



## *2nd Amendments to the Study and Examination Rules for Students at CTU*

*Pursuant to Section 36, Para 2, Act no. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts (The Higher Education Act), the Ministry of Education, Youth and Sports registered the Study and Examination Rules for Students of the Czech Technical University in Prague under ref. no. MSMT-39501/2018 on 29 November 2018.*

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## **2 N D F U L L T E X T**

### **TO THE STUDY AND EXAMINATION RULES FOR STUDENTS OF THE CZECH TECHNICAL UNIVERSITY IN PRAGUE**

#### **Part I**

#### **GENERAL PROVISIONS**

#### **Article 1**

- (1) The Study and Examination Rules for Students of the Czech Technical University in Prague (hereinafter as "CTU") are issued pursuant to Section 17, Para 1 (g) of Act 111/1998 Coll., on Higher Education and on Amendments and Supplements to some other Acts (the Higher Education Act), as amended (hereinafter as the "Act"), as an internal regulation of CTU and in accordance with the CTU Statute. It contains rules for the study in bachelor, master and doctoral study programmes implemented at faculties (hereinafter as a "faculty programme") and for the study in bachelor, master and doctoral study programmes implemented outside faculties (hereinafter as a "non-faculty programme").
- (2) Parts two, five and six apply to students studying in bachelor, master and doctoral study programmes in all forms of study.
- (3) Part three applies to students studying in bachelor and master study programmes in all forms of study.
- (4) Part four applies to students studying in doctoral study programmes in all forms of study
- (5) Students and applicants for study with special needs<sup>1</sup> are entitled to adequate adjustment of study conditions or adjustment of entrance examinations in accordance

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<sup>1</sup> It applies to students with visual impairments, hearing impairments, with mobility impairments, with specific learning disabilities, with mental disorders (including autistic spectrum disorders and impaired communication abilities) or chronic somatic diseases.

with their special needs. These adjustments are governed by the "Methodical Guideline on Support to Students and Applicants with Special Needs at CTU".

- (6) In connection with pregnancy, childbirth and parenting, students and persons who have accepted a child to guardianship replacing parental care following a decision taken by the respective authority pursuant to the Civil Code or legal regulations governing the state social welfare system<sup>2</sup> (hereinafter as "student-parents") are entitled to special adjustments of the interruption of studies, extending the deadlines to fulfil their study obligations and deducting the recognized period of parenthood from the total period of study. These adjustments are governed by the "Methodical Guideline on Support to Student-parents".
- (7) Students who submit to the faculty, in case of faculty programmes, or to CTU, in case of non-faculty programmes, a confirmation stating that they represent the Czech Republic in a sport discipline issued by an organization representing this sport discipline in the Czech Republic, are consequently entitled to adjustments of the course of their studies that will allow them to participate in representation and do the necessary practice.

## **Part II**

### **INTRODUCTORY PROVISIONS**

#### **Article 2**

##### **Organization of the academic year**

- (1) Pursuant to Section 52, Para 2 of the Act, the Rector sets the beginning of the academic year and, following a discussion in the Rector's Collegium, announces the mandatory timetable of the academic year at CTU.
- (2) The academic year is divided into winter and summer semesters and the period of vacations.
- (3) The timetable of the academic year at CTU primarily defines the instruction period, the examination period and period of vacations and of other academic activities.
- (4) The dean, in case of faculty programmes, or the director of a university institute, in case of non-faculty programmes, or a person authorized in this matter by the rector (in all cases hereinafter referred to as the "dean") will announce the time plan of the academic year for the faculty, the university institute or the non-faculty study programme. Unlike the timetable of the academic year at CTU, the time plan also includes the period in which state examinations, entrance examinations and other academic activities specific to the faculty, the university institute or the non-faculty study programme are held.

#### **Article 3**

##### **Study programmes**

- (1) CTU implements the following study programmes

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<sup>2</sup> Section 21, Para 1 (f) of the Act.

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- a) Bachelor study programmes pursuant to Section 45 of the Act,
  - b) Master study programmes pursuant to Section 46 of the Act,
  - c) Doctoral study programmes pursuant to Section 47.
- (2) Provisions of Article 4, Para 4; Article 13; Article 15; Article 16; Article 20 ; Article 22, Para 1; Article 25, Para 1; Article 28, Para 5; Article 29, Para 4; Article 30, Para 8; Article 32, Para 5; Article 34, Para 8 and 9; and Article 35, Para 2 that apply to faculties will be used accordingly for university institutes with respect to non-faculty programmes. If a director of a university institute has been granted the competences of dean in matters of doctoral study programmes under this paragraph, exercising this competence is conditioned on a prior approval of the Rector.
- (3) The list of all study programmes at CTU is published in the publicly accessible section of the CTU website. In addition, lists of faculty programmes are published in the publicly accessible section of the website of the relevant faculty. Lists of study programmes implemented in multiple faculties are published in the publicly accessible section of the website of all participating faculties. Lists of non-faculty programmes are published in the publicly accessible section of the website of the relevant university institute or CTU.
- (4) The forms of study implemented in study programmes are
- a) Full-time study, in which the instruction in the study programmes is carried out when students are present in halls of study,
  - b) Part-time study, in which the instruction in the study programmes is carried out primarily through student's individual work,
  - c) Combined study, in which the instruction in the study programmes is a combination of full-time and part-time forms of study. For all study subjects (hereinafter as the "subject"), the proportion of time spent in the full-time form of study must be stated.
- (5) For a period of time stipulated in the Act, study programmes can be divided into fields of study. A field of study is a component of the study programme and consists of subjects in an organized system.
- (6) The standard period of study is a period of study set in the study programme in years or semesters, in which a student should be able to complete their studies with a standard study workload.
- (7) The period of study is a period that begins with the first enrolment in the study after the admission to the study programme until the end of the study pursuant to Article 34 hereof. All interruptions of studies are included in the period of study, with the exception of interruption of studies during a recognized period of parenthood for student-parents, which is not included in the period of study.
- (8) The maximum period of study in bachelor and master study programmes is set at double the standard period of study; in doctoral study programmes it is 8 years.
- (9) The period of study must not exceed the maximum period of study in the given study programme. A failure to fulfil this condition is grounds for termination of studies pursuant to Article 34, Para 7 (b) hereof. The decision-making in this matter is governed by Section 68 of the Act. In exceptional cases, the dean may, based on a student's request, extend the maximum period of study by a maximum of 6 months. A student

may apply for the extension in the given bachelor or master study programme only once.

- (10) The longest period of interruption of study (Section 54, Para 1 of the Act) is the longest period of all interruptions of study, which complies with Para 7 to 9.
- (11) Studies in bachelor, master and doctoral study programmes can also be organized in collaboration with a foreign university that implements a related study programme. The conditions of such collaboration will be specified by an agreement concluded between the participating universities. Studies can also be carried out in collaboration with multiple universities.
- (12) Graduates of study programmes implemented in the framework of cooperation with a foreign university are awarded an academic degree pursuant to Section 45, Para 4; Section 46, Para 4; or Section 47, Para 5 of the Act, and possibly also an academic degree of the foreign university pursuant to legal regulations of the respective country. The university diploma includes the name of the collaborating foreign university and, if applicable, also the fact that the awarded international academic degree is a joint degree awarded simultaneously at the foreign university. When implementing study programmes in the framework of cooperation of multiple universities, the process is handled in a similar manner.

### **Article 3a**

#### **Ensuring continuation of studies as a result of expiration of the accreditation of a study programme**

- 1) If a student studies in an accredited study programme whose accreditation expires<sup>3</sup>, they will be provided with a possibility to continue in the studies of the same or similar study programme at CTU; if the continuation of studies at CTU cannot be ensured, CTU is obliged to provide the students with a possibility to study at another university. The performance of this legal obligation is further governed by the relevant Methodical Guideline.
- 2) If the student takes advantage of the possibility to continue in their studies under Para 1, they will have all registered or recognized subjects from the original study plan transferred.
- 3) The study in the new study programme is not considered an additional study.
- 4) The maximum period of study in case of study in a new study programme equals the maximum period of study in the study programme with the longer standard period of study.

### **Part III**

#### **STUDY IN BACHELOR AND MASTER STUDY PROGRAMMES**

### **Article 4**

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<sup>3</sup> Section 80, Para 5 of the Act

### **Study plans and subjects**

- (1) The study plan sets the time and content sequence of subjects in the form of a recommended time plan of the studies divided into academic years and semesters while respecting the standard period of study.
- (2) The study plan is part of the documentation of a study programme. The documentation of a study programme refers in particular to the accreditation file, regulations, directives and orders of the dean for the implementation of the relevant study programme. Major changes in the study plan will be discussed and approved by the faculty's Scientific Council or, in case of non-faculty programmes, by the CTU Scientific Council.
- (3) The basic instruction module of the study plan is a subject, which is defined by the number of lessons, the form of instruction pursuant to Article 7 hereof, the manner of completion pursuant to Article 6 hereof and the number of awarded credits.
- (4) Prior to the beginning of a study programme, the faculty will announce the study plan of the study programme, i.e. the list of subjects whose completion is a necessary condition in order to successfully complete the study programme. The study plan is structured in the following manner
  - a) It divides individual subjects or groups of subjects according to the level of optionality to obligatory, elective and optional,
  - b) It defines the succession of subjects, if necessary,
  - c) It defines monitored segments of study (semester, academic year, unit of studies),
  - d) It determines in which semester the subject is usually offered.

### **Article 5**

#### **System of credits**

- (1) A unified system of credits is used to quantify the study workload of individual subjects, in which
  - a) Every subject is awarded a number of credits which is a measure of the relative workload demanded of students in order to successfully complete the given subject,
  - b) One credit represents 1/60 of the average annual student's workload in a standard period of study and with the recommended time plan of the studies,
  - c) The workload in one semester is usually 30 credits,
  - d) The workload in an academic year is usually 60 credits,
  - e) The value of credits assigned to one subject is an integer,
  - f) Credits obtained within a study programme are added up; the cumulative amount of credits is a means of monitoring the studies.
- (2) The system of credits at CTU is compatible with the European Credit Transfer and Accumulation System (hereinafter as "ECTS"), which facilitates student mobility under European educational programmes.

## Article 6

### Completion of subjects

- (1) Subjects are completed by the award of assessment, by the award of graded assessment, by passing an examination, or by the award of assessment and passing an examination. In case of subjects for which the study plan prescribes both the award of assessment and an examination, the award of assessment is a precondition for taking the examination in the given subject.
- (2) A successful completion of a subject is conditioned on registration for the subject and
  - a) The award of an assessment in case of subjects completed by the award of assessment,
  - b) Passing of an examination evaluated on the scale A, B, C, D, or E in case of subjects completed by an examination,
  - c) The award of a graded assessment evaluated on the scale A, B, C, D, or E in case of subjects completed by the award of a graded assessment.After the successful completion of a subject, the student is awarded the assigned number of credits.
- (3) Students can re-enrol for a second time in subjects that they have not successfully completed. The dean may, in justified cases, upon a student's request authorize a re-enrol in a subject that has been successfully completed. In this case, the grade for the first enrolment in the subject is changed to F.
- (4) A re-enrol in a subject also means an enrolment in the same subject in another language or within another study programme, as well as enrolment in a subject that has been defined by the study plan as an equivalent or substitute for this subject.
- (5) A student may enrol in each subject only twice.

## Article 7

### **Provision of educational activities and their organization**

- (1) The student's study activities consist mainly of independent work assigned and inspected by teachers.
- (2) Instruction is mainly organized in the form of lectures, seminars, studios, projects, various types of training courses, labs, guided consultations, professional practice and excursions.
- (3) The forms of organized instruction are characterized in the following way
  - a) Lectures provide explanation of basic principles, methodology of the given discipline, problems and sample solutions.
  - b) Seminars, studios and projects are organized forms of instruction, which accentuate application of knowledge acquired in lectures and during students' independent work in the presence of a teacher. In general, presentation of results of students' own work is a major part of this form of instruction.
  - c) Training courses are primarily aimed at practical mastering of the subject matter explained during lectures or assigned as independent work with active participation of students. Experimental laboratory work, work on computers and



field work are specific types of training courses. A successful completion of a training course may be conditioned on monitored preparatory work at home.

- d) Guided consultations are dedicated to consultations and inspection of assigned independent work. They may replace training courses or other forms of instruction.
- (4) Organized instruction is supplemented by individual consultations.
- (5) It is recommended to participate in lectures. Participation in other forms of organized instruction is usually monitored and the requirements for participation are set by the relevant head of department or institute (hereinafter as the "department").
- (6) Lectures are usually led by professors and docents. In justified cases, the dean may, upon a proposal submitted by the head of department, appoint another academic worker or distinguished professional.
- (7) Students in doctoral study programmes can also participate in instruction under Para 3 (b) to (d) hereof, and outstanding students in master study programmes can participate in instruction in bachelor study programmes appointed by the teacher responsible for the subject and approved by the head of department.

## **Article 8**

### **Verification of study results**

- (1) Study results are verified by continuous monitoring of the studies and, on the completion of a subject, by the award of an assessment (a), the award of a graded assessment (ga), passing of an examination (ex), or a combination of the award of an assessment and passing of an examination (a, ex). During verification of the study results, students are obliged to present an ID upon the teacher's request. An identity card, passport, driving license or student ID are accepted as a valid ID.
- (2) The dean will set final deadlines for obtaining an assessment, a graded assessment in subjects registered in the given semester or academic year and taking of examinations.
- (3) In connection with child care, students-parents are entitled, in the semester in which they were on maternity leave, to extended deadlines for fulfilment of study obligations, as well as for fulfilment of requirements for progressing to the next semester, year or unit, by a period equivalent to the duration of maternity leave on condition that they do not interrupt their studies in that period. Students-parents are obliged to inform the study department or the relevant vice-rector about taking advantage of this right; the study department or the vice-rector will inform them about further steps. In case the maternity leave begins in one semester, year or unit and ends in the following semester, year or unit, such deadlines shall be extended in this following semester, year or unit only by the period of overlap in time of the maternity leave and the following semester, year or unit.
- (4) A serious violation of the rules set for verification of study results can be classified as a disciplinary offence.

Article 9

Assessment and graded assessment

- (1) The award of an assessment confirms that a student has fulfilled the specific requirements set at the beginning of the course as a condition for awarding an assessment.
- (2) A graded assessment is a credit for which the fulfilment of the specific requirements set at the beginning of the course and the level of their presentation is evaluated by grades under Article 11 hereof.
- (3) A student who was not awarded an assessment or a graded assessment can apply to the head of department for a review. The matter of awarding assessments and graded assessments is decided by the head of department. If a student was not awarded an assessment or a graded assessment in a subject they had enrolled in, they may re-enrol in the subject. In case they fail to obtain the assessment after re-enrolment in an obligatory or elective subject, their studies will be terminated pursuant to Section 56, Para 1 (b) of the Act and pursuant to Article 34, Para 7 (b) hereof. The decision-making in this matter is governed by Section 68 of the Act.
- (4) The award or the non-award of an assessment is entered into the CTU electronic information system. In case of graded assessments, the assessment grade, including grade F, is entered into the CTU electronic information system. Entries into the CTU electronic information system are made by the teacher or by a person authorized by the head of department without unnecessary delay.
- (5) Departments are obliged to keep their own written records of the results of assessments and graded assessments that are independent of the CTU electronic information system and they must keep them for a period of ten years.

**Article 10**

**Examinations**

- (1) Examinations verify students' knowledge of the subject matter specified in the documentation of the given subject and presented during classes at a level corresponding to the completed section of the study, as well as the ability to apply the acquired knowledge in a creative way. The level of the acquisition of the subject matter is evaluated by the teacher by a grade under Article 11 hereof.
- (2) Examinations can be in the form of a written examination, an oral examination, or a written and oral examination (combined).
- (3) Teachers at departments must publish the dates and places of examinations in advance and in an adequate manner as well as how to register for the examination and the form of the examination. The head of department is responsible for the overall organization of examination and publication of rules.
- (4) Students who received an F grade in the examination can retake the examination. If a student receives an F grade also in the first retake, they may take a second retake, provided that the number of second retakes in all subjects the student has enrolled in during their studies does not exceed double the standard number of years of study. No further retakes are granted.



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- (5) In case the student does not complete the subject in the manner prescribed in Article 6, Para 2 hereof after a second enrolment in an obligatory or elective subject, their studies will be terminated pursuant to Section 56, Para 1 (b) of the Act and Article 34, Para 7 (b) hereof. The decision-making in this matter is governed by Section 68 of the Act.
- (6) The teacher or an authorized person will enter the assessment of the examination (including an F grade) into the CTU electronic information system without delay.
- (7) Students have the right to not accept the result of an examination. In this case, they will be awarded an F grade for the examination by the examiner.
- (8) The organization of the examinations and the justification of an excuse from an examination will be decided by the teacher, in accordance with orders given by the head of department. If a student registered for an examination does not properly apologise for their absence or unregister in time, they will receive an F grade.
- (9) Upon a request of the student or the examiner, retakes can be held in front of a three-member committee appointed by the dean based on a proposal of the head of department. In the case of written tests, the evaluation will be decided by the committee. If the examiner is also the head of department, the committee will be nominated and appointed by the dean.
- (10) Departments are obliged to keep their own written records of the results of examinations that are independent of the CTU electronic information system and they must keep them for a period of ten years.

### Article 11

#### Grades

- (1) The use of the grades on the scale given in the following table is required for evaluation of studies.

Grade	A	B	C	D	E	F
Assessment by points	100–90	89–80	79–70	69–60	59–50	<50
Numeric grades	1.0	1.5	2	2.5	3	4
Verbal assessment in Czech	v ýborn ě	velmi dob ě	dob ě	uspokojiv ě	dostate ěn ě	nedostate ěn ě
Verbal assessment in English	excellent	very good	good	satisfactory	sufficient	failed

- (2)

- (2) For the purpose of continuity with the scale previously used at CTU, the following conversion table will apply.

Original scale	Numeric grades	1	2	3	4
	Verbal assessment	excellent	very good	good	failed
	Assessment by points	100–86	85–70	69–50	49–0
Scale	Numeric grades	1	2	3	4
	Grades	A	C	E	F

(3)

## Article 12

### Weighted average study results

(1) A student's average grade evaluation in the given section of the studies (a semester, an academic year or an otherwise defined unit of study) is expressed by weighted average study results (VP) defined as follows:

$$VP = \frac{\sum_p K_p Z_p}{\sum_p K_p},$$

Where

$K_p$  is the number of credits for subject  $p$ ,

$Z_p$  is the number grade for subject  $p$ ,

$p$  is the set of all subjects completed with an examination or a graded assessment the student has duly completed pursuant to Article 6 hereof in the given section of the studies.

(2) The average grade evaluation under Para 1 hereof will be rounded to two decimal places.

## **Article 13**

### **The course of the studies**

- (1) An applicant becomes a student on the day of their enrolment in a study programme. The enrolment is held at the faculty which implements the given study programme. If the study programme is implemented at multiple faculties, the student enrolls only at the faculty where the admission procedure took place. The enrolment is held on dates set by the dean.
- (2) The matriculation is the process of entering students into the Students' Register. The matriculation also includes the taking of the matriculation oath; students have to confirm the oath with their signature. The wording of the matriculation oath is provided in Annex 5 to the CTU Statute. A matriculation ceremony is organized by the faculty.
- (3) Within the study plan of the study programme they have enrolled in and pursuant to these Rules, students have the right to participate in lectures, training courses, seminars, courses, practical training, laboratory work, excursions, consultations and other forms of instruction under Article 7 hereof, and acquire assessments, graded assessments and take examinations.
- (4) If a student fails to attend the enrolment on a specified date to register for the given semester, academic year or unit of study, or does not enrol by the given date and fails to present an apology in writing within five days after the deadline stating the reason for not being able to enrol, it will be considered as a failure to fulfil the requirements of the study programmes and the student's studies will be terminated pursuant to Section 56, Para 1 (b) of the Act and Article 34, Para 7 (b) hereof. The decision-making in this matter is governed by Section 68 of the Act. If the student presents an apology in writing within five days after the deadline and the apology is accepted by the dean, the student will be granted a substitute date of enrolment.
- (5) Studies in a study programme may be interrupted, even repeatedly. Permission to interrupt the studies is granted by the dean on the basis of an application in writing submitted before the start of instruction. The dean will grant the request if the period covered by the application is part of the recognized period of parenthood of a parent-student. The dean may, upon their own motion, interrupt a student's studies for the following reasons:
  - a) If it is necessary in order to avert an imminent harm to the student, provided it did not originate in connection with the previous fulfilment of study requirements. In this case, the studies will not be interrupted provided the student expresses their disagreement in writing within 10 days of receiving the written notice of the possible interruption of studies,
  - b) If a duty arises for the student to pay a fee associated with the studies pursuant to Section 58, Para 3, or 4 of the Act and the student has not paid the fee (in the amount and by the deadlines set by a final decision after any remedies have been applied),
  - c) If they set a substitute date of the state final examination pursuant to Article 17, Para 3 hereof or a date of a retake of the state final examination pursuant to Article 17, Para 4.

- (6) The minimum period of interruption of studies is one semester; in exceptional cases the period of interruption of studies may be shorter. During the interruption, the person does not have a student status. In the course of the instruction period or the examination period, studies may be interrupted only for serious reasons. Also interruption of studies cannot be granted in case when, after resuming the studies after an interruption, the student's studies would be immediately terminated pursuant to Section 56, Para 1 (b) of the Act and Article 34, Para 7 (b). The decision of the dean concerning the interruption of studies is regulated by Section 68 of the Act. The dean's decision in writing is recorded in the CTU electronic information system and is filed in the student's documentation. The decision on the interruption of studies includes the date of the start of the interruption of studies, the date of the end of the interruption of studies, and the date of re-enrolment in studies.
- (7) With the exception of serious reasons, in particular health or pregnancy, childbirth or parenting, studies may be interrupted only after successful completion of the first academic year; this does not affect the interruption of studies pursuant to Para 5 (a) to (c) hereof.
- (8) Upon the expiration of the period of the interruption of studies, the person whose studies were interrupted has the right to re-register on a date set by the dean. The person whose studies were interrupted becomes a student on the day of their re-enrolment. If they fail to enrol by the given deadline and do not submit an excuse in writing within five days of the deadline, it will be considered as a failure to fulfil the requirements of the study programmes and the student's studies will be terminated pursuant to Section 56, Para 1 (b) of the Act and Article 34, Para 7 (b) hereof. The decision-making in this matter is governed by Section 68 of the Act. The dean can pardon the failure to meet the deadline in justified cases. If the reasons for interrupting the studies are no longer in effect, and in the cases of persons within the recognized period of parenthood, the dean may, on the basis of a request in writing submitted by the person whose studies have been interrupted, terminate the interruption of studies before the expiration of the period of interruption and set a date for re-registration.
- (9) On the basis of a student's request in writing, the dean may allow one or more academic years to be completed under an individual study plan, setting the course and the conditions of completing the academic year. Other provisions of these Rules, including the standard period of study, the maximum duration of study and termination of studies are not affected; with the exception of studies under an individual study plan during the recognized period of parenthood in case of students-parents by which period the maximum period of study is extended. A failure to comply with the obligations set out in the individual study plan is a reason for terminating the studies pursuant to Section 56, Para 1 (b) of the Act and Article 34, Para 7 (b). The decision-making in this matter is governed by Section 68 of the Act.
- (10) A student who has been accepted to study in the same study programme or in a similar study programme which they have studied in the past at another university may, on the basis of a request submitted to the dean, have a section of the studies (semester, academic year or unit) or individual subjects acknowledged (recognized), provided not more than five years have elapsed since their completion. The recognition may be conditioned on passing bridging examinations.
- (11) A student who is being sent by CTU to study at a foreign university will have the subjects and credits earned at the foreign university recognized provided they correspond with the content of their study programme. The decision about the recognition is taken by the dean.

**Article 14**

**Monitoring of studies and conditions for continuation of studies**

- (1) Monitoring of studies is carried out in specified sections of time set by the study plan of the study programme – a semester, an academic year, a unit of study.
- (2) Ways of monitoring of studies are set in the documentation of the study programme, including the conditions for their successful completion. If a student fails to meet the conditions of any monitoring of study obligations during their studies, their studies will be terminated pursuant to Section 56, Para 1 (b) of the Act and Article 34, Para 7 (b). The decision-making in this matter is governed by Section 68 of the Act.
- (3) The dates and organization of the enrolment in specific time sections of the studies are set by the dean.
- (4) The minimum amount of credits that must be earned in order to be able to continue the studies

Period of study	Bachelor study programme	Master study programme
In the first semester of studies	15	20
In the first academic year of studies (2 semesters)	30	40
In each subsequent academic year of studies (2 semesters)	40	40
In each subsequent academic year of studies (2 semesters), if the person was not a student of the given study programme for part of the academic year (interruption of studies, transfer)	20	20

(5)

The number of credits earned includes only credits for subjects that are included in the study plan of the study programme in which the student is enrolled.

- (5) The dean can set a different number of credits than cited in Para 4 hereof, pursuant to Article 13, Para 9 to 11, or in case in the given academic year the student is short of fewer than 40 credits to achieve the total amount of credits required during the whole course of studies.

- (6) Credits for subjects registered and recognized under Article 13, Para 10 hereof are not considered credits earned in the given semester, academic year or unit of study. They are only included in the total amount of credits obtained by the student.
- (7) The monitoring of the amount of earned credits is carried out for a semester, an academic year or a unit of study in accordance with the study plan of the study programme. A student who fails to earn even the minimum amount of credits under Para 4 to 6 will have their studies terminated for failing to meet the requirements pursuant to Section 56, Para 1 (b) of the Act and Article 34, Para 7 (b). The decision-making in this matter is governed by Section 68 of the Act.

## **Article 15**

### **Transfers**

- (1) Students can apply for admission to studies pursuant to Section 49, Para 3 of the Act to another study programme implemented at the same or different faculty at CTU, but only after they have successfully completed the first academic year of their studies. Admission to studies pursuant to Sentence 1 can be granted to a CTU student only provided they meet the requirements for progressing to the next semester or academic year of the studies at their home faculty. The dean may stipulate further conditions for admission to studies and take decisions about the studies, including the placement of the student in a particular section of the studies pursuant to the recommended time plan of the study in the study programme implemented at the receiving faculty. The same conditions also apply to admission to studies of students of other universities in the Czech Republic and abroad.
- (2) The dean of the receiving faculty may, based on a student's application for admission to studies under Para 1 hereof, recognize completed sections of studies or individual subjects pursuant to Article 13, Para 10 hereof.
- (3) The decision about the admission to studies under Para 1 hereof and about the change of the form of study within the same study programme is taken by the dean.

## **Article 16**

### **State final examinations**

- (1) Studies in bachelor and master study programmes are completed by state final examinations taken before an examination committee. The course of the examination and the announcement of the results of the state final examination are public.
- (2) The chair, the vice-chair and the members of the examination committee are appointed by the dean from among professors, docents and other specialists approved by the faculty's Scientific Council. The Ministry of Education, Youth and Sports (hereinafter as the "Ministry") may appoint other members of the examination committee from among leading experts in the given field. A report is drawn of the course of the state final examination, which is signed by the chair and all members of the examination committee who were present at the examination. Multiple



examination committees may be established for one study programme. The minimum number of members, including the chair, is 5.

- (3) The state final examination consists of several parts, each of which is assessed separately
- a) The presentation and defence of the bachelor or master thesis,
  - b) Examinations in specialization subjects or general topics,
  - c) Possibly other parts in accordance with Para 5 hereof.

The individual parts of the state final examination can take place on different dates. The examination committee evaluates the results of the presentation and defence of the thesis and of the examinations in a closed session.

- (4) Bachelor or master theses in study programmes delivered in the Czech language will be drawn in Czech, Slovak or English. In case of programmes delivered in a foreign language, the bachelor and master theses are drawn in the language of instruction or in English. The presentation and defence of bachelor theses is part of the final state examination in the bachelor study programme and the presentation and defence of master theses is part of the final state examination in the master program. If a student fails to submit their bachelor or master thesis by the set deadline and reasons for this have been presented in the form of a written apology in advance, and they have provided a explanation in writing and the apology has been accepted by the dean, the dean will set an alternative deadline for submitting the bachelor or master thesis. If, however, a student has not provided a suitable apology, or if the apology has not been accepted by the dean, the student may register for their bachelor or master thesis for a second time.

A student who, after they register for their bachelor or master thesis for a second time as a subject in the framework of their study plan, fails to submit their bachelor or master thesis by the given deadline and fails to provided a suitable apology, or the apology is not accepted by the dean, will have their studies terminated pursuant to Section 56, Para 1 (b) of the Act and Article 34, Para 7 (b) hereof. The decision-making in this matter is governed by Section 68 of the Act.

- (5) Parts and individual specialization subjects or general topics within the state final examination are stipulated by the study programme. The duration of individual parts of the state final examination should not exceed 1 hour.
- (6) The conditions for admission to the state final examination or its part are stipulated in the documentation of the study programme.
- (7) The dates of state final exams or their parts are set by the dean.
- (8) If a student fails to show up for the state final examination or its retake on a given date and fails to presents an apology and an explanation in writing within five days after the date or the apology is not accepted by the dean, they receive an F grade. The dean may, in case of exceptionally serious reasons, pardon the failure to meet the five-day deadline.
- (9) Students are obliged to pass the state final examination or the last part thereof, including any retakes, within 1.5 years after the date they completed all other requirements stipulated in the study programme. A failure to pass the state final examination by this deadline is considered as a failure to fulfil the requirements of the

study programme pursuant to Section 56, Para 1 (b) of the Act and Article 34, Para 7 (b) hereof. The decision-making in this matter is governed by Section 68 of the Act. The day of completion of all other requirements stipulated in the study programme is the last day of the examination period of the last semester in which the student enrolled for subjects within the study plan of the study programme, in which they are enrolled.

- (10) Students are obliged to pass the state final examination or the last part thereof within the deadline defined by the maximum period of study set in Article 3, Para 8 hereof. If a student fails to take the state final examination in this manner, their studies will be terminated pursuant to Section 56, Para 1 (b) of the Act and Article 34, Para 7 (b) hereof. The decision-making in this matter is governed by Section 68 of the Act.
- (11) The examination committee has a quorum if an absolute majority of its members are present, including either the chair or the vice-chair. In case of equality of votes, the chair's decision is decisive.
- (12) The session of the examination board is presided over by the chair or vice-chair. The rules of procedure are stipulated by a dean's directive.
- (13) The manner of enrolment for the state final examination and the organization of the state final examinations are stipulated by a dean's directive.

## **Article 17**

### **Assessment of state final examinations**

- (1) The individual parts of the state final examination and the state final examination as a whole are assessed on the scale under Article 11, Para 1 hereof. The state final examination or its part can be repeated only once.
- (2) The examination committee will decide about the overall result of the state final examination, taking the assessment of the individual parts of the state final examination, including the presentation and defence of the master or diploma thesis, into consideration. In case any of the parts of the state final examination are evaluated by an F grade, the overall result of the state final examination is also an F.
- (3) The dean will set an alternative date of the state final examination, in case the student failed to show up on the regular date or on the retake of the state final examination, they provided a suitable apology in writing including an explanation within 5 days and the dean accepted the apology.
- (4) The dean will set a date for a student's retake of the state final examination if
  - a) The student failed to show up on the date of the state final examination and they failed to provide an apology in writing including an explanation within 5 days, or the dean did not accept the apology,
  - b) The overall result of the state final examination was an F.
- (5) Only the part or parts of the state final examination are repeated which were evaluated by an F grade. If the presentation and defence of the bachelor or master thesis was evaluated by an F grade, the retake of the state final examination is conditioned on the rewriting of the bachelor or master thesis. The manner and the extent to which the thesis has to be rewritten is decided by the dean on the basis of the opinion of the examination committee.

- (6) If the part of the state final examination which is repeated is evaluated by an F grade, the studies are terminated pursuant to Section 56, Para 1 (b) of the Act and Article 34, Para 7 (b) hereof. The decision-making in this matter is governed by Section 68 of the Act.
- (7) The student must be informed in a verifiable manner about the results of the individual parts of the state final examination stipulated by Article 16, Para 3 (a) to (c) hereof, including the overall result of the state final examination.

### **Article 18**

#### **Overall study results**

- (1) The overall results of the completed studies are evaluated on a scale
  - a) Pass with distinction,
  - b) Pass.
- (2) The overall results of the completed studies are evaluated as "pass with distinction", provided during their studies the student achieved weighted average study results under Article 12 hereof of a maximum of 1.5 in the bachelor study programme, and 1.30 in the master study programme, and the overall result of the state final examination was an A.
- (3) The overall study results are stated in the university diploma and in the documents proving the successful completion of studies.

### **Part IV**

#### **STUDY IN DOCTORAL STUDY PROGRAMMES**

### **Article 19**

#### **Organization of studies in doctoral study programmes**

- (1) Studies in doctoral study programmes are carried out in accordance with individual study plans (hereinafter as "ISP") pursuant to Article 26 hereof and are supervised by a supervisor. In the course of the studies, Specialization Committees serve, in particular, as the assessment expert body and their work is regulated by Section 47, Para 6 of the Act and Article 21 hereof.
- (2) Studies in doctoral study programmes are implemented in forms cited in Article 3, Para 4 hereof. The maximum duration of studies in all forms of study is stipulated in Article 3, Para 8 hereof.
- (3) The training centre is the department (a department, a university institute participating in the provision of doctoral study programmes, a workplace outside CTU) where a specialized part of the study programme takes place.
- (4) The standard period of study in doctoral study programmes is minimum three and maximum four years.
- (5) The period of study in full-time form of doctoral study programme may not exceed the standard period of study. In case of student-parents, the dean may extend this period by a maximum of a period equivalent to the duration of maternity or parental leave on condition that they do not interrupt their studies in that period and that the overall

period of study does not exceed the maximum period of study. This does not affect Article 6, Para 1 of the CTU Rules for Granting Scholarships. The study in part-time or combined form of study in doctoral study programmes can be extended by up to the maximum period of study.

- (6) The study in doctoral study programmes can be completed in a shorter than standard period of time based on the valid ISP and in accordance with Article 26 hereof.
- (7) The dissertation thesis must be submitted within 7 years after the enrolment in studies at the latest. Students who have failed to submit their dissertation thesis by this deadline and have failed to submit a suitable apology, or if the apology has not been accepted by the dean, will have their studies terminated pursuant to Section 56, Para 1 (b) of the Act and Article 34, Para 7 (b) hereof. The decision-making in this matter is governed by Section 68 of the Act. The studies must be completed within 8 years after the enrolment in studies in accordance with Article 3, Para 7 and 8. In exceptional cases, the dean may extend the maximum period of study, on the grounds of an extended procedure for presenting and defending the dissertation thesis.
- (8) The periods under Para 7 hereof will be extended by the recognized period of parenthood according to the law.

## **Article 20**

### **Amendments to regulation for study programmes**

- (1) Faculties can have in their statute an internal regulation with limited scope called "Rules of Doctoral Studies".
- (2) The Rules of Doctoral Studies must not be in contradiction with these Rules and they may stipulate further details concerning doctoral study programmes, in particular the system of credits and rules of the course of studies or dates of monitoring of studies.
- (3) A failure to comply with the obligations stipulated by the Rules of Doctoral Studies is considered a failure to fulfil the study requirements of the study programme under these Rules and the student's studies will be terminated pursuant to Section 56, Para 1 (b) of the Act and Article 34, Para 7 (b) hereof. The decision-making in this matter is governed by Section 68 of the Act.

## **Article 21**

### **Specialization committees**

- (1) Specialization committees for studies in doctoral study programmes (hereinafter as "ORP") are primary expert, controlling and evaluation bodies of the studies (Section 47, Para 6 of the Act). They report directly to the respective Scientific Council.
- (2) If the studies in a doctoral programme are divided into fields of study, Specialization Committees can be set up for these fields of study (hereinafter as "ORO") that provide expert assessment activities in the framework of these fields of study. Activities undertaken by ORO and ORP are defined in Para 6 to 9 hereof.
- (3) ORP has at least five members, of which at least two are not employees of CTU; ORO chairs are in their capacity also automatically members of ORP. Each ORO has at least five members, of which at least two members are not employees of CTU.

- (4) Professors, docents and other distinguished professionals can become members of ORP and ORO. Members of ORP and ORO of doctoral study programmes implemented at one faculty are appointed and dismissed by the dean, following an approval by the faculty's Scientific Council based on a proposal of the training centre or the dean. Members of ORP and ORO of doctoral study programmes implemented at multiple faculties or doctoral study programmes implemented outside faculties are appointed and dismissed by the Rector, following an approval by the CTU Scientific Council based on a proposal of faculty Scientific Councils or CTU institutes or based on a proposal of workplaces outside CTU.
- (5) ORP chair is a guarantor of the programme. ORO chair is the guarantor of the respective field of study. Guarantors of programmes and fields of study are appointed and dismissed by the dean.
- (6) ORP primarily
  - a) Monitors and assesses ongoing studies in doctoral study programmes; it submits the results of the monitoring to the relevant Scientific Council at least once a year,
  - b) Takes care of updating and development of the doctoral study programme,
  - c) Initiates proposals to adjust and create new doctoral study programmes,
  - d) Fulfils functions of ORO pursuant to Article 7 hereof in case no ORO is set up.
- (7) ORO primarily
  - a) Prior to accepting an applicant it approves the proposals of heads of training centres for general subjects or topics of dissertation theses and supervisors for these topics; after an applicant is accepted, it approves supervisor-specialists upon a proposal of the supervisor pursuant to Article 24, Para 1 hereof,
  - b) Approves ISP and the amendments thereof pursuant to Article 26, Para 1 and Para 5 hereof,
  - c) Approves the proposal for the composition of examination committees, discusses the composition of committees for state doctoral examinations pursuant to Article 29, Para 2 hereof and committees for the presentation and defence of dissertation theses pursuant to Article 30, Para 3 hereof,
  - d) Approves reviewers of dissertation theses pursuant to Article 30, Para 4 hereof,
  - e) Monitors and assesses ongoing studies in the given doctoral study programme; it submits the results of the monitoring to ORP at least once a year pursuant to Para 9 hereof.
- (8) Specialization committees can carry out approvals pursuant to Para 7 (a) to (d) hereof based on a proposal of the chair electronically.
- (9) Sessions of ORP or ORO are held when necessary, but at least once a year; the sessions are presided over by the chair. At ORP sessions, the ORO chairs submit overviews of the activities undertaken by fields of study in the form of a report in writing. A report is drawn of sessions and all resolutions of ORP and it is submitted to the dean or to the Rector and to the heads of the training centres. ORP can decide at a distance, in particular by means of electronic voting.
- (10) If no ORP is set up, its functions are fulfilled by the relevant Scientific Council pursuant to Para 6.



- (11) If ORO fails to take action in any of the matters under Para 7 for a period of time longer than 60 days, the dean may refer the matter to ORP, which may make a decision in the matter. The dean will notify the relevant Scientific Council about it at its next session.
- (12) If ORP fails to take action in any of the matters under Para 7 for a period of time longer than 60 days, the dean may refer the matter to the relevant Scientific Council.

## **Article 22**

### **Students of doctoral study programmes**

- (1) An applicant becomes a student in a doctoral study programme (hereinafter as a "doctoral student") on the date of enrolment in a doctoral study programme. The enrolment is held at the faculty at which the study programme is implemented. The enrolment is held on a date set by the dean. A doctoral student is a member of the academic community at the faculty and of the CTU academic community and the rights and obligations of the respective form of study arising from the law and from CTU internal regulations apply to them. Their fundamental study obligation is to fulfil the ISP under the supervisor's leadership.
- (2) Doctoral students are entitled to 6 weeks of vacations in a calendar year.
- (3) Doctoral students can interrupt their studies after submitting a doctoral student's request in writing to the dean pursuant to Article 26, Para 6 (c); the request will state the reasons for and the duration of the interruption. The interruption cannot be granted if the student's studies will have to be terminated pursuant to Section 56, Para 1 (b) of the Act and Article 34, Para 7 (b) hereof immediately after resuming their studies. The dean may, upon their own motion, interrupt a student's studies if it is necessary in order to avert an imminent harm to the student, provided it did not originate in connection with the previous fulfilment of study requirements. In this case, the studies will not be interrupted provided the student expresses their disagreement in writing within 10 days of receiving the written notice of the possible interruption of the studies. The dean's decision to interrupt the studies must be made in writing in accordance with Section 68 of the Act and the student may appeal against the decision. The dean will always grant the request to interrupt the studies if the relevant period affected by the request is part of a recognized period of parenthood.
- (4) The doctoral student is obliged to show up once a year for enrolment in the next study unit on a defined date. The enrolment is conditioned on the submission of a report of activities and its approval by the supervisor, the head of the training centre and the chair of ORO. If the student fails to show up on the defined date and does not submit an apology in writing within five days of the date, it will be considered as a failure to fulfil the study requirements of the study programme under these Rules and the student's studies will be terminated pursuant to Section 56, Para 1 (b) of the Act and Article 34, Para 7 (b) hereof. The decision-making in this matter is governed by Section 68 of the Act. If the doctoral student submits an apology in writing within five days of the date of enrolment and the apology is accepted by the dean, the dean will set an alternative date of enrolment for the student.

## **Article 23**



### **Supervisor**

- (1) The supervisor is the guarantor of the specialization programme of the doctoral student and their dissertation thesis. The doctoral student consults with their supervisor in particular the matters related to their studies. The supervisor has the right to attend all sessions linked to the doctoral student's studies, including any hearings of the Disciplinary Commission. The supervisor comments on all matters of the doctoral student and is informed without any unnecessary delays about the decisions taken.
- (2) Professors, docents and Doctors of Science (Dr.Sc.) can become supervisors. Other distinguished professionals can become supervisors following an approval by the relevant Scientific Council based on a proposal by the dean or Rector.
- (3) The supervisor, through the head of the training centre, proposes a general subject or topic for the dissertation thesis. Following an approval by ORO and the dean pursuant to Article 21, Para 7 (a), the topic is published for the admission procedure. The supervisor participates in the admission procedure of applicants accepted for the topic of the dissertation thesis they have proposed. During the admission examination, the supervisor has the right of veto on the decisions to admit applicants to study the topic they have proposed.
- (4) Following an approval of the supervisor, the head of the training centre submits a proposal to appoint them supervisor of the given doctoral student. The dean appoints the supervisor of the given topic of the dissertation thesis and the accepted doctoral student.
- (5) In case it is proven that the supervisor does not fulfil their duties, they can be dismissed. The dismissal is carried out by the dean based on a proposal of the chair of the Specialization Committee and following an agreement with the head of the training centre.
- (6) The supervisor participates in discussions, state doctoral examinations (hereinafter as "SDZ") and the presentation and defence of the dissertation theses of their doctoral students, including the closed sessions. They cannot be members of the SDZ committee and the committee for the presentation and defence of the dissertation thesis which take decisions on their doctoral student.
- (7) During the course of the studies, the supervisor is the co-author of the results of the doctoral student's activities, in proportion to their creative participation therein.
- (8) At any given time, the supervisor can supervise no more than 5 doctoral students. The dean may authorize an increase in this number for individual supervisors upon a proposal of the Specialization Committee, in particular based on the results of their doctoral students' studies.
- (9) The supervisor carries out continuous monitoring of the doctoral student's fulfilment of ISP. They regularly, at least once a year, present an assessment of the fulfilment of ISP in writing to the head of the training centre and the chair of ORO.
- (10) Supervisors supervise dissertation theses exclusively on topics in which they are experts. Applicants or students cannot require appointment of supervisors for different topics.

### **Article 24**

### **Supervisor-specialist, study guarantor**

- (1) In case the topic of the dissertation thesis requires specific leadership of professional consultations that the supervisor is not able to provide, a supervisor-specialist is appointed who is responsible for part of the professional education of the doctoral student together with the supervisor. Supervisor-specialists are typically leading experts and are nominated by the supervisor. Supervisor-specialists are appointed by the dean following an approval of ORO.
- (2) If the supervisor is not an employee of CTU (they work at the Czech Academy of Sciences, for example) and the doctoral student carries out their creative work at the supervisor's workplace, the dean may appoint a study guarantor upon a proposal by the head of department at CTU, where the doctoral student is registered. The guarantor is responsible for coordination with CTU and participates in guiding of the doctoral student, primarily in the course of a study unit.

## **Article 25**

### **Organization and technical support of studies in doctoral study programmes**

- (1) The administration of the studies in doctoral study programmes and doctoral students agenda is ensured by Departments of Science and Research at individual faculties (hereinafter as the "S&R Department").
- (2) Lectures in specialization subjects within individual study units are usually led by professors and docents. In justifiable cases the dean may authorize another academic worker or a distinguished professional to lead a lecture based on a proposal by the head of the training centre.

## **Article 26**

### **Individual study plans and changes thereof**

- (1) ISP is a basic document of the individual professional education of doctoral students in doctoral study programmes. It is drawn by the doctoral student upon agreement with their supervisor. ISP is submitted for approval to the chair of ORO within one month after the beginning of studies at the latest. Following its approval by ORO, ISP becomes a binding document.
- (2) ISP defines the content and duration of a study unit pursuant to Article 27 hereof and the independent scientific research activity of the doctoral student linked to the compilation of their dissertation thesis pursuant to Article 28 hereof. The content of ISP is set in a binding official form.
- (3) The title of the dissertation thesis and its content are set pursuant to Article 28, Para 3 hereof and are entered into ISP.
- (4) In full-time study, the doctoral student's ISP may also include teaching practice, whose primary aim is the development of presentation skills.
- (5) Changes in ISP or in studies of the study programme may mean in particular:
  - a) Changes in the content of ISP – the proposed changes in ISP are approved by the chair of ORO based on a proposal of the supervisor in connection with ISP specifications,

- b) Changes in the time plan of ISP (extension of studies) – they are approved by the dean upon a request recommended by the supervisor and the head of the training centre; the supervisor submits the proposal for the changes in the time plan of ISP, following an approval by the chair of ORO,
  - c) Interruption of studies – it is approved by the dean upon a doctoral student's request discussed with the supervisor and the head of the training centre,
  - d) Changes in the form of study – they are approved by the dean upon a request recommended by the supervisor and the head of the training centre; the supervisor submits the proposal for the changes in ISP, following an approval by the chair of ORO,
  - e) Change of supervisor – it is approved by the dean upon a request of the doctoral student or the supervisor.
- (6) Changes pursuant to Para 5 (a) are submitted by the supervisor upon agreement with the doctoral student; changes pursuant to Para 5 (b) are possible only upon a doctoral student's request in writing addressed to the dean.
- (7) ISP respects the standard period of study.

## **Article 27**

### **Study unit**

- (1) A study unit is a section of the studies in which the doctoral student deepens their theoretical and expert knowledge related to their field of study in the doctoral programme and the specific topic of their dissertation thesis. It includes the completion of obligatory specialization subjects pursuant to Para 3 and 5 hereof, language preparation completed pursuant to Para 2 and specialist activities presented in the form of a written study and discussion of the dissertation thesis pursuant to Para 6 and 7.
- (2) Language preparation is demonstrated by an examination from at least one world language (usually English) or a certificate of language skills recognized by the relevant language department.
- (3) Obligatory specialization subjects are semestrial courses and are explicitly stated in ISP. There are four to six such courses; ISP may also determine the form of completing the subjects (attending lectures, self-study and consultations). Each obligatory subject is completed by a subject examination, or, in case of foreign universities, by its equivalent.
- (4) The doctoral student, upon agreement with the supervisor, can attend also other optional subjects that they do not always have to complete by an examination.
- (5) In exceptional cases, the set of obligatory specialization subjects pursuant to Para 3 hereof may include up to two courses from a master study programme in case the doctoral student demonstrates rather substantial lack of knowledge in the given field of study, in which the subject is implemented, and the doctoral student did not study the subject in their master study programme. Apart from subjects taught at CTU, ISP can also include subjects taught at another university.
- (6) Subjects within a study unit and the results of their completion (examinations in case of obligatory subjects and examinations or assessments in case of optional subjects)

are entered in the CTU electronic information system. The list of subjects is entered into the CTU electronic information system after the approval of ISP.

- (7) The assessment of specialization examinations and language examinations is carried out on the scale "excellent", "pass", "fail". These are entered into the CTU electronic information system as "1", "2", "3".
- (8) If the result of a specialization examination is "fail", the doctoral student can retake the exam once. The supervisor is present at the retake of the examination. In case the same subject is evaluated again with a "fail", the studies will be terminated pursuant to Section 56, Para 1 (b) of the Act and Article 34, Para 7 (b) hereof. The decision-making in this matter is governed by Section 68 of the Act.
- (9) A study, which is a preparation for the dissertation thesis, is part of the study unit in specialist activities. It contains a brief summary of the current level of knowledge of the studied matter in the world (summary search), supplemented with the present results of own work in the topic of the dissertation thesis. These results can be presented in the form of a set of presented publications of the doctoral student.
- (10) The study is subject to discussion about the dissertation thesis at the training centre, based on which the final title and content of the dissertation thesis are set. The discussion with the doctoral student is attended by the supervisor, the head of the training centre and a member of ORO; the discussion can be held in a foreign language. The head of the training centre will appoint at least one reviewer of the study.
- (11) The study unit in ISP is divided into a maximum of 4 semesters in full-time study and to a maximum of 6 semesters in part-time and combined study. The doctoral student who does not complete all study obligations in the study unit by the end of the 6th semester after the beginning of the studies in full-time study or by the end of the 9th semester in part-time and combined study will have their studies terminated pursuant to Section 56, Para 1 (b) of the Act and Article 34, Para 7 (b) hereof. The decision-making in this matter is governed by Section 68 of the Act.

## **Article 28**

### **Dissertation thesis**

- (1) The dissertation thesis is the result of a solution of a specific scientific or creative task; it proves the doctoral student's ability to work independently and creatively and it must include original results of scientific or creative work of the author of the dissertation thesis published or accepted for publication.
- (2) The general subject or topic of the dissertation thesis is announced before the admission procedure based on a proposal by the future supervisor, following a recommendation of the head of the training centre and approval of ORO and the dean. A more detailed specification of the subject is possible based on an agreement of the supervisor and the applicant.
- (3) The title of the dissertation thesis, including its content, will be set by the end of the study unit at the latest, based on the presented study and the discussion about the subject of the dissertation thesis pursuant to Article 27, Para 10 hereof.
- (4) A set of publications or accepted manuscripts, supplemented with an integrating text, can also be accepted as dissertation thesis.

- (5) Dissertation theses are drawn in Czech, Slovak or English. Upon approval of the chair of ORO, applicants can submit dissertation theses in another world language. Other formal requirements for dissertation theses will be stipulated by a binding directive of the dean of the faculty, where the study programme is implemented. If a thesis does not comply with these formal requirements, the S&R Department may not accept it for further proceedings. In case of any doubts, the matter will be decided by the dean.

## **Article 29**

### **State doctoral examination**

- (1) The aim of the state doctoral examination (hereinafter as "SDZ") is to verify the depth and the quality of the doctoral student's knowledge, their ability to acquire new knowledge, evaluate it and use it creatively in relation to the chosen field of study in the doctoral study programme and the topic of the dissertation thesis. Prior to taking the state doctoral examination, the student must successfully complete the study unit.
- (2) SDZ is taken before an SDZ examination committee, which is nominated by the chair of ORO following a discussion by ORO, and is appointed by the dean, including the chair of the examination committee. The examination committee has a minimum of five members. The supervisor and the supervisor-specialist are not members of the committee. At least two members of the examination committee must not be employees of CTU. The examination committee for the given field of study may be a standing committee, or it may be nominated for individual SDZ.
- (3) Professors, docents and other distinguished professionals can become members of the SDZ examination committee. Professionals who are not professors or docents are approved as possible members of the examination committee by the relevant Scientific Council. Only professors or docents can become committee chairs.
- (4) The date of SDZ must be published in the public section of the faculty's website at least 2 weeks in advance.
- (5) Doctoral students must submit an application in writing for SDZ on an official form of the S&R Department. The application will include a list of the doctoral student's publications (projects), possibly also including responses to them. The supervisor and the head of the training centre comment on the application, the chair of ORO approves SDZ. The date of SDZ is set by the dean following an agreement with the chair of the examination committee.
- (6) The course of SDZ and the announcement of the results are public. The evaluation of the course of SDZ is taken in a closed session. The overall evaluation of SDZ is on a scale: "pass with distinction", "pass" or "fail".
- (7) The SDZ examination committee takes a decision by vote in the closed session in the presence of at least two-thirds of its members. The examination committee first votes between "pass" and "fail". In order for the result to be assessed as "pass", an absolute majority of the members present must vote in favour of this option, otherwise the result is assessed as "fail". In case the result is assessed as "fail", the committee decides on a statement that justifies their decision. In case the result is "pass", the examination committee takes a further vote to decide between "pass with distinction" and "pass". In order for the result to be assessed as "pass with distinction", an absolute majority of the members present must vote in favour of this option, otherwise the result is assessed as "pass".



- (8) If the result of the evaluation by the SDZ examination committee is "fail", the doctoral student can retake the SDZ one more time, but no sooner than three months after the date of the unsuccessful examination. In case SDZ is once again assessed as "fail", the student's studies are terminated pursuant to Section 56, Para 1 (b) of the Act and Article 34, Para 7 (b) hereof. The decision-making in this matter is governed by Section 68 of the Act. A retake of SDZ cannot be assessed as "pass with distinction".
- (9) A report is drawn of the course of SDZ, which is signed by the chair of the SDZ examination committee, and a protocol of the ballot is drawn, which is signed by the chair of the SDZ examination committee and all its members who were present. The report is archived at the respective S&R Department.

### **Article 30**

#### **Assessment and defence of the dissertation thesis**

- (1) After passing SDZ, the doctoral student in order to initiate proceedings for the presentation and defence of their dissertation thesis submits an application in writing for permission of the presentation and defence of their dissertation thesis (on an official form), four copies of the dissertation thesis and in electronic form in the PDF format, their CV, the supervisor's opinion and a list of the doctoral student's publications (projects), including any responses, divided into texts on the subject of the dissertation thesis and others.
- (2) The S&R Department will formally assess the submitted documents under Para 1 hereof and provided they meet the formal requirements, it will accept the documents and confirm the submitting of the dissertation thesis for the doctoral student on a copy of the application. The documents are then submitted to the chair of ORO. Based on the submitted documents, the dean will appoint a committee for the presentation and defence of the dissertation thesis and reviewers of the dissertation thesis within 30 days.
- (3) The committee for the presentation and defence of the dissertation thesis is appointed according to the same rules as the SDZ examination committee under Article 29, Para 2 and 3 hereof. Reviewers also have the right to participate in voting and in the closed session. The committee must have at least 4 members, reviewers not included. The supervisor participates in the sessions of the committee, including the closed part.
- (4) The dissertation thesis is reviewed by at least two reviewers who are appointed by the dean on the proposal of the head of the training centre or the supervisor and following an approval by ORO. Only distinguished experts in the respective scientific discipline can become reviewers and at least one of them must be a professor, docent or a Doctor of Science (Dr.Sc. or an international equivalent) and no more than one of them can be an employee of CTU. At least two reviewers must have a Ph.D., CSc. or an equivalent degree; this rule does not apply to artistic disciplines.
- (5) Reviewer opinions should be drawn within thirty days after the delivery of the dissertation thesis. In case the reviewer is unable to write an opinion, they will inform about this fact within 15 days. In case the reviewer declines to write an opinion, or if the S&R Department does not receive the opinion within 45 days, the dean may, upon a proposal of the chair of ORO, appoint a new reviewer.
- (6) The S&R Department will inform the doctoral student and their supervisor about the reviewer opinions. If the evaluation of one of the reviewers points to serious



deficiencies or does not recommend the dissertation thesis for presentation and defence, the doctoral student may request that the dissertation thesis be returned for revision, and the proceedings of the presentation and defence of the dissertation thesis are interrupted. If the doctoral student does not opt for revision of the dissertation thesis, the proceedings will continue. If two of the opinions are negative, the revision of the dissertation thesis is compulsory. A dissertation thesis can be revised only once. If the revised dissertation thesis also receives a negative evaluation, the proceedings of the presentation and defence continue.

- (7) The S&R Department will provide the members of the committee with reviewer opinions and the access to the dissertation thesis electronically. The chair of the committee for the presentation and defence of the dissertation thesis will set the date of the presentation and defence of the dissertation so that the date is made public within 30 days after the reception of the last opinion at the latest. The date is communicated to the doctoral student, supervisor, reviewers and members of the committee. The chair of the committee can authorize the head of the training centre to set the date.
- (8) The date of the presentation and defence of the dissertation thesis is published in the publicly accessible section of the website of the given faculty, at least 3 weeks in advance. During this period, the dissertation thesis is available for inspection for everyone and everyone can make printouts, reproductions or copies at their own expense. Everyone can submit their comments in writing to the chair of the committee for the presentation and defence of the dissertation thesis, or they may present them orally during the presentation and defence of the dissertation thesis. The applicant is obliged to respond to such comments.
- (9) One reviewer, but no more, can be absent at the presentation and defence of the dissertation thesis provided their opinion was positive and the members of the committee for the presentation and defence of the dissertation thesis approve of their apology. The opinion of the absent reviewer is read at the presentation and defence of the dissertation thesis. The absence of the supervisor at the presentation and defence of the dissertation thesis is possible provided the doctoral student agrees.
- (10) The presentation and defence of the dissertation thesis is public, including the announcement of the results; the evaluation of the presentation and defence of the dissertation thesis takes place in a closed session. The result is announced by the chair of the committee for the presentation and defence of the dissertation thesis immediately after the committee has decided.
- (11) The committee for the presentation and defence of the dissertation thesis decides about the result of the presentation and defence of the dissertation thesis in a secret ballot with at least two-thirds of its members present. The overall assessment is "defended" or "not defended". In order for the result to be assessed as "defended", an absolute majority of the members present must vote in favour of this option, otherwise the result is assessed as "not defended". In case of a negative assessment, the committee decides on a statement that justifies their decision.
- (12) A report is drawn of the course of the presentation and defence of the dissertation thesis and the statements of the committee for the presentation and defence of the dissertation thesis, which is signed by the chair of the committee for the presentation and defence of the dissertation thesis; a protocol of the ballot is drawn, which is signed by the chair of the committee for the presentation and defence of the dissertation

thesis and all its members who were present. The report is archived at the respective S&R Department.

- (13) A doctoral student may repeat an unsuccessful presentation and defence of the dissertation thesis only once after they have revised their dissertation thesis and no sooner than after 6 months. In case the repeated presentation and defence of the dissertation thesis is unsuccessful, the student's studies are terminated pursuant to Section 56, Para 1 (b) of the Act and Article 34, Para 7 (b) hereof. The decision-making in this matter is governed by Section 68 of the Act.

### **Article 31**

#### **Recognition of examinations taken during previous studies in doctoral study programmes**

- (1) The dean may, upon the doctoral student's request, recognize examinations that the doctoral student has successfully completed in a doctoral study programme before enrolling in the current doctoral study programme. Such an examination is considered as if it had been passed on the day on which it was recognized.
- (2) Neither a whole study unit nor state doctoral examination may be recognized.
- (3) A doctoral student may request recognition of an examination within five years after it had been passed. Later requests will not be granted.
- (4) The supervisor and the relevant Specialization Committee will comment on the request.
- (5) The dean will take a decision about the recognition of an examination within 30 days.

### **Part V**

#### **COMMON PROVISIONS**

### **Article 32**

#### **Study documentation**

- (1) The study documentation in a study programme and documents proving the completion of studies in a study programme are governed by Section 57 of the Act.
- (2) Pursuant to Section 57, Para 1 (a) of the Act, CTU issues a student ID, which is a document proving the legal status of student. The student ID serves for identification of a student and is issued as
- a) A CTU student ID, or
  - b) A joint CTU student ID and the International Student Identity Card (ISIC).
- (3) Student IDs are issued by the CTU Computing and Information Centre. The information necessary for the issuance of the ID are acquired from the Students' Register. The requirements for the ID and conditions for its issuance are set by the head of the CTU Computing and Information Centre.
- (4) The student ID is non-transferrable. The student is obliged to report the loss, damage or destruction of the student ID without necessary delay. After the completion of the studies, the holder of the ID must return the student ID to CTU without delay.

- (5) The statement from the CTU electronic information system confirmed by the faculty serves as the statement of studies.

### **Article 33**

#### **Students' Register**

- (1) Pursuant to Section 88 of the Act, CTU keeps a Students' Register. The Students' Register serves for registration of students and for budgetary and statistical purposes.
- (2) The Students' Register contains information about individual students required by the Act and the Ministry.
- (3) The Students' Register is part of the CTU electronic information system. It is kept by the study departments and S&R Departments in an operative manner. Only authorized employees of CTU can enter information into the Students' Register and to the study documentation.
- (4) The Students' Register is collectively administered by the CTU electronic information system. The documents needed for keeping the register are submitted by the study departments and S&R Departments in a required structure according to an agreed time plan. Entries concerning enrolment in studies, the study programme, field of study, form of study, interruption and termination of studies will be made immediately after the decisive event.
- (5) The Students' Register and the documents about decisive events are treated as archival documents. Special regulations must be observed when archiving and making printouts and copies.

### **Article 34**

#### **Completion of studies**

- (1) Studies in bachelor and master study programmes are successfully completed by completing the studies of the study programme, i.e. successful completion of all subjects in a relevant programme, fulfilment of other requirements that a student must meet in the course of studies in the study programme, and the passing of the state final examination. The day of successful completion of the studies is the day when the student passed the state final examination or its last part.
- (2) Studies in a doctoral study programme are successfully completed by completing the studies in the study programme, which means successful fulfilment of all requirements set in ISP, passing of the state doctoral examination and presentation and defence of the dissertation thesis. The day of successful completion of the studies is the day of the presentation and defence of the dissertation thesis.
- (3) After the successful completion of their studies, the graduate will be awarded a university diploma and a Czech-English supplement to the diploma. The university diploma together with the Czech-English supplement to the diploma are usually presented to the graduates at a special ceremony (graduation ceremony), during which graduates take the graduation oath (Annex 3 of the CTU Statute).
- (4) Graduates of bachelor study programmes are awarded the academic degree Bachelor (abbreviated as "Bc." and placed before the name); in the field of art graduates are

awarded the academic degree Bachelor of Arts (abbreviated as "BcA." and placed before the name).

- (5) Graduates of master study programmes in the area of technical sciences and technologies are awarded the academic degree "Engineer" (abbreviated as "Ing." and placed before the name); in the field of architecture graduates are awarded the academic degree "Engineer Architect" (abbreviated as "Ing. Arch." and placed before the name); in the field of art graduates are awarded the academic degree "Master of Arts" (abbreviated as "MgA." and placed before the name).
- (6) Graduates of doctoral study programmes are awarded the academic degree "Doctor" (abbreviated as "Ph.D." and placed after the name).
- (7) Studies are also terminated by
  - a) Withdrawal from the studies,
  - b) Failure to fulfil the requirements of the study programme under these Rules,
  - c) Withdrawal of the accreditation of the study programme,
  - d) Termination of the accreditation of the study programme,
  - e) Expulsion from the studies pursuant to Section 65, Para 1 (c) of the Act and Section 67 of the Act,
  - f) Termination of the provision of the study programme for reasons listed in Section 81 (b), Para 3 of the Act,
  - g) Expiration of the licence to provide the study programme (Section 86, Para 3 and 4 of the Act).
- (8) The respective faculty will issue to a study graduate or a former student who terminated their studies pursuant to Para 7 hereof upon their request a certificate of completed examinations or a certificate of studies and the award of an academic degree.
- (9) The day of the termination of studies is
  - a) Pursuant to Para 7 (a) the day when the faculty or CTU where the student is enrolled receives their statement in writing of their withdrawal from studies,
  - b) Pursuant to Para 7 (b) the day when the decision on termination of studies comes into force,
  - c) Pursuant to Para 7 (c) the day when the deadline set by a decision of the Ministry expires,
  - d) Pursuant to Para 7 (d) the day when CTU announces the termination of the study programme, or a day when the period for which an accreditation was granted expires,
  - e) Pursuant to Para 7 (e) the day when the decision on expulsion from studies came into force.
- (10) A student who terminated their studies pursuant to Para 1, 2 and 7 is obliged to immediately return their student ID.

## **Article 35**

### **Publication of theses**

- (1) Pursuant to Section 47 (b) of the Act, CTU publishes bachelor, master and dissertation theses (hereinafter as "theses") on a non-profit basis, including supervisors and reviewers' opinions and a report on the course and the result of the presentation and defence of the thesis, through the institutional repository (hereinafter as the "CTU Digital Library") of theses, which is centrally administered by CTU.
- (2) The originals of theses are published by individual faculties after their presentation and defence. The conditions, including the place of the publication, are set by the dean and are published in the public section of the website of the given faculty.
- (3) Theses submitted by applicants for presentation and defence must also be made available at least five working days before the date of the presentation and defence, including supervisors and reviewers' opinions, for public inspection at the CTU department where the presentation and defence of the thesis will be held, or through the CTU Digital Library. Everyone is allowed to make printouts, reproductions or copies of the thesis at their own expense.
- (4) Authors of theses are obliged to insert the electronic version of the thesis into the CTU electronic information system by the set deadlines. The dean may require an adjustment of the thesis for the purpose of the electronic version of the thesis in case the thesis has a specific form (in particular a project, model). By submitting their thesis, the author agrees to the publication of the thesis pursuant to the law, regardless of the result of the presentation and defence of the thesis.
- (5) Authors of opinions on theses insert their opinions personally or through a person authorized by the head of department in the CTU electronic information system. By submitting their opinion, the author agrees to its publication.
- (6) CTU may postpone the publication of a thesis or its part for a period of existence of an obstacle for publication, but for no more than 3 years. The information about the postponement of the publication and the justification thereof must be published in the same place where theses are published. CTU will send immediately after the presentation and defence of the thesis to which the postponement under Sentence 1 hereof applies one copy of the thesis to the Ministry.

## **Part VI**

### **TEMPORARY AND FINAL PROVISIONS**

#### **Article 36**

##### **Temporary provisions**

Students enrolled in studies before 1 October 2015 will have the provision of Article 23 Para 2 of the Study and Examination Regulations for Students at CTU registered by the Ministry on 8 July 2015 under ref. no. MSMT-23823/2017<sup>4</sup> applied to the

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<sup>4</sup> The exact wording of the Article 23, Para 2 of the Study and Examination Regulations for Students at CTU registered by the Ministry on 8 July 2015 under ref. no. MSMT-23823/2017 is: "The overall results of the completed studies is evaluated as "pass with distinction", provided during their studies the student achieved weighted average study results of a maximum of 1.5, received an "E" grade in only one subject and the overall result of the state final examination was an A."

assessment of the completion of their studies evaluated by "pass with distinction", unless it is more beneficial for them to apply the provision in Article 18, Para 2 hereof.

### **Article 37**

#### **Final provisions**

- (1) The existing Study and Examination Regulations for Students of the Czech Technical University in Prague registered by the Ministry under ref. no. 23823/2015 on 8 July 2015 are repealed.
- (2) These Rules were approved by the CTU Academic Senate on 13 September 2017 pursuant to Section 9, Para 1 (b), point 3 of the Act.
- (3) These Rules come into force pursuant to Section 36, Para 4 of the Act on the day they are registered by the Ministry.
- (4) These Rules come into effect on 1 October 2017.

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- (1) These amendments to the Study and Examination Rules for Students of the Czech Technical University in Prague were approved by the CTU Academic Senate on 21 November 2018 pursuant to Section 9, Para 1 (b), point 3 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts (The Higher Education Act), as amended (hereinafter referred to as the "Act").
- (2) These amendments to the Study and Examination Rules for Students of the Czech Technical University in Prague come into force pursuant to Section 36, Para 4 of the Act on the day they are registered by the Ministry of Education, Youth and Sports.
- (3) These amendments to the Study and Examination Rules for Students of the Czech Technical University in Prague come into effect on 29 November 2018 by the Ministry of Education, Youth and Sports.

**doc. RNDr. Vojtěch Petráček, CSc., m. p.**

**Rector**