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Faculty  
of Law

**The Internal Regulation of the Faculty of Law of Palacký University**

PF-A-19/02

**The internal regulation of the Faculty of Law of Palacký University in Olomouc providing for the implementation of the Study and Examination Code of Palacký University in Olomouc at the Faculty of Law of Palacký University in Olomouc and for the regulation of certain other issues related to studying at the Faculty of Law of Palacký University**

Content: The internal regulation of the Faculty of Law of Palacký University regulating, in accordance with the Study and Examination Code of Palacký University in Olomouc, the detailed conditions for the implementation of this Code in relation to the study programmes implemented at the Faculty of Law of Palacký University in Olomouc and providing for other issues related to the study in the study programmes accredited at the Faculty of Law of Palacký University in Olomouc

Guarantor: Vice-Dean for the Bachelor's and Master's Study Programme

In force: as of August 20, 2019

In effect: as of September 1, 2019

# **The internal regulation of the Faculty of Law of Palacký University in Olomouc providing for the implementation of the Study and Examination Code of Palacký University in Olomouc at the Faculty of Law of Palacký University in Olomouc and for the regulation of certain other issues related to studying at the Faculty of Law of Palacký University**

Following the adoption by the Academic Senate of the Faculty of Law of Palacký University in Olomouc (hereinafter "the Faculty of Law") on 17th June 2019, the adoption by the Academic Senate of Palacký University in Olomouc on 19th June 2019 and the adoption by the Academic Senate of the Faculty of Law on 15th July 2019, in accordance with the Study and Examination Code of Palacký University (hereinafter "the Code") and in order to provide for its implementation, the Dean of the Faculty of Law is hereby issuing the following internal regulation:

## **Article 1 Control of Study**

- 1) The Study Department shall continuously monitor and check the fulfilment of the study duties of the individual students as necessary, especially during the main term for the control of study duties, as stipulated by the Dean under Article 9 (2) of the Code.
- 2) The control of the fulfilment of study duties by the Study Department shall be based on the data contained in the electronic system of study records.
- 3) Students are obliged to keep under review the currentness and correctness of the data contained in the electronic system of study records related to their studies and, in the case of finding any deficiencies, they are obliged to inform the secretary of the relevant department or the Study Department of the Faculty of Law without undue delay.

## **Article 2 Compulsory Elective Courses and Elective Courses**

- 1) Of the total number of credits that a student is required to acquire during his / her studies under Article 11 (1) of the Code, for compulsory elective courses (category B subjects) and elective courses (category C subjects), depending on the field of study, the following number of credits can be acquired for elective courses (category C subjects):
  - a) in the Master's Degree Study Programme Law and Jurisprudence, the field of study of Law, a maximum of 6 credits,
  - b) in the Bachelor's Degree Study Programme Legal Specialization, the field of study of Law in Public Administration, a maximum of 5 credits,
  - c) in the follow-up Master's Degree Study Programme Politology, the field of study of European Studies with focus on European Law, a maximum of 3 credits,
  - d) in the follow-up Master's Degree Study

Programme Specialization in Law, the field of study of International and European Law, a maximum of 4 credits.

If, in the course of study, a student completes elective courses with a higher credit value than stated above, only the number of credits given in the provisions above will be recognized for the completed elective courses and included in the total number of credits required for admission to the final state examination under Article 11 (1) of the Code.

2) From the point of view of the fulfilment of the duties provided for in paragraph 1, compulsory elective subjects shall include courses completed in a foreign higher education institution within the framework of any of the exchange programmes that had been, under Article 27 (3) of the Code recognized as specific one-off subjects.

3) Once a student signs in a compulsory elective or elective subject, its completion shall become mandatory. If a student fails to complete a compulsory elective or elective course in the academic year in which he/she enrolled in the subject, he/she is obliged to re-enrol in it.

## **Article 3 Impossibility of a Repeated Enrolment in a Course**

A student can enrol in the subject Constitutional Foundations of State Organization only once during their study. Failure to fulfil the study duty related to this subject in the academic year in which the student enrolled in shall be the reason for terminating their studies.

## **Article 4 Recognition of Examinations**

- 1) The Dean of the Faculty cannot recognize the examination in accordance with the procedure under Article 27 of the Code, if the examination passed within the framework of a study programme at Palacký University or at another higher education institution in the Czech Republic or abroad was graded "E" or "good".
- 2) The limitation ensuing from paragraph 1 shall not apply:
  - (a) when recognizing examinations carried out at a foreign higher education institution within any of the exchange programmes
  - (b) when recognizing examinations carried out within the framework of the Lifelong Learning Programme upon admission based on the Dean's Directive on the Implementation of Lifelong Learning against Payment.

### Article 5

- 1) When publishing the terms for course credits, colloquiums and examinations, the day, hour, and minute from which students can enrol in these terms must be determined.
- 2) If, at the publication of terms for a course credit, a colloquium, or an examination, a deadline for enrolment in the examination is determined, the deadline must not precede the date of the examination by more than one day.
- 3) A student can sign off from the term of a course credit, a colloquium or an examination within the time stipulated by the guarantor of the subject at the announcement of the term, but no later than 24 hours before the end of the deadline for enrolment in the term.

### Article 6

- 1) The exam topics or questions for a subject must be published no later than at the time of the publication of examination terms for the given subject.
- 2) If the fulfilment of the requirements for the completion of a subject is verified, even in part, in a written form, (whether it concerns a course credit, a colloquium or an exam), the Head of Department in cooperation with the guarantor of the subject, is obliged, at least one month prior to the beginning of the respective examination period, to publish a sample assignment of the written verification of the fulfilment of requirements for the completion of a subject together with its complete solution and an indication of what is evaluated and how, at the electronic board of the Faculty at <https://nastenka.upol.cz/dashboard>. If multiple variants of possible answers exist in any of the questions, all acceptable variants of the solution must be listed.

### Article 7

- 1) The exam, colloquium and course credit terms for each subject taught in the relevant semester for a subsequent examination period (Article 20 (6) of the Code) must be published in the electronic system of study records at least three weeks before the first date of such an exam, colloquium and course credit; however, not more than three weeks before the start of the examination period and so that the capacity of these terms reaches at least 140% of the number of students enrolled in the subject in the relevant semester. A period of at least one week must be maintained between the date of publication of these exam, colloquium or course credit dates and the date from which students will be able to sign in for any of these terms.
- 2) If an examination, colloquium or course credit is conducted in a written form, the terms of such an examination, colloquium or course credit must be published in the manner specified in paragraph 1, so that there are at least three terms in the subsequent examination period in which the examination, colloquium or course credit may be carried out. There must be an interval of at least two weeks

between each term of the written examination, colloquium or course credit. The results of each term of such a written examination, colloquium or course credit must be published no later than two weeks after it takes place, but not later than one week before the next examination, colloquium or course credit is held, including the complete correct solution for the given term and the description of what was evaluated and how. If there are multiple variants of possible answers for some questions, all acceptable variants of the solution must be listed.

- 3) Examination, colloquiums and course credit terms exceeding the limit set in paragraph 1 may be published at any time. In these cases, the dates must be published at least one week before they are held. Between the date of publication of the dates and the date from which the students will be able to sign in for these terms, the interval must be at least three days.

### Article 8

- 1) The examination, colloquium and course credit resit examination period (Article 20 (7) of the Code) must be published no later than three days before the beginning of the resit examination period. The capacity of these terms must be at least 120% of the number of students enrolled in the subject, who have not yet passed the examination, colloquium or course credit. Between the date of publication of the terms and the date from which the students will be able to sign in for any of the terms, the interval must be at least one week.
- 2) If an examination, colloquium or course credit is to be held in a written form, the terms of such an examination, colloquium or course credit must be published in the manner specified in paragraph 1 so that during the resit examination period an examination, colloquium or course credit is to be held in at least one such term. However, the total number of terms for a written examination, colloquium or course credit offered in the follow-up and the resit examination periods must be at least five. Between each term of such a written examination, colloquium or course credit there must be an interval of at least two weeks. The results of each term of such a written examination, colloquium or course credit must be published no later than two weeks after it takes place, but no later than one week before the next examination, colloquium or course credit, including the complete correct solution for the given term and a description of what was evaluated and how. If there are multiple variants of possible answers for some questions, all acceptable variants of the solution must be listed.
- 3) The examination, colloquium and course credit terms exceeding the limit laid down in paragraph 1 may be published at any time during the course of the resit examination period. In such a case, these terms must be published at least two weeks before they are held. Between the date of publication of the dates and the date from which the students will be able to sign in for the terms, the interval must be at least three days.

### **Article 9**

#### **Publication of the results of examinations, colloquiums and course credits**

- 1) The results of course credits, colloquiums and examinations held in a written form can be communicated to students either in an individualized form via the electronic system of study records, or collectively through the electronic notice board stating only the personal numbers of the students. The correct solutions pertaining to the individual terms of written examinations, colloquiums and credit tests according to Article 7 (2) and Article 8 (2) of this Regulation shall be published by means of the electronic notice board or in the form of a collective consultation consisting of visual demonstration and a commentary on the correct solution.
- 2) The provisions of Article 6, Article 7, Article 8 and Article 9 (1) of this Regulation shall not apply to the continuous verification of the fulfilment of the conditions for completing the subject during the course of the relevant semester. However, this shall not stand for the requirement laid down in the first sentence of Article 20 (5) of the Code, according to which a smaller number of terms can be offered only if the number of students who failed to complete the course during the semester is less than 10% of the total number of students enrolled in it in the given academic year.
- 3) The obligation to publish a sample solution under Article 6 (2) of this Regulation and to publish the correct solution for each individual term under Article 7 (2) and Article 8 (2) of this Regulation shall not apply to those questions which are answered by choosing a given option (multiple choice test) or choosing between yes - no options.

### **Article 10**

#### **Special Approach to Students with Health Restrictions**

The guarantor of a subject can allow students who are manifestly disadvantaged in the course of fulfilling certain study obligations as a result of their serious disability, upon their written request, to undertake some study duties in a form other than that required by the subject. This procedure must not narrow or otherwise change the extent of the knowledge or skills required for the completion of the study duties.

### **Article 11**

#### **State Final Examination**

- 1) State Final Examination for the field of study of Law, European Studies with a Focus on European Law and International and European Law shall include the defence of a diploma thesis and an oral part, State Final Examination for the field of study of Law in Public Administration shall include the defence of the bachelor's thesis and an oral part.
- 2) The state examination shall be held before the State Examination Commission, which shall be appointed and dismissed by the Dean. The

Commission shall consist of a chairperson and other members.

- 3) The Commission for the defence of a diploma or bachelor's thesis shall consist of at least three members. The Commission must include the advisor or the reviewer of the diploma (bachelor's) thesis.
- (4) The Commission for the oral part shall consist of at least three members, with at least one member of the Commission being an expert in the discipline which is the subject of the oral examination.
- 5) Persons who have not obtained, until the day of the State Final Examination, the title of a professor or an associate professor, are subject to the approval by the Scientific Council of the Law Faculty for the purpose of their membership in the State Examination Commission.
- 6) The protocol on the progress and assessment of the state examination shall be signed by all members of each commission.

### **Article 12**

#### **Final Papers**

- 1) For the purposes of this Regulation a final paper shall stand for a diploma or a bachelor's thesis.
- 2) The content and formal requirements of a final paper are stipulated in the special Directive of the Faculty of Law of Palacký University.
- 3) For the purposes of this Article, the respective academic year is the academic year preceding the academic year in which the student's standard period of study in the given study program should be completed.
- 4) It is essential that the topic of the final paper is proposed by the students themselves. The choice of the subject must be consulted in advance with the future advisor of the thesis or another educator from the relevant department. The application must include the delimitation of the topic of the final paper, its objectives, or thesis statement, paper structure, reasoning for the relevance of the topic, key literature, the name and the opinion of the future advisor of the thesis, or a member of the department with whom the topic had been consulted in advance. The application shall be filed with the secretary of the relevant department before October 31 of the respective academic year.
- 5) The proposed topics shall be approved by the Head of Department who shall also determine the advisor of the final paper. These facts shall be made available to students by posting them on the electronic notice board of the Faculty of Law by November 30 of the respective academic year at the latest.
- 6) A student who has not filed an application pursuant to paragraph 4 of this Article or whose application has not been approved is obliged to propose another topic of a final paper in the second round in the same way as in the first round, by December 15 of the respective academic year at the latest. The Head of Department shall decide on the assignment of the topic, determine the advisor of the final paper in the second round, and inform the students by January 15 of the respective academic year at the latest. After these dates, it shall not be possible to propose and approve one's own topic of the final paper in the respective academic year.

7) The topics and advisors of the final papers approved by the Head of Department shall be sent by the department to the Dean's Office and to the Study Department of the Faculty of Law of Palacký University by January 25 of the respective academic year.

8) If none of the student's proposal of the topic is approved or if a student does not propose a topic of his or her own, such a student can address the Dean of the Faculty of Law of Palacký University to determine the topic of the final paper and the advisor of the paper. A student is obliged to submit such application in writing to the Study Department of the faculty by February 15 of the respective academic year. If a student fails to file the application within the deadline, he or she will be able to apply for the final paper topic in the next academic year.

9) The assignment of the final paper shall be elaborated by the student with the consent of the advisor of the paper. The student is obliged to enter the approved assignment to the electronic system of study records by March 31 of the respective academic year at the latest. One printed copy of the assignment signed by the student and the advisor of the paper shall be submitted to the secretary of the relevant department within the same deadline. Until a student uploads the required data in the electronic system of study records and submits the required material to the secretary of the relevant department, the final paper cannot be submitted or defended.

### **Article 13**

1) The student is obliged to submit the final paper no later than within 12 months after the end of the standard length of study in the respective study programme, given the fulfilment of all formal and other requirements provided for in Article 4 and Article 9 of the Internal Standard which sets out the requirements for final papers at the Faculty of Law of Palacký University in Olomouc, and, at the same time, to enter the final version of the work in electronic form into the electronic system of study records.

2) The defence of a final paper submitted by March 31 of the given calendar year shall be held no later than by June 15 of the same year. The defence of a final paper submitted by June 30 of the given calendar year shall be held no later than by September 30 of the same year. The defence of a final paper submitted by November 30 of the given calendar year shall be held no later than by February 15 of the next calendar year.

3) The advisor and reviewer of the final paper shall be appointed and dismissed by the Head of the relevant Department. In one academic year, one full-time academic worker can be assigned to be an advisor of a maximum of 8 final papers.

4) The advisor of a final paper is obliged to approve the assignment of a qualification paper elaborated by the student and to provide a student with consultations in the course of the drafting of the diploma thesis. Further, the advisor of the final paper is obliged to prepare an assessment of the diploma thesis; the advisor of a bachelor's thesis does not have such an obligation.

5) The reviewer of the final paper shall assess mainly the relevance of the choice and the delimitation of the topic of the thesis, its methodological framework and structure, work with sources, originality of the work, content and formal aspects of the work and the achievement of objectives including its overall contribution and fulfilment of requirements stipulated in the Internal Standard which sets out the requirements of final papers at the Faculty of Law of Palacký University in Olomouc. The reviewer's report shall also present the view whether the paper is or is not recommended for the oral defence and give a proposal on the assessment of the final paper. The annex to this Directive contains the recommended structure of the reviewer's report on the final paper.

6) The Head of Department shall ensure that the student receives the reports at least one week before the date of the oral defence; this period may be shortened only with the consent of the student.

7) The reworking of the existing topic or the assignment of a new topic shall be decided by the Dean upon the proposal of the Head of Department and consultation with the advisor of the final paper. In the case that the change of the topic would be connected with a change in the advisor, such a change must be approved by the original as well as the new advisor of the paper. In the case that the change in the topic is accompanied by a change in the department responsible for approving the topic, the Heads of both Departments in question must agree with the change.

8) Further details and conditions regarding the organization of the publication of topics, assignments, drafting, supervision, review, submission and oral defence of the final papers for the respective academic year may be provided for by the Dean of the Faculty.

### **Article 14**

#### **Oral Part of State Final Examinations**

1) The oral part of the state final examinations shall consist of disciplines set within the relevant accredited study programme or field of study.

2) In the course of the third year of study but not later than 31st March, students in the field of study of Law in Public Administration are obliged to select one of the elective legal disciplines of the oral part of their state final examination. After 31st March of the relevant year the selected elective legal discipline may not be changed.

### **Article 15**

1) The student shall choose the wording of examination questions by a random selection. The examiner shall provide the student with a reasonable time limit for the written preparation of oral answers. Students can, at their request, take the exam without preparation.

2) The chairperson of the commission shall be responsible for the course of the oral examination and the work of the commission. The course and assessment of the state final examination shall be decided by the commission by voting in a private session on the day of its holding.

- 3) Each discipline of the oral examination shall be graded separately. If a student receives grade F in one or more disciplines of the oral examination, he or she may enrol in the first, or the second resit. For disciplines graded A to E there is no resit option.
- 4) The details and conditions for organizing the oral part of the state final examination shall be stipulated by the Dean of the Faculty at the appointment of the members of the examination commissions.
- 5) Students shall enrol in the oral part of the state final examination in terms and in the manner specified by the Dean of the Faculty, either in all disciplines of the oral part of the state final examination, or in some, depending on how the commissions for the examination of individual disciplines are organized.
- 6) A student may cancel the enrolment in an examination term not later than three days before the event.
- 7) In the case that a student fails to appear for the term of the oral part of the state final examination in which he or she had enrolled under paragraph 5, and fails to give an apology based on serious (especially medical) grounds to the Study Department of the Faculty of Law of Palacký University within two days after the expiration of the relevant term of the oral part of the state final examination, as well as in the case of a serious violation of the rules related to the oral part of the state final examination, the student shall be evaluated as if he or she failed the oral part of the state final examination.
- 8) The publication of the examination questions for the individual disciplines shall be ensured by the Head of the relevant Department not later than six weeks before the term of the respective oral part of the state final examination. The examination questions shall also be published in a way that allows remote access to them.

#### **Article 16** **Doctoral Study Programme**

- 1) A student of the Doctoral Study Programme Theoretical Legal Sciences is obliged to obtain 240 credits in the course of the whole study.
- 2) A student of the Doctoral Study Programme International and European Law is obliged to obtain 180 credits in the course of the whole study.
- 3) A student is required to acquire a minimum of 40 credits during each academic year or such a number of credits, which would together with the credits acquired in the previous academic year reach a minimum of 80 credits; it does not apply for the last academic year of the standard length of study.
- 4) Failure to fulfil the obligations referred to in paragraph 3 shall, under Article 37 paragraph 3(a) of the Code, constitute the grounds for the termination of studies.

#### **Article 17** **Representation of the Subject-area Board**

- 1) Between the meetings of the Subject-area Board its Chairperson shall:

- a) propose the composition of the commissions for admission proceedings to the Doctoral Study Programme,
  - b) propose to the Dean the Chairperson, Vice-Chairperson and members of the examination board for the state doctoral examination,
  - c) propose to the Dean the Chairperson, Vice-Chairperson and members of the commission for the defence of a dissertation,
  - d) propose the reviewers of a dissertation,
  - e) exercises, through the mandate of the Subject-area Board, other competencies, which, under Article 33 paragraph 4 of the Code, shall pertain to the Subject-area Board.
- 2) Competencies under paragraph 1 shall be exercised by the Chairperson of the Subject-area board usually upon a discussion with the Vice-Dean responsible for the organization of the Doctoral Study Programme.
  - 3) The Vice-Dean responsible for the organization of the Doctoral Study Programme shall exercise competencies ensuing from Article 34 paragraph 2 of the Code and shall submit to the Dean a proposal for a decision on the conducting of a state doctoral examination in accordance with Article 41 paragraph 2 of the Code.

#### **Article 18** **Final and Transitional Provisions**

- 1) Students of the Doctoral Study Programme Theoretical Legal Sciences who are enrolled to study in the academic year 2018/2019 or earlier are obliged to obtain the total of 90 credits through the course of the whole study. A 1st year student enrolled in the Doctoral Study Programme is obliged to obtain at least 15 credits in the course of the relevant academic year. A 2nd year student enrolled in the Doctoral Study Programme is obliged to obtain in the course of the relevant academic year at least: a) 20 credits in the field of study of Civil Law or Criminal Law, b) 22 credits in the field of study of Administrative Law, c) 15 credits in the field of study of Constitutional Law, d) 22 credits if in the field of study of European and International Law carried out either in Czech or English languages. Under Art. 37(3)(a) of the Code failure to fulfil these obligations shall constitute just cause for the termination of study.
- 2) Obligations laid down by Art. 16(1) and (3) shall not concern students enrolled in the Doctoral Study Programme Theoretical Legal Sciences in the academic year 2012/2013 or earlier.
- 3) This internal regulation shall enter into force on the day of its promulgation. It shall become effective on September 1, 2019.

In Olomouc on 20th August 2019.

JUDr. Zdenka Papoušková, Ph.D., m.p.  
Dean of the Faculty of Law of Palacký University in Olomouc

## **Annex no. 1 - Recommended Structure of the Reviewer's Report on the Final paper**

### **1. Evaluation of the chosen topic**

Within this criterion, special attention shall be paid to the following:

- a. the relevance of the chosen topic, its originality;
- b. the benefit of the topic (whether it is up-to-date, brings something novel, etc.);
- c. delimitation of the topic (related to time, content, geography);
- d. overall concept, intentions, work objectives.

### **2. Theoretical and methodological basis**

Within this criterion, special attention shall be paid to the following:

- a. the theoretical grounds for the paper;
- b. the relevance of the delimitation and hypotheses / research questions (their verifiability or the possibility of their answering);
- c. the relevance of the chosen methods and the ability to make use of the chosen methods.

### **3. Structure of the work**

Within this criterion, special attention shall be paid to the following:

- a. whether the structure of the text is logical and balanced;
- b. whether the individual parts of the work are logically linked to each other;
- c. the quality and the structure of the introduction and conclusion of the paper;
- d. sufficiency of the presentation and evaluation of individual chapters of the paper and their objectives.

### **4. Working with sources**

Within this criterion, special attention shall be paid to the following:

- a. the selection of sources (sources, literature) - i.e. whether the representative (main) works related to the topic have been included;
- b. the ability of the student to interpret, analyze and critically evaluate sources, or to enable their mutual confrontation;
- c. whether the sources are properly incorporated into the text and whether the information used in the work is properly supported by the sources;
- d. the use of primary and foreign language sources in the paper.

### **5. Formal aspects**

Within this criterion, special attention shall be paid to the following:

- a. mastering the citation standard established by the Dean's Directive no. 2/2010;
- b. quality of work with references and footnotes;
- c. overall text layout;
- d. linguistic and stylistic presentation (grammar, specialized language, legal terminology);
- e. compliance with the scope of the paper as stipulated by the Dean's Directive no. 2/2010.

### **6. Content**

Within this criterion, special attention shall be paid to the following:

- a. whether the author has demonstrated the competencies required by the Dean's Directive no. 2/2010 (competencies related to scientific work);
- b. the ability to identify relevant issues and the quality of the analysis performed;
- c. the degree of originality, or descriptiveness of the paper;
- d. the author's argumentation skills, including the ability to express an opinion on the issues under scrutiny;
- e. whether the paper is free from factual errors;
- f. whether the author succeeded in meeting the set objectives.

### **7. Conclusion**

At the end of the review report, the reviewer shall:

- a. give an overall evaluation of the paper - in particular the compliance with the methodological framework of the paper, the answering of the determined research questions, the verification of hypotheses, the overall benefit of the paper, and
- b. formulate a position recommending or not recommending the paper for defence and propose an overall assessment.