

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

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

UP INTERNAL REGULATION

A-10/2011-ÚZ03

**THIRD
CONSOLIDATED VERSION OF
THE STUDY AND EXAMINATION CODE
OF PALACKÝ UNIVERSITY OLOMOUC
of 21 November 2017**

**Part I
General Provisions**

Article 1

Subject-matter

1. The present Study and Examination Code of Palacký University Olomouc (hereinafter referred to as “the Code”) stipulates the rules for studying in programmes of study accredited at Palacký University Olomouc (hereinafter referred to as “UP”) and the decision-making regarding the rights and obligations of students.
2. The Code is mainly based on Act No. 111/1998 Sb., on higher education institutions and on the amendment and modification of other acts, as amended (hereinafter referred to as “the Act”) and the Constitution of UP.
3. The Code shall be binding upon UP, its constituent parts, students, all academic staff as well as staff in charge of administrative affairs relating to study, and any other persons defined in the provisions of the present Code.

4. If the present Code provides for the possibility to regulate certain issues by means of the Rector's directive, then such directives shall also be binding upon the persons defined in Paragraph 3.
5. If the present Code provides for the possibility to regulate certain issues by the means of the Dean's directive, then such directives shall also be binding upon the respective faculty, students enrolled for study in a programme of study implemented by such a faculty, and for the academic staff and staff in charge of administrative affairs relating to study working at such a faculty. In relation to meeting the requirements of a specific course (Article 7 (2)) directives of the Dean of the faculty implementing the programme of study, which includes such an course subject, shall also be binding upon the student.

Article 2

Definition of Terms

1. A student of UP shall mean a person enrolled for study in any programme of study implemented at UP, including persons studying at UP as part of an exchange programme or other form of international cooperation. If the programme of study is implemented by more faculties of UP, an agreement of the respective deans shall determine the faculty at which the student is enrolled. A participant in a lifelong education programme under Section 60 of the Act is not a student.
2. An electronic study records system shall mean a system providing basic database support for studies at UP, including all of its component software and user functions. Details regarding the electronic study records system shall be determined by means of the Rector's directive.
3. A programme of study shall mean the programme of study as defined in the institutional accreditation or an accreditation of the programme of study approved under Section 78 et seq. of the Act by the National Higher Education Accreditation Authority or an accreditation based on a decision of the Internal Evaluation Board. A programme of study shall also mean the programme of study as defined in the accreditation of the respective programme of study granted by the Ministry of Education, Youth and Sports (hereinafter the "Ministry"). As long as the accreditation granted by the Ministry lasts, the respective programmes of study continue to be subdivided into fields of study.

Article 3

Organisation of Study

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

Article 4

Study Administration

1. The Students' Offices of individual faculties of UP shall be in charge of the administration related to students' study (hereinafter referred to as "study administration").
2. Study administration at UP is processed uniformly through an electronic study records system.
3. The employees designated by the Dean to such an end at individual faculties shall be responsible for the objective accuracy, completeness and up-to-dateness of the data intended to be processed in the electronic study records system.
4. The designated employees of the Computer Center of UP shall be responsible for running the electronic study records system.
5. Further details regarding the study administration may be stipulated by means of the Rector's directive.

Article 5

Student's Obligations regarding the Organisation of Study

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

Article 6

Programmes of Study and Forms of Study

1. Programmes of study define the content of studies and conditions for their completion. The basic structure of a programme of study is governed by the provision of Section 44 et seq. of the Act.
2. Within each programme of study, studies may be subdivided into individual phases or blocks and enrollment in a phase or block may be conditioned by the completion of the preceding phase or block of study.
3. The forms of study in a programme of study include: full-time study, distance learning study or a combination of the two.
4. The list of programmes of study accredited at UP, including their codes, type and form study and standard length of study is published on the official notice board of UP. The

list of programmes implemented at individual faculties is published with the same details and to the extent necessary on the official notice boards of the faculties.

5. In order to enable the creation of a personal study plan, conditions for the completion of study, or, as the case may be, its blocks or phases (Paragraph 2), with regard to the composition of courses and the number of credits awarded, as well as the subjects of the state examination, shall be published in the electronic study records system.

Article 7

Study Courses

1. In order to enable the creation of a personal study plan (Article 16 (2)), the description of study courses (hereinafter referred to as a “course”) of the programme of study shall be supplemented with:
 - a) basic description of the course, i.e.
 - 1) name,
 - 2) abbreviation,
 - 3) scope of classes,
 - 4) semester,
 - 5) form of course completion,
 - 6) status of the course,
 - 7) credits,
 - 8) department guaranteeing the course,
 - b) conditions for course registration, including the possibility of having to complete or register for another course in accordance with Paragraph 4,
 - c) information that the course is not an optional course, or that there are preclusive courses,
 - d) information on the recommended year of study and its relation to other courses for its inclusion into a study plan,
 - e) course requirements, including scope of classes and conditions for its completion.
2. The status of courses in the individual programmes of study may be as follows:
 - a) an obligatory course (A category), the completion of which is a mandatory condition for the completion of the given programme, or phase of study (Article 6 (2)),
 - b) an elective course (B category), for which a number of credits for elective courses which the student must obtain during the course of study, or its phase or block, is defined,
 - c) an optional course (C category); i.e. other courses included in the programmes of study of the faculty, in the programmes of study at other faculties or in the all-university list of programmes of study and optional courses.
3. The programme of study may determine that students are obliged to complete one or more elective courses from a defined group of elective courses as part of their course of study. Failing to meet such a condition results in the same consequences as failing to complete an obligatory course.
4. The programme of study may determine that registering for a certain course is conditioned, or precluded by the registration for, or completion of, another course, or that completing a course is conditioned by completing another course.
5. The profile courses of a programme of study include such A and B category courses whose completion provides the student with knowledge and skills material for acquiring the specialized knowledge and skills included in the programme graduate’s

profile and which correspond to, are related to or are a precondition for knowledge and skills for the basic fields tested in the state final examination.

Article 8

Academic Year

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

Article 9

Checking the Course of Study

1. In the timeframe determined by the Dean, the Students' Office of the faculty shall check the course of study of individual students in the previous academic year.
2. The Dean shall determine the date of the main checking of the fulfillment of study requirements so that it follows the deadline for fulfillment of study requirements for the given academic year (Article 8 (3)) as well as the period for course registration for the winter semester.
3. Further details regarding the checking of the course of study may be stipulated by means of the Dean's directive.

Part II

Study in Programmes of Study

Credit System

Article 10

1. A credit system applies to all programmes of study implemented at UP unless the Dean's directive stipulates otherwise for the doctoral programme of study.
2. Each course implemented in any of the programmes of study is assigned a number of credits which quantifies the student's study load for the given course. One course shall have the same number of credits assigned for all students.
3. Students acquire the credits by completing the course in the prescribed way.
4. Credits may only be acquired only once for one course in the course of study of one programme of study or in the course of study of follow-up master programmes of study. The Dean's directive may stipulate other conditions for acquiring credits which are recognized in accordance with Article 27.
5. Further details on the organisation of study in the credit system shall be determined by means of the Rector's directive.

Article 11

1. During the course of their study, students are required to acquire such a number of credits that corresponds to the product of the standard length of study expressed in academic years multiplied by 60. Meeting this requirement is a prerequisite for being allowed to sit for the State Final Examination. The number of credits that a student is required to acquire in a doctoral programme of study may be determined otherwise by means of the Dean's directive.
2. Students are required to acquire a minimum of 40 credits during one 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. This does not apply to the last academic year of the standard length of study. The minimum of credits that a student is required to acquire in one academic year in a doctoral programme of study may be determined otherwise by means of the Dean's directive.
3. The Dean's directive may stipulate that a given percentage of the total number of credits that a student is required to acquire in accordance with Paragraph 1 and which are elective or optional course according to the programme of study, must be acquired exclusively from elective courses.

Article 12

Study Records

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

Article 13

Enrollment in Studies and Repeated Enrolment in Studies

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

Article 14

Registration for Courses

1. During the period determined by the Academic Calendar for the registration for courses for the following semester, students shall register for the selection of courses that they would like to attend. Courses are registered for through the electronic student records system.
2. Courses, the attendance of which is conditioned by completing or registering for another course (Article 7 (4)), may only be registered for once such a course has been completed in due manner or registered for.
3. During the course of study in one programme of studies a course may not be registered for more than twice. The Dean's directive may stipulate that a course may be registered for only once.
4. Unless the Dean's directive stipulates otherwise, a student who does not complete one of the registered obligatory courses is obliged to register for this course in the next academic year, in which the course is offered again.
5. Unless the Dean's directive stipulates otherwise, a student who has not completed any of the elective or optional courses is not obliged to register for them again.
6. The maximum limit of credits that students may acquire for optional courses taught at faculties other the faculty they are enrolled at equals the double of the standard length of study of the student's programme of study. Such a limit does not include credits for optional courses that are related to the inter-faculty study of the student. The deans of the faculties may agree that this paragraph will not apply to specific programmes of study and specific optional courses.

7. In the event that a student registers, or fails to register, for a certain course contrary to the provisions of Paragraphs 2 to 4, the faculty may adjust the personal study plan of such a student so that it conforms to these provisions and deregister or register for such a course for the student.
8. The conditions for additional registration of courses may be further defined in the Dean's directive.

Article 15

Deregistration of Courses

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

Article 16

Course of Study

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

2. Through registration for courses under Article 14, students create their personal study plans for the respective academic year or study block. This shall be without prejudice to provisions of Article 14(5). Such a personal study plan shall be binding upon the student.
3. At a student's written request, the Dean may allow the student to complete one or more semesters or study blocks in the form of an individual study plan, the course and conditions of which shall be determined by the Dean. Such an individual study plan takes into account the personal situation of the student and makes it possible for the student to miss more compulsory classes. The grounds for allowing the individual study plan include, without limitation, the health condition of the student, family or social situation of the student, a foreign stay, participation in hands-on training or internship related to study.
4. The maximum length of study is the standard length of study as defined by the programme of study plus three years. Should the student fail to graduate during the maximum length of study, this shall constitute grounds for the termination of studies.

Article 16a

Special Provision on the Course of Study

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

Article 17

Partial Studies at Another University

1. At a student's request, the Dean may allow the student to study at another university in the Czech Republic or abroad as part of studies in the programme implemented by the faculty provided that such a university implements the same or similar programmes of study. The length of study under this paragraph shall not exceed six semesters.
2. At this university, students may study one or more courses simultaneously with studies in the programme of study implemented by the faculty, at which they are enrolled in studies.
3. Article 27 shall apply to the recognition of courses completed in accordance with Paragraph 2.

Article 18

Change in the Form of Study

1. Provided that the nature and content of classes of any part of the programme of study allow for this, the Dean may allow a student admitted to studies in the full-time mode to study in the combined form of the full-time and distance learning modes. The combination of these is based mainly on self-study, completing individual tasks, consultations and taking exams.
2. The scope of the course, recommended literature, tutorials, as the case may be, and individual tasks replacing mainly practical classes and seminars shall be determined

for the student studying in the combined form by the department guaranteeing the given course, usually in writing and always at the beginning of the semester.

3. The combination of the full-time and distance learning mode may be restricted to an academic year, a phase or a study block, and may include regular group tutorials during the semester, or block classes.
4. The programme of study of the full-time mode or its respective part applies to students studying in the combined mode.
5. Within seven days of the commencement of classes in each semester, students studying in the combined mode are obliged to contact all teachers and ask them for further specifications of the study plan. The teachers shall provide such specifications within seven days.

Article 19

Interruption of Studies

1. For reasons of serious nature and upon student's written request, the Dean may allow a student to interrupt the studies more than once.
2. In the event that the application for interruption of studies is filed later than four months before the deadline for the fulfillment of study requirements in the given academic year, the Dean may grant it only if the student has already fulfilled all study requirements for the given academic year, or if there are extraordinary circumstances which objectively prevent the student from their fulfillment.
3. The Dean may also interrupt the studies of its own initiative, even more than once, if objective reasons exist that prevent the student from fulfilling the study requirements and from applying for the interruption of studies. The time for which the studies have been interrupted under this paragraph are not included in the total time of interruption under Paragraph 5.
4. The Dean may also interrupt the studies of its own initiative, even more than once, if a student who shall pay study fees fails to pay the fees by their due dates. The time for which the studies have been interrupted under this paragraph are not included in the total time of interruption under Paragraph 5.
5. As a rule, studies may only be interrupted for the period of whole semesters extended by the remainder of the semester in which the studies are interrupted. The total time of interruption in Master's degree programme of study shall not exceed four semesters and in the Bachelor's degree and the Follow-up Master's programme of study it shall not exceed two semesters.
6. A student who has been granted the interruption of studies under Paragraph 1 is obliged to submit to the Students' Office the student's card and evidence showing that all obligations towards UP have been settled within the time limit set to do so in the decision on the interruption; such a time limit must not be inferior to eight days after the receipt of the decision on the interruption. Should the student fail to meet this obligation, the interruption of studies may be cancelled.
7. If the reasons for interruption of studies no longer apply, the Dean terminates, upon student's request, the interruption of studies sooner than stipulated in the decision under Paragraph 1 or under Paragraphs 3 and 4.
8. After the interruption of studies has been terminated, the student is obliged to enroll in further studies. After the interruption of studies has been terminated, studies may be resumed only from the beginning of a semester. Should the student fail to enroll within five days after the interruption of studies has been terminated, or if the student does not apply for an alternative enrollment date or

an extension of the interruption, this shall constitute grounds for termination of studies.

9. After the interruption of studies has been terminated, the student shall register for all non-completed courses, for which he had registered before the interruption of studies was granted. In the case of a change in the programme of study, the Dean may decide on the replacement of a course by another one.
10. After the interruption of studies has been terminated, the student is not entitled to new dates for the completion of courses, in which he failed before the interruption of studies, and the student must thus complete the course within the remaining dates.
11. The Students' Office of the faculty shall record the interruption of studies in the electronic study records system.
12. The time for which the studies were interrupted shall not be included in the maximum length of study.

Article 19a

Special Provisions on Interruption of Studies

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

Article 20

Course Completion

1. Course completion shall mean meeting the course requirements through any of the following:
 - a) course credit,
 - b) colloquium,
 - c) examination.
2. A comprehensive examination is a special type of examination, which the study plan of the given programme of study stipulates as a condition for completing two or more courses or a condition for completing a single course which requires the student to demonstrate knowledge from other courses. Unless stipulated otherwise hereafter, the same rules as for an examination (Article 23) apply also to the comprehensive examination. The accreditation of the given programme of study may stipulate that the comprehensive examination be a board examination (Article 24).
3. The examiner shall decide on the result of the course completion under Paragraph 1.
4. Courses are usually completed during the examination period as defined in the Academic Calendar of the academic year. If arranged so with the examiner, courses may also be completed during the holidays or the teaching period of the semester.
5. For students who have not met all requirements for the completion of a course during the teaching period of the respective semester, a minimum of three dates for the fulfillment of the remainder of conditions for the completion of the course shall be announced. A low number of students who have not fulfilled the conditions for the

course completion may constitute grounds for announcing a lower number of dates. The guarantor or a person he designates shall announce the examination dates in the electronic study records system not later than a week before the teaching period of the respective semester finishes.

6. The minimum capacity of examination dates under Paragraph 5 in an examination period after the semester during which the course has been taught (hereinafter referred to as “ensuing examination period”) is the number of students registered for the course in the respective semester.
7. For students who have not completed the course in the ensuing examination period, examination date(s) must be announced in the examination period for re-sitting; the total capacity of such date(s) shall, as a minimum, amount to the number of students who registered for the course and did not complete it until the end of the ensuing examination period. Examination period for re-sitting shall mean the summer semester and the examination period after the summer semester if the ensuing examination period was the examination period after the winter semester; or the period between 1 July and the deadline for the fulfillment of study requirements for the given academic year as defined in the Academic Calendar of the academic year (Article 8 (3)), if the ensuing examination period was the examination period after the summer semester.
8. With respect to courses for which the student registered for the first time in the last year of the respective programme of study, the student is entitled to complete such courses in the next academic year, i.e. the academic year ensuing the academic year in which the student registered for the course, unless the maximum length of study under Article 16 (4) has been exceeded. Failure to complete the course in the ensuing academic year is deemed to constitute failure to meet the condition stipulated in Article 14 (3).
9. The Dean may issue a directive to regulate further details relating to the announcement of examination dates for the completion of courses. The Dean may determine a higher minimum capacity for the ensuing examination period as well as the examination period for re-sitting than the capacity defined in Articles 6 and 7.
10. Rules for the announcement of examination dates for courses which are taught during a certain period of the semester only (so called “block teaching”) shall be stipulated by means of the Dean’s directive.

Article 21

Registration for Examination Dates for the Completion of a Course

1. Registration for the announced examination dates of colloquia and examinations takes place through the electronic study records system. The guarantor of a course may decide that such a registration shall also apply to the course credit for this course. Registration for the announced examination dates of a course may be subject to prior acquisition of the course credit for such a course.
2. Students may deregister from an examination date for which they have registered in accordance with Paragraph 1 not later than three days before such an examination date. This time limit may be modified by the Dean’s directive.
3. Should the student fail to appear for the course completion on the date, for which he has registered under Paragraph 1 or fails to excuse himself to the examiner for reasons of serious nature within two days of the examination date, or materially violates the rules for the course completion, the student is deemed to fail the course completion.
4. In exceptional cases worthy of special consideration, the Dean may pardon the failure of a student to appear for an examination date even later than stipulated in Paragraph 3.

5. Further details regarding the registration for examination dates for the completion of courses, deregistration from such dates as well as other related issues may be regulated by the Dean's directive.

Article 22

Course Credit and Colloquium

1. Course credit is used as means of course completion to check whether the student has fulfilled the requirements as defined in the syllabus of the course defined by course guarantor.
2. Granting of credit together with the date when it was, or was not granted, shall be recorded in the electronic study records system.
3. In the event that the course credit is granted upon the fulfillment of requirements which could not be fulfilled during the teaching period of the semester, especially if it is completed by means of a test or an interview with the teacher, then the teacher shall announce two examination dates for re-sitting during the academic year in which the students, who have not fulfilled the requirements for the course credit on the first date, have registered for this course. The guarantor of the course may decide that more examination dates for re-sitting will be announced.
4. Colloquium is a means of course completion which usually has the form of an interview between the examiner and a group of students in order to check the required knowledge of the students as well as their ability to interact with each others and respond to the questions asked by the examiner.
5. Passing of a colloquium together with the date when it was, or was not, passed shall be recorded in the electronic study records system.
6. In the event that the colloquium is granted upon the fulfillment of requirements which could not be fulfilled during the teaching period of the semester, especially if it is completed by means of a test or an interview with the teacher, then the teacher shall announce two examination dates for re-sitting during the academic year in which the students, who have not fulfilled the requirements for the colloquium on the first date, have registered for this course.
7. In the case of written forms of course completions, students who fail to have the course credit or colloquium granted, may ask the head of the department which guarantees the course to have the situation reviewed within 7 days of the day of making the results of the course credit and colloquium public. If the head of the department which guarantees the course is at the same time the examiner, then the case shall be reviewed by the Dean of the faculty. The head of the department or, as the case may be, the Dean shall decide on the student's request within 15 days and shall notify the student thereof in a demonstrable manner.

Article 23

Examination

1. An examination is a means of course completion used to check the depth and width of student's theoretical knowledge and practical skills and the student's ability to use such abilities in a creative manner. The examination also aims at assessing the student's understanding of the respective field. An examination may be oral or written,

or may consist of an assessment of practical or creative performance, or a combination of these.

2. In the event that the student has failed the examination (got the F grade under Paragraph (3)), then he is entitled to a first re-sit. Should the student also fail the first re-sit, then he is entitled to a second re-sit, which is always a board examination (Article 24). The right to the first and second re-sit may only be exercised on the examination dates announced in accordance with Article 20(6,7), or the Dean's directive issued in accordance with Article 20(9).
3. The examiner shall use the following grades for the assessment of an examination:

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

- a) Students will receive the “A” grade if they show outstanding understanding and knowledge of the respective theoretical framework, demonstrate outstanding skills and judgment in problem-solving and are able to use arguments with a high degree of precision, and are able to think creatively. A student's written work will receive the “A” grade if it shows the author's critical thinking of outstanding quality, shows signs of broad research and is based on up-to-date theoretical findings, is original and show a thorough understanding of the topic, makes use of up-to-date information and an appropriate methodology, includes a thorough analysis and the conclusions are supported with convincing arguments, shows creative and original thinking, is based on relevant scientific (both electronic and non-electronic) sources and the formal aspects of the work are of excellent quality.

- b) Students will receive the “B” grade if they have excellent knowledge of the area, have no problems understanding most of the theoretical concepts, are able to solve problems and to provide and precisely present very good arguments. A student’s work will receive the “B” grade if it shows a thorough understanding of the concepts, includes sufficient number of arguments to support the conclusions, makes good use of examples for easier understanding of the topic, has a thorough theoretical basis, has appropriate structure and logical organisation, analyses key issues and includes a thorough list of references and figures, shows a clear understanding of the issues and even presents some facts “from a new perspective”.
- c) Students will receive the “C” grade if they show an understanding of fundamental theoretical concepts and premises, are able to provide arguments based on the acquired knowledge (with a minimum number of flawed arguments). A student’s work will receive the “C” grade if it contains what was presented at lectures and seminars, lacks student’s own input as well as creative and original approach to the issue, includes a list of references and examples, presents the core of the analysed problem but the individual arguments are not elaborated on, and thus are mere statements, shows a perfect understanding of the works cited and consulted (not all of them are relevant for the issue); the formal aspect is satisfactory.
- d) Students will receive the “D” grade if they are able solve regular situations, notorious examples and standard issues without any problems, are able to provide short logical arguments in familiar situations, show a lack of complete understanding of the issues. A student’s work will receive the “D” grade if it lacks a logical structure, includes inappropriate examples, shows lack of understanding of key issues related to the topic, identifies relevant principles, but fails to analyse the core issue, is not based on sufficient theoretical literature, shows deficiencies in the methodology used and in its logical structure, the formal aspects are below-average and simple.
- e) Students will receive the “E” grade if they lack knowledge and understanding of the fundamental theoretical findings, are able to understand only limited areas and not capable of providing logical and precise arguments. A student’s work will receive the “E” grade if it clearly lacks precision and appropriateness, as well as logical links between ideas, wrongly interpreters works cited and consulted, shows lack of understanding of the topic, includes major problems in its structure and fails to meet the required standards, the formal aspects are below-average, inappropriate and inaccurate.
- f) Students will receive the “F” grade if they fail to understand the basic concepts and are not able to make relevant judgments related to the topic, or it was not possible to assess the students due to failure on his or her part. A student’s assignment will receive the “F” grade if it lacks any coherent thinking, includes fundamental errors in understanding the topic, makes wrong arguments, has an inappropriate structure, or it was not possible to assess the work due to failure on the student’s part.

4. The result of an examination shall be recorded in the electronic study records system by entering the letter designating the grade, and the examination date.
5. In the case of written forms of course completions, students who wish to challenge the grade received, may ask the head of the department which guarantees the course to have the situation reviewed within 7 days of the day of making the results of the examination public. If the head of the department which guarantees the course is at the same time the examiner, then the case shall be reviewed by the Dean of the faculty. The head of the department or, as the case may be, the Dean shall decide on the student's request within 15 days and shall notify the student thereof in a demonstrable manner.

Article 24

Board Examination

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

Article 24a

Common Provisions for Course Credits, Colloquia and Examinations

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

Article 25

State Final Examination

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

Article 26

Diploma Theses

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

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

Article 27

Recognition of Course Credits, Colloquia and Examinations

1. At a student's request, the Dean may recognize some examinations and colloquia passed, course credits granted or a part of studies (hereinafter referred to as "recognition of study requirements") of a student who graduated from a programme of study at UP or another university in the Czech Republic or abroad or who has already studied such a programme of study.
2. At a student's request, the Dean may also recognize:
 - a) examination, or as the case may be, other study requirements or courses or blocks of study completed as part of study in an accredited programme at a higher vocational school,

- b) course credits granted, as well as colloquia and examinations passed within a lifelong education programme implemented by the faculty under Section 60 of the Act. The credits for study requirements recognized in such a way shall not exceed 60 % of the credits necessary for the completion of the programme of study, for which the study requirements are recognized.
3. In the event that the student spent part of his studies at a foreign university as part of an exchange programme, the Dean may recognize courses attended at such a university which do not correspond to any courses of the programme of study, in which the student is enrolled, as particular one-time optional courses (Article 7(2)(c)). The credit value of such a course, which the Dean has assigned to it, does not have to correspond to the credit value assigned to it at the foreign university.
4. Students are obliged to substantiate completing a course or a part of studies. The Dean may request an opinion of the respective course guarantors in order to consider a student's request to have study requirements recognized.
5. The Dean may not recognize course credits, colloquia and examinations which the student passed more than three years before filing the request for their recognition. This time limit may be reduced by the Dean's directive.
6. With regard to the recognition of examinations passed under the three-level grading system, the following applies: An examination graded as "excellent" becomes A, an examination graded as "very good" becomes C and an examination graded as "satisfactory" becomes E.
7. The Dean's directive may stipulate other conditions for the recognition of study requirements.

Article 28

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

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

Article 29

Assessment of Studies

1. A weighted study average is used to assess the study results of a student. The weight of the study average is the number of credit of courses registered for by the students and completed by passing an examination. Courses to be completed by passing an examination, for which the student registered, but did not complete, are graded as "F".

2. The overall study assessment expresses the degree of student's performance throughout the whole period of studies in a programme of study. The overall assessment shall be closed upon student's passing the State Final Examination, and is graded as follows:
 - a) "graduated with honours"
 - b) "graduated"
3. A student has graduated with honours if his weighted study average calculated in accordance with Paragraph 1 did not exceed 1.5 throughout the whole period of studies, passed the State Final Examination with the overall grade of A and did not re-sit any part of the State Final Examination.
4. The overall study assessment shall appear on the university diploma.

Part III

Specific Features of the Doctoral Degree Programme of Study

Article 30

Doctoral Degree Programme of Study

1. Unless Part III of the present Code stipulates otherwise, provisions of Part II of the Code shall apply to the doctoral degree programme of study.
2. Studies in the doctoral degree programme of study (hereinafter referred to as "the doctoral degree programme") shall be monitored and evaluated by the Subject-area Board of the respective doctoral degree programme (hereinafter referred to as the "Subject-area Board"), which shall be appointed in accordance with Section 47(6) of the Act.
3. Studies in the doctoral degree programmes are based on individual curricula under the guidance of a supervisor. Upon the proposal of the Subject-area Board, the supervisor shall be appointed and dismissed by the Dean.
4. The fulfillment of the individual curriculum is subject to regular evaluation, which shall be performed at least once a year.

Article 31

Forms of Study in the Doctoral Degree Programme

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

Article 32

Length of Study in the Doctoral Degree Programme

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

Article 33

Subject-area Board

1. Members of the Subject-area Board are appointed and dismissed by the Dean subject to approval by the Scholarly Board of the faculty. Proposals for changes in the membership of the Subject-area Board shall be submitted to the Dean by its President after such a change has been approved by Board.
2. The Subject-area Board shall have a minimum of five members. The person guaranteeing the doctoral degree programme acts as the President of the Subject-area Board.
3. The period for which the Subject-area Board is appointed shall correspond to the period for which the accreditation of the programme of study is valid. Members of the Subject-area Board may serve on it repeatedly.
4. The powers of the Subject-area Board include, but are not limited to, the following:
 - a) discussing the proposals for dissertations and changes thereof,
 - b) nominating members of the Admission Boards,
 - c) nominating supervisors,
 - d) discussing the extent of requirements for the State Doctoral Examination,
 - e) proposing to the Dean nominations for the President, Vice-President and members of the examination board for the state doctoral examination,
 - f) proposing to the Dean nominations for the President, Vice-President and members of the dissertation defense board,
 - g) nominating external reviewers of the dissertation.
5. The meetings of the Subject-area Board are convened by its President, or the Dean, from time to time, but not less than once a year.
6. The Subject-area Board has a quorum if the majority of its members are present. An absolute majority is required for voting on proposals on changes in the Subject-area Board and proposals on the establishment of Subject-area Committees under Article 35(1). For other matters, the majority of the members present is sufficient. Further details regarding the acts and decisions of the Subject-area Board may be stipulated by its Rules of Procedure, which shall be approved by the Dean upon proposal of the Subject-area Board.

Article 34

President of the Subject-area Board

1. The President of the Subject-area Board represents the Board in the periods between its meetings in the extent defined by the Dean's directive.
2. Unless the Dean's directive stipulates otherwise, the powers of the President of the Subject-area Board include, but are not limited to, the following:

- a) coordinating the programme of lectures, seminars, and other study affairs,
- b) approving individual curricula of doctoral students,
- c) proposing to the Dean the dates for State Doctoral Examinations and Dissertation Defenses,
- d) proposing to the Dean the termination of doctoral degree studies for a failure to fulfill study requirements.

Article 35

Subject-area Committees

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

Article 36

Supervisor of a Doctoral Student

1. Only a professor, an associate professor, or a renowned expert in the field holding an academic degree, may supervise a doctoral student (hereinafter referred to as “the Supervisor”).
2. The Supervisor shall be appointed by the Dean upon proposal by the Subject-area Board.
3. The Supervisor proposes the topic of the dissertation and prepares the individual curriculum of a doctoral student. The Supervisor provides both expert and organizational guidance to the doctoral student during the course of study, checks the fulfillment of his study requirements and provides the Subject-area Board with an annual assessment of the doctoral student. The Supervisor provides guidance to the doctoral student regarding the work on the dissertation. The Supervisor may be present at the examinations that the student takes throughout the course of his study.
4. In the event that it has been proved that the Supervisor failed to fulfill his obligations under Paragraph 3, or cannot perform his activities, the Dean may, upon proposal of the Subject-area Board, dismiss the Supervisor and appoint a new one.

Article 37

Doctoral Students

1. On the Enrollment Date, an applicant who has been admitted for studies becomes a UP student and a member of the academic community of UP and of the faculty at which he is enrolled in doctoral studies.
2. A doctoral student ceases to be a UP student and a member of the academic community of UP and of the faculty at which he is enrolled in doctoral studies:
 - a) on the date of passing the State Doctoral Examination or defending the dissertation in accordance with Section 47(4) of the Act and Section 55(1) of the Act respectively (whichever shall come later);
 - b) upon terminating doctoral studies in accordance with Section 56 of the Act.
3. Terminating doctoral studies under Section 56(1)(b) of the Act shall mean:
 - a) terminating doctoral studies by the decision of the Dean if he or she fails to

- fulfill the requirements imposed on him or following from the doctoral degree programme,
- b) terminating doctoral studies by the decision of the Dean after the expiry of the standard length of study, or a prolonged length of study under Article 32 (2), or after the expiry of the maximum length of study,
 - c) terminating doctoral studies by the decision of the Dean as a result of the fact that the dissertation was repeatedly not recommended for defense by all external reviewers, or the student repeatedly failed either the dissertation defense or the State Doctoral Examination.
4. Section 68 of the Act shall apply to the decision making under Paragraph 2(b) and Paragraph 3.
 5. A person to which the facts stated in Paragraphs 2 and 3 apply is obliged to appear at the relevant department of the faculty within 30 days of the termination of doctoral studies to have his electronic study records system closed, unless he requests that such a department extends this deadline due to reasons of serious nature.
 6. After terminating the doctoral studies under Section 56 of the Act, the relevant department of the faculty shall issue a certificate of the exams passed during the doctoral studies if the student requests so.

Article 38

Doctoral Studies Individual Curriculum and Checking of Results

1. The doctoral studies individual curriculum focuses on scientific work, solving a research problem or a specific objective of creative or artistic activities.
2. The doctoral studies individual curriculum shall be proposed, or, as the case may be, annually specified, by the Supervisor, together with the doctoral student. The doctoral studies individual curriculum and, as the case may be, its modifications shall be approved by the President of the Subject-area Board or by another person authorized to do so by the Dean's directive under Article 34(2).
3. The doctoral studies individual curriculum shall include:
 - a) time and content sequence of study activities, the form of such activities and the way of checking the study results of a doctoral student (including, but not limited to, oral exams, written reports, conference attendance) in accordance with the programme of study,
 - b) definition of the framework of the scientific research or creative activities of a doctoral student in the areas of research, development or theoretical or creative arts work; the framework definition of the topic shall constitute the basis for the dissertation,
 - c) studies and internships at other departments, if any, including foreign ones.
4. Passing of the individual exams shall be recorded in the electronic study records system. The student's file shall include a record of having fulfilled other stipulated requirements confirmed by the Supervisor, as well as an annual assessment of the student by the Supervisor.
5. During the course of studies, the student shall demonstrate the ability to use a foreign language typical of the respective programme of study.
6. The work arrangements of a doctoral student are subject to his agreement with the Supervisor.

Article 39

Interruption of Doctoral Studies

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

Article 40

Withdrawal from Studies

1. A doctoral student who decides to withdraw from doctoral studies shall notify the Dean thereof without undue delay. Such a notification may be made at any time during the course of doctoral studies.
2. A doctoral student who decides to withdraw from studies ceases to be a student on the date on which the written notification was delivered to the Dean.

Article 41

Application for the State Doctoral Examination

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

Article 42

Examination Board for the State Doctoral Examination

1. Examination Board for the State Doctoral Examination consists of a President, Vice-President and a minimum of three other members. At least one member of the Examination Board shall be a person other than an academic staff member employed by PU.
2. Only professors, associate professors, renowned experts approved to this end by the Scholarly Board of the faculty and experts appointed by the Ministry may examine doctoral students during the State Doctoral Examination.
3. The President, Vice-President and other members of the Examination Board for the State Doctoral Examination shall be appointed by the Dean upon proposal by the Subject-area Board. The Ministry may appoint other members of the Examination Board for the State Doctoral Examination from among renowned experts in the field.
4. The Supervisor is not a member of the Examination Board although he or she may attend the State Doctoral Examination.

Article 43

State Doctoral Examination

1. During the State Doctoral Examination, the doctoral student demonstrates his expert and theoretical knowledge in the given programme of study, including the knowledge of the basic research methods, ability to master new scientific information, assess it and apply it creatively. The requirements as to the knowledge are based on the doctoral studies individual curriculum.
2. A majority of members of the Examination Board for the State Doctoral Examination, and its President or Vice-President, shall be present at the State Doctoral Examination at all times.

3. The State Doctoral Examination is public. Before the Examination Board deliberates to discuss the result as well as during the public part of the State Doctoral Examination, the Supervisor may express his or her view even in the closed session. The Supervisor must not be present during the rest of the closed session.
4. The Examination Board for the State Doctoral Examination decides on the result of the State Doctoral Examination by secret vote. The result may be either “pass” or “fail”. A majority of all members present voting "pass" is required for the “pass” assessment.
5. In the event that the student failed the State Doctoral Examination, the President of the Examination Board shall inform the doctoral student about the conditions stipulated by the Board for the re-sit. The State Doctoral Examination may not be re-sat more than once. The deadline for re-sitting the State Doctoral Examination is the maximum length of study under Article 32(3).

Article 44 Dissertation

1. Dissertation is a comprehensive work which includes the published results of scientific and creative work of a doctoral student or results accepted to be published. By means of the dissertation, the doctoral student demonstrates his ability carry out scientific or artistic activities individually and creatively.
2. The dissertation shall be written in Czech or Slovak, or in another language if the accreditation of the respective programme of study stipulates so. If the dissertation is to be written in another language, the Subject-area Board shall consent to it first.
3. In addition to the requirements defined by the Dean’s directive (Article 26(2)), the parts of the dissertation usually include, but are not limited to, the following:
 - a) an overview of the current state of the issues, which are the subject of the dissertation, including bibliographic references,
 - b) dissertation objectives,
 - c) formulation of the theoretical foundations of the dissertation,
 - d) description of the actual solution,
 - e) original results and their application in publicly reviewed publications and projects,
 - f) evaluation of the results for the respective field of science or for practical use,
 - g) list of sources used,
 - h) a special statement in the introductory part of the dissertation on intellectual property rights, or copyright,
 - i) summary, usually in English, or in a different world language.
4. The approximate extent of the dissertation and further conditions for its writing shall be stipulated by the Subject-area Board.
5. A dissertation which was written as part of or as a result of a research project with more researchers, in which the student also participated, shall include a statement by the main researcher and other researchers on the student’s being the author of the dissertation or on his co-authorship of this dissertation, as well as on the extent of his creative contribution. If the contribution of the student can be specifically distinguished, e.g. by individual chapters of the dissertation, such specification shall also be included. The statement shall further include the definition of the student’s share in the whole research project.
6. A dissertation must be accompanied by a presentation whose purpose is to inform other members of the scientific community about the results of the dissertation. The presentation shall include a brief table of contents of the dissertation, following to the

division and order under Paragraph 3. The presentation shall also include a list of the doctoral student's published works, including their citations, if any. The presentation shall be written in the language of the dissertation and a summary in English or another world language shall be attached to it. If the dissertation and its presentation are written in a language other than Czech or Slovak, then the summary shall be in Czech or Slovak. If the dissertation is published as a non-periodical publication, it can replace the presentation.

7. The dissertation shall be reviewed by a minimum of two external reviewers appointed by the President of the Subject-area Board. The reviewers may vote in the Dissertation Defense Board if appointed to serve on it by the Dean. Only a professor, an associate professor, or a renowned expert in the field, may serve as an external reviewer. The Supervisor may not serve as an external reviewer. One of the external reviewers shall be a person other than an academic staff member employed by UP.
8. The reviewer shall independently write a reviewer's report on the submitted dissertation not later than within 6 weeks of the delivery of the dissertation and of the letter of appointment. In the event that the reviewer is unable to write the reviewer's report, he is obliged to provide a notification thereof within 15 days of the delivery of the letter of appointment.
9. The parts of the reviewer's report shall include, but are not limited to, the following:
 - a) evaluation of the importance of the dissertation for the respective field,
 - b) comments on the process of problem solution, methods used and fulfillment of the set objective,
 - c) opinion concerning the dissertation results and the original contribution of the student submitting the dissertation,
 - d) comments on other issues, as the case may be, including, but not limited to, the structure (whether it is clear and organized), formal aspects and the linguistic level of the dissertation,
 - e) a definite statement whether he recommends, or not, the submitted dissertation for the defense.

Article 45

Conditions for Announcing the Dissertation Defense

1. A doctoral student shall file an application for the Dissertation Defense with the relevant department of the faculty. A Supervisor's statement as to whether the dissertation meets the requirements for its defense shall be attached to the application. The dissertation and the presentation shall also be attached to the application. The number of copies shall be determined by the Subject-area Board. Other required attachments may be determined by the Dean's directive.
2. The relevant department of the faculty shall check all formal requirements for the application for the dissertation defense, whether the student has passed the State Doctoral Examination (if this has already taken place), and then the department refers the application to the Dean who appoints the Dissertation Defense Board in accordance with Article 46.
3. The dissertation shall be made available to the public at least 14 days before the date of its at a place stated in its presentation (usually the relevant department of the faculty). The external reviewers' reports on the dissertation shall also be made available to the public at the same place and within the same period.
4. After receiving all reviewers' reports on the submitted dissertation, the President of the Dissertation Defense Board shall propose to the Dean a time and a place for the Dissertation Defense.

5. All members of the Dissertation Defense Board, the Supervisor and the doctoral student shall receive invitations for the Dissertation Defense not later than 20 days prior to the date of the defense. The external reviewers' reports on the dissertation and the presentation thereof shall be attached to all invitations.
6. In accordance with the instructions of the President of the Subject-area Board, the place and the date of the Dissertation Defense are published on the official notice board of the faculty, together with the place where the dissertation and the presentation thereof may be looked at.
7. A doctoral student may take the dissertation and the application for its defense back at any time during the preparation period for the defense, but not later than 5 business days before the date of its defense. The student may exercise this right only once during the course of doctoral studies.

Article 46

Dissertation Defense Board

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

Article 47

Dissertation Defense

1. The course of the Dissertation Defense shall be managed by the President, or the Vice-President in the absence of the former, of the Dissertation Defense Board.
2. The due course of the Dissertation Defense is conditioned by the presence of the President, or Vice-President, at least one external reviewer and a minimum of two thirds of members of the Dissertation Defense Board, during the whole course of the Dissertation Defense.
3. The Dissertation Defense is public, but its course shall be evaluated by the Dissertation Defense Board at a closed session.
4. During the dissertation defense, the doctoral student is introduced to the Dissertation Defense Board and asked to deliver a short presentation of the results of the dissertation. Then the reviewers' reports on the submitted dissertation are read, the Supervisor presents his opinion and a discussion follows. The doctoral student is obliged to respond to the external reviewers' reports on the spot and answer any other questions asked by the Dissertation Defense Board.
5. Members of the Dissertation Defense Board shall be present during the assessment of the defense. The Supervisor may briefly present his opinion at a closed session held to discuss the Dissertation Defense, but shall not be present during the rest of the closed session of the Board. In addition to the Dissertation Defense Board members, the President of the Subject-area Board and the Dean may also attend the assessment.

6. The Dissertation Defense Board decides on the result of the Dissertation Defense by secret vote. The result may be either “pass” or “fail”. A majority of all members present voting "pass" is required for the “pass” assessment.
7. The President of the Dissertation Defense Board shall immediately inform the doctoral student of the results of the dissertation defense. The student shall sign a declaration stating that the President has informed him of the result.
8. If the student has not defended the dissertation, the President of the Dissertation Defense Board shall inform the student of such a result and instruct him on how to rewrite the dissertation.
9. A report shall be made on the course and result of the dissertation defense, which shall be signed by the President of the Dissertation Defense Board and its members present. The original copy of such a report shall be deposited with the relevant department of the faculty.
10. After the dissertation has been rewritten, a doctoral student may not retake the dissertation defense more than once, and not earlier than six months after the first defense. The deadline for re-taking the dissertation defense is the maximum length of study under Article 32(3).

Article 48

Due Termination of Doctoral Studies

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

Part IV

Decisions on the Rights and Obligations of Students

Article 49

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

Article 50 Repealed

Article 51 Repealed

Article 52 Repealed

Article 53

An Exceptional Waiver of a Student's Obligation

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

Part V

Disciplinary Infractions

Article 54

1. Under Section 64 of the Act, a student is liable for a disciplinary infraction, if he intentionally infringes an obligation imposed by the law, internal regulations of UP or constituent parts thereof.
2. Infringements of obligations under Paragraph 1 include, but are not limited to, the following:
 - a) plagiarism during the preparation of the final thesis or any other written work (Article 26(3)),
 - b) fraudulent practices related to the fulfillment of study requirements and to the proving of their fulfillment,
 - c) fraudulent practices related to any other parts of studies at UP other than the fulfillment of study requirements, done in order to gain unjustified benefit or advantage, or in order to cause harm or injury to other persons,
 - d) physical assault inflicted on an employee of UP,
 - e) offensively contemptuous conduct towards an employee of UP, including a false accusation of an academic staff member of unlawful conduct or of conduct contrary to ethical rules for academic staff,
 - f) committing an administrative delict or a crime, which would harm UP,
 - g) disturbances or indecent behaviour on UP premises,
 - h) default in the payment of tuition fees assessed under Section 58 of the Act.

3. Student's liability for a disciplinary infraction under Paragraph 2(h) terminates if the student has paid the overdue tuition fee before the Dean has issued a decision on the disciplinary infraction.

Part VI Temporary and Final Provisions

Article 55

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

Article 56

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

Part VII Force and Effect

Article 57

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

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

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

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

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

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