

*In accordance with Act No. 111/1998 of Coll. §36, par. 2 on Higher Education Institutions and on Modification and Amendment of Other Acts / Higher Education Act/ the Ministry of Education, Youth and Sport Registered the Study and Examination Rules for Bachelor's, Master's and Doctoral Study Programmes at Mendel University of Agriculture and Forestry in Brno on March 15,2007 under Ref. No. 8 620/2007-30.*

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## **Study and Examination Rules**

### **For Studies in Bachelor's, Master's and Doctoral Study Programmes at Mendel University of Agriculture and Forestry in Brno of March 15, 2007**

#### **Part One General Statutes**

#### **Article 1 Introductory Statutes**

1. Study and examination rules of Mendel University of Agriculture and Forestry in Brno/ henceforth „MENDELU“/ are based on Institutions of Higher Education Act No. 111/1998 of Col. and the alterations and amendments and the Statutes of Mendel University of Agriculture and Forestry in Brno / henceforth „University Statutes“/ as internal regulations of the university.
2. Study and examination rules of Mendel University of Agriculture and Forestry in Brno/ henceforth „ rules“/ set forth rules for study in Bachelor's and Master's study programmes provided by faculties of the university.
3. The Rector decides according to the regulations if the study programme is provided by the university or in cooperation with a university department.

#### **Article 2 Educational Activity**

1. Faculties carry out educational activity in accredited study programmes:
  - a) Bachelor's study programmes according to §45 of the Act,
  - b) Follow-up Master's study programme according to § 46 of the Act,
  - c) Master's study programmes according to § 46 of the Act,
  - d) Doctoral study programmes according to § 47 of the Act.

1. The list of accredited study programmes according to § 17 par. 2,e/ of the Act and paragraph 11 of University statute is laid down in annex. No 1 of University statute.
2. The Dean or Vice-dean appointed by the Dean, are responsible for the organization, accomplishing, administration and control of studies under given study programmes at the particular faculty, at the level of MENDELU the Rector or Vice-rector appointed by the Rector.
3. Information connected with the study or information which is to be made public as stipulated by these Rules will be communicated to the public through the University Information System / henceforth "UIS"/, which is the responsibility of the Department of Information and Communication Technology. In the events specified by law or appropriate regulations, information will be communicated to the public by means of:
  - a) the university official bulletin board and official bulletin boards of MENDELU faculties,
  - b) the institutional www-pages of the University and its faculties.

### **Article 3**

#### **Inter-university and Inter-faculty Studies**

1. Inter-university study is considered to be studies
  - a) in programmes accredited by the university involving participation by other legal persons named in the accreditation certificate,
  - b) in programmes accredited at other institutions of higher education involving participation by the university named in the accreditation certificate.
2. University study is considered to be study accredited at the university and implemented by the faculties or university departments.
3. Inter-faculty study is considered to be
  - a) a single-area study participated by other university faculties in accordance with the accreditation documents,
  - b) multi-area studies comprising areas belonging to programmes accomplished at various university faculties mentioned in the accreditation certificate.
4. The regulations for providing inter-university and inter-faculty studies are defined by an agreement signed between MENDELU and another institution of higher education or another legal person named in paragraph 1 or by an agreement signed between those faculties of the university.

An agreement contains primarily:

  - a) entrance examination rules,
  - b) method and dates for study records handover between the parties of the agreement,
  - c) weekly schedule making rules,
  - d) agreement on the course of the state final examinations and an agreement on the method of composing the board of examiners,
  - e) diploma pattern,
  - f) agreement on payments for inter-university studies implementation,
  - g) determination of the faculty at which students of multi-area study types shall enrol,
  - h) identification of the academic staff or employees responsible for study organization and study-collisions solution, if any, during the study,
  - i) directions for finance budgeting or for financial tranfers.

For an inter-faculty single-area study, the student enrolls for study at the faculty that is mentioned in the accreditation certificate. For an inter-faculty multi-area study, the student enrolls for study at one faculty of those that carry out the programmes where the multi-area study areas are embodied. The faculty shall be determined in an agreement and the student enrolls for a corresponding programme at the faculty.

## **Part two** **Bachelor's and Master's Study Programmes**

### **Article 4** **Admission to Studies and Entrance Proceedings**

1. General regulations for admission to studies in study programmes are commenced upon by § 48 and Act 49.
2. Other admission regulations to studies in the study programmes accomplished by faculties under the Act. 49 of the Act are designated by the university and the particular faculty's status (Art. 12, 13, 14 and Art.18).
3. The Dean decides on admission to studies.

### **Article 5** **Enrollment in Studies**

1. An applicant accepted to a programme accomplished at a university faculty obtains the right to enroll for studies and for the first semester at the faculty. The applicant becomes a student of MENDELU, and is enrolled on the day of the enrollment for studies.  
Applicants have a right to be enrolled for studies in all programmes to which they have been accepted.
2. The periods of enrollment will be set by the Dean (Art. 1).  
Applicants can explain their absence in writing
  - a) before the term,
  - b) after the term in certain cases, especially for health problems, but at the latest in 15 days.
3. The right for the enrollment for a programme expires if applicants in the enrollment period
  - a) do not enroll without any explanation,
  - b) do not enroll and their explanation is not accepted.
4. If the explanation
  - a) is accepted, a new term or a new form of enrollment will be set,
  - b) is not accepted, applicants will be immediately informed in a written form by a registered delivery.  
The explanation, extra term or registration are definitely considered by the Dean.
5. Students whose study is interrupted (Art. 12) are entitled for another enrollment for their study and for another semester on the day of the expiration of the study interruption. The period of interruption is generally set by the first day of a new semester. The person becomes a university student enrolled for a particular faculty on the day of the enrollment.

## **Article 6**

### **Schedule of the Academic Year**

1. The length of an academic year is twelve calendar months. The beginning date is September 1, unless the Rector determines another date by the end of February of the preceding academic year.
2. A semester is the basic time unit for study plans, for control of their accomplishing, for result assessment and conditions for the enrollment in further studies.
3. Academic year is divided into a winter and a summer semester. Each semester consists of instruction period, examination period and vacations, excursions or practical training periods according to study programme. The instruction period may be divided into shorter intervals, e.g. blocks.
4. The time schedule for the academic year is given by timetables of MENDELU and its faculties. The university timetable is set by the Rector after consulting timetables of faculties. The timetables contain the schedule of an academic year, i.e. the beginning of a semester, instruction period, subject registration period, enrollment period, examination period, graduation and entrance proceedings. The university timetable is followed by the timetables of particular faculties.

## **Article 7**

### **Study Programme**

1. Study programme is a project determining the way of receiving university education. Study programmes accredited at MENDELU are usually held at faculties.
2. Study programmes are characterized by the name, form, content and objective of study. They are grouped into areas of study with professional specialisation.
3. Plan of study is a part of the study programme. Plans of study for each study programme or area of studies determine time and content sequence of study subjects / henceforth “subject”/, the completion and credit value of subjects, bachelor’s and master’s diploma thesis requirements / henceforth “thesis”/ and subjects of state exam.
4. No later than the end of May the university and each faculty fill in the UIS with the items for the next academic year concerning all study programmes accredited at MENDELU, particularly:
  - a) the timetable for the academic year,
  - b) the recommended plan of study for each study programme or specialisation undertaken by the students, in the form of scope-based study time sequence draft within standard period,
  - c) the catalogue of courses, i.e. full list available for students to enroll, including subject annotation, number of instruction classes, subject classification –required, required elective and elective, credit value, content sequence, completion and name of the subject guarantor,
  - d) conditions for restricted subject registration,
  - e) the complete Rules and all pertinent regulations of the faculty.

## **Article 8 Study**

1. Fulfillment of the requirements of studies in a programme and their duly completion is evaluated through a credit system based on the principles of the European Credit Transfer System (henceforth „ECTS“).
2. The basic unit of studies is the course. The amount of study necessary to complete a course is expressed in an assigned number of credits (henceforth „credit value“) determined in line with the rules that apply to the study programme.
3. A condition for completion of studies in study programmes is the acquisition of credits awarded for completing the courses within a prescribed plan, the overall count of which reaches at least 30 times the standard period of studies in a programme expressed in semesters.
4. The Dean will appropriately limit the right of students to register courses (henceforth „registration“) enroll, or have recognized credits from overlapping courses. Only credits for courses the content of which is not identical or substantially overlapping may be recognised.
5. In study programmes, courses are classified as required, required elective, and elective. This description of a course always relates to a particular field of studies. Required courses are those whose completion as well as manner of completion is mandatory. Required elective are courses that are part of a required block related to a particular field of study. Other courses that are not designated as required or required elective are elective.
6. Instruction in particular study programmes at MENDELU will be conducted by means of lectures, exercises, seminars, area work, consultations, self-study and also practise and excursions.
7. Instruction during semesters is organised according to a weekly schedule, with the exception of courses that require block instruction, or specific timing and are designated as such in the programme.

## **Article 9 Record of Studies**

1. The record of studies of each student is entered into the student record of the UIS. For the purposes of the record, study is understood as student's study in a study programme inclusive of making an entry in his/her specialisation. The Dean sets the list of hard copy documents of study records.
2. The faculty at which the programme is accredited and the student is enrolled is responsible for the student records.
3. The subject guarantor is responsible for entering the results of the student's subject completion in UIS MENDELU within 5 days not later than the expiration of examination period of the semester. The study office of the faculty is responsible for entering the state exam results in UIS.
4. The University or faculty provides the student or the person who completed the studies according to § 56 par. 1 of the Act, upon student's request a transcript of passed exams, this in the form of a printout taken from the record of studies.

## **Article 10**

### **Subject guarantor**

1. The head of the department is responsible for the staff, control and evaluation of the courses that are with regard to content due to the specialisation of a particular department.
2. The head of the department appoints a subject guarantor for each subject. The guarantor is usually a professor or a senior lecturer or the Dean can appoint a lecturer to be a guarantor.
3. The subject guarantor is responsible for the content and professional level of the subject, for teaching methods and forms and for coordination of the staff instructing in the guaranteed subjects.
4. The subject guarantor for the given semester decides on lecturers, examiners, and instructors in the subject, namely before the beginning of enrollment in courses at the latest.
5. The subject guarantor is responsible for subject information in the Course Catalogue.

## **Article 11**

### **Registration and Enrollment for Courses**

1. The student applies for the enrollment for courses by registering during the period of registration given in the academic year timetable or if necessary during the period of enrollment for courses. The registration period is set by the Dean so that its beginning proceeds the period of enrollment for courses. The information from registration can be used for setting the schedule or in determining which courses will actually be offered for enrollment, except the first semester of the studies.
2. The student obtains a limit for the study, he/she can register subjects to the extent of 1, 2 multiple of credit number for the given study. In justified cases the limit can be extended by the Dean.
3. In the period of enrollment for the coming semester, the student enrolls for subjects that he/she wants to study.
4. The number of students that will be enrolled in a course may be limited by the Dean with respect to registration results or in case of special need.
5. The student is to follow the programme / specialisation/ study plan when enrolling for courses. Enrollment for courses in the second semester is conditioned upon obtaining at least 12 credits in the first semester. To enroll for the next semester / except the last semester/ the student has to obtain at least 40 credits in total during the past two semesters of studies. In special cases the Dean or the Rector may make an exception to the rules.
6. The student may change the enrollment in a course in the period set forth for enrollment according to the course character with the permission of subject guarantor during first two weeks of instruction period at the latest.
7. The Dean is authorized to cancel instruction in an elective course before the beginning of instruction period if there is fewer than predetermined number of students enrolled for the course. The minimum number is set by the Dean before registration period. The students who have had their enrollment in courses cancelled, gain the right of late enrollment in courses with the equivalent credit value.

## **Article 12**

### **Interruption of Studies**

1. A student may interrupt his/her studies upon request. The Dean will grant the application if the student fulfils the conditions for enrollment in subsequent semester. If the student has not fulfilled the conditions, the Dean decides on the basis of the reasons given for the application. If the Dean decides to affirm the application, he/she can set conditions of enrollment for the semester immediately following the reenrollment in courses.
2. The period of interruption of studies covers the whole semester and is decided by the Dean. The sum of all periods of interruption may not exceed the half of standard period of studies. The study can be interrupted repeatedly.
3. A student can apply for the ending of study interruption in accordance with Art. 12, par. 2.
4. The repeated enrollment into a course, after the interruption of studies has ended, has not a character of reenrollment into a course.
5. If the plan of study, binding for the student, has been changed during the period of interruption, in accordance with the rules and particular study programmes the Dean sets study duties that the student has to carry out and the date of their fulfillment.

## **Article 13**

### **Recognition of Previously Completed Parts of Studies**

1. Upon request the Dean may recognise courses completed
  - a) in previous studies in programmes realised by MENDELU or its faculty,
  - b) in previous or parallel studies at an institution of higher learning in the Czech Republic or abroad,
  - c) in previous or parallel studies in the lifelong education programmes (§ 60(2) of the Act).

The Dean may also recognise a family of courses completed according to paragraphs a) through d) if their scope complies the prescribed subject requirements. Only the courses related to the study they are to be recognised for, required or required elective or other courses as defined by the Dean may be recognised from the previous study. Previous study is the study terminated in accordance with §55 or 56 of the Act.

2. The Dean must recognise all ECTS credits acquired in a scholarship abroad gained in accordance with Learning Agreement closed for that purpose.
3. Along with the request in accordance within par.1 or 2, except subjects completed in accordance with a) whose documentation is available in UIS, the student will submit
  - a) official documentation of study results including any grades and number of credits gained,
  - b) an officially (by university or its faculty) documented summary of each course, with any description of the place in the programme or area of studies in which it was completed.
4. A course from previous properly completed study may be recognised only if the time elapsed since its completion has not exceeded five years.
5. Along with the course, the course credit value with the number of credits of the accredited course realised by the university or its faculty is recognition.

6. Credit value of recognised study programmes completed in previous study is not included into the number of credits crucial for fulfilling the requirements for admission to studies in the next semester (§11 par.4).
7. The student will submit his request for recognition of subjects completed in previous study at the latest before his enrollment for the first semester of the programme accomplished by the university or its faculty.
8. The student will submit his request for the recognition of subjects studied parallelly at the latest by the enrollment for the next semester.

## **Article 14**

### **Completion of Courses**

1. The enrolled course may be completed by a course-unit credit or by an examination. The fulfillment of all requirements is determined in the study programme.
2. Academic officials (henceforth „Examiners“) appointed for the course in the given semester by the „guarantor“ test the students for credits and examinations.
3. Regular and remedial terms for the completion of courses are scheduled for the examination period, or for last week of instruction in a semester. Excepted are courses with block instruction whose regular and remedial terms for completion may come during the semester’s instruction period.
4. The terms for completion of a course must be posted at least two weeks before the beginning of the examination period. They are evenly distributed and correspond with the usual number of retakes (minimum capacity 150% registered students).
5. The examination may be written, oral, graphic, or composed of several parts. It is usually completed in one day, only if composed of more parts, it may be divided into two days.
6. The student and the examiner are entitled to ask the Dean to set an official examining board for the test or course credit test.
7. The grading scale of examinations consists of the following: „excellent“ (1; A), „excellent minus“ (1,5;B), very good (2;C), „very good minus“ (2,5; D), „good“ (3; E) and „unsatisfactory“ (4;F). The grades are recorded in UIS and at the same time verbally in the student’s study record. The numeric value is used for average grading calculation.
8. By completing the course in the given ways, the student gains the number of credits determined for the subject.
9. If the student does not appear at the determined time for the completion of the course for which he has applied and does not explain his absence within five days of the missed date, his grade will be „unsatisfactory“.
10. If the student does not complete the course within the regular time period, he has the right to fulfil the requirements for its completion on the remedial date, of which there may be no more than two.
11. If the student does not use any of the regular or remedial terms, he has right only for the terms according to paragraph 4 and 14.
12. If the student does not complete the course in the given semester, he must register the course again. The course for repeat students may have a form of consultations.

13. Exceptionally, the student may terminate his enrollment for a subject. The third enrollment during a student's studies in the study programme may be used two times at most and will be allowed by the Dean who, in serious cases, may allow another enrollment.
14. If the deadline of the completion of the course (paragraph 4) is not accomplished for the absence of the examiner, the head of the department or the Dean if the examiner is the head of the department will set a substitute term and a substitute examiner.

## **Article 15**

### **Termination of Studies**

1. Study is formally completed when a student meets all the requirements of a particular study programme, including the passing of the state final exam.
2. Study is also terminated:
  - a) by quitting, a student informs the Dean in writing, that he or she no longer wishes to pursue his studies,
  - b) if a student does not meet all the conditions of a study programme according to the rules (namely art. 11, sec.4 and art.14, sec.13),
  - c) if a study programme accreditation is revoked,
  - d) by the expiration of the study programme accreditation according to § 80, sec.4 of the Act,
  - e) the expulsion from studies per § 65, sec 1c) or per § 67 of the Act.
3. The termination of studies according to sec 2b) is the day when the decision comes into force.
4. After completing, withdrawing from or otherwise terminating studies, a student is obliged to contact the study department and to end his or her relationship with the university. Student identification card must be surrendered within 10 days thereafter.

## **Article 16**

### **State Final Exam**

1. The studies of a Bachelor's and those leading on to a Master's study programme and the studies of a Master's study programme are formally completed by the state final exam, in accordance with § 45 and 46 of the Act.
2. Oral defence of a Bachelor thesis is customarily a part of the state final exam. The state final exam in a Master's study programme, or the Master's study programme following a Bachelor degree, also contains an oral defence of a Master thesis.
3. The state final exam is taken in the presence of the examination board. The course of the exam and the results are made public according to § 53, sec.1 of the Act.

## **Article 17**

### **Examination Board for State Final Exam**

1. The chairman and the members of the examination board for a state final exam with commensurate rights to examine students are appointed by the Dean or the Ministry of Education, Youth and Sport, in accordance with § 53, sec.2 and 3 of the Act.
2. The number of the examination board members with the right to examine students is set by the Dean in connection with the type of the study programme and the number of

subjects at the state final exam.

## **Article 18**

### **Bachelor Thesis and Master Thesis**

1. If set by the study plan, the thesis and oral defence of the Bachelor thesis is a condition for due completion of a Bachelor's study programme. The thesis and oral defence of the Master thesis is a condition for due completion of a Master's study programme.
2. The topics of Bachelor and Master Theses are set out by the head of a particular department on a day stated in the study schedule and in a way specified by the Dean.
3. The student is required to choose a thesis topic and to petition the head of a department to assign the thesis within the prescribed deadline of a study schedule. Per § 62, sec.1f, student has the right to propose his/her own thesis topic.
4. The head of a department appoints a thesis advisor who assigns the thesis and supervises the student's independent work on it.
5. At a time scheduled by the Dean, a student hands in at least two firmly bound copies at the department where the thesis was assigned. The thesis can be written in Czech or Slovak with a summary in English, or in English with a Czech or Slovak summary.
6. A thesis is evaluated by a supervisor and a thesis opponent is appointed by a head of a department. The evaluations must contain language indicating that a thesis is ready to be defended. A student has must be apprised of the evaluations prior to defending it. If a thesis is assessed as unsatisfactory by a supervisor and a thesis opponent, it is deemed as not worth defending, and student is obliged to rewrite it.
7. The theses are published in application "Theses" in UIS.

## **Article 19**

### **Taking the State Final Exam**

1. A student registers for the state final exam in writing at the study department of the faculty where he/she studies for his/ her study programme.
2. A student can take the state final exam after he/ she fulfills the requirements of the study programme and on condition that the supervisor and thesis opponent recommend his/ her thesis for defense and the student is registered for the exam in time according to the schedule of the faculty.
3. The state final exam can be taken during regularly set examination times or during make-up periods. Student who does not pass the exam on the set day for the examination cannot re-take it sooner than the following semester and in no case later than two years after the originally set date. Until the student re-takes the state final exam his/ her study is interrupted. Article 12, section 2 does not apply to the time of the interrupted study.
4. If a student fulfilled all the requirements mentioned in paragraph 2, and did not register for the state final exam during that period, his/ her studies are deemed interrupted as of the last day of the period. The student has the right to take or re-take the exam at regularly scheduled times or during make-up times, so long as these times are set by the Dean, and in no case later than within two years after the originally set date.

## **Article 20**

### **The Course and Grading of the State Final Exam**

1. The course of the state final exam is controlled by the chairman of the examination board.
2. The state final exam consists of an oral thesis defense, if prescribed by the study programme, and an oral exam in each subject set in the particular study programme.
3. The same grading scale, as for exams, is used in evaluating the state final exam (art.14, sec.7). Decisions about the results are made by the examination board. The thesis defense and the examinations in each subject are assessed individually. If student receives a failing grade in any of these parts, i.e. the thesis defense or individual subject exams, then the overall grade on the state final exam must be that of "fail".
4. The chairman of the examination board appraises student's overall performance on the state final exam on the basis of the grades received in the individual parts (art.14, sec.7). The appraisal is discussed among the members of the examination board in a closed session. In case of parity of votes the chairman's vote decides.
5. If a student receives a failing grade on the state final exam, the board of examiners decides if the student has to repeat all the parts of the state final exam or only the one or more that he/ she failed.
6. Students who passed the state final exam are informed of the overall result of their studies by the examination board on the basis of the result on the state final exam and on the grades throughout their studies. The overall result of studies can be as follows:
  - a) "passed with honours" if the student's average grade in his/ her studies of a study programme was under 1,50; his/ her final grade in each course was from A to D; he/she she did not exceed the standard time for the degree studies and his/ her overall grade on the state final exam was A ("excellent"),
  - b) "passed" in other cases.
7. The result of the state final exam and the overall result of the studies is announced by the chairman or another member of the examination board approved by the chairman after the end of the state final exam or one of its parts.
8. Graduates who finished their studies with the overall result "passed with honours" or "passed" receive a university diploma and a diploma supplement in Czech and English.

## **Article 21**

### **Recognition of Study Results**

1. The information recorded in UIS is used to monitor student's study status. The calculations are based on the final grades received in all courses registered by student in a particular study programme.
2. After graduating from MENDELU, students with outstanding grades point averages may receive one or more of the following awards: Rector's Award, Dean's Award, or Dean's Appreciation. These academic awards are usually associated with financial rewards.
3. Students who "passed with honours" may receive:
  - a) Rector's Award if they graduated with the average grading under 1.20,
  - b) Dean's Award if they graduated with the average grading under 1.35.
4. Students who defended their theses with grade A ("excellent") may receive Dean's Appreciation Award on the recommendation of the board of examiners irrespective their

prior grade standing.

5. The Rector's and Dean's Awards are awarded on condition that at least 75% of the credits necessary for due completion of studies were attained in a study programme offered by MENDELU or one of its faculties.

### **Part Three**

#### **Study in Doctoral Study Programmes**

#### **Article 22**

##### **Doctoral Study Programmes**

1. Doctoral study programmes are aimed at scientific research and independent creative activity in the field of research or at independent theoretical or creative activity in the field of art.
2. Doctoral study programme is a coherent project qualifying the way of attaining university education. The doctoral study programme accredited at the university is generally implemented by faculties. The doctoral study programme accreditation is ruled by binding legal regulations, especially §78-81 of the Act.
3. Doctoral study programme is characterized by name, form, content and objective of study. Generally, it is divided in particular fields of study in accordance with Article 7, except for credit values and weekly schedule. The Dean is responsible for the doctoral study programme implemented by a faculty; the study programmes offered by the university are the responsibility of the Rector.
4. Conditions for admission are published by the university every calendar year at least four months before entrance examinations are scheduled, and each of faculties publishes their conditions for the following academic year.
5. Study programmes are implemented according to agreement between universities or their parts according to §47a of the Act, or accredited with a legal entity with central administration or entrepreneurial activities placed on the territory of a EU member state, or established of right of a EU member state dealing with educational, scientific, research, art or some other creative activity according to §81 of the Act. Study programmes are based on bilateral agreement on mutual cooperation according to §81 sec.2 and 3 of the Act (henceforth „agreement“) which has to be in compliance with the law and university rules.

#### **Article 23**

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

1. General rules for admission to studies and entrance procedure in doctoral study programmes are set forth by §48-50 of the Act.
2. Other admission rules to studies in doctoral study programmes offered by faculties under §50 of the Act are specified by university statute ( Art. 12-14 and Art. 18) and faculty statute; in case of university study programmes by university statute.
3. The Dean decides on admission to doctoral study programmes offered by faculties.
4. The Rector decides on admission to inter-faculty or inter-university studies in doctoral study programme.
5. In case of inter-university study programmes the entrance procedure is implemented by

agreement.

## **Article 24**

### **Enrollment for Studies and Schedule of the Academic Year**

1. An applicant admitted to doctoral studies offered by the university or faculty receives the right to enrol for studies under §51 of the Act.
2. The enrollment for studies refers to Art. 5; the student is, however, enrolled for doctoral study programme.
3. The periods of enrollment are set by the Dean under Art.1 (if the study programmes are provided by the university they are set by the Rector).
4. The schedule of an academic year is consistent with Art. 6.

## **Article 25**

### **Specialist Board**

1. The doctoral study programme is managed and assessed by specialist boards that are appointed for each study programme.
2. Members of specialist board can be professors, senior lecturers and outstanding specialists after authorisation by particular specialist board.

The specialist board consists of minimally seven members; at least one of them should not be a member of the university academic staff.

3. Members of the specialist board are appointed and recalled by the Dean, at longest for the period the accreditation of particular doctoral study programme is valid. The chairman and vicechairman of the specialist board are chosen from its members on the basis of their voting provided they obtain absolute majority of votes.
4. In university doctoral study programmes the members of specialist board are appointed and recalled by the Rector, at longest for the period the accreditation of the study programme is valid. The chairman and vicechairman are chosen from its members on the basis of their voting provided they obtain absolute majority of notes.
5. For the study programmes based on inter-university agreement the common specialist board is appointed under § 47 Art. 6 of the Act. Its appointment is subject to internal regulations of both universities. The regulation holds for the cooperation with a foreign university under § 47a of the Act, eventually with another legal entity under §81 of the Act.
6. The specialist board primarily:
  - a) guarantees the content and scientific profile of the field, discusses the
  - b) changes in structure of subjects within the doctoral study programme
  - c) and decides about subjects for state doctoral examination,
  - d) proposes the members of examination board for entrance examination
  - e) and a supervisor,
  - f) expresses their opinion on individual curricula for students and their
  - g) possible changes,
  - h) checks and evaluates the study in particular doctoral study programme
  - i) and presents the evaluation to the Dean at least once a year,
  - j) proposes opponents and the date of the defence of dissertations,

- k) proposes members of examination boards for state doctoral examinations and for Defence of dissertations to the Dean.
- 7. The specialist board is sufficient in numbers if at least two thirds of its members are present. Absolute majority of positive votes of present specialist board members is necessary for the adoption of a resolution.
- 8. Specialist board activities are managed by the chairman who can be, in a justified case, substituted by the vicechairman.

## **Article 26 Supervisor**

- 1. The supervisor controls study in doctoral study programmes.
- 2. A member of academic staff, an outstanding scientific specialist of the university, mainly profesor or associate profesor with good knowledge of science and practice in the given field and capable of supervising students, can be appointed as a supervisor. An employer of another legal entity who is engaged in educational, research or scientific activity can be appointed as a supervisor. On the proposal of the specialist board and after the authorization by the scientific board, the Dean appoints a supervisor.
- 3. The supervisor is concerned with the student´s education:
  - a) he/she draws up the student´s individual curriculum,
  - b) together with the student the supervisor makes a proposal for the topic of the thesis,
  - c) he/she provides tuition for the student concerning the student´s thesis,
  - d) he/she determines the student´s scientific, pedagogical and other activities,
  - e) and the student´s participation in seminars and conferences,
  - f) he/she checks that the student follows the individual study plan and submits
  - g) annually proposals concerning the achievements of studies to the Dean,
  - h) he/she expresses his/her opinion of student´s requests regarding the studies.
- 4. For serious reasons the Dean can recall the supervisor and assign the relevant student another supervisor. The supervisor can recommend the Dean, through the specialist board, to appoint a specialist supervisor if the topic of the thesis necessitates it.

## **Article 27 Individual Study Plan**

- 1. The study in doctoral study programmes is implemented according to individual study plan.
- 2. The supervisor outlines individual study plan which has to be discussed and approved by the specialist board within three months from the enrollment for studies. The chairman of the specialist board submits the individual study plan to the dean.
- 3. The individual study plan determines the focus of the student´s independent scientific and research activities and his/her own educational activities. It also determines the topic of the thesis, methodology, courses compulsory for the student and time schedule. The individual study plan also determines the details of study stay and practice at other workplaces.
- 4. During each year the student in a doctoral study programme can take a four-week vacation.

5. With approval of the supervisor and the specialist board the student can spend a part of the study programme abroad on the basis of agreement determining the recognition of the study and passed exams. The regulation is valid also in case of common study programmes implementation under §47a and §81 of the Act.

## **Article 28**

### **Course of Studies**

1. The curricula determine three compulsory subjects and an exam in English or another modern language for a student in doctoral study programme. Special exams can be taken at another university with the agreement of the supervisor and the specialist board.
2. The record of studies of each student is entered into the student record in the UIS.
3. Subject guarantor is treated in Article 10.
4. The course enrolled in individual study plan is completed by an exam under Art. 14 except for paragraphs 3, 8, 11, and 12. The date of exam is decided individually by the subject guarantor. The supervisor or accredited person participates as an observer. Examinations are generally oral and the results are recorded in the UIS and in the student's study record booklet. The student receives the record of the exam which is filed in his/her documentation.
5. Upon request the Dean may recognise courses completed in other or previous studies in doctoral study programme in accordance with Art. 13, the credit value is not included.

## **Article 29**

### **Interruption of Studies**

1. The standard doctoral study programme lasts at least three and at most four years and is organised in study years. Upon request the Dean may interrupt the studies (even repeatedly) for a necessary period.
2. The interruption of studies usually covers a fixed period. The sum of all periods of interruption may not exceed three study years. The study can be interrupted repeatedly. Upon the recommendation of the specialist board or the supervisor, the Dean can make another decision.
3. If the individual study plan has been changed during the period of interruption, the Dean, in accordance with rules and particular study programme, may assign tasks that the student has to fulfil and a date for their completion.

## **Article 30**

### **Termination of Study**

1. The study in doctoral study programme is terminated by completing the studies in particular doctoral study programme after fulfilling the tasks assigned by individual study plan, by taking the state doctoral examination and defence of the dissertation.
2. Termination of studies is stated in § 56 of the Act and in Art. 15.
3. After terminating studies, the student is obliged to contact the study department and settle all obligations to the university. The student identification card must be surrendered within 10 days after termination.

4. Graduates of doctoral study programmes are awarded academic degree “Doctor” (abbreviated “Ph.D.” after the name) by the university. The graduate also receives the Diploma and Diploma Supplement, documenting the termination of studies in doctoral study programme. Graduates usually receive the diploma at academic ceremony.

### **Article 31**

#### **Examination Board for State Doctoral Examinations and for the Defence of Doctoral Dissertation Thesis (dissertation)**

1. The chairman and members of examination board with commensurate rights to examine are appointed by the Dean in accordance with § 53 Art. 2, 3 of the Act after the approval of the specialist board of the faculty, eventually the Ministry of Education, Youth and Sport. In case of inter-university doctoral study programmes the appointment of boards is determined by an agreement. The board consists of at least five members.
2. The examination board for the defence of dissertation consists of members of examination board for state doctoral exams and dissertation opponents.
3. The chairman or vicechairman of the specialist board are generally authorized to control the course of the state doctoral examination. The examination can not be controlled by the member of the board who is the supervisor of the student.

### **Article 32**

#### **State Doctoral Examination**

1. The state doctoral examination takes place in the presence of examination board; its course and results are made public according to § 53 Art. 1 of the Act.
2. The student can apply for the state doctoral examination after fulfillment of all required study duties determined in individual curriculum. The state doctoral examination precedes the defence of dissertation.
3. The state doctoral examination checks the ability to act independently in the field of research or the capability for independent theoretical and creative activity in the field of art.
4. The Dean publishes the date and place of the state doctoral examination on the official board of the faculty at least one month beforehand.
5. The examination board for the state doctoral examination is summoned by the Dean. The examination board is sufficient in numbers if at least two thirds of members are present. The state exam is classified with the grade “passed” and “failed”. The examination board evaluates the result of the examination by majority of votes in a closed ballot.
6. In the case the classification is “failed”, the state examination can be re-taken. Unless the student apologises his/her absence at the exam, they are classified with the grade “failed”. If the student does not pass the resit, the study is terminated according to § 56 Art. 1b/ of the Act. The decision is regulated by § 68 of the Act.
7. The state doctoral examination is taken in the language in which the study programme is accredited. It can be taken in English or another modern language on approval of the specialist and examination board.
8. The examination board makes out a record about the state doctoral examination signed by all present members.

9. The university issues a Diploma Supplement as a record of passed state doctoral examination. If the study programme is accredited in a foreign language, the university issues the Diploma Supplement in the particular language.

### **Article 33 Dissertation**

1. A dissertation is a self-contained scientific work containing original and in scientific periodical or proceedings published results or results accepted for publication, or already published original project results.
2. A dissertation is written in the Czech (Slovak) language or in English or in a language in which the doctoral study programme is accredited. After an agreement with the specialist board the student is allowed to write the dissertation in another language. A part of the dissertation written in Czech (Slovak) or in another language is an annotation in English. A part of the dissertation written in English, possibly in another language, is an annotation in Czech (Slovak).
3. The dissertation supplement is submitted in the Czech or Slovak language with an English summary. If the doctoral study programme is accredited in a foreign language, the dissertation supplement is presented in the language concerned and contains a summary in English and Czech (Slovak).
4. The supplement contains basic ideas, hypothesis, methods, results and conclusions of the dissertation following the structure given in the dissertation. A part of the supplement is the student's CV and a list of student's publications.

### **Article 34 Defence of Dissertation**

1. The student submits an application for a defence of dissertation to the Dean together with:
  - a) hard-back dissertation in four copies,
  - b) dissertation supplement in stated number of copies ( 20 copies minimum),
  - c) document proving the publication of original results or the results accepted for publishing ( § 47 Art.4 of the Act).
2. The Dean appoints, at the specialist board's suggestion, three opponents at least two of whom are not members of academic staff of the university.
3. At least one opponent has to be a professor or Doctor of Science.
4. The chairman or vicechairman of the specialist board proposes the date of the defence after receiving the opponents' reviews and after agreement with members of specialist board and opponents. The date of the defence is announced by the Dean.
5. The date and place of the defence are on display on the official notice board at least one month before, and the student, opponents and members of specialist board must be informed. The chairman or vicechairman of the specialist board can suggest sending the date of dissertation to other legal entities whose significant specialists can express their opinions of the dissertation. Everybody interested in the dissertation can look into it, five days before the defence takes place, at the dean's office. All opponents' reviews are sent to members of examination board for state doctoral exams and for the defence of dissertations.

6. The defence of the dissertation takes place in the presence of the board for defence of the dissertation. At least two opponents must be present.
7. The examination board for the defence of the dissertation has a quorum if at least two thirds of members are present, they decide in secret ballot.
8. The results of the defence are classified as “passed” (vyhověl) or “failed” (nevyhověl). If the defence is classified as “failed”, the examination board determines the rewriting of the dissertation. The course of the defence of dissertation and announcement of the results are open to public. Students who submitted the dissertation in doctoral study programme accredited in a foreign language, can be allowed by the examination board to defend the dissertation in a foreign language.
9. The examination board for the defence of dissertation makes out the record about the result of the defence signed by all present members of the board; reviews of opponents are enclosed.

## **Part four Temporary and Concluding Statutes**

### **Article 35**

1. The Study and Examination Rules of 17 May 2004, registered by the Ministry of Education, Youth and Sport under the reference number 19 045/2004-30, as subsequently amended, are repealed.
2. The Dean is authorized to loosen the strict effect of the rules upon the request of the student who started studies before the effective date.
3. The Study and Examination Rules were approved as per § 9 par. 1 (b) of the Act by the Academic Senate of the university on 19 February 2007.
4. These Study and Examination Rules come into force as per § 36 Art. 4 of the Act on the day of their registration by the Ministry of Education, Youth and Sport of CR.
5. These Study and Examination Rules come into effect at the beginning of academic year 2007/2008.