under Ref. No. MSMT-23252/2017.

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**MENDEL UNIVERSITY IN BRNO  
STUDY AND EXAMINATION REGULATIONS  
dated August 25, 2017**

**FIRST SECTION**

**BASIC PROVISIONS**

**Article 1**

**Introductory Provisions**

- (1) These Study and Examination Regulations (hereunder only “Regulations”) in compliance with the pertinent provisions of Act No. 111/1998 Coll., on Higher Education Institutions and on the Modification and Amendment of Other Acts (Act on Higher Education Institutions), as later amended (hereunder only the “Act”) and Mendel University in Brno Statutes (hereunder only the “University Statutes”) set down the rules for studies at Mendel University in Brno (hereunder only the “University”).
- (2) Education in programmes other than those listed in Article 2 (1) are subject to relevant internal regulations.

- (3) The organisation of studies at a faculty is the responsibility of the dean, while the organisation of studies at the University is the responsibility of the Rector. Where the Regulations entrust rights and responsibilities to the dean, the rights and responsibilities in the case of studies provided by the University shall be entrusted to the Rector. In case of inter-university studies, the rights and responsibilities shall be performed by an official deciding on study issues under the Act and internal regulations under Article 3.

## **Article 2**

### **Education**

- (1) The University and the faculties implement education in accredited degree programmes:
- a) Bachelor's under Section 45 of the Act,
  - b) Master's following on Bachelor's (hereunder only "follow-up Master's degree programme") under Section 46 of the Act,
  - c) Doctoral under Section 47 of the Act.
- (2) The list of accredited degree programmes is disclosed on the public part of the University webpages in compliance with Section 21 (1, h) of the Act.
- (3) Education is provided in the language of the degree programme accreditation.
- (4) Electronic records of studies are secured by the University Information System (hereunder only the "UIS"). Information connected to studies or information the disclosure of which is set by these Regulations shall be disclosed by means of the UIS. In cases where the Act or other special legislation imposes it, information is to be disclosed:
- a) on the University notice board and individual University components' notice boards,
  - b) on the public section of the University's and University components' webpages.

## **Article 3**

### **Inter-University and University Studies**

- (1) Inter-university studies shall be deemed studies:
- a) in a programme which is accredited at the University and the provision of which is partially arranged for by other legal entities listed in the decision on accreditation,
  - b) in a programme which is accredited at a different legal entity and the provision of which is, based on the decision on accreditation, partially secured by the University or its component.
- (2) University studies shall be deemed studies in degree programmes accredited at the University.
- (3) Rules for studies implementation under paragraph 1 shall be subject to an agreement made for this purpose between the University and another higher education institution. Such an agreement shall contain in particular:
- a) entrance proceedings conditions,
  - b) the manner and deadlines for transferring study records between contracting parties,
  - c) organisation and implementation of instruction,
  - d) conditions of state examinations provision,

- e) University diploma specifications,
- f) provisions on funding inter-university study,
- g) whether a student is enrolled at the University or one of its components,
- h) determination of an official person to make decisions on study issues under the Act and internal regulations.

## **SECOND SECTION**

### **STUDY IN BACHELOR'S AND FOLLOW-UP MASTER'S DEGREE PROGRAMMES**

#### **Article 4**

##### **Admission to Study and Entrance Proceedings**

- (1) General and other conditions for admitting applicants to study in degree programmes are stipulated in Sections 48 and 49 of the Act.

#### **Article 5**

##### **Enrolment to Studies**

- (1) An applicant admitted to study in a study programme provided by the University or faculty shall have a right to enrol to study and to enrol to the first semester. An applicant shall become a student of the University and the pertinent faculty on the day of enrolment to study. The applicant shall have the right to enrol to study in all the programmes they have been admitted to.
- (2) An applicant must enrol to study on the due or alternate date in person or by a proxy authorised by an official power of attorney. Due and alternate dates shall be set by the dean.
- (3) An applicant may excuse themselves from presence at the enrolment in writing:
  - a) prior to the date of enrolment,
  - b) after the date of enrolment but only for serious and substantiated reasons, within 7 calendar days from the due date of enrolment at the latest.
- (4) The dean shall decide on the validity of the excuse and the alternate enrolment date. If the excuse is recognized, an alternate enrolment date shall be set. The applicant shall be notified of the decision pursuant to Section 69a (1) of the Act.
- (5) An applicant admitted to study who fails to turn up for enrolment on the date stipulated under paragraph 2, shall lose the right to enrol if they
  - a) fail to excuse themselves under paragraph 3,
  - b) provide an excuse which is not recognised.

#### **Article 6**

##### **Subsequent Semester Enrolment**

- (1) The dates of enrolment to the subsequent semester are set by the academic year schedule.

- (2) The student must enrol to the next semester on the stipulated enrolment dates.
- (3) To enrol to study in the second semester a student must obtain the minimum of 12 credits in the first semester. To enrol to study in the subsequent semester, a student must obtain the minimum of 40 credits in total for the previous two studied semesters. If a student is less than 30 credits short of the minimum number of total credits required to complete the study, the student is not obliged to comply with the obligation stipulated in the previous sentence. The dean may grant an exception from these rules in justified cases.
- (4) To enrol to study in the subsequent semester a student may not have twice enrolled a course without due completion (hereunder only the "course"). A student may apply for cancellation of such course enrolment pursuant to Article 17 (11).
- (5) If the student fails to enrol on the set dates without a duly justified excuse, they have failed to meet the degree programme requirements under these Regulations.
- (6) A student must enrol on at least one course in each study semester.

### **Article 7**

#### **Other Duties of the Student Pertaining to Study**

- (1) A student must provide necessary cooperation for ensuring study. Particularly, a student is obliged to:
  - a) continuously monitor records of their study in the UIS, particularly the state of study and results of examinations taken. Deal with any potential discrepancies through the course teacher, course guarantor, or possibly the study department within 7 calendar days from ascertaining the discrepancy.
  - b) continuously notify the study department of any changes pertaining to the permanent address, address for postal delivery, address of data box and at the same time changes in other data necessary for due keeping of study records (primarily a change in surname, change in the health insurance company, change in citizenship, etc.).
  - c) notify the study department forthwith of a loss of health capacity to study if such capacity is a pre-condition for study enrolment pursuant to Section 49 (1) of the Act, or a temporary change of capacity to study that prevents fulfilment of study responsibilities.
  - d) present themselves at the study department when called upon to do so.
- (2) A student must check their e-mail delivered to their assigned University e-mail address at least once every 7 calendar days. Messages delivered to the University e-mail address are deemed to have been received.
- (3) Aside from the term of instruction, course registrations, enrolment to semesters and the examination period, the deadlines stipulated in paragraph 1 (a) and paragraph 2 can be extended to three times this period.
- (4) A student must check and confirm the accuracy of data in their personal administration in the UIS immediately prior to enrolment to the subsequent semester.
- (5) A student must refrain from fraudulent or other unfair conduct in relation to their studies or participation in creative activity or fraudulent or unfair conduct towards the University, its components, students or staff. In particular, the student is not permitted to:

- a) discriminate against or privilege members of the academic community of the University and other persons and restrict the rights of others,
- b) commit fraudulent or other unfair conduct in the course of study, particularly when verifying knowledge and skills,
- c) use the results of other's creative activity as their own,
- d) strive to acquire unjustified benefits in relation to studies and creative activity,
- e) damage University property,
- f) spread and use untrue information and falsify data.

### **Article 8**

#### **Academic Year Schedule**

- (1) The academic year lasts 12 calendar months. It starts on the first of September unless the Rector decides differently in the academic year schedule.
- (2) The basic time unit for creating study plans and inspecting compliance with requirements ensuing from degree programmes pursuant to these Regulations is the semester.
- (3) The academic year is split into the winter and summer semesters, the instruction and the examination periods are defined in each semester. The period of instruction can be divided into shorter time sections that are stages or blocks.
- (4) Instruction is organised in the semester according to week timetables, with the exception of courses that required block education or instruction with a special schedule.
- (5) The timing of the academic year is set by the schedules of the University and University components. The University schedule contains the basic division of the academic year, particularly the beginnings of semesters, the time of course registrations, the time of enrolment to semesters, period of instruction and the examination period. Schedules of University components follow from the University schedule.
- (6) The University schedule for the subsequent academic year shall be disclosed by middle of May of every calendar year and each University component shall disclose their schedule by the end of May on the public part of the University webpages.

### **Article 9**

#### **Degree Programme**

- (1) The degree programme is a comprehensive project defining the manner of obtaining a university education. Degree programmes accredited at the University are usually implemented at faculties.
- (2) The degree programme is characterised by the study title, type, form, objective and profile of the degree programme in the case of a Bachelor's or a follow-up Master's degree programme.
- (3) Study in a degree programme can be implemented in full-time, distance or combined form.
- (4) The profile of a Bachelor's or follow-up Master's degree programme can be:
  - a) professionally oriented with attention to mastering practical skills needed to perform occupations where theoretical knowledge is required, or

- b) academically focused with attention to obtaining theoretical knowledge needed to perform occupations, including application in creative activity and providing space for acquiring necessary practical skills.
- (5) A degree programme belongs to one section of education in cases where the state examinations test profiling knowledge or skills in the basic themes belonging to one section of education. A degree programme is a combined degree programme where the state examinations or the defence of a Bachelor's or Master's thesis test profiling knowledge and skills in the basic themes belonging to more sections of education.
  - (6) Each degree programme has a degree programme guarantor (hereunder only the "guarantor") pursuant to Article 30 of the University Statutes.
  - (7) The degree programme is specified and carried out through study plans that set primarily the time and content order of courses, the form of their study and the manner of verifying study results.
  - (8) By the end of May of every calendar year at the latest, the University and its components disclose the recommended study plans for degree programmes into which students will be enrolled for the upcoming academic year, as comprehensive draft of the time content of the study during the standard period.
  - (9) The public site of the University's or its components' webpages disclose constantly:
    - a) The catalogue of courses, i.e. the complete list of courses pursuant to the ECTS rules that students can enrol on, including course annotation, instruction extent, identification of courses – compulsory, elective and optional courses, credit numbers, contextual sequence of courses, manner of completing a course and the name of the course guarantor,
    - b) conditions for potential restriction of course enrolment.

## **Article 10**

### **Study**

- (1) The course of study and its due completion is assessed using a credit system based on the principles of the European Credit Transfer and Accumulation System (hereunder only "ECTS").
- (2) The basic unit of study is a course. Depending on the typical study workload, every course is assigned a set number of ECTS credits (hereunder only "credits") that the student shall obtain after the successful completion of the course.
- (3) The minimum number of credits required for successful completion of study corresponds to 30 times the standard period of study in the pertinent study programme expressed by the number of semesters.
- (4) The condition for due completion of study in a degree programme is to obtain the minimum number of credits prescribed for due completion of study in exchange for completing assigned courses and completion of all conditions of the degree programme, including passing the state final examination.
- (5) Courses in study programmes are divided into compulsory, elective and optional. This division is always connected to the specific degree programme. A course is compulsory when taking it, including the prescribed manner of completion, is binding for the degree programme. A course is elective when it is obligatory for a student to choose it from a group of courses.

A course within a degree programme that is not identified as compulsory or selective is an optional course.

- (6) Conditions for completion of a course including compulsory attendance are stipulated by the guarantor in writing before the instruction part of the semester, generally in the course syllabus in the UIS.
- (7) Provided they do not interrupt their studies, a student has the right to the extension of the deadlines for fulfilling study duties and also for meeting the conditions for advancing into the next semester by the period of time that maternity leave would take in other cases, in association with
  - a) pregnancy and birth,
  - b) parenting and childcare,
  - c) taking over a child, replacing the parents care based on a decision of an authority pursuant to the Civil Code, or legislation regulating state social support.
- (8) A student who is a sports representative of the Czech Republic in a type of sport and presents a confirmation of this fact issued by a sports organisation representing this type of sport in the Czech Republic shall have the right, in association with this fact, to adjustments to the course of study in order to enable participation in the representation and necessary training. The provisions of paragraph (9) shall not apply to such a student.
- (9) Maximum study duration has been set as double the standard study period stipulated by the degree programme. A student must duly complete the study within the maximum study duration. Examinations, state final examinations or any other study duty performed after the maximum study duration shall be void. If the student fails to duly complete study during the maximum study duration, they shall be deemed to have failed to meet the conditions ensuing from the degree programme pursuant these Regulations and the study shall be terminated. Maximum study duration shall not pass before the end of the extension period for meeting study conditions under paragraph (7).

#### **Article 11**

##### **Academic Records**

- (1) The University or faculty implementing a study programme shall be responsible for academic records.
- (2) The course guarantor shall be responsible for recording the result of course completion into the UIS within 7 calendar days from course completion, or by the end of the examination period of the particular semester at the latest. The study department shall be responsible for recording the results of the state examination into the UIS.
- (3) The University or faculty shall issue a student or a graduate with a transcript of academic records at their request.

#### **Article 12**

##### **Course Guarantor**

- (1) The head of department shall be responsible for due securing of the instruction of a course that the department guarantees.

- (2) The head of department shall appoint a specialist guarantor of a course from among the department's academic staff for every course. The guarantor is most frequently a professor or associate professor. Provided the dean approves of such an appointment, an assistant professor may be appointed as well.
- (3) The head of department shall determine conditions for course guarantors so that they are able to duly perform their responsibilities as the guarantors and the head of the department shall also supervise their work regularly as part of the process of internal quality assessment.
- (4) The course guarantor shall be responsible for the development of the course's contents and specialist level development in coordination with the programme guarantor, as well as for the forms and methods of instruction and for coordination of people involved in the instruction of the guaranteed course.
- (5) By the time the course enrolment starts, the course guarantor for the given semester in coordination with the head of department sets the lecturer, examiner and instructor for the course and records the information in the UIS.
- (6) The course guarantor shall be responsible for course data published in the course catalogue.

### **Article 13**

#### **Registration and Enrolment on Courses**

- (1) A request for enrolment on courses is submitted by a student by means of compulsory registration in the period of registration set by the academic year schedule. The time of registration precedes the period for course enrolment. Registration data serves as a source for setting up a timetable and for a decision on which courses will be on offer for enrolment. Students enrolling into the first semester of the Bachelor's degree programme do not register.
- (2) A student shall receive a registration voucher for the entire study to enable the student to register on courses in the amount of 1.2 times the minimum number of credits prescribed for successful study completion. The dean, upon application, may increase the number of tickets in justified cases.
- (3) A student enrolls courses they intend to study in the given semester in the period set for course enrolment (hereunder only "course enrolment").
- (4) A student may not enrol on courses that have identical content or significantly overlap with the content of courses that they have already successfully completed. The dean decides in disputable cases and may restrict the rights of students for course registration (hereunder only the "registration"), course enrolment or recognition of credits in the case of overlapping courses.
- (5) The dean may restrict the number of students to be enrolled on a course with respect to the results of registration and other justified cases.
- (6) On enrolling in a course, a student shall follow the relevant degree study plan.
- (7) A student may change the course enrolment in the period stipulated by the academic year schedule, depending on the course's character with the consent of the enrolled course's guarantor.
- (8) The dean may cancel instruction of an optional or elective course before the onset of the instruction part of the semester. The dean must inform the students enrolled in the course of this fact forthwith. Students whose course enrolment has been cancelled shall have the right to additional enrolment in a course of a corresponding credit value.

**Article 14**  
**Study Interruption**

- (1) Student's study may be interrupted at the student's request or ex officio.
- (2) On request, except in cases where there are conditions for termination of study, the dean shall interrupt the student's study:
  - a) provided the student has met the conditions for enrolment in the subsequent semester,
  - b) in relation to pregnancy, birth or parenthood, for the entire duration of recognised parental leave; the right to interrupt the study shall be granted to the student in association with accepting a child into care replacing the care of parents based on decision of the pertinent authority pursuant to the Civil Code or legislation pertaining to state social support,
  - c) in case the student represents the Czech Republic in some type of sport or due to preparation for such representation, provided the student presents confirmation of this fact issued by a sports organisation representing this type of sport in the Czech Republic,
  - d) for serious health reasons of the student,
  - e) for other reasons worthy of special attention.
- (3) Unless the student meets the conditions for enrolment in the subsequent semester, the decision will be made on the basis of assessing a request including documents proving serious reasons.
- (4) The dean shall interrupt the study of a student ex officio:
  - a) if the student is behind with payment of the fee for study in a foreign language, except in cases where the student duly meets an agreement on payment in instalments,
  - b) in relation to the state final examination pursuant to Article 21.
- (5) The dean may interrupt study ex officio when it is essential to avert damage threatening the student provided that the cause is not the student's failure to meet study duties and that the student cannot avert it himself or herself.
- (6) The interruption of study is decided by the dean. In case of a positive decision, other conditions for enrolment in the semester following immediately after new course enrolment may be set. An interruption of study is set for the duration of whole semesters and generally is terminated as of the first day of the new semester.
- (7) Study may be interrupted repeatedly. The total length of study interruption cannot exceed the half of the standard study duration. The length of study interruption for the duration of recognised parental leave as well as the interruption period pursuant to Article 21 shall not be included in the total length of study interruption or in the maximum study duration.
- (8) The student may apply for termination of study interruption pursuant to paragraph (6). The conditions under which a person on recognised parental leave may enrol to study earlier than the period for which the study was interrupted elapses, shall be stipulated by the dean.
- (9) A person whose study has been interrupted shall not be deemed a student. The period of study interruption shall not be included in the maximum study duration. A person who has had their study interrupted shall become a student on the day of new study enrolment.

- (10) Having terminated the study interruption, the student must enrol to study. Unless the student enrolls to study within 7 calendar days following such termination at the latest or unless they apply for another study interruption, the student shall be deemed to have failed to meet the requirements of the degree programme and their study shall be terminated.
- (11) New course enrolment following termination of study interruption shall not have the form of repeated course enrolment.

## **Article 15**

### **Recognition of Completed Parts of Study**

- (1) At the student's request, the dean may recognise courses completed
- a) in previous study in degree programmes provided by the University or faculty,
  - b) in previous or concurrent study at a different university in the Czech Republic or abroad,
  - c) in previous or concurrent study of accredited degree programmes as part of life-long education (Section 60 (2) of the Act).
- (2) A group of courses completed pursuant to paragraph (1) (a) to (c) may be recognised in place of a course prescribed for study provided their study outcomes correspond to the study outcomes of the prescribed course. Only courses that are relevant for the study for which they are recognised, compulsory or elective, or other courses as stipulated by the dean, may be recognised from previous study. Previous study shall be deemed study terminated pursuant to Section 55 or Section 56 of the Act.
- (3) The dean is obliged to recognise all credits obtained during study at a university abroad in accordance with the Learning Agreement made for this purpose.
- (4) The student shall support a request pursuant to paragraph (1) or paragraph (3), except in case of courses with documentation available in the UIS, by:
- a) a confirmed transcript of records including grades and the number of credits,
  - b) the syllabus for each course from the period of course completion confirmed by the University or its faculty.
- (5) A course completed in previous study can be recognised provided no more than five years have elapsed since its completion and was graded as "Very Good" (2; C) and better or their equivalents.
- (6) Provided a course is recognised, its value in credits will be recognised with the number of credits equal to the number of credits for the course in the accredited degree programme to which the course is recognised. The dean shall set the maximum proportion of recognisable credits for successful completion of study.
- (7) The credit value of the recognised courses completed in previous study shall not be included in the number of credits decisive for assessing compliance with the conditions for enrolment in the subsequent study semester.
- (8) The student shall file a request for recognition of courses completed in previous study in the enrolment period for the first study semester at the latest.
- (9) The student shall file a request for recognition of courses completed in concurrent study before enrolment in the subsequent semester following successful completion of the course at the latest.

## Article 16

### Change in the Form of Study, Transfer to a Different Degree Programme

- (1) The dean may approve a change to the form of study if the degree programme is provided in such a form of study.
- (2) The student may request the admission to study in a different study programme pursuant to Section 49 (3) of the Act. The dean decides on admittance to study and may impose equivalency examinations for recognition of courses to meet the requirements of the study programme into which the student has been newly admitted. Equivalency examinations must be performed within 60 calendar days from the day of admittance to the new study in one due exam date or two resits, otherwise the pertinent courses shall not be recognised. The dean may specify the degree programmes and prerequisites under which the dean will admit pursuant this provision.

## Article 17

### Course Completion

- (1) The way of course completion shall be set by the degree programme. Students complete courses with members of academic staff (hereunder only "examiners") appointed for the specific course by the course guarantor in the given semester.
- (2) Due exam dates and resits for course completion shall be set in the examination period and may take place one week before the end of the instruction period at the earliest. Exceptions are courses with block instruction (Article (8) (4)) and special consultation instruction (paragraph (10)), where the due exam dates and resits may be announced during the instruction period of a semester using the provisions of paragraph (3) where appropriate.
- (3) Dates for course completion are set and announced by the guarantor in the UIS two weeks before the start of the examination period in a usual number of exam dates, with at least 3 exam dates in the examination period, with minimum total capacity of 150 % of the students enrolled in the course, and spread evenly through the examination period.
- (4) The examination is generally taken in a single day. Should it consist of several parts, it may be taken in two, usually consecutive, days at most.
- (5) If a student fails to complete the course in the prescribed manner in one due exam date, the student may resit the examination twice on two alternate dates. Student and examiner may request the dean for course completion in the form of an examination in front of an examination board.
- (6) The result of course completion shall be graded by classification grades of "Excellent" (1; A), "Very Good" (1,5; B), "Good" (2; C), "Satisfactory" (2,5; D), "Sufficient" (3; E) and "Failed" (4; F) or "Credited" (Z) and "Not Credited" (N). The classification grade is recorded by the examiner in the UIS pursuant to Article (11) (2).
- (7) By successfully completing a course the student obtains the number of credits set for the given course in a degree programme.
- (8) Grading "Failed" or "Not Credited" or "Absent" means failure to successfully complete the course. If a student is absent from the examination on the date registered by the student, and not gives an excuse in writing within five working days to the examiner, they shall be classified as "Absent". If the student gives an excuse and their excuse is recognised, the student will be logged out of the given exam date.

- (9) If a student fails to utilise some of the set due exam dates or resits, such a student shall not have a right to the setting of an exam date other than those set under this Article.
- (10) In the case a student fails to complete the course in the prescribed manner in the given semester, they must re-enrol. The course may be taught in the form of consultations for repeating students provided the students met all the requirements set by the guarantor for the course with the exception of course completion. Unless the enrolment to the course has been cancelled, the course must be completed successfully.
- (11) Exceptionally, a student may cancel course enrolment. This possibility of course enrolment cancellation may only be used twice during the study in the pertinent degree programme at most and the decision is made by the dean. The dean may decide on other possibility to cancel course enrolment in serious cases.
- (12) The head of department shall be responsible for setting exam dates for course completion pursuant this Article if the formerly announces exam dates did not take place due to absence of the examiner. The head of the department also appoints new examiner. If the examiner is the head of department, the dean shall bear this responsibility.

### **Article 18**

#### **Study Termination**

- (1) Study shall be duly completed provided the student meets all study requirements ensuing from the pertinent study programme pursuant to the Regulations, including successful passing of the state final examination.
- (2) Study can also be terminated as follows:
- a) abandonment of study; the student notifies the dean of abandonment of study by means of a written declaration on abandonment of study,
  - b) the student fails to meet the requirements ensuing from the study programme pursuant to these Regulations,
  - c) loss of the degree programme accreditation,
  - d) expiration of the degree programme accreditation,
  - e) termination of the degree programme provision for reasons stipulated in Section (81b) (3) of the Act,
  - f) expiration of the licence to provide the degree programme (Section 86 par (3) and (4) of the Act),
  - g) expulsion from study pursuant to Section (47e) paragraph (3) or Section (47g) of the Act,
  - h) expulsion from study pursuant to Section 65 par. (1) letter (c) or Section 67 of the Act.
- (3) The day of study termination shall be the date stipulated in Section 56 par. (2) of the Act.

## **Article 19**

### **State Final Examination**

- (1) Studies in a Bachelor's and a follow-up Master's study programme pursuant to Sections 45 and 46 of the Act are duly completed by a state final examination.
- (2) The state final examination takes place before an examination board; its course and announcement of results are open to the public pursuant to provisions of Section 53 (1) of the Act.
- (3) The chairperson and members of the examination board for state final examinations with the right to examine shall be appointed pursuant to Section 53 par. (2) and (3) of the Act, by the dean, the Ministry of Education, Youth and Sports may appoint other members of the examination board from leading experts in the given field.
- (4) The number of members of the examination board with a right to examine shall be set by the dean depending on the type of study programme and the number of specialist areas of the state final examination.

## **Article 20**

### **Bachelor's and Master's Thesis**

- (1) If stipulated by the degree programme, submission and defence of the Bachelor's thesis is the condition of due completion of study in a Bachelor's degree programme. Submission and defence of a Master's thesis are a condition for due completion of study in a follow-up Master's degree programme.
- (2) The topic of the Bachelor's and Master's thesis (hereunder only the "final thesis") shall be proposed by the pertinent academic staff and topics are approved by the head of department within the deadline and in the manner set by the dean, mostly likely in the UIS.
- (3) The student is obliged to choose the topic of the final thesis within deadline set by the dean. Pursuant to Section 62 (1) (f) the student shall have the right to propose the topic of their final thesis.
- (4) The head of department appoints the final thesis supervisor, who prepares the assignment and instructs the student through the process of independent compiling of the final thesis.
- (5) The student shall submit the final thesis in at least two bound copies within the deadline set by dean. At the same time, the student shall deliver the thesis including further bibliographical data to the UIS. The final thesis shall be submitted in Czech, Slovak or English, or in the case of study programmes accredited in a foreign language, in that language. The procedure for submission shall be determined by the Rector's directive.
- (6) When compiling a final thesis the student must not resort to deliberate unauthorised use of the work of another person that would grossly violate legislation pertinent to the protection of intellectual property pursuant to Section 47c (2) of the Act; in this case violation of internal regulations (Article 7 (5)).
- (7) The final thesis shall be reviewed by the thesis supervisor and a reviewer appointed by the head of department. Thesis evaluations must contain a statement on whether the thesis is recommended for defence; the student shall have a right to be acquainted with the evaluation 7 calendar days prior to the defence at the latest. The final thesis may be defended if it was recommended for defence by the supervisor or reviewer.

- (8) The final theses and other pertinent information pursuant to Section 47b of the Act shall be disclosed via the UIS.

#### **Article 21**

##### **The course of State Final Examination**

- (1) The state final examination can be held on one due exam date and one resit, provided the student has fulfilled student duties ensuing from the degree programme and their final thesis has been recommended for defence by the supervisor or the reviewer.
- (2) The student shall enrol for the state final examination by means of the UIS by the deadline set by the faculty or University schedule.
- (3) A student who fails to pass the state final examination by the due exam date may take a resit no sooner than in the subsequent semester. The student's study shall be interrupted until the time of the alternate date of state final examination.
- (4) A student who has met all study duties stipulated in paragraph 1 and failed to enrol for the state final examination in the pertinent time of the semester, shall have their studies interrupted as of the last day of July or February depending on which is earlier.
- (5) A person with interrupted study under this Article shall have the right to take the due examination or the resit within two years from the day of the first interruption of study pursuant to paragraph (4) if the dean sets the dates for taking the due exam and the resit.

#### **Article 22**

##### **The Course and Classification of the State Final Examination**

- (1) The examination board chairperson, or a different member of the examination board appointed by the chairperson, shall be responsible for the course of the state final examination.
- (2) The state final examination shall comprise of final thesis defence if it is prescribed by the degree programme and an oral examination for each of the specialist areas set for the pertinent study programme.
- (3) The examination board can examine and decide provided at least half of all the appointed members of the board are present. Examination board makes the final decision on the results by voting in closed session. In case of a tie, the decisive vote is cast by the board chairperson.
- (4) Classification grading used for the state final examination is the same as in the case of an examination (Art. 17 (6)). Final thesis defence and the examination from each specialist area shall be reviewed individually. Based on the grading of individual parts, the examination board chairperson shall propose the overall result of the state final examination (paragraphs (3) and (6)).
- (5) If the grade for any part, i.e. of the final thesis defence, and individual specialist areas, is "Failed", the overall result of the state final examination must be "Failed". If a student receives the grade "Failed" at the state final examination, the examination board shall decide whether they should retake the classified part or part of the state final examination where the student failed, or the whole of the state final examination.
- (6) Depending on the overall outcome of the state final examination and results of study the chairperson of the examination board or a member of the examination board appointed by

the chairperson shall announce the overall study outcome of the students who passed. The chairperson of the examination board shall announce:

- a) "Passed with distinction" if the average grade point of the student in the study programme was below 1.50 and every course was assessed by a final grade of between A to D and the overall state final examination result was classified as "Excellent" (A),
  - b) "Passed", in other cases.
- (7) The outcome of the state final examination and overall result of the study shall be announced by the chairperson or a member of the examination board appointed by the chairperson following the completion of the state final examination or its part.
- (8) Graduates who complete their study with overall grade of "Passed with distinction" or "Passed", shall be issued with a university diploma and a diploma supplement in Czech and English by the university.

### **Article 23**

#### **Study Outcome Awards**

- (1) Academic records kept in the UIS are used to set the average study outcomes. Final grades of all courses the student enrolled on in the given study programme shall be used to calculate the average academic outcomes.
- (2) Excellent study outcomes may be awarded after study completion by the "Rector's Award", "Dean's Award" and "Dean's Commendation". Awards are generally associated with a financial reward.
- (3) Students, who passed with distinction may be awarded
  - a) the "Rector's Award" provided they passed the study in a degree programme with grade point average under 1.20;
  - b) the "Dean's Award", provided they passed the study in a degree programme with a grade point average under 1.35.
- (4) Students who defended the final theses with an "Excellent" grade, may, upon recommendation of the examination board, be granted the "Dean's Commendation" regardless of their previous study outcomes.
- (5) To obtain the "Rector's Award" or "Dean's Award" the student must acquire at least 50 % of the total number of credits needed for due completion of studies by studying in the degree programme implemented at the University or its faculty.

## **THIRD SECTION**

### **STUDIES IN DOCTORAL DEGREE PROGRAMMES**

#### **Article 24**

##### **Doctoral Degree Programme**

- (1) Doctoral degree programmes are aimed at scientific research and independent creative activities in the area of research or development, or independent theoretical and creative activities in the area of the fine arts.

- (2) Accreditation of a doctoral degree programme shall be subject to generally binding legislation, particularly Section 78 to 81 of the Act. Degree programmes accredited at the University are generally implemented at the faculties.
- (3) Doctoral degree programmes are characterised by their title, form, contents and objectives of study. The dean shall be responsible for the course of doctoral degree programmes implemented at a faculty.
- (4) Degree programmes that focus on the teaching and creative activities pursuant to Section 81 of the Act and that are implemented upon agreement between universities or their components pursuant to Section 47a of the Act, or accredited with a legal entity with its domicile, its central administration or the main site of its business in one of the member states of the European Union, or that was set up or established under the laws of one of the member states of the European Union, shall run based on bilateral agreement on cooperation pursuant to Section 81 (2) of the Act (hereunder only the "Agreement"), that complies with the Act and the University regulations.

#### **Article 25**

##### **Admission to Studies and Admission Procedure**

- (1) General and other conditions for the admission of applicants to studies in degree programmes shall be stipulated by Sections 48 and 49 of the Act.
- (2) The dean decides on the admission of an applicant to study in doctoral degree programmes implemented at the faculties.
- (3) The rector decides on the admission of an applicant to study implemented at the University. In case of inter-university degree programmes the authority shall be set on the basis of the agreement.
- (4) A decision on admission must be issued within 30 days from meeting the conditions for admission verification.

#### **Article 26**

##### **Enrolment to Study, Academic Year Schedule**

- (1) An applicant admitted to study in a doctoral degree programme shall have a right to enrol in study pursuant to Section 51 of the Act.
- (2) Article 5 shall be applied to enrolment to study in a doctoral degree programme. If the study of a doctoral degree programme is organised in years, article 5 shall be applied as appropriate.
- (3) Academic year schedule shall be subject to Article 8. If the study in a doctoral degree programme is organised in years, Article 8 shall be applied as appropriate.

#### **Article 27**

##### **Doctoral Board**

- (1) Study in doctoral degree programmes is monitored and evaluated by doctoral degree programme boards (hereunder only the "doctoral boards"). A doctoral board is appointed for each degree programme.
- (2) Members of the doctoral board may be professors, associate professors and other distinguished specialists approved by the appropriate scientific board. The doctoral board

shall have at least seven members of which at least one shall not be a member of the University academic community.

- (3) The guarantor is a member of the doctoral board and other members of the doctoral board shall be appointed and dismissed, with the consent of the pertinent scientific board, by the dean for the duration of the particular doctoral degree programme accreditation. The chairperson of the doctoral board is the guarantor of the doctoral degree programme, while the vice-chairperson shall be one of the board members elected by the members. A simple majority of the votes of all the members of the doctoral board is necessary for election.
- (4) In the case of degree programmes implemented on the basis of an agreement between universities or their components, a joint doctoral board pursuant to Section 47 (6) of the Act shall be established. Its establishment and appointing are subject to internal regulations of both universities. This provision applies to cooperation with a foreign university pursuant to Section 47a of the Act, or another legal entity pursuant to Section 81 of the Act.
- (5) The doctoral board shall in particular
  - a) guarantee the contents and the scientific specialization of the accredited degree programme,
  - b) endorse the individual study plan of a student and its potential changes,
  - c) monitor and evaluate studies in the given doctoral degree programme and present the result of this evaluation at least once a year to the dean,
  - d) approve doctoral thesis reviewers,
  - e) comment on the members of examination boards for state doctoral examinations, defences of doctoral theses and for entrance examinations.
- (6) The doctoral board is able to accept resolutions if they are passed by a simple majority of members present. In urgent cases, a proposed doctoral board resolution may be decided on without a session by means of an electronic circular.
- (7) Activity of the doctoral board is led by the chairperson who can be, in justified cases, represented by the vice-chairperson of the doctoral board.

## **Article 28**

### **Supervisor**

- (1) Studies in doctoral degree programmes are carried out under the supervision of a supervisor.
- (2) The supervisor may be an academic, scientific, leading or developmental member of the University staff, most often a professor or associate professor who works in a scientific field corresponding to the pertinent doctoral degree programme, and who has a wider overview of the development of science and practice in the given scientific field as well as personal pre-conditions for supervising students. A member of staff of another legal entity may be appointed a supervisor provided the legal entity focuses on educational and scientific, research, development or other creative work that meets the above criteria.
- (3) The dean presents the proposal for a supervisor to the doctoral board. Once approved by the doctoral board the dean shall set the supervisor for the pertinent doctoral degree programme.
- (4) The supervisor shall take part in the student's education in accordance with the work of the training unit, when in particular the supervisor
  - a) compiles, in cooperation with the student, their individual study plan,

- b) provides the student, particularly in methodological issues, with consultations on compiling the dissertation,
  - c) ensures that the student is involved in scientific, teaching and other creative activities and also that the student participates in science seminars and conferences,
  - d) monitors the fulfilment of the student's individual study plan and every year, by means of the doctoral board, presents the dean with proposed measures aimed at completing the study objectives,
  - e) comments on the student's applications pertaining to the study and its course.
- (5) Provided there are serious reasons to do so, the dean may cancel the assignation of the supervisor with the consent of the pertinent doctoral board and assign a new supervisor to a student. The supervisor may recommend the student a specialist supervisor in association with the thesis focus.

### **Article 29**

#### **Individual Study Plan**

- (1) Studies in doctoral degree programmes are run according to an individual study plan.
- (2) The individual study plan must be discussed and approved by the doctoral board within three months of a student's enrolment to studies. The chairperson of the doctoral board presents the individual study plan to the dean for approval. In justified cases, the supervisor or the student with the supervisor's statement may apply for a change of individual study. The change must be re-discussed and approved by the doctoral board.
- (3) The individual study plan shall set the focus of independent scientific, research and development activity of the student and their own educational activities. It shall set the theme of the doctoral thesis, the methodological framework of its solution, courses and publications the student shall be obliged to complete, and the time frame of studies. The individual study plan shall also cover traineeships and stays at other departments.
- (4) The student may complete part of their studies in a doctoral degree programme abroad with the consent of the supervisor and the doctoral board and upon agreement made between the University and another higher institution regulating the study conditions and the manner of recognising parts of studies and completed examinations. This provision shall apply also in the case of implementing joint degree programmes under Sections 47a and 81 of the Act.

### **Article 30**

#### **The Course of Study in the Doctoral Degree Programme**

- (1) A doctoral degree programme student shall complete at least three specialist courses and an examination from English, or another world language. The foreign language examination may be replaced by a specialist examination in the pertinent foreign language. Specialist examinations may be completed at another higher institution with the supervisor's consent.
- (2) The student's study progress shall be recorded in the academic records in the UIS.
- (3) The organisation, course and date of examinations in the pertinent year shall be specified in the individual study plan for the given degree programme. The examination shall generally be in front of an examination board in the form of a scientific discourse. The supervisor may be present at the examination as an assessor. The examination board or the examiner shall

decide on the examination outcome and the outcome shall be recorded in the UIS. The student may apply for the issuance of a written document of the examination completed.

- (4) At the student's request, the dean may recognise courses completed at a different university, in a different or previous doctoral degree programme study, for the student's study as appropriate pursuant to Article 15.

### **Article 31**

#### **Interruption of study**

- (1) The standard duration of study in a doctoral degree programme is a minimum of three and a maximum of four years and study is organised in study years. Upon the student's request, the dean may interrupt the study, even repeatedly.
- (2) The interruption of study in a doctoral degree programme is usually set for definite time given in the decision on interruption. The longest overall time of interruption must not exceed the standard time of study for which the degree programme is accredited.
- (3) Study can be interrupted either at the student's request or ex officio.
- (4) Except for cases where there are reasons for the termination of study, the dean shall, on request, interrupt study
  - a) provided the student has fulfilled conditions for enrolment for the subsequent semester and concurrently has not exceeded the maximum possible overall duration of studies interruption,
  - b) pertaining to pregnancy, birth or parenting for the entire duration of recognised parental leave period; right to interrupt studies shall also be granted to a student pertaining to adopting a minor into care replacing the care of parents based on the decision of the pertinent authority pursuant to the Civil Code or legislation pertaining to social support,
  - c) in case the student represents the Czech Republic in some type of sport or due to preparation for such representation, provided the student presents confirmation of this fact issued by a sports organisation representing this type of sport in the Czech Republic,
  - d) for serious health reasons of the student,
  - e) for other reasons worthy of special attention.
- (5) If the student fails to meet the conditions for enrolment to the subsequent year, the decision on interruption shall be made upon request containing the justification of serious reasons.
- (6) The dean shall, ex officio, interrupt a student's studies in case
  - a) the student is in arrears with payment of the fee for study in a foreign language, except for cases where the student duly complies with the agreement made on instalments,
  - b) the standard time for study has passed, excluding the periods of interruption.
- (7) Dean may, ex officio, interrupt a student's study when it is essential to prevent impending harm on the student in case the cause does not lie in failure to meet study duties and that the student cannot avert it themselves.

## **Article 32**

### **Completion of Studies**

- (1) Studies in doctoral degree programmes shall be duly completed by fulfilling all study requirements ensuing from the pertinent degree programme pursuant to these Regulations and successful completion of the state doctoral examination and doctoral thesis defence.
- (2) Study can also be terminated as follows:
  - a) abandonment of study; the student shall notify the dean of abandonment of study in the form of a written declaration on abandonment of study,
  - b) the student fails to fulfil obligations ensuing from the degree programme pursuant to these Regulation,
  - c) loss of the degree programme accreditation,
  - d) expiration of degree programme accreditation,
  - e) termination of the degree programme implementation for reasons stipulated in Section 81b (3) of the Act,
  - f) expiration of the right to implement the degree programme (Section 86 (3) and (4) of the Act),
  - g) expulsion from study pursuant to Section 47e (3) or Section 47g of the Act,
  - h) expulsion from study pursuant to Section 65 (1) (c) or pursuant to Section 67 of the Act.
- (3) The day of study termination shall be the day stipulated in Section 56 (2) of the Act.
- (4) Graduates who have completed their studies shall be issued a bilingual Czech-English university diploma and a diploma supplement by the University.

### **Article 33**

#### **Doctoral State Examination**

- (1) The doctoral state examination verifies the abilities and readiness for independent work in research or development or for independent theoretical and creative activities in the fine arts.
- (2) The chairperson and members of the examination board for doctoral state examinations with a right to examine shall be appointed by the dean pursuant to Section 53 (2) and (3) of the Act. In the case of doctoral degree programmes implemented along with other higher institutions or their components or another legal entity, appointment of the board shall be subject to the pertinent agreement. The examination board shall have at least five members and the supervisor or specialist supervisor of the student must not be among the members of the board.
- (3) The doctoral state examination shall take place in front of the examination board; its course and outcome announcement are open to the public subject to Section 53 (1) of the Act.
- (4) The student may enrol on doctoral state examination provided they fulfilled the duties ensuing from the pertinent degree programme pursuant to these Regulations. The doctoral state examination precedes the doctoral thesis defence.
- (5) The date and place of holding the doctoral state examination shall be announced by the dean in the public part of the faculty webpages at least one month before it is held.
- (6) Examination board for doctoral state examinations shall be quorate if at least two thirds of all members are present. Grades of "Passed" and "Failed" shall be used for evaluating the doctoral state examination. The results of the examination is decided based on a simple majority of all members of the examination board by secret vote.
- (7) In the case of the grade "Failed" the doctoral state examination may be retaken on one alternate date. In case the student is absent on the designated examination date without excuse and fails to provide an excuse within five working days in writing to the dean, they will be graded "Failed". If the student excuses themselves and their excuse is accepted, the examination date shall be cancelled. If the student fails the doctoral state examination on the alternate date as well, they are deemed not to have fulfilled the conditions ensuing from the degree programme pursuant to these Regulations, which is a reason for termination of study.
- (8) The doctoral state examination shall be held in a language in which the doctoral degree programme is accredited.

### **Article 34**

#### **Doctoral Thesis**

- (1) The doctoral thesis is an independent scientific work that contains original results published in a peer-reviewed scientific journal or collection or results accepted for publication or original results of projects that have been publicly exhibited.
- (2) The doctoral thesis shall be submitted in Czech, Slovak or English, or a foreign language in which the degree programme is accredited. The thesis may be submitted in a different language only with the dean's consent. A summary in English shall be a part of a doctoral thesis in Czech or another language. A summary in Czech shall be a part of a doctoral thesis in English or another foreign language.
- (3) Along with the doctoral thesis, the student shall submit a doctoral thesis abstract in Czech with an English summary. In the case of accreditation of the doctoral degree programme in

a foreign language the doctoral thesis abstract shall be produced in this language and comprise of a summary in English and Czech. The doctoral thesis abstract shall contain the academic curriculum vitae of the student and a list of their publications.

### **Article 35**

#### **Doctoral Thesis Defence**

- (1) The dean shall appoint the chairperson and members of the examination board for doctoral thesis defence pursuant to Section 53 (2) and (3) of the Act. In the case of doctoral degree programmes implemented jointly by universities or their components or another legal entity, the appointment shall be subject to the pertinent agreement. Examination board shall have five members in the least and the supervisor must not be a member. The examination board shall mostly include doctoral thesis reviewers appointed pursuant to paragraph (3).
- (2) A student shall submit an application for holding the doctoral thesis defence to the dean along with
  - a) a bound doctoral thesis in four copies and its electronic version for the UIS, including other bibliographical data,
  - b) a doctoral thesis abstracts,
  - c) proof of publication of the original work results or of results accepted for publication pursuant to Section 47 (4) of the Act.
- (3) Following a positive statement of the doctoral board the dean shall appoint three reviewers of the doctoral thesis of which at least two will not be members of the University academic community. At least one reviewer must be a Professor or Doctor of Science.
- (4) Having received reviewers' evaluations, the chairperson or the vice-chairperson of the doctoral board shall propose the date for the defence. The dean shall set and announce the date of the defence.
- (5) The date and place of doctoral thesis defence shall be published at least one month in advance on the public part of the faculty webpages and the candidate, reviewers and members of the board must be notified. The doctoral thesis must be made available for perusal to those who are interested, five days prior to the defence date at the study department of the faculty; or the pedagogical department of the University head office in the case of a University degree programme, at the workplace of the higher institution or legal entity where the defence shall take place in the case of an inter-university degree programme. All reviewer evaluations shall be sent to members of the examination board for doctoral thesis defence.
- (6) Doctoral thesis defence shall take place in front of the examination board for doctoral thesis defence. At least one reviewer must be present at the defence, and any reviewer who gave a negative evaluation must always be present. The examination board for doctoral thesis defence is quorate if at least two thirds of all members are present. The board votes by secret vote. The results of the defence shall be graded "passed" or "failed". The grade "passed" from a majority of all members of the examination board is essential for successful defence. The course of doctoral thesis defence and announcement of outcomes are open to the public.
- (7) Doctoral thesis defence takes place in the language of the doctoral degree programme accreditation. With the dean's consent or at their request the doctoral board may set the defence in a different language usual for the field of science.
- (8) A doctoral thesis defence assessed with the grade "Failed" may be repeated no more than on one alternate date. If the student fails to defend on this alternate date, they have failed to

meet the obligations ensuing from the degree programme pursuant to these Regulations, which is a reason for termination of study. In the case that the candidate is absent on the designated date for the defence and fails to provide a valid excuse in writing within five working days to the dean, their performance shall be assessed as "Failed". If the student provides an excuse for the designated date of defence and their excuse is accepted, the date shall be cancelled.

- (9) The examination board for doctoral thesis defence shall make a written record of the course of doctoral thesis defence which must be signed by all members of the board present; reviewers' evaluations form an attachment to this record.

## **FOURTH SECTION**

### **TEMPORARY AND FINAL PROVISIONS**

#### **Article 36**

##### **Temporary and Final Provisions**

- (1) Proceedings on rights and duties of students, except for proceedings on termination of study that have not been finally completed before the effect of these Regulations, shall be completed pursuant to the Study and Examinations Regulations for Studies in the Bachelor's, Master's and Doctoral Degree Programmes of Mendel University in Brno registered by the Ministry of Education, Youth and Sports on March 15, 2007 under ref. No. 8 620/2007-30, as later amended, if such procedure is more advantageous for the student.
- (2) Provisions of Articles 20 to 23 shall similarly apply to individuals without the status of student.
- (3) If a degree programme accredited before August 31, 2016 is divided into fields of study then conditions for study programmes shall apply to these study fields where appropriate.
- (4) These Regulations were approved pursuant to Section 9 (1) (b) point 3 of the Act by the University Academic Senate on June 19, 2017.
- (5) The Study and Examination Regulations for studies in Bachelor's, Master's and Doctoral Degree Programmes of Mendel University in Brno registered by the Ministry of Education, Youth and Sports on March 15, 2007 under ref. No. 8 620/2007-30, as later amended, are hereby repealed.
- (6) These Regulations come into force pursuant to Section 36 (4) of the Act on the day of registration by the Ministry of Education, Youth and Sports.
- (7) These Regulations come into effect on September 1, 2017.

prof. RNDr. Ladislav Havel, CSc., v. r.  
Rector

Please note that only the Czech version of this translation is legally binding. The English translation is intended for informational purposes solely.