
The Ministry of Education, Youth and Sports registered the Study and Examination Regulations of Tomas Bata University in Zlín in compliance with § 36 Paragraph 2 of the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act) under Ref. No. MSMT-25256/2025-2 on the day when the registration was signed.

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Mgr. Vojtěch Tomášek
Head of the Higher Education Institutions Department

STUDY AND EXAMINATION REGULATIONS OF TOMAS BATA UNIVERSITY IN ZLÍN

The Academic Senate of Tomas Bata University in Zlín has agreed to adopt the following Study and Examination Regulations of Tomas Bata University in Zlín, in compliance with § 9 Paragraph 1 Letter b) Clause 3 and § 17 Paragraph 1 Letter g) of the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act), as amended:

PART ONE BASIC PROVISIONS

Article 1 Introductory provisions

- (1) The Study and Examination Regulations of Tomas Bata University in Zlín (hereinafter referred to as “Regulations”) are internal regulations issued by Tomas Bata University in Zlín (hereinafter referred to as “TBU”) in compliance with § 17 Paragraph 1 Letter g) of the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act), as amended (hereinafter referred to as “Act”), and contain rules relating to studies in Bachelor’s, Master’s and doctoral programmes carried out at the TBU Faculties or directly at TBU.
- (2) Bachelor’s and Master’s students (hereinafter referred to as “students”) and students are enrolled at the TBU Faculty which carries out the relevant degree programme. Students studying doctoral programmes (hereinafter referred to as “doctoral students”) may be enrolled at the TBU Faculty which carries out the relevant degree programme, or directly at TBU in case of degree programmes accredited directly by TBU. Other TBU component parts may participating in the implementation of a degree programme.
- (3) If the term ‘Dean’ is mentioned in the Regulations, in case of degree programmes implemented directly by TBU in cooperation with a university department, the Dean’s powers and duties are to be conferred on the Head of the respective university department. Exempted from this provision are decisions on admission to studies, suspension of studies and termination of studies, which are within the Rector’s competence in case of degree programmes implemented directly by TBU in cooperation with a university department. In case of degree programmes implemented directly by TBU, it is the Rector who shall exercise the powers and duties.
- (4) Particular requirements and the process of study in degree programmes carried out at a Faculty may be specified in the relevant internal regulation in compliance with § 33 Paragraph 2 Letter f) of the Act (hereinafter referred to as the “internal regulation issued by the Faculty”).
- (5) Within these Regulations, the term “internal regulation issued by the Faculty” refers also to an internal regulation issued by the university department and providing for particular requirements and the process of study in a degree programme implemented directly by TBU in cooperation with a university department, or a TBU internal regulation providing for particular requirements and the process of study in a degree programme implemented directly by TBU. The relevant internal regulation as specified in Clause 1 must be approved by the TBU Academic Senate.
- (6) In the event that the term “scientific board” is mentioned in the Regulations, in case of degree

programmes implemented by the Faculty it refers to the body of the Faculty in compliance with § 25 Paragraph 1 Letter c) of the Act, in case of degree programmes implemented directly by TBU in cooperation with a university department it refers to the scientific board of the university department, in case of degree programme implemented directly by TBU it refers to the body in compliance with § 7 Paragraph 1 Letter c) of the Act.

- (7) If the term “faculty” is mentioned in the Regulations, it refers the higher education institute in the case of a degree programme carried out directly by TBU in cooperation with a university department; in the case of a degree programme implemented directly by TBU, it refers to TBU.
- (8) For the purposes of these Regulations, persons listed in the masculine gender these Regulations shall refer to all persons, regardless of their gender identity or sex.

PART TWO

PROVISIONS RELATING TO STUDIES IN BACHELOR’S AND MASTER’S PROGRAMMES

Volume 1

ORGANIZATION OF STUDIES

Article 2

Academic year and study schedule

- (1) The academic year usually takes twelve calendar months.
- (2) The academic year is divided into a winter semester and a summer semester. Each semester involves the examination period and the holiday period. Details regarding the particular periods (time schedule of the academic year) shall be determined in the relevant TBU internal regulation.
- (3) During the holiday period, lessons, excursions, laboratory training, practical training, projects, physical training courses, testing of academic results, workshops, etc. can be held.
- (4) Lessons are usually offered according to weekly timetables.
- (5) For lessons, students may be divided into lecture and study groups. The manner in which the mentioned groups are formed is set in the relevant internal regulation issued by the Faculty.
- (6) After the study schedule has been determined in accordance with Paragraph 2, the Dean shall determine the study schedule for the academic year at the relevant Faculty, and that as an internal regulation of the Faculty. The following items are specified in the academic year schedule in particular:
 - a) Enrolment and preliminary enrolment dates
 - b) Start and end dates of the teaching period, of the examination period, of holidays in the individual semesters
 - c) Examination and course credit deadlines in the relevant academic year
 - d) Deadlines for monitoring of students’ performance
 - e) Period in which final state examinations take place, deadlines for submission of applications for final state examinations
- (7) The academic year schedule for a TBU Faculty must be in accordance with the academic year schedule as set in Paragraph 2.

Article 3

Degree programmes

- (1) The modes of study implemented in the degree programmes carried out at TBU are the following:
 - a) full-time mode of study, where students are present during classes offered within the degree

programme,

- b) distance learning, where classes within the degree programme are offered primarily on the basis of the student's independent work, together with a system of individual consultations with the relevant teachers,
 - c) part-time mode of study, where classes offered within the degree programme include a combination of full-time mode of study and distance learning. The time range of the full-time part of the part-time mode of study must be specified for all course units.
- (2) A degree programme can be divided into specializations. Each specialization has a separate curriculum, which, in addition to the common basis of the degree programme, contains a specific part characterizing the given specialization.
- (3) Study in a Bachelor's/Master's programmes may also take place in cooperation with a foreign higher education institution that carries out a content-related degree programme. The terms of cooperation shall be regulated by an agreement concluded between the participating universities. The study can also be carried out in cooperation with several higher education institutions.

Article 4 Curricula

- (1) The basic teaching module of a curriculum in a Bachelor's or a Master's programme is a one-semester course unit. Course units are further divided into compulsory, compulsorily-optional and optional course units. The compulsorily-optional course units are assigned by the curriculum of the degree programme to one or more groups.
- (2) A group of course units forms a course unit block.
- (3) The Faculty at which the students are enrolled to study shall publicize a structured list of course units prior to the start of the implementation of a degree programme. The mentioned list:
- a) groups course units together into blocks, semesters and years, and levels of study, if applicable,
 - b) determines the minimum number of credits that must be obtained to complete a block of compulsorily-optional and optional course units,
 - c) sets out the requirements regarding the continuity of course units and the number of re-enrolments on course units (in accordance with Article 7 Paragraph 2).

Each of the course units included in this list has its own documentation (syllabus) in accordance with Article 9.

A list structured in the above-mentioned manner along with the documentation (syllabuses) of the course units form the curriculum of a degree programme, and shall be publicized in the IS/STAG - Information system for studies administration (hereinafter referred to as "IS/STAG").

- (4) The curriculum determines the continuity of course units as regards time and their content, mode of study thereof and the manner of testing of student academic performance. The following rules apply as follows:
- a) The chronological continuity expressed by means of allocation of course units to years and semesters within a standard curriculum represents the recommended progress of studies in relation to the standard length of study and the standard study load (60 credits per year);
 - b) The continuity of course units related to their content (in compliance with Article 20 Paragraph 1) may be included in the course unit documentation (syllabus) in the IS/STAG system and is, in such case, obligatory for students.

The curriculum of a degree programme forms a basis for the design of a curriculum of a Bachelor's or a Master's student.

- (5) In exceptional cases and upon the student's written request, the Dean is entitled to grant an exemption from the general rules relating to the design of a curriculum. If the content of the relevant degree programme remains unchanged, it is allowed to alter the process of studies and the deadlines for monitoring of the academic performance of students who intend to spend a part of their studies at another higher education institution, particularly abroad, or who intend to extend their knowledge by participating in a traineeship or by carrying out another similar activity. During the decision-making process, the Dean shall take into consideration in particular the academic performance achieved by the student and the type of activities planned. Exemptions may also be granted for other serious reasons (particularly for health reasons).

Article 5 Degree Programme Board

- (1) The Degree Programme Board (hereinafter referred to as "Board") is appointed for the relevant Bachelor's/Master's programme by the Dean. The Board is primarily responsible for:
- a) Assessing studies in the relevant degree programme,
 - b) Discussing the proposed curricula of degree programmes, including the content of the final state examination, and proposed changes to the structure of course units,
 - c) Nomination of members of examination boards for final state examinations.
- (2) The Dean may appoint a board whose members are obliged to fulfil the tasks specified in Paragraph 1 for multiple degree programmes.
- (3) The structure of each Board, its powers and the term of office of Board members as well as a detailed description of their activities shall be determined by the Dean. The guarantor of a degree programme is always a member of the Board. The appointment of a guarantor, his/her powers and responsibilities are regulated by the Rules for the Creation, Approval, Implementation of and Alterations to TBU Degree Programmes.

Article 6 Credit system

A unified credit system based on the European Credit Transfer System (hereinafter referred to as "ECTS") is used for a quantified assessment of the process of studies in Bachelor's and Master's programmes carried out at TBU. The main features of the unified credit system are the following:

- a) One credit represents 1/60th of the average annual study load for the standard length of study.
- b) Each course unit is allocated a number of credits which reflects the relative degree of study load required for successful completion of the relevant course unit.
- c) Upon successfully completing a course unit, a student shall obtain the number of credits allocated to the given course unit in accordance with Article 6 Paragraph 1.
- d) Credits obtained within one degree programme are added up.
- e) The number of credits obtained serves as a tool for monitoring the students' academic performance.

Article 7 Manner of completion of a course unit

- (1) In compliance with Article 8 Paragraph 6, a course unit may be, with participation by the student, completed as follows:
- a) By obtaining a course credit,
 - b) By obtaining a graded course credit,
 - c) By passing an examination,
 - d) By passing an examination after previously obtaining a course credit.

- (2) If a student has failed to complete a course unit which is compulsory or compulsorily-optional in the academic year when he/she enrolled on the course unit, then the student must re-enrol on the same course unit in the following academic year. Students cannot enrol on a course unit more than twice. Exemptions may only be granted by the Dean. A student is not allowed to re-enrol on a course unit which he/she has completed in the manner as specified in Paragraph 1.

Article 8

Methods of teaching, teaching arrangements

- (1) The methods of teaching include in particular lectures, seminars, studio work, projects, practical classes, laboratory practical classes, e-learning, workshops, various types of guided tutorials, specialized practical training, and excursions.
- (2) The methods of teaching mentioned in Paragraph 1 are specified as follows:
- a) Lectures comprise the explanation of basic principles, of the methodology of the respective discipline, of problems and model procedures for dealing therewith.
 - b) Seminars, studio work and projects are teaching methods that lay emphasis upon students' independent work. The presentation of students' own work and critical discussions form an important part of these teaching methods.
 - c) Practical classes are especially aimed at the practical application of topics dealt with during lectures or assigned for individual study while actively involving students. Laboratory practical classes acquaint students with the key facts related to the topics taught; students gain experience in the sphere of methodology of scientific research and handling of materials, devices and other laboratory equipment.
 - d) E-learning is a teaching method that uses information and communication technology to create courses, to distribute teaching and learning materials, to enable communication between a student and a teacher, and to control studies. It is implemented via computer networks and provides unlimited access to education in terms of time and space.
 - e) A workshop is a teaching method, which puts emphasis on interactive involvement of students. Workshops are usually held under expert supervision from the sphere of business and industry.
 - f) Guided tutorials are used particularly in the part-time mode of study and are focused on consulting the issues discussed during the given course unit and checking tasks assigned for individual completion.
 - g) Specialized practical training is intended for extending the knowledge and skills acquired during studies and for practical application of the knowledge and skills as well as for developing the knowledge and for getting acquainted with the relevant methods of work, and that particularly in external institutions.
 - h) The main function of excursions is to introduce students to the methods of work used in external institutions.
- (3) Teaching methods are supplemented by individual tutorials; the extent and the manner of their provision are set in the relevant internal regulation issued by the Faculty.
- (4) Assigned tasks and independent work are an integral part of students' study-related activities.
- (5) Lecture attendance is recommended, attendance in course units offering specialist knowledge within a degree programme may be monitored; attendance at other lessons is always monitored. The extent and the policy of attendance monitoring are determined in the relevant internal regulation issued by the Faculty, and are also specified in the course unit documentation (syllabus) in accordance with Article 9.
- (6) Attendance at classes refers to personal presence or electronic presence via distance communication tools (hereinafter referred to as "electronic presence"). Further details are set out in the relevant TBU internal regulation, which is to be approved by the TBU Internal Evaluation Board
- (7) Lessons are taught by the academic staff as follows:

- a) Lectures within particular course units are given by the academic staff, and, if required, also by other experts with relevant qualifications or professional experience.
- b) In addition to academics, also doctoral students can participate in conducting seminars, practical classes and laboratory practical classes.

Qualification requirements regarding the teaching staff are listed in the Rules for the Creation, Approval, Implementation of and Alterations to TBU Degree Programmes.

- (8) The appointed senior executive at the relevant department/studio (hereinafter referred to as “senior executive at a department”) or is responsible for the recruitment of staff and is in charge of the organizational issues regarding the lessons taught by the staff of the same department and is responsible for maintaining their quality. The evaluation of the quality of lessons is also based on results ensuing from the assessment of the teaching process carried out by students. The senior executive at the department is obliged to inform the guarantor of the degree programme about the results of the assessment of the teaching process carried out by students.

Article 9

Course unit documentation (Syllabus)

- (1) The course unit documentation (syllabus) contains, in particular:
 - a) Course unit title
 - b) Number of lessons in the course unit (number of lessons per week or per semester allocated according to the teaching method)
 - c) Credit assessment of the course unit in the relevant degree programme
 - d) Continuity between the relevant course unit and other course units
 - e) Manner of course unit completion
 - f) Name of the course unit guarantor, who is responsible for the fulfilment of the basic aims of the course unit and for coordination of the teaching of lessons within the course unit, name(s) of the course unit teacher(s), and the name of the department responsible for the teaching of lessons within the course unit.
 - g) Content annotation defining the course unit aims, and the description of knowledge and skills to be acquired consisting of specific expertise and professional skills
 - h) Course unit outline in relation to the time schedule of the classes
 - i) Bibliography that forms the basis for the course unit and the bibliography of recommended reading for students
 - j) Specification of requirements regarding monitored lessons, the relevant method of teaching, and options to compensate for missed lessons
 - k) System of continuous monitoring of the students’ academic performance
 - l) Requirements for awarding of course credits and graded course credits
 - m) Examination types, and the manner of and rules for the final assessment in the course unit
- (2) The course unit documentation (syllabus) is publicized in the IS/STAG system on a publicly accessible part of the website, in the language in which the relevant degree programme has been accredited, and in the English language. The information available shall be certified as accurate by the guarantor of the course unit.

Article 10

Student guidance and counselling

- (1) The guarantor of the degree programme shall provide students with professional counselling necessary for their studies, particularly with counselling related to the design of a student’s curriculum.

- (2) In order to ensure the provision of study-related counselling, the respective Faculty or TBU shall create a counselling and information structure which is defined in the relevant internal regulation issued by the Faculty or TBU.

Volume 2

TESTING AND ASSESSMENT OF STUDENT ACADEMIC PERFORMANCE

Article 11

Testing of student academic performance

- (1) The students' academic performance is usually tested continuously (within lessons) and also upon completion of a course unit. The students' academic performance may be continuously tested in electronic form. More details are set in the relevant internal regulation issued by the Faculty.
- (2) Mastery of the knowledge areas included in a course unit block and their context and connections are tested in a comprehensive examination if it is required in the degree programme for the defined stage of study.
- (3) If, during an examination, a student seriously violated its due process, the "unsatisfactory" or "failed" grade shall be used to assess his/her performance. A gross violation of the rules is considered a disciplinary offence.
- (4) Faculties and Faculty departments are required to adhere precisely and consistently to the unified information system used for degree programmes, for the credit system, as well as for course credit and examination results, and are also required to follow the instructions issued by the Rector or by the Dean of the Faculty at which the course unit is taught.
- (5) Data relating to the student's entire academic performance must be obligatorily recorded in the IS/STAG system.
- (6) Student Record Books are kept in the form of an officially verified extract from the IS/STAG system.

Article 12

Course credit and graded course credit

- (1) The course credit awarded is a confirmation of the fact that a student has fulfilled all requirements on which the award of the course credit was conditional at the commencement of lessons in the relevant course unit. If the student has failed to fulfil the requirements regarding the attainment of a course credit/graded course credit, the "unsatisfactory" or "failed" grade shall be used to assess his/her performance
- (2) A graded course credit is a course credit which assesses the level of the required activities by means of a grade. Provisions of Article 8 Paragraph 6 shall be applied to the presence of students at a course credit examination/graded course credit examination similarly.
- (3) It is necessary to obtain the relevant course credit or graded course credit no later than the deadline set in the time schedule for the relevant academic year in which the course unit was taught. In exceptional cases, the Dean may extend the period, within the same academic year, upon the student's written request and upon prior approval by the guarantor of the course unit. Detailed information regarding the regular examination dates and resit dates for the course credits or graded course credits shall be specified by an internal regulation issued by the Faculty.
- (1) In exceptional cases, the Dean may, upon the student's request, upon the examiner's request or on his/her own initiative, decide that a course credit or a graded course credit should be taken in front of a board appointed by the Dean. The minimum number of the board members is three. The course credit/graded course credit taken in front of the board is not an additional credit/graded course credit date and adheres to the provisions of Paragraph 3.
- (4) If a student fails to obtain a course credit or a graded course credit in a course unit the completion of

which is compulsory within the relevant degree programme and which is not allowed to be re-enrolled on in accordance with Article 7 Paragraph 2, his/her studies shall be terminated in compliance with § 56 Paragraph 1 Letter b) of the Act. The decision procedure related to this matter adheres to § 68 of the Act.

- (5) The course credit or graded course credit awarded shall be recorded in the study documentation (Article 57). In a degree programme accredited in a foreign language, the course credit awarded shall be entered in the study documentation in the relevant foreign language.
- (6) The teacher or the guarantor of the course unit appointed by a senior executive at the relevant department shall enter the course credit awarded in the IS/STAG system and shall add the date on which the course credit was taken. The deadlines for entering course credits in the IS/STAG system are specified in the relevant internal regulation issued by the Faculty.
- (7) A student is entitled to view his/her corrected written test within 30 days of the date on which his/her course credit result or graded course credit result was entered in the IS/STAG system if the written test was required for the award of a course credit or of a graded course credit.

Article 13 Examination

- (1) Comprehensive mastery of the knowledge areas specified in the course unit documentation (syllabus) at a level corresponding to the completed part of studies, including the student's ability to apply the acquired knowledge in a creative way, is tested by means of an examination. The teacher assesses the level of the student's knowledge in the relevant field by means of a grade. The examination is taken in the same language in which the course unit was taught. Provisions of Article 8 Paragraph 6 shall be applied to the presence of students at an examination similarly.
- (2) The following types of examination are used:
 - a) Written
 - b) Oral (oral examination can take a form of a qualifying examination)
 - c) Combined
- (3) Examinations and re-sits are usually held during the examination period set in the time schedule for the relevant academic year. Upon agreement with the examiner, examinations can also be taken during holidays or throughout the semester, however, no later than the final deadline set in the time schedule for the relevant academic year. Examination dates and rooms set by the examiner must be posted in the IS/STAG system sufficiently in advance. Students must register for an examination through the IS/STAG system. Details on examination arrangements and dates in the relevant academic year shall be specified in the relevant internal regulation issued by the Faculty.
- (4) A student is entitled to re-sit the examination. Details on re-sits shall be specified in an internal regulation issued by the relevant Faculty.
- (5) In exceptional cases, the Dean may, upon the student's request or on his/her own initiative, decide that an examination should be taken in front of a board appointed by the Dean. The minimum number of the board members is three. The examination taken in front of the board is not an additional examination and adheres to the provisions of Paragraph 4.
- (6) If a student fails to pass an examination in a course unit the completion of which is compulsory in the relevant degree programme and on which the student is not allowed to re-enrol (Article 7 Paragraph 2), his/her studies shall be terminated in compliance with § 56 Paragraph 1 Letter b) of the Act. The decision procedure related to this matter shall adhere to § 68 of the Act.
- (7) The grade achieved in an examination is recorded in the study documentation (Article 57). In case of a degree programme accredited in a foreign language, the grade achieved in an examination is recorded in the study documentation in the relevant foreign language.
- (8) The examiner or the guarantor of the course unit shall enter the result of the examination (the ECTS

grade) in the IS/STAG system, along with the date on which the examination or its final part was taken. The deadlines for entering examination results in the IS/STAG system are specified in the relevant internal regulation issued by the Faculty. The result of the examination shall be entered in the IS/STAG only after the course credit has been entered, if the course credit is part of the course completion

- (9) If a student is absent from an examination without having submitted an excuse or his/her excuse has not been accepted by the examiner, the “unsatisfactory” grade shall be used to assess his/her examination. The decision on the acceptance of an excuse shall be made by the Dean.
- (10) A student is entitled to view his/her corrected written test within 30 days of the date on which his/her examination result was entered in the IS/STAG system if the written test forms part of the examination.
- (11) A student is entitled to repeatedly change the date of an examination due to pregnancy or child care.

Article 14

Comprehensive examination

- (1) A comprehensive examination tests the student’s overall knowledge and understanding of context and connections in the specified course unit block.
- (2) A comprehensive examination must not substitute for or duplicate examinations in individual course units as regards the examination type and process. In accordance with Paragraph 1, the extent and level of the issues and topics examined as well as the knowledge assessment must correspond with the purpose of the examination, particularly in terms of interdisciplinary context. The process of a comprehensive examination and the announcement of its result are open to the public.
- (3) A student may be exempt from a comprehensive examination; the requirements regarding the exemption of a student from a comprehensive examination shall be specified within the relevant degree programme.
- (4) A comprehensive examination is taken in front of an examination board, to be nominated by the Degree Programme Board and appointed by the Dean. The minimum number of the board members is three. The Chairperson of the board is usually a Professor, an Adjunct Professor at TBU or an Associate Professor. Provisions of Article 8 Paragraph 6 shall be applied to the presence of students at a comprehensive examination similarly.
- (5) The Chairperson shall chair the meetings of the examination board. The rules of procedure relating to examination boards shall be specified in the relevant internal regulation issued by the Faculty. The board constitutes a quorum if an absolute majority of the members are present.
- (6) In a degree programme accredited in a foreign language, a comprehensive examination is held in the language in which the degree programme has been accredited. Details on arrangements regarding a comprehensive examination shall be specified in the relevant internal regulation issued by the Faculty.
- (7) An official record is kept on a comprehensive examination. The record shall contain the examination topics, the assessment of its process and the grade achieved in accordance with Article 15. If a student’s performance is assessed as “unsatisfactory”, the reasons for such assessment must be stated in the record, to be issued without undue delay after the end of the comprehensive examination. The student is entitled to get acquainted with the reasons stated after prior agreement with the secretariat of the relevant department where the examination took place. The form of the official record shall be specified in the relevant internal regulation issued by the Faculty. In a degree programme accredited in a foreign language, the examination record is made and the grade achieved is recorded in the relevant foreign language.
- (8) A comprehensive examination may be retaken once.
- (9) If a student is absent from a comprehensive examination without having submitted an excuse or his/her excuse has not been accepted, his/her performance shall be assessed as “unsatisfactory”. The excuse must be submitted to the Dean, who shall make the final decision on the acceptance of the excuse.

Article 15 Grading scale

(1) The ECTS grading scale is used to assess the student's academic performance as follows:

ECTS Grade	Verbal Equivalent	Numerical Grade
A	Výborně/Excellent	1
B	Velmi dobře/Very good	1.5
C	Dobře/Good	2
D	Uspokojivě/Satisfactory	2.5
E	Dostatečně/Sufficient	3
FX	Nedostatečně/Unsatisfactory	-
F	Nedostatečně/Unsatisfactory	-

- (2) If the course is completed with a course credit and an examination, and the student has been awarded the course credit and has failed to pass the examination, the student's performance is assessed with the FX grade, and the course credit awarded to the student is recognized when the student re-enrols on the same course unit. Further details may be specified in the internal regulation issued by the Faculty.
- (3) Each ECTS grade is assigned a numerical grade, which is used to calculate the grade point average of a student in accordance with Article 16.

Article 16 Student's grade point average

(1) A student's grade point average in the relevant part of studies (academic year, years of study completed before taking the final state examination) is expressed by the weighted grade average (VP) defined by the following equation:

$$VP = \frac{\sum K_p \cdot Z_p}{\sum K_p},$$

where

K_p ... represents the number of credits allocated to the course unit p completed with an examination or with a graded course credit,

Z_p ... represents the grade awarded in an examination or in a graded course credit required for the completion of the course unit p ,

where the grades achieved in all course units completed in the relevant part of studies with an examination or with a graded course credit are added up.

- (2) The weighted grade average is in particular used for:
- a) Eligibility for a merit scholarship
 - b) Specification of the overall assessment of study prior to passing the final state examination (Article 32)
- (3) Numerical grades valid at the time of completion of the relevant course unit in the required manner are used to calculate the weighted grade average.

Volume 3

PROCESS OF STUDY

Article 17

Prerequisites for progress to next year of study

- (1) In each academic year, it is monitored at the appointed time whether a student has obtained the required minimum number of credits in the relevant part of studies (semester, academic year, years of study completed before taking the final state examination) as specified in the relevant internal regulation issued by the Faculty. If the student fails to meet this requirement, his/her studies shall be terminated in compliance with § 56 Paragraph 1 Letter b) of the Act. The decision procedure related to this matter adheres to § 68 of the Act.
- (2) In the event that the relevant degree programme includes a comprehensive examination and the student is not exempt from taking it, the student can continue his/her studies in the relevant degree programme only after passing the required comprehensive examination.
- (3) In exceptional and justified cases, particularly for health reasons, the Dean may, upon the student's written request, grant a student an exemption from any of the requirements set for the progress to the next year of study. At the same time, the Dean shall set the requirements concerning further process of study. The student is obliged to provide a proof of the accuracy of the facts stated in his/her request.
- (4) In the event of a justified failure to meet academic requirements as a result of an extraordinary situation at the university declared in compliance with § 95a Paragraph 1 of the Act with the prior consent of the Ministry of Education, Youth and Sports (hereinafter referred to as "extraordinary situation at the university"), the student has the right to re-enrol on the course unit which he/she failed to complete, and that for the next year of study, or to enrol on a compulsory/compulsorily optional course unit other than that previously enrolled on. A detailed procedure shall be specified in the relevant internal regulation issued by the Faculty.
- (5) Students have the right, due to pregnancy and child care commitments, to apply for an extension of deadlines set for fulfilment of academic requirements as well as of deadlines for fulfilment of the requirements regarding their progress to the next semester, year of study or block of study. This extension shall include the period which the maternity/parental leave taken by the student would have lasted, and that provided that the student does not suspend his/her studies during the mentioned period (§ 54a of the Act). Conditions and rules of the procedure shall be specified in the relevant internal regulation issued by TBU.
- (6) A student is obliged to inform the Dean of the Faculty in writing about the loss of health fitness for study, which was a prerequisite for admission to study in compliance with § 49 Paragraph 1 of the Act. If, in such a case, a student permanently loses his/her health fitness for study, he/she failed to meet a requirement set out in these Regulations, and his/her studies shall be terminated in compliance with § 56 Paragraph 1 Letter b) of the Act.
- (7) In the event of an obvious change in the student's health fitness for study, which was a condition for admission to study in compliance with § 49 Paragraph 1 of the Act, the Dean may decide to impose an obligation on the student to undergo a medical examination by a designated doctor. Until the student's health fitness certificate is submitted, the student's studies shall be interrupted.

Article 18

Monitoring of student attendance

Repeated unexcused absence from lessons with monitored attendance during the first semester of a Bachelor's/Master's programme may result in a termination of studies in compliance with § 56 Paragraph 1 Letter b) of the Act. The procedure in this matter adheres to § 68 of the Act. The rules for monitoring student attendance may be specified in the relevant internal regulation issued by the Faculty.

Article 19

Transfer between TBU degree programmes

- (1) A student enrolled in a Bachelor's/Master's programme carried out at a TBU Faculty (hereinafter referred to as the "initial degree programme") or a natural person who has been granted a suspension in his/her studies in the initial degree programme may, during his/her studies or at the time of suspension of his/her studies in the initial degree programme, apply for permission to transfer to another Bachelor's/Master's programme carried out at a TBU Faculty (hereinafter referred to as the "continuing degree programme").
- (2) Transfer to a continuing degree programme of the same type as the initial degree programme is allowed.
- (3) Transfer is also allowed to a continuing degree programme where the requirements for admission in accordance with Article 9 of the TBU Statute are the same or similar to those for admission to an initial degree programme, in particular the completed education required by law, the method of verification of compliance with the requirements for admission to study and health fitness for study in the degree programme chosen.
- (4) The student shall submit a request for transfer permission to the Dean of the Faculty which carries out the continuing degree programme in question.
- (5) The form and requirements of the request for transfer permission are specified in the relevant internal regulation issued by the Faculty, which further specifies the deadline for submission of the request for transfer permission and the date of enrolment in study in the event that a decision on permission of transfer to a continuing degree programme has been issued.
- (6) The student may apply for a transfer only after he/she has fulfilled the academic requirements set for the 1st semester of study in the initial degree programme as specified in the internal regulation issued by the relevant Faculty.
- (7) The student may apply for a transfer between degree programmes carried out at TBU only once within each mode of study.
- (8) A Faculty may, in an internal regulation, list those degree programmes which are suitable for transfer if the requirements set out in Paragraphs 2 and 3 have been fulfilled.
- (9) The Dean of the Faculty which carries out the continuing degree programme shall decide on the approval of the transfer.
- (10) If the Dean grants the request for transfer permission, he/she shall, at the same time, decide on the fulfilment of the requirements set out in Article 2 or 3, and shall also decide on the recognition of the completed part of studies, individual course credits, examinations or the fulfilment of other academic requirements performed or fulfilled by the student within the course of study in the initial degree programme. The Dean shall also decide on the student's inclusion in the relevant semester, year or block of study in the continuing degree programme. At the same time, the Dean may decide on an exemption from the general rules for drawing up of a curriculum as well as and on an extension of the deadline for the fulfilment of academic requirements connected with the transfer between degree programmes carried out at TBU.
- (11) In the case of transfers between specializations within the same degree programme, the provisions of this Article shall similarly apply.

Article 20

Enrolment for next year of study

- (1) A student who has met the requirements set for the progress to the next year of study or has been granted an exemption in accordance with Article 17 Paragraph 3 to 5 is entitled to enrol for the next year of study. In a degree programme accredited in a foreign language, the enrolment is held in the relevant foreign language. The right to enrol in a continuing degree programme arises on the day when the decision authorizing the transfer was announced.
- (2) The type of enrolment and the enrolment deadlines for the entire academic year or for the relevant semester shall be specified in the relevant regulation issued by the Faculty.

- (3) During enrolment, a student enrolls on the course units of the relevant degree programme in accordance with the rules set for the same degree programme, if required, also on course units according to the Dean's decision on the transfer permission in accordance with Article 19, Paragraph 10.
- (4) In the event that a particular course unit is taught by more than one teacher, a student is entitled to choose his/her teacher if the teaching arrangements allow it.
- (5) The course units on which a student has enrolled may be cancelled in accordance with a decision taken by the Dean:
 - a) Upon the student's own request, for serious health reasons that prevent the student from studying the course unit (this applies particularly to sports activities).
 - b) If a senior executive at the relevant department announces that he/she is unable to ensure the teaching in the lessons carried out within the respective course unit in the relevant academic year for serious reasons.
 - c) In the event that the number of students enrolled on the course unit drops below the number announced in advance,
 - d) If the course unit has been enrolled on in the summer semester and the student cannot obtain credits in any of the prerequisite course units prior to the start of the summer semester.
 - e) If it is discovered that the student has enrolled on a course unit contradictory to the requirements regarding the enrolment on the same course unit (Article 21).
- (6) In compliance with § 56 Paragraph 1 Letter b) of the Act, the Dean or the Rector may terminate the studies of a student for the student's failure to meet a particular requirement, i.e. if the student fails to meet the enrolment deadline specified for the relevant academic year in accordance with Paragraph 2 and fails to submit an excuse and to apply for an alternative enrolment date or for a suspension of his/her studies within five working days of the enrolment deadline specified. The decision procedure related to this matter adheres to § 68 of the Act.

Article 21

Rules for design of a student's curriculum

- (1) Student shall design his/her curriculum for the upcoming semester (in compliance with § 62 Paragraph 1 Letter b) of the Act) by submitting a preliminary enrolment on course units and confirming it by the enrolment. As regards the design of a curriculum, the course units listed in the curriculum of a degree programme are divided into the following categories:
 - a) Course units without any compulsory continuity to other course units and without any other restrictions can be enrolled on by any student. The course unit documentation (syllabus) may contain a list of recommended course units to be taken before.
 - b) Course units the completion of which is conditional upon previous completion of the prerequisite course units. Conditional course units cannot be enrolled on before the enrolment on the relevant prerequisite course units takes place. Completion of a conditional course unit is conditional on the completion of the relevant prerequisite course unit.
 - c) Course units the enrolment on which is conditional upon previous completion of another course unit.
 - d) Mutually exclusive course units refer to course units out of which students can enrol on one course unit only.
 - e) Course units reserved for a particular, specific group of students – this restricted enrolment option must be specified in the documentation (syllabus) related to the relevant course unit.
 - f) Course units to be substituted for, which are replaced with other course units in the curriculum of a degree programme (substitute course units). In case of students who completed a course unit to be substituted for, the credit value thereof shall be automatically transferred to the substitute course unit, which is thus considered to be enrolled on and completed. In case of students who enrolled on a

course unit to be substituted for but failed to complete it, the previous enrolment on the course unit to be substituted for shall be recorded as an unsuccessful enrolment on a substitute course unit (Article 7 Paragraph 2).

- g) Equivalent course units - equivalence refers to such a relation between two course units specified by the curriculum when, by completing the first course unit, the second course unit is considered as completed as regards the fulfilment of the curriculum requirements, and, by completing the second course unit, the first course unit is considered as completed as regards the fulfilment of the curriculum requirements. The curriculum may also specify which of the equivalent course units the student should enrol on; or the student may be entitled to choose the course unit preferred.
- (2) A student shall enrol on course units in such a manner as to adhere to the structure of the course units specified in the curriculum of the relevant degree programme in each part of studies (Article 4) and to comply with the requirements regarding the continuity and electivity of course units according to their type in accordance with Paragraph 1 and, in compliance with Article 7 Paragraph 2, re-enrol on a course unit which he/she failed to complete in the previous academic year. The recommended manner of creation of a student's curriculum shall be specified in the relevant internal regulation issued by the Faculty.
 - (3) Additional rules for the design of a student's curriculum in the first year of study shall be specified in the relevant internal regulation issued by the Faculty.
 - (4) If a student wants to attend a course unit which he/she has not enrolled on in his/her curriculum, in accordance with the provisions of Paragraph 1 and 2, he/she can do so only with prior consent from the teacher and if the capacity of the course unit permits enrolment of more students; however, the student is not entitled to obtain credits for completion of this course unit. The course unit shall not be recorded in the Student Record Book and shall not be entered in the IS/STAG system. Neither is the course unit included in the weighted grade average.

Article 22

Preliminary enrolment

- (1) A student shall make a selection of his/her curriculum for the following semester by means of preliminary enrolment, i.e. through the registration for particular timetable events in the following semester. A timetable event refers to a teaching unit related to a course unit, which is usually a lecture, practical class or a seminar, taught at a particular place and time. Detailed arrangements regarding the preliminary enrolment shall be specified in the relevant internal regulation issued by the Faculty in accordance with the uniform rules and the study schedule for the relevant academic year at TBU. Preliminary enrolment on a degree programme accredited in a foreign language shall be held in the relevant foreign language.
- (2) Upon approval by the Dean, the relevant department shall determine the minimum and maximum number of students to enrol on individual course units. In the event that the course units are taught at a Faculty for another Faculty, the minimum and maximum student numbers shall be specified by mutual agreement between the Deans of the relevant Faculties. In case of an excessive number of applicants for enrolment, the decision on eligibility shall be made in accordance with the relevant internal regulation issued by the Faculty. It is the student's responsibility to get information about the results of the mentioned decision procedure and to make any corrections necessary to his/her preliminary enrolment.
- (3) Preliminary enrolment on any of the course units available can only be cancelled in the event that:
 - a) The relevant course unit will not be offered.
 - b) The student is not eligible to study the relevant course unit due to an excessive number of applicants in accordance with Paragraph 2.
 - c) Course units selected by the student clearly overlap in the time schedule.
 - d) The student failed to obtain credits in any of the prerequisite course units,

- e) Enrolment on the course unit would be in contradiction with these Regulations, excluding cases specified in Article 21 Paragraph 4.
 - f) Cancellation of the course unit for serious reasons has been approved by the Dean after consulting the matter with the senior executive in charge in the department.
- (4) In the event that a student fails to pre-enrol within the set deadline and in the prescribed manner, he/she may, if he/she failed to do so for serious reasons, ask the Dean for an exemption from preliminary enrolment. In such a case, the enrolment for the student's following studies will be carried out as an extraordinary enrolment. If the student who has not pre-enrolled fails to apply for an exemption from preliminary enrolment or fails to submit an excuse within five working days of the scheduled preliminary enrolment date, it will constitute a reason for termination of his/her studies for a failure to meet a particular requirement in compliance with § 56 Paragraph 1 Letter b) of the Act. The decision procedure related to this matter shall adhere to § 68 of Act.

Article 23 **Suspension of studies**

- (1) Studies may be suspended upon the student's written request nebo z důvodu uvedeného v čl. 17 odst. 7. The Dean or the Rector shall determine the period of a suspension of studies so as to adhere to all principles laid down in these Regulations in accordance with the relevant degree programme.
- (2) Suspension of studies is not allowable in a period when a student's failure to meet academic requirements can be expected.
- (3) Suspension of studies during the first semester of a Bachelor's or a Master's programme is allowed in exceptional cases only, in particular due to health reasons.
- (4) Suspension of studies is usually terminated at the start of the relevant semester.
- (5) When the studies of a student are suspended, he/she is required to submit his/her student ID card to the relevant Student Affairs Office. Upon the student's request, a document certifying all examinations passed or a confirmation of study may be issued (confirmation certifying the duration of study completed and an overview of the academic performance achieved).
- (6) The maximum period of time for which studies may be continuously suspended is the half of the standard length of study in the relevant degree programme. Exemptions, particularly for health reasons, may be granted by the Dean or the Rector.
- (7) Studies may be suspended repeatedly. The total duration of the suspension of studies must not exceed the half of the standard length of study in the relevant degree programme. Exemptions, particularly for health reasons, may be granted by the Dean or the Rector. Při přestupu mezi studijními programy se doba přerušení studia v počátečním studijním programu započítává do maximální doby přerušení studia v pokračovacím studijním programu.
- (8) If the reasons for the suspension of studies cease to exist, the Dean or the Rector may, upon the student's request, terminate the period of the suspension of studies prior to the date on which the period of suspension expires, and specify the requirements for continuation of studies. A natural person whose studies were suspended and who was granted the permission to transfer to another degree programme while his/her studies were suspended has the right to enrol in a continuing degree programme after the expiry of the period for which his/her studies in the initial degree programme were suspended.
- (9) If during the period of suspension of studies in the relevant degree programme, the student was studying in a degree programme carried out at the same or at another Faculty of TBU or directly at TBU or at another higher education institution, and took examinations and obtained course credits at the relevant institution, he/she may apply for recognition of a part of his/her studies in accordance with Article 26 Paragraph 1.
- (10) In compliance with 56 Paragraph 1 Letter b) of the Act, studies of a natural person may be terminated if the student fails to meet the set enrolment deadline without submitting an excuse or if his/her excuse is

not accepted, within five working days after the period set for the suspension of his/her studies expires. The person to decide on the acceptance of the excuse is the Dean or the Rector. The decision procedure related to this matter shall adhere to § 68 of the Act.

- (11) If suspension of studies expires on the same date on which the relevant academic year ends, the natural person is required, in accordance with Article 22 Paragraph 1, to attend preliminary enrolment if circumstances allow.
- (12) A student may require suspension of his/her studies also in the event that he/she has failed to pass the final state examination on the scheduled date, and that until a new date of the final state examination.
- (13) Students are entitled to suspend their studies due to pregnancy, childbirth or parenthood, and that during the entire duration of the recognized period of parenthood. A student is eligible for the entitlement to suspend his/her studies for the above-mentioned period of time in the event that he/she has been granted custody of the child to replace parental care in accordance with a decision issued by the relevant body in compliance with the Civil Code or with legal regulations providing for state social assistance. The recognized period of parenthood refers to the period during which the student's maternity/parental leave would otherwise have lasted. The period of suspension of studies during the recognized period of parenthood shall not be included in the entire period of suspension of studies. Detailed conditions and rules for procedure to be followed in the event of suspension of studies due to a recognized period of parenthood shall be specified in an internal regulation issued by TBU.
- (14) The period of suspension of studies affected in connection with an extraordinary situation at the university shall not be included in the total period of suspension of studies.
- (15) If, during a suspension of studies, the curriculum of the relevant degree programme has been changed, the Dean or the Rector, taking into consideration the opinion of the guarantor of the degree programme, shall decide as to which academic requirements the student has to meet, and the specify the deadlines for the fulfilment of the said requirements.

Article 24

Change to the mode of study

The Dean may grant a written request submitted by a student and regarding a change to his/her mode of study.

Article 25

Withdrawal from studies

- (1) If a student decides to withdraw from his/her studies, he/she shall inform the Dean or the Rector in writing about his/her decision.
- (2) When a student withdraws from studies, he/she is required to settle all liabilities to TBU and submit his/her student ID card to the relevant Student Affairs Office. Upon a request, which can also be submitted via the TBU electronic information system concurrently with the notification of withdrawing from studies, a document certifying all examinations passed or a confirmation of study may be issued (confirmation certifying the length of study completed and an overview of the academic performance achieved) to the natural person whose studies are concerned. If requested by the student in the request for the issuance of a document/confirmation, the proof certifying the examinations passed or confirmation of study shall be delivered via the private e-mail address provided by the student to TBU in the request, and TBU shall seal the document or confirmation with a qualified electronic seal.

Article 26

Recognition of part of studies

- (1) Upon the student's written request, completed parts of studies or individual course credits and examinations may be recognized in compliance with § 60 Paragraph 2 of the Act in case of students who have either completed a degree programme or a part thereof, or who are currently studying in another

degree programme at a higher education institution in the Czech Republic or abroad, and in case of Lifelong Learning graduates. Examinations or other academic requirements or course units or other comprehensive parts of studies completed within studies in an accredited educational programme at a tertiary technical school may also be recognized. During the decision procedure related to this matter, particularly the following issues are taken into consideration: Specialization of the degree programme completed or of its relevant part completed, credit assessment score of the individual course units completed within a degree programme, academic performance achieved by the student, and the length of time elapsed after completion of the student's previous studies. Detailed requirements regarding the recognition of course credits and examinations may be specified in the relevant internal regulation issued by the Faculty.

- (2) Recognition of any part of studies may be conditional upon taking equivalency examinations.
- (3) Recognized parts of studies or recognized course credits and examinations are allocated the credit assessment score corresponding to the relevant degree programme.
- (4) The period of studies in case of students a part of whose studies has been recognized shall include the number of years corresponding to the total credit assessment score of the recognized part of studies. Such pace of studies is at the same time taken into consideration which results in a completion of the relevant degree programme in the standard period of time. This Paragraph shall not apply to the calculation of fees related to studies in compliance with § 58 Paragraph 3 of the Act 58 of the Act.
- (5) Decisions related to the recognition of parts of studies or of individual course credits and examinations shall be made by the Dean taking into consideration the opinion of the degree programme guarantor. The decision procedure related to this matter adheres to § 68 of the Act.
- (6) Recognition of any part of studies or recognition of individual course credits and examinations taken abroad in compliance with approved student mobility shall adhere to the relevant TBU internal regulation.

Volume 4

PROPER COMPLETION OF STUDIES

Article 27

Requirements regarding proper completion of studies

- (1) Studies are properly completed with a final state examination (hereinafter referred to as "FSE"). A student is entitled to sit the FSE provided that he/she has fulfilled the following academic requirements:
 - a) He/she has obtained the full number of credits in each block of compulsory course units in a degree programme,
 - b) He/she has obtained the prescribed minimum number of credits in each block of compulsorily-optional course units in a degree programme,
 - c) He/she has obtained the total number of credits, which must equal at least the sixty-fold number of years for the standard length of study,
 - d) He/she has submitted his/her Bachelor's or Master's thesis for defence provided that, according to the accreditation of the degree programme or the authorization to carry out the degree programme on the basis of institutional accreditation (hereinafter referred to as "accreditation"), the defence of the Bachelor's thesis is part of the FSE¹, or if the Master's thesis has been submitted for defence
- (2) In compliance with § 55 Paragraph 1 of the Act, the day of proper completion of studies is the day on which the final state examination (hereinafter also referred to as "FSE") or the final part thereof was passed.
- (3) TBU shall award degree certificates certifying graduation from the degree programme completed to a Bachelor's and Master's graduate, including information about the specialization and the degree

¹ *Transitional provision of Article 64 Paragraph 1*

conferred to Bachelor's and Master's graduates; all graduates shall also obtain the Diploma Supplement.

Article 28

Final state examination

- (1) The content and form of the FSE must be in accordance with the accreditation. The FSE is usually comprised of two parts. In the case of the FSE in a Bachelor's degree programme, one part may be the defence of the Bachelor's thesis and the other parts must consist of examinations in the course units specified for the FSE within the relevant degree programme. In the case of the FSE in a Master's programme, one part must be the defence of the Master's thesis and the other parts may consist of examinations in the course units specified for the FSE within the relevant degree programme.² The FSE is held in the language in which the degree programme has been accredited. Rules relating to the organization and process of the FSE are set in the relevant internal regulation issued by the Faculty in accordance with the accreditation.
- (2) The process of the FSE and the announcement of its results are open to the public. During the period of an extraordinary situation at the university, the FSE may take place via distance communication tools. In such a case, an audio and video recording will be made about the course of the FSE, and the same shall be archived for 5 years. Solely a public authority shall be provided access to the said recording, and that for the purposes of exercising its powers, at the public authority's request.
- (3) Information on the dates and on the place, i.e. when and where the FSE is to be held, on the manner of registration for the examination and on appointing the examiners must be announced sufficiently in advance and in an appropriate manner.
- (4) The FSE or any of its parts may be retaken once.
- (5) When retaking the FSE, the student shall retake the part in which he/she has attained the grade "unsatisfactory".
- (6) The last part of the FSE must be taken no later than during the year in which the period of time equal to a double of the standard length of study passed after the student enrolled on the degree programme. For a student who has been allowed to transfer to another degree programme, the maximum length of studies is calculated from the date of enrolment in the initial degree programme. The maximum period of studies does not include the period of suspension of studies after the recognized period of parenthood, the period of studies during the period of an extraordinary situation at the university, and the period by which the Dean has allowed the student to extend the period for fulfilling of academic requirements when deciding to allow a transfer to another degree programme. In compliance with § 56 Paragraph 1 Letter b) of the Act, studies are terminated if the student fails to pass the FSE within the period of time mentioned in the first sentence of this Paragraph. The decision procedure related to this matter shall adhere to § 68 of the Act.
- (7) An official record shall be kept on the process of the FSE which shall describe the process and the assessment of a Master's/Bachelor's thesis defence, the assessment score achieved in the FSE course units and the overall assessment score achieved in the FSE in accordance with Article 31. The record also contains the following appendices: a review written by the external examiner(s) and a review written by the Master's/Bachelor's thesis supervisor. The form of the record shall be specified in the relevant internal regulation issued by the Faculty. In a degree programme accredited in a foreign language, the official record shall be kept in the relevant foreign language.
- (8) If a student is absent from the FSE without submitting an excuse or his/her excuse is not accepted, the grade attained in his/her examination shall be "unsatisfactory". The excuse shall be submitted no later than within five days of the date of the FSE to the Dean, who shall make the final decision on the acceptance of the excuse.

² *Transitional provision of Article 64 Paragraph 1*

Article 29

Final State Examination Board

- (1) The FSE is taken in front of the final state examination board (hereinafter referred to as “examination board”). Its Chairperson, Deputy Chairperson and members shall be appointed by the Dean according to nominations made by the Degree Programme Board in compliance with § 53 Paragraph 2 of the Act.
- (2) The minimum number of the members of the examination board for a Bachelor’s programme is three. The minimum number of the members of the examination board for a Master’s programme is five.
- (3) The Chairperson of the examination board (the Deputy Chairperson in case of the Chairperson’s absence) shall chair the meetings of the examination board. The rules of procedure for the examination boards and the manner in which their meetings are convened shall be specified in the relevant internal regulation issued by the Faculty.
- (4) In the course of the FSE, the personal or electronic presence of an absolute majority of the members of the examination board is required. The personal or electronic presence of the Chairperson or Deputy Chairperson of the examination board is always required.

Article 30

Bachelor’s/Master’s thesis

- (1) The student demonstrates in his/her Bachelor’s/Master’s thesis that he/she is able to deal with the topic assigned, to present the same topic orally and in writing and to defend his/her own approach to the manner of dealing with the topic. A Master’s thesis differs from a Bachelor’s thesis as to the type of the topic assigned, the extent and the profundity to which the topic is dealt with. The writing and the defence of a Master’s or Bachelor’s thesis is part of the relevant degree programme. The requirement regarding the elaboration and defence of a Bachelor’s/Master’s thesis is part of the accreditation.
- (2) A senior executive at the relevant department shall draw up a list of topics for Bachelor’s/Master’s theses. In compliance with § 62 Paragraph 1 Letter f) of the Act, a student is entitled to propose the topic of his/her Bachelor’s/Master’s thesis. The deadlines for and the manner of proposing and publicizing of the topics of Bachelor’s/Master’s theses, including the topic selection guidelines, shall be specified in the relevant internal regulation issued by the Faculty.
- (3) The description of the assignment of a Bachelor’s/Master’s thesis includes in particular a brief characterization of the task and of the aims to be achieved, a basic bibliography, the name of the thesis supervisor, and the thesis submission deadline.
- (4) The supervisor of a Bachelor’s/Master’s thesis may also be a TBU academic/researcher, a Doctoral student, a non-academic expert specializing in the field of education corresponding to the degree programme within which the Bachelor’s/Master’s thesis has been elaborated. He/she must meet the requirements as set in the Rules Governing the Creation, Approval, Implementation of and Alterations to Degree Programmes Carried out at TBU.
- (5) The role of the supervisor of Bachelor’s/Master’s thesis includes the following tasks:
 - a) propose a topic for a Bachelor’s/Master’s thesis
 - b) formulate the assignment of a Bachelor’s/Master’s thesis
 - c) consult and methodically guide the student during the preparation of a Bachelor’s/Master’s thesis
 - d) check and assess the originality of a Bachelor’s/Master’s thesis
 - e) prepare a report on the submitted Bachelor’s/Master’s thesis
- (6) The layout of Bachelor’s/Master’s theses and the manner of submission shall be specified in the relevant internal regulation issued by TBU, which may be supplemented by internal regulations of the TBU Faculties.
- (7) An external examiner of the Bachelor’s/Master’s thesis shall be an academic/researcher or an expert

from business/industry specializing in the given field of study corresponding to the degree programme in which the Bachelor's/Master's has been elaborated. The external examiner of a Bachelor's thesis is required to have acquired university education, obtained by properly completing no less than a Master's programme. The external examiner of a Master's thesis is required to have the scientific degree of "Candidate of Sciences" (abbreviated as "CSc") or education obtained by properly completing a doctoral programme. An exemption may, upon approval by the Dean, include external examiners of Bachelor's/Master's theses in degree programmes in arts, provided that they demonstrate sufficient professional knowledge, and non-academic experts from business/industry in the field of education corresponding to the degree programme within which the Bachelor's/Master's thesis has been elaborated. Such an exemption must be approved by the Degree Programme Board.

- (8) With the consent from the thesis supervisor, a Bachelor's/Master's thesis written by a student in a degree programme accredited in the Czech language may be submitted in the Slovak/English language or, upon approval by the Dean, in another foreign language. If submitted in English or in another foreign language, the Bachelor's/Master's thesis must include an extended abstract in the Czech language. With the consent from the Dean, the defence of a Bachelor's/Master's thesis may be held in the English language or in another foreign language.
- (9) The supervisor of a Bachelor's/Master's thesis and its external examiner(s) appointed by a senior executive at the relevant department are required to write reviews on the thesis. In the event that the supervisor of a Bachelor's/Master's thesis is not able to write the review, a senior executive at the relevant department shall ensure that an additional review is written by another external examiner. The review on a Bachelor's/Master's thesis must include an assessment made in accordance with the ECTS grading scale. The student must be given the opportunity to get acquainted with the reviews no later than three days prior to the date of the thesis defence.
- (10) During the defence of his/her Bachelor's/Master's thesis, the student shall first present the main results of his/her thesis and then he/she shall respond to the comments listed in the assessment given by the thesis supervisor and in the review(s) written by the external examiner(s). This shall be followed by a discussion.
- (11) If a student fails to defend his/her Bachelor's/Master's thesis, the examination board shall decide as to whether the student should supply the thesis with additional information, completely rewrite the thesis or write a new thesis on a different topic. The examination board shall state the grounds for the decision in the FSE examination official record and inform the student about the grounds for the decision.
- (12) If a student fails to submit his/her Bachelor's/Master's thesis within the set deadline without submitting an excuse or his/her excuse is not accepted, his/her thesis is assessed as "unsatisfactory". The excuse shall be submitted in writing to the Dean, who shall make the final decision on the acceptance of the excuse.
- (13) In compliance with § 47b Paragraph 2 of the Act, access to Bachelor's/Master's theses shall be made available for viewing to the general public at least five working days before the defence is scheduled to take place, and that in the IS/STAG portal.
- (14) All Bachelor's/Master's theses, including the reviews written by the thesis supervisor and by the external examiner(s) and the process and results of the defence, are registered and available in the TBU Digital Library in compliance with § 47b Paragraph 1 of the Act and with the specific legal regulations.³⁾
- (15) TBU may delay the publication of the Bachelor's/Master's thesis or a part thereof, and that for the duration of the obstacle to the publication, however, no longer than for a period of 5 years. The information on the delayed publication and the substantiation for it must be publicized in the TBU

³⁾Act No. 121/2000 Coll., on Copyright, on Rights Related to Copyright, and on Amendments to Selected Acts (Copyright Act), as amended,
Act No. 89/2012 Coll., Civil Code, as amended.

Digital Library.

- (4) TBU shall use plagiarism checkers to assess the originality of the thesis.

Article 31

Assessment of the final state examination

- (1) Each part of the FSE is assessed separately. The type of assessment of a student's performance in the FSE is specified in the relevant internal regulation issued by the Faculty. The examination board shall make a decision on the assessment of the student's performance in the particular parts of the FSE at a closed meeting. The grading scale specified in Article 15 is used for the assessment. The proposed assessment is accepted if it receives the majority of votes cast by the board members present. In the case of an equality of votes, the Chairperson (the Deputy Chairperson in case of the Chairperson's absence) of the examination board shall have the decisive vote.
- (2) The overall assessment of the FSE is based on the assessment of its individual parts as follows:
 - a) If the grade attained in any of the FSE parts is "unsatisfactory", the overall assessment is "unsatisfactory".
 - b) The overall result of the FSE is assessed as "excellent" if the grade attained in all parts of the FSE is "excellent".
- (3) If a student attains the grade "unsatisfactory", the examination board shall agree upon and state the grounds for the decision to be entered in the FSE examination record and inform the student of the grounds for the decision.
- (4) If a student is absent from the FSE without submitting an excuse or his/her excuse is not accepted, the student shall be assessed as if the grade attained in his/her FSE had been "unsatisfactory".

Article 32

Overall assessment of studies

- (1) The overall assessment of properly completed studies is expressed by the following verbal descriptions:
 - a) Graduated with first-class honours,
 - b) Graduated.
- (2) A student who has graduated with first-class honours shall receive a first-class honours degree certificate.
- (3) A first-class honours degree certificate shall be received by those students whose FSE performance was assessed as "excellent" or "very good" and who achieved an outstanding academic performance throughout the whole duration of the Bachelor's/Master's studies leading to the acquisition of an academic degree. The scope of an outstanding academic performance achieved by a student shall be specified in the relevant internal regulation issued by the Faculty.

PART THREE

PROVISIONS RELATING TO STUDIES IN DOCTORAL PROGRAMMES

Volume 1

ORGANIZATION AND IMPLEMENTATION OF DOCTORAL PROGRAMMES

Article 33

Doctoral programme

- (1) A doctoral programme (hereinafter referred to as "DP") is focused on scientific, research, artistic or other activities (hereinafter referred to as "R&D and creative activities") carried out independently by a Doctoral student under the professional guidance of a supervisor. Original scientific and artistic

outcomes are included in the doctoral thesis in accordance with Article 46.

- (2) TBU is authorized to carry out accredited doctoral programmes and doctoral programmes granted authorization on the basis of institutional accreditation for the relevant field of education; the list thereof is posted on the official board of TBU.
- (3) Studies in a doctoral programme are carried out under the guidance of a supervisor in accordance with an individual curriculum (hereinafter referred to as “ISP”).
- (4) A Faculty may carry out doctoral programmes in cooperation with other Faculties, higher education institutions, and other scientific and research institutions in accordance with agreements concluded.

Article 34 Time schedule of study

- (1) The time schedule for a doctoral programme is given in the relevant individual curriculum.
- (2) The Rector shall specify the start of each academic year.
- (3) The work routine and the holiday period shall be specified by the supervisor upon mutual agreement with the doctoral student. The length of the holiday period is specified in the relevant internal regulation issued by the Faculty.

Article 35 Modes of study

- (1) Studies in a doctoral programme are carried out in the following modes:
 - a) Full-time, where teaching in a doctoral programme is carried out in the presence of the Doctoral student
 - b) Part-time

The part-time mode of study comprises a part of studies defined as to its duration which is carried out in the full-time mode, and another part of studies defined as to its duration which is carried out in the distance mode. The modes do not overlap and the related rights and responsibilities correspond to the relevant mode of study.

- (2) The standard length of study in all modes of study in a doctoral programme is no less than three years and no more than four years (§ 47 Paragraph 2 of the Act), in accordance with the relevant accreditation decision, or with the granting of authorization in compliance with Article 33 Paragraph 2.
- (3) The Dean may grant a written request submitted by a Doctoral student for a change in the mode of study, supplemented by the opinion of the supervisor and of the degree programme guarantor.
- (4) In the event of a change in the mode of study in compliance with Paragraph 3, the standard period of study shall be calculated in compliance with Paragraph 2.

Article 36 Doctoral Programme Board

- (1) A Doctoral Programme Board specified in § 47 Paragraph 6 of the Act has at least five members, to be appointed and removed from office by the Dean. The Dean shall also specify the number of members of the relevant Doctoral Programme Board, its composition and the term of office of the Board members.
- (2) The Chairperson of the Doctoral Programme Board is the guarantor of the doctoral programme. The appointment of the guarantor, his/her competences and responsibilities shall be specified in the Rules Governing the Creation, Approval, Implementation of and Alterations to Degree Programmes Carried out at TBU. At its first meeting, the Doctoral Programme Board shall elect a Deputy Chairperson of the Doctoral Programme Board, who takes over the Chairperson’s powers in the absence of the Chairperson
- (3) Activities of a Doctoral Programme Board adhere to the Board’s rules of procedure. The rules of

procedure are issued by the Dean after discussing the document at a meeting of the Scientific Board.

- (4) The manner in which a joint Doctoral Programme Board is appointed shall be specified in the relevant agreement in compliance with § 47 Paragraph 6 of the Act.
- (5) The Doctoral Programme Board carries out particularly the following activities:
 - a) Nominates the supervisor for the relevant degree programme and course, and submits the nominations to the Dean.
 - b) Recommends topics proposed for doctoral theses and possible alterations thereto for approval to the Dean.
 - c) Discusses changes in the structure of the course units included in a doctoral programme, and submits the changes proposed to the Dean.
 - d) Initiates and discusses proposals for modifications to doctoral programmes in relation to requirements set out in the accreditation or to the granting of authorization, and submits the proposals to the Dean.
 - e) Submits a proposal for nomination of the members of the entrance examination board for the relevant degree programme to the Dean. The entrance examination board submits its proposals for admission of applicants for study to the Dean.
 - f) Gives its opinion as to the maximum number of doctoral students to be guided by one supervisor and submits the opinion to the Dean.
 - g) Gives its opinion on individual curricula of doctoral students and on any alterations to the curricula.
 - h) Sets the dates for the assessment and control of fulfilment of the individual curriculum, in accordance with the internal regulation issued by the Faculty, but no less than once per six months.
 - i) Discusses the assessment of fulfilment of academic requirements arising from the individual curriculum and submitted by supervisors; the doctoral student and his/her supervisor are usually invited to discuss the termination of studies.
 - j) Recommends to the Dean to reduce or withdraw the doctoral scholarship in the event that a doctoral student has seriously failed to fulfil the academic requirements arising from his/her individual curriculum.
 - k) Recommends that studies of a doctoral student who failed to fulfil his/her duties arising from the curriculum should be terminated by the Dean. The Doctoral Programme Board may notify the Dean of a violation of the TBU Code of Ethics by a doctoral student, and propose the Dean to file a complaint with the relevant Disciplinary Committee.
 - l) Assesses the supervisors' performance and submits the conclusions to the Dean.
 - m) Assesses, at least once per year, the level of implementation of a degree programme and submits the conclusions to the Dean or to statutory representatives of legal entities which participate in the implementation of the relevant degree programme.
 - n) Recommends, according to nominations proposed by the relevant supervisor, the following officials for approval to the Dean: Chairpersons and members of doctoral thesis defence boards.
 - o) Organizes regular meetings of doctoral students with the Doctoral Programme Board in order to evaluate the state of the doctoral students' studies.
- (6) Meetings of a Doctoral Programme Board shall be convoked by the Chairperson of the Board in accordance with the internal regulation issued by the Faculty, however, at least once per year. Copies of the minutes of meetings of the Doctoral Programme Board shall be sent to the Dean.

Article 37
Supervisor

- (1) The Dean is the person to appoint the supervisor and remove the supervisor from office, and that after discussing the matter at a meeting of the Scientific Board. The Dean shall also set the supervisor's term of office.
- (2) A supervisor is an academic staff member who has been appointed Professor/Associate Professor in a field that corresponds to the degree programme in question or to a doctoral programme of a close or related specialization, and has carried out R&D/artistic activities during the last five years. An Adjunct Professor at TBU appointed for the field of education in which the degree programme is included may also be a supervisor. Exceptionally, the supervisor may be an academic/researcher who holds the scientific degree of "Candidate of Sciences" (abbreviated as "CSc.") or has acquired education obtained by completing a doctoral programme and has a professional qualification related to the given doctoral programme or to a doctoral programme of a close or related specialization, and has carried out R&D/artistic activities during the last five years. Experts with appropriate artistic expertise can also be appointed as supervisors in doctoral programmes in the field of arts. Specific requirements relating to a supervisor may be specified in the relevant internal regulation issued by the Faculty.
- (3) The supervisor shall give his/her opinion on applicants for study who have applied for doctoral thesis topics proposed by the supervisor. The supervisor submits the opinion to the Entrance Examination Board appointed for the relevant doctoral programme, and the Board is obliged to take the supervisor's opinion into consideration during the decision-making procedure.
- (4) The supervisor is entitled to propose doctoral thesis topics. Doctoral thesis topics proposed by a supervisor must primarily correspond to his/her own research activities. Nevertheless, the specialization of the supervisor's research unit as well as the specialization of the research unit where the doctoral student is assigned to (hereinafter referred to as "research unit") must be considered as well.
- (5) The supervisor designs the individual curriculum in cooperation with the doctoral student and submits it to the Doctoral Programme Board no later than one month after the actual start of the studies.
- (6) The supervisor prepares modifications to the individual curriculum in cooperation with the doctoral student and submits them to the Doctoral Programme Board.
- (7) The supervisor assesses the fulfilment of academic requirements arising from the individual curriculum and submits the assessment to the Doctoral Programme Board.
- (8) The supervisor consults and methodically guides the doctoral student during the implementation of R&D and creative activities and during the elaboration of the doctoral thesis.
- (9) The supervisor actively supports the R&D and creative activities of the doctoral student.
- (10) The supervisor is obliged to check and assess the doctoral thesis as to its originality.
- (11) The supervisor is obliged to prepare an opinion on the submitted doctoral thesis.
- (12) If it is detected without a doubt that a supervisor fails to fulfil his/her supervisor responsibilities or if he/she is not able to carry out the same responsibilities, the Doctoral Programme Board may propose that the supervisor be replaced. The Doctoral Programme Board may also propose another supervisor upon the doctoral student's request. The provisions of Paragraph 1 shall apply similarly to the dismissal of the original supervisor and to the appointment of a new supervisor.
- (13) The supervisor is entitled to resign from the supervision of a doctoral student in the event that the doctoral student repeatedly fails to fulfil his/her academic requirements. The supervisor resigns from the supervision of the doctoral student in writing to the guarantor of the degree programme. The appointment of a new supervisor shall be governed by Paragraph 1.

Article 38
Individual curriculum

- (1) A doctoral student's individual curriculum, according to which the studies in the relevant degree programme are arranged, determines in particular the following specifications for the doctoral student:
 - a) The content specification of his/her independent scientific, research and development activities, or his/her independent theoretical and creative activities in the field of art, and his/her own educational activities with respect to his/her specialization and the topic of his/her doctoral thesis
 - b) Academic requirements, which include, in particular:
 - Course units that the doctoral student is required to complete, including the time schedule for taking of examinations in course units
 - Plan of independent R&D and creative activities, in particular scientific, research and development activities or creative activities in the field of arts, including the time schedule and time sequence of the individual activities
 - Plan of preparation and forms of outputs of R&D and creative activity
 - Activities related to his/her research, development and creative activities, particularly internships and traineeships in other institutions, as well as participation in conferences, seminars and summer schools
 - Schedule and duration of a research fellowship at an institution abroad
 - Extent and type of his/her pedagogical activities
 - Other requirements specified in the internal regulation issued by the Faculty
- (2) The manner in which an individual curriculum must be designed shall be specified in the relevant internal regulation issued by the Faculty.

Article 39
Course units included in a doctoral programme

- (1) Course units in a doctoral programme include specialist course units and a foreign language.
- (2) Specialist course units in a doctoral programme are designed in such a manner as to provide doctoral students with sufficient competence corresponding to the current state of knowledge in the field of their degree programme.
- (3) Lists of course units taught in the relevant doctoral programmes are posted in the IS/STAG system. Doctoral students are examined in the same specialist course units by Professors, Adjunct Professors at TBU, Associate Professors or by other renowned experts in the relevant fields of expertise.
- (4) The complete course unit documentation is posted in the IS/STAG system.
- (5) The type of teaching of a course unit (lectures organized for a group of doctoral students, seminars or guided independent study with tutorials) is set depending on the number of doctoral students studying the course unit. The minimum number of doctoral students for an organized lesson shall be specified by the Dean.

Article 40
Examination in a course unit included in a doctoral programme

- (1) The examination can be oral, written or combined, and can be based on a thematic text submitted by the doctoral student.
- (2) The date of an examination in a course unit is set by the examiner upon agreement with the doctoral student. The doctoral student shall inform the supervisor about the examination to be held. The supervisor usually participates in the examination. In a degree programme accredited in a foreign language, the examination is held in the language in which the degree programme is accredited or in

which the relevant course unit is taught.

- (3) An examination in a course unit may be taken via distance communication tools. Further details are set out in the relevant TBU internal regulation; the TBU Internal Evaluation Board give its opinion on the same regulation.
- (4) A pass/fail grading system (“prospěl”-“passed”/“neprospěl”-“failed”) is used for assessment of the examination in a course unit.
- (5) A doctoral student who attained the grade “failed” in the examination is entitled to re-sit the examination. If the student fails the examination again, he/she is entitled to take the examination in front of a board. The board is appointed by the Dean upon proposal by the supervisor and upon recommendation given by the Doctoral Programme Board. The Chairperson of the board is usually a member of the Doctoral Programme Board; the supervisor and the teacher of the course unit are always members of the board. The date of this examination shall be set by the Chairperson of the board. The examination result is decided upon by the board at a closed meeting. The proposed grade is accepted if agreed upon by the majority of the board members present. A record is kept on an examination taken in front of the board.
- (6) The grade attained in an examination in a course unit shall be entered in the study documentation (in compliance with Article 57). In a degree programme accredited in a foreign language, the grade attained in the examination shall be entered in the study documentation in the relevant foreign language.
- (7) The examiner or the guarantor of the course unit shall enter the result of the examination in the IS/STAG information system, and shall enter the date on which the examination or its final part was taken.
- (8) A doctoral student may ask for a certificate of his/her examination, to be confirmed by the Dean on the basis of the study documentation.
- (9) If a doctoral student fails an examination in a course unit prescribed in his/her curriculum, also an examination taken in front of a board in accordance with Paragraph 5, his/her studies are terminated in compliance with § 56 Paragraph 1 Letter b) of the Act. The decision procedure related to this matter adheres to § 68 of the Act.
- (10) If a doctoral student is absent from an examination in a course unit without submitting an excuse or if his/her excuse is not accepted, the result of his/her examination is assessed as “failed”. The final decision on the acceptance of an excuse shall be made by the Dean.
- (11) A doctoral student is entitled to repeatedly change the date of an examination due to pregnancy or child care.

Article 41

Assessment and supervision of fulfilment of the individual curriculum

- (1) A doctoral student shall report on the progress in his/her studies, on the results of his/her research tasks and on the preparation of his/her doctoral thesis at his/her research unit, and that on the dates and in the manner specified in the internal regulation issued by the Faculty.
- (2) A supervisor shall, within the deadlines set by the Doctoral Programme Board, assess as to how his/her doctoral student fulfils his/her academic requirements, and shall submit the assessment to the relevant Doctoral Programme Board. The supervisor shall assess the fulfilment of academic requirements arising from the individual curriculum. The assessment must include:
 - a) Clear specification of requirements fulfilled by the doctoral student in accordance with the individual curriculum
 - b) Clear specification of requirements which the doctoral student has failed to fulfil in accordance with the individual curriculum, including setting of a new deadline for their fulfilment
 - c) Clear statement as to whether the supervisor recommends/does not recommend a reduction or withdrawal of the doctoral scholarship.

- d) Clear statement as to whether the supervisor recommends/does not recommend that the doctoral student continues his/her studies
 - e) Assessment of the doctoral student's ability to fulfil the study-related requirements set for the relevant degree programme.
- (3) In particular, the following may be considered as a serious failure to fulfil the academic requirements arising from the individual curriculum:
- a) A repeated failure to fulfil academic requirements or failure to fulfil multiple academic requirements as set in the individual curriculum, in particular the passing of examinations, presentation of results at specialized conferences, implementation of research fellowships abroad, teaching in classes, etc.,
 - b) Repeated inability to independently plan, evaluate and present R&D and creative activities
 - c) A repeated failure to perform R&D and creative activities leading to the preparation of the doctoral thesis in accordance with instructions given by the supervisor.
- (4) If the fulfilment of requirements set within the individual curriculum has been hindered by serious circumstances that occurred through no fault of the doctoral student, the supervisor is obliged to take such circumstances into account in his/her assessment. At the same time, the supervisor shall modify the individual curriculum in accordance with Article 37 Paragraph 6.
- (5) The supervisor is required to submit the assessment in writing to the doctoral student, who has the right to comment on it in writing within 7 days.
- (6) The supervisor is required to submit the assessment he/she has elaborated along with the doctoral student's statement to the Doctoral Programme Board.
- (7) In the event of a serious failure to comply with the individual curriculum, the supervisor shall propose to the relevant Doctoral Programme Board to discuss the proposal to reduce or withdraw the doctoral scholarship.
- (8) In the event that it is recommended that a doctoral student does not continue his/her studies, the supervisor shall propose a termination of the doctoral student's studies, to be discussed by the relevant Doctoral Programme Board in compliance § 56 Paragraph 1 Letter b) of the Act. The decision-making procedure related to this matter adheres to § 68 of the Act.

Article 42

Suspension of studies in a doctoral programme

- (1) The Dean or Rector may approve a suspension of studies upon the doctoral student's written request and with his/her supervisor's consent.
- (2) Studies may be continuously suspended for a maximum of two years. Studies may be suspended repeatedly. The total period of a suspension of studies must not exceed two years. Exemptions, particularly for health reasons, may be granted by the Dean or Rector.
- (3) If the reasons for a suspension of studies cease to exist, the Dean or Rector may, upon the doctoral student's request, terminate the period of the suspension of studies prior to the date on which the approved period of suspension expires.
- (4) Studies of a doctoral student who fails to enrol within five working days of the date on which the period of suspension of studies expired without submitting an excuse or whose excuse has not been accepted are terminated in compliance with § 56 Paragraph 1 Letter b) of the Act. The decision on the acceptance of an excuse shall be made by the Dean or Rector. The decision procedure related to this matter adheres to § 68 of the Act.
- (5) The Article 23 similarly applies to the suspension of studies in a doctoral programme due to a recognized period of parenthood, and to the period of suspension of studies affected in connection with an extraordinary situation at the university.

- (6) To other circumstances relating to the suspension of studies in a doctoral programme, the provisions of Article 23 shall appropriately apply.

Article 43

Withdrawal from studies in a doctoral programme

If a doctoral student decides to withdraw from his/her studies, he/she shall inform the Dean about his/her decision in writing. If the doctoral student has accepted any liabilities related to the implementation of projects, or to principal or additional activities defined in his/her contractual relation concluded with TBU, the doctoral student is required to continue to meet its obligations, or terminate this contractual relation in due form in accordance with the Labour Code.

Article 44

Recognition of part of studies in a doctoral programme

- (1) Upon the doctoral student's written request, completed parts of his/her studies or individual examinations may be recognized in case of those doctoral students who have completed a degree programme or a part thereof, or are currently studying in another degree programme at a higher education institution in the Czech Republic or abroad. During the decision procedure related to this matter, the following issues are taken into consideration: Specialization of the degree programme completed or of its relevant parts completed, the results of the doctoral student's own research and creative activities and the length of time elapsed after the completion of the doctoral student's previous studies.
- (2) Recognition of any part of studies may be conditional upon taking equivalency examinations.
- (3) Decisions related to the recognition of parts of studies shall be made by the Dean upon a proposal by the supervisor and taking into consideration the opinion of the Doctoral Programme Board.

Article 45

Doctoral thesis

- (1) A doctoral thesis must meet the requirements defined in § 47 Paragraph 4 of the Act, and is elaborated either in the form of:
 - a) A monograph - an independent study written as specified in Paragraph 2, containing results of the implementation of a research task, or
 - b) A thematically arranged collection of papers published with accompanying texts structured in accordance with Paragraph 2.
- (2) A doctoral thesis comprises particularly the following parts:
 - a) Overview of the current state-of-the-art dealt with in the doctoral thesis
 - b) Aim of the doctoral thesis
 - c) Description of the issue dealt with
 - d) Results of the doctoral thesis including new findings, their analysis and importance for practical implementation or for further development of the relevant scientific discipline
 - e) Bibliography
 - f) List of the doctoral student's own papers related to the topic of his/her doctoral thesis
 - g) Declaration on intellectual property rights or on copyright, which must be stated in the introduction to the doctoral thesis
- (3) Upon proposal by the relevant Doctoral Programme Board, the Dean may appoint a consultant to provide consultancy on the issues related to the topic of the doctoral student's thesis. A consultant is an academic/researcher who holds the scientific degree of "Candidate of Sciences" (abbreviated as "CSc.") or has acquired education obtained by completing a doctoral programme and has a professional

qualification related to the given doctoral programme or to a doctoral programme of a close or related specialization, and has carried out R&D/artistic activities during the last five years. A consultant may also be an expert from business/industry who has acquired a university degree by completing a Master's programme and has a professional qualification related to the given doctoral programme or to a degree programme of a close or related specialization, or a non-academic expert from business/industry who is a recognized expert in the given field and has many years of experience to his/her name.

- (4) A doctoral thesis may also contain the documentation of engineering products or works of art supplemented by a summary written in the Czech and English language, usually a one-page summary.
- (5) A doctoral thesis is usually submitted in the Czech or English language. In a degree programme accredited in a foreign language, a doctoral thesis is submitted in the language in which the degree programme is accredited.
- (6) The layout of a doctoral thesis is set in the relevant internal regulation issued by TBU.
- (7) As long as a collection of papers published in accordance with Paragraph 1 Letter b) contains papers in which the doctoral student was a co-author, his/her share must be specified and attested by a statement made by first, corresponding and the last author confirming the doctoral student's contribution to the particular papers.
- (8) In compliance with § 47b Paragraph 2 of the Act, doctoral theses shall be made available to view to the public in the IS/STAG system, and that five working days prior to the doctoral thesis defence date. The person to view a thesis must be instructed that the information contained must neither be used for profit-making purposes nor be presented as a study, scientific or any other research and creative activity of any other person than the author.
- (9) All doctoral theses, including the reviews written by external examiners as well as the records on the process of the defence and the defence results are registered and available in the Digital Library of Theses entitled the TBU DSpace in accordance with special regulations.⁴⁾
- (10) TBU may delay the publication of a doctoral thesis or a part thereof, and that for the duration of the obstacle to the publication, however, no longer than for a period of 5 years. The information on the delayed publication and the substantiation for it must be publicized in the TBU Digital Library. Further details are set out in the relevant TBU internal regulation.
- (11) TBU shall use plagiarism checkers to assess the originality of the thesis

Article 46

Application for a doctoral thesis defence

- (1) A doctoral student submits the required application form for the defence of his/her doctoral thesis. If a doctoral student intends to defend his or her doctoral thesis in English, he/she shall request this option in the application for defence
- (2) Along with the application for a doctoral thesis defence, a doctoral student shall submit the following documents:
 - a) The number of copies of his/her doctoral thesis as required by the Faculty
 - b) An overview of all his/her activities carried out throughout his/her studies in a doctoral programme, including a list of publications and of papers accepted for publication or a list of his/her engineering products or works of art as well as references to these products and works (i.e. citations)
 - c) Papers published or manuscripts of papers accepted for publication, along with documents certifying the acceptance for publication
 - d) The opinion on the doctoral thesis given by the supervisor of the doctoral student

⁴⁾ *Act No. 121/2000 Coll., on Copyright, on Rights Related to Copyright, and on Amendments to Selected Acts, as amended, Act No. 89/2012 Coll., Civil Code, as amended.*

- (3) The procedure related to a doctoral thesis defence is commenced upon the delivery of the relevant application containing the required appendices.
- (4) If an application for a doctoral thesis defence meets the requirements specified in Paragraph 2, it shall be submitted to the Doctoral Programme Board for further proceedings.
- (5) If an application for a doctoral thesis defence fails to meet the requirements specified in Paragraph 2, the Dean shall suspend the proceedings and ask the doctoral student to remove all deficiencies in a specified period of time; otherwise the proceedings shall be terminated by the Dean.

Article 47

Doctoral Thesis Defence Board

- (1) A doctoral thesis defence is held in front of the Doctoral Thesis Defence Board. The Chairperson and members of the Board are appointed by the Dean according to the nomination by the Doctoral Programme Board. The Chairperson and members of the Board are appointed by the Dean, based on recommendation given by the Doctoral Board in accordance with § 53 Paragraph 2 of the Act. The supervisor is required to attend the doctoral state examination; however, he/she is not a member of the Doctoral Thesis Defence Board. The supervisor does not participate in the defence only due to serious health reasons, upon approval by the Dean.
- (2) The minimum number of members of the Doctoral Thesis Defence Board is seven, including at least two external examiners who have the right to vote. At least two members of the Board are persons other than members of the TBU academic community; at least two of the Board members must be Professors or Doctors of Sciences (abbr. DrSc.), Adjunct Professors or Doctors of Science, and at least one external examiner is a person other than a member of the TBU academic community
- (3) The Chairperson shall convoke and chair the meetings of the Doctoral Thesis Defence Board.
- (4) In the course of a doctoral thesis defence, the personal or electronic presence of no less than the absolute majority of members of the Doctoral Thesis Defence Board is required. The personal or electronic presence of the Chairperson of the Doctoral Thesis Defence Board is always required. Proposals are accepted if they receive an absolute majority of votes cast by all members of the Doctoral Thesis Defence Board.

Volume 3

DOCTORAL THESIS AND ITS DEFENCE

Article 48

External examiners of doctoral theses and their reviews

- (1) In compliance with § 53 Paragraph 2 of the Act, according to nominations made by the supervisor and upon approval by the Doctoral Programme Board, the Dean shall appoint at least two external examiners for the doctoral thesis; at least one of them must be a Professor or an Adjunct Professor at TBU, and not more than one may be a member of the TBU academic community where the thesis was written. The external examiner of the doctoral thesis must have the scientific degree of “Candidate of Sciences” (abbreviated as “CSc.”) or education obtained by completing a doctoral programme. An exemption may, upon the approval by the Dean, include external examiners of doctoral theses in degree programmes in arts, if they demonstrate sufficient professional knowledge, and non-academic experts from business/industry specializing in the field of education in which the degree programme is included within which the doctoral thesis is elaborated, after approval by the relevant Doctoral Programme Board. Neither the doctoral student’s supervisor nor his/her immediate superior or subordinate may be appointed as external examiners.
- (2) Within one month of the day on which the doctoral thesis was submitted, an external examiner shall do a written review on the doctoral thesis or he/she shall announce within fifteen days of the submission of the doctoral thesis that he/she is unable to write the review. No external examiner is allowed to substitute his/her written review with an announcement that he/she shares views expressed in the review written by

another external examiner.

- (3) The review by the external examiner shall, in particular, assess the following:
 - a) Topicality of the topic of the doctoral thesis
 - b) Fulfilment of the aims set in the doctoral thesis
 - c) Approach to the issue dealt with and to the results of the doctoral thesis including a detailed description of the doctoral student's own contribution
 - d) Importance for practical implementation or for the development of the relevant scientific discipline
 - e) Layout and language level of the doctoral thesis
 - f) Publication or artistic activities of the doctoral student
- (4) A doctoral thesis review must contain a clear statement by the external examiner as to whether he/she recommends the doctoral thesis for defence or not.
- (5) If an external examiner fails to write a doctoral thesis review within the deadline set, the Doctoral Thesis Defence Board may nominate another external examiner to be appointed by the Dean.
- (6) If a doctoral thesis review written by an external examiner fails to meet the requirements set in Paragraph 3 and Paragraph 4, the Doctoral Thesis Defence Board shall ask the external examiner to supply the review with additional information or rewrite the review. In the event that the external examiner fails to do so within the deadline set, the Board shall nominate a new external examiner to be appointed by the Dean.
- (7) Doctoral thesis reviews written by external examiners must be sent to all members of the Doctoral Thesis Defence Board and to the doctoral student no later than 15 days prior to the date of defence.

Article 49

Doctoral thesis defence

- (1) A doctoral thesis defence is a scientific debate among a doctoral student, external examiners, members of the Doctoral Thesis Defence Board and other participants in the defence. No less than one half of the members of the Doctoral Thesis Defence Board must be present in person (personal presence). Electronic presence is allowable only in justified cases, upon approval by the Dean. The student shall always be present in person, with the exemption of an extraordinary situation at the university.
- (2) A doctoral thesis defence is comprised of a part open to the public and a non-public part. The defence date and the place where the defence is to be held must be posted on the official board of the relevant Faculty at least two weeks in advance. Due to an extraordinary situation at the university, presence at both parts of the defence may take place via distance communication tools. In such a case, an audio and video recording will be made about the course of defence, and the same shall be archived for 5 years. Solely a public authority shall be provided access to the said recording, and that for the purposes of exercising its powers, at the public authority's request.
- (3) A doctoral thesis defence is usually held within six months of the date on which the proceedings were started. The time when the proceedings were suspended is not included in this period.
- (4) A doctoral thesis defence is held in the language in which the doctoral programme is accredited, unless the doctoral student, in compliance with Article 46 Paragraph 1, requires that the defence of his/her doctoral thesis is held in the English language, and the Chairperson of the Doctoral Thesis Defence Board grants this request. The doctoral student, the supervisor and the Board members must be sufficiently in advance informed about the fact that the doctoral thesis defence is to be held in the English language.
- (5) A doctoral thesis must be successfully defended no later than on the date on which the period of time equal to a double of the standard length of study elapsed after the student enrolled on the degree programme. The period of suspension of studies during the recognized period of parenthood as well as

the period of study during which an extraordinary situation occurred at the university shall not be included in this period. In the event that the doctoral student fails to defend his/her doctoral thesis within this period, his/her studies shall be terminated in compliance with § 56 Paragraph 1 Letter b) of the Act. The decision procedure related to this matter adheres to § 68 of the Act. In justified cases, the Dean may exceptionally extend this period upon the doctoral student's request recommended by the supervisor and by the relevant Doctoral Programme Board.

- (6) It is the responsibility of the Chairperson of the Doctoral Thesis Defence Board that the defence is held within 30 days of the date on which the reviews written by all external examiners were submitted, supplied with additional information or rewritten. The fact that the period will be exceeded must be announced by the Chairperson to the Dean, who may extend the period adequately to the reasons.
- (7) A doctoral thesis defence must be attended by the external examiners. In the event that any of them is exceptionally unable to attend the defence, the defence may be held on condition that the absent external examiner has submitted a positive review. In this case, the review submitted by the absent external examiner shall be read by the Chairperson of the Doctoral Thesis Defence Board or by another member of the Board authorized by the Chairperson.
- (8) A doctoral thesis defence shall be chaired by the Chairperson of the Doctoral Thesis Defence Board, or, in exceptional cases, by another Board member authorized by the Chairperson.
- (9) A doctoral thesis defence is open to the public and the defence procedure is usually as follows:
 - a) The Chairperson opens the defence, introduces the doctoral student, announces the doctoral thesis topic and provides the Doctoral Thesis Defence Board with a list of research papers published by the doctoral student including the student's engineering products or works of art.
 - b) The doctoral student presents the basic content and major results of his/her doctoral thesis.
 - c) The supervisor informs the Doctoral Thesis Defence Board about his/her opinion on the doctoral student's work and on the doctoral thesis to be defended.
 - d) The external examiners present the basic content of their reviews.
 - e) The doctoral student gives his/her opinion on the reviews written by external examiners, particularly on their objections, comments and queries.
 - f) The Chairperson opens a discussion, which is open to all persons present.
- (10) A doctoral thesis defence usually takes no longer than two hours.
- (11) In compliance with 45 Paragraph 3, the Doctoral Thesis Defence Board shall assess a doctoral thesis defence at a closed meeting attended by the external examiners and by the supervisor and decide on the result of the defence in a secret ballot. In the event of electronic presence of any of the members of the Board, the secret ballot shall be held in electronic form. A doctoral thesis is successfully defended if the assessment proposal receives the majority of the votes of all Board members. An official record on the process of a doctoral thesis defence shall be kept by the Board, as well as on the assessment thereof; the official record must contain the grounds for the decision made.
- (12) A doctoral student may repeat his/her attempt to defend his/her doctoral thesis upon rewriting the doctoral thesis no more than once. The procedure related to a repeated defence of a doctoral thesis adheres to Article 46 to 49 accordingly. If the doctoral student fails to defend his/her doctoral thesis on the date set for a retake, his/her studies are terminated in compliance with § 56 Paragraph 1 Letter b) of the Act. The decision procedure related to this matter adheres to § 68 of the Act.
- (13) An official record is kept on the process of a doctoral thesis defence, containing the examiners' reviews as appendices. The form of the record shall be specified in the relevant internal regulation issued by the Faculty. The official record for a degree programme accredited in a foreign language shall be kept in the relevant foreign language.
- (14) If a doctoral student is absent from the doctoral thesis defence without submitting an excuse or his/her

excuse is not accepted by the examiner, his/her examination result shall be “failed”. The excuse shall be submitted in writing no later than within 5 days of the date on which the defence shall take place to the Dean, who shall make the final decision on the acceptance of the excuse.

- (15) The Chairperson of the Doctoral Thesis Defence Board shall inform the relevant Doctoral Programme Board and the Dean about the outcome of the doctoral thesis defence.

Volume 4

PROPER COMPLETION OF STUDIES IN A DOCTORAL PROGRAMME

Article 50

Requirements regarding proper completion of studies

- (1) Studies are properly completed on the day on which the doctoral thesis was successfully defended. In all other cases, the day of completion of studies is specified in § 56 Paragraph 2 of the Act.
- (2) The Dean shall inform the graduate from a doctoral programme in writing about the academic degree awarded in the relevant degree programme immediately after the defence of the doctoral thesis.
- (3) In accordance with a written notification by the Dean, TBU issues each graduate from a doctoral programme with a degree certificate listing the relevant degree programme and the academic degree “Doctor” (abbreviated “Ph.D.”, to be placed after the holder’s name) signed by the Dean and by the Rector.

PART FOUR

**PROVISIONS RELATED TO ADVANCED MASTER’S (RIGOROSUM)
EXAMINATION PROCEDURE**

Article 51

Advanced Master’s (rigorosum) examination procedure

- (1) The advanced Master’s (rigorosum) examination procedure is commenced by the submission of an application form including all the formalities in compliance with Article 52 Paragraph 3.
- (2) The advanced Master’s (rigorosum) examination procedure is terminated by:
 - a) A successful completion of the advanced Master’s (rigorosum) state examination (assessment “passed” in compliance with Article 52 Paragraph 9) and the award of the relevant academic degree,
 - b) failure in the advanced Master’s (rigorosum) state examination (assessment “failed” in compliance with Article 52 Paragraph 9, 11 and 12),
 - c) a Dean’s decision, if it becomes evident that the information provided by the candidate in the process of the advanced Master’s (rigorosum) examination procedure is false,
 - d) a Dean’s decision, if the candidate fails to pass the advanced Master’s (rigorosum) state examination within two years of the submission of the application for the advanced Master’s (rigorosum) state examination,
 - e) a Dean’s decision, if the candidate fails to submit his/her advanced Master’s (rigorosum) thesis within one year of the commencement of the advanced Master’s (rigorosum) examination procedure (Article 54 Paragraph 6), or
 - f) on the basis of a written notice submitted by the candidate.
- (3) In compliance with § 46 Paragraph 5 of the Act, academic degrees are awarded after successful completion of the advanced Master’s (rigorosum) state examination (Article 52).

Article 52

Advanced Master’s (rigorosum) state examination

- (1) Advanced Master's (rigorosum) state examination (hereinafter referred to as "AMSE") may be taken in the same field of study by those graduates of a Master's programme who have been awarded the academic degree of "Master".
- (2) When preparing for the AMSE the candidate is entitled to use TBU facilities and information technology in accordance with § 46 Paragraph 5 of the Act, and that under conditions specified in an internal regulation issued by the Faculty.
- (3) The written application to the AMSE shall be submitted by a candidate to the Dean. Detailed information on the application deadlines and the related formalities shall be specified in an internal regulation issued by the Faculty.
- (4) The aim of the AMSE is to test the candidate's proficiency and knowledge in the field of study related to the topic of his/her advanced Master's (rigorosum) thesis (hereinafter referred to as "AMT").
- (5) Provisions of these Regulations related to the FSE shall apply appropriately to the AMSE.
- (6) The AMSE takes place in front of an examination board on dates specified in an internal regulation issued by the Faculty. A meeting of the examination board shall be chaired by its Chairperson, or, in exceptional cases, by another Board member authorized by the Chairperson.
- (7) The AMSE is comprised of two parts. The first part is an advanced Master's (rigorosum) thesis defence and the other part include oral examinations in the course units specified for the relevant degree programme.
- (8) The process of the AMSE and the announcement of the results are open to the public. An official record is kept on the process of the AMSE. The record shall contain the description of the process and the assessment of the AMT defence, assessment of the oral examination and the overall assessment. The record also contains reviews written by the external examiners as appendices. The form of the official record shall be specified in the relevant internal regulation issued by the Faculty.
- (9) A pass/fail grading system is used to assess the AMSE as a whole. The oral examination is assessed in the same manner. If the candidate fails in one or in both parts of the AMSE, the overall assessment of the AMSE shall be "failed"; if he/she successfully completes both parts of the examination, the final assessment of the AMSE shall be "passed". If the final assessment is "failed", the grounds for the decision shall be stated in the official record.
- (10) The AMSE may be retaken once only. When retaking the AMSE, the candidate shall retake the part of the AMSE in which he/she failed (defence of the AMT or oral examination).
- (11) If a candidate is absent from an AMSE without submitting an excuse or his/her excuse is not accepted by the examiner, his/her examination result shall be "failed". The excuse shall be submitted in writing no later than within 5 working days of the day on which the AMSE takes place to the Dean, who shall make the final decision on the acceptance of the excuse. In the event that the excuse is considered reasonable, the Dean shall set a new date for the AMSE or a part thereof and shall inform the candidate about it.
- (12) In the event that the AMSE has been repeatedly assessed as "failed", the Chairperson of the examination board shall submit a proposal for the termination of the advanced Master's (rigorosum) examination procedure to the Dean.
- (13) Due to an extraordinary situation at the university, an AMSE may take place via distance communication tools. In such a case, an audio and video recording will be made about the course of the AMSE, and the same shall be archived for 5 years. Solely a public authority shall be provided access to the said recording, and that for the purposes of exercising its powers, at the public authority's request.

Article 53

Advanced Master's (Rigorosum) Examination Board

- (1) The Chairperson and members of the examination board for the AMSE (hereinafter referred to as "examination board") are appointed by the Dean according to the nomination by the Degree Programme Board in compliance § 53 Paragraph 2 and 3 of the Act.

- (2) The minimum number of the members of the examination board is five. At least one member of the board is not a member of the TBU academic community.
- (3) The meeting of the examination board is chaired by its Chairperson. The board constitutes a quorum if at least two thirds of its members are present. The term “presence” refers to personal presence or to electronic presence via distance communication tools. Details shall be specified in an internal regulation issued by the Faculty.
- (4) The examination board shall assess the AMSE at a closed meeting in a secret ballot; the external examiner of the AMT may attend the closed meeting. In the event of electronic presence of any of the members of the examination board, the secret ballot shall be held in electronic form. The proposed assessment is accepted if it receives the majority of votes cast by all the board members present. In the case of an equality of votes, the Chairperson shall have the decisive vote.
- (5) The decision of the examination board shall be announced by the Chairperson on the date on which the AMSE takes place.

Article 54

Advanced Master’s (rigorosum) thesis

- (1) The AMT is an original specialized document focusing on the relevant topic from the theoretical or empirical perspective evidencing the candidate’s ability to carry out an independent analytical activity in the relevant field; the extent and the profundity to which the topic is dealt with in the said thesis exceeds the scope of a Master’s thesis. The thesis submitted must contain original results or an original treatise dealing with comprehensive issues thematically associated with the field of study which forms the topic of the AMSE.
- (2) It is not allowed to submit an unaltered Bachelor’s, Master’s, doctoral or habilitation thesis written by the candidate as an AMT.
- (3) The description of the assignment of the AMT includes a brief characterization of the aims to be achieved, assumed solutions and a basic bibliography. The candidate is obliged to collect the official description of the assignment of the AMT no later than within sixty days of the delivery of the notification of the approval of the proposed topic of the AMT.
- (4) The AMT comprises particularly the following parts:
 - a) Declaration on intellectual property rights and, if applicable, on copyright
 - b) Overview of the current state-of-the-art dealt with in the thesis
 - c) Aim of the thesis
 - d) Description of the issue dealt with
 - e) Results of the thesis including new findings and their analysis
 - f) Bibliography
 - g) Abstract in the Czech and English language
- (5) Details on the submission of the AMT shall be set in the relevant internal regulation issued by the Faculty.
- (6) The candidate is obliged to submit the AMT no later than within one year of the commencement of the AMEP. If he/she fails to do so, the Chairperson of the examination board shall propose termination of the AMEP to the Dean.
- (7) The Chairperson of the examination board shall appoint two external examiners of the AMT; at least one external examiner must be from a different institution than TBU. An external examiner of the AMT shall be an academic/researcher or an expert from business/industry specializing in the given field of study corresponding to the degree programme in which the AMT has been elaborated. The external examiner of the AMT is required to have the scientific degree of “Candidate of Sciences” (abbreviated as “CSc”)

or education obtained by completing a doctoral programme.

- (8) Within one month of the day on which the thesis was submitted, each of the external examiners shall do a written review on the thesis or he/she shall announce within fifteen days of the submission of the thesis that he/she is unable to write the review. The review must contain a clear statement by the examiner as to whether he/she recommends the AMT for defence or not.
- (9) The review by the external examiner shall, in particular, assess the following:
 - a) Fulfilment of the aims set in the thesis,
 - b) Approach to the problem dealt with and to the results of the thesis including a detailed description of the candidate's own contribution,
 - c) Importance for practical implementation or for the development of the relevant scientific discipline,
 - d) Layout and language level of the thesis.
- (10) Written reviews must be sent to all members of the examination board and to the candidate no later than fifteen days prior to the date of defence.
- (11) Reviews written by external examiners of the AMT are posted in the IS/STAG information system no later than three working days prior to the date of defence.
- (12) In compliance with § 47b Paragraph 2 of the Act, access to the AMT shall be provided to the general public at least five working days before the defence shall take place, and that in the IS/STAG portal.
- (13) By submitting the AMT, the author gives consent to the publication of his/her thesis regardless of the result of the defence.
- (14) All AMT, including the written reviews, records on the process of the defence and the defence results, are registered and available in the TBU Digital Library in compliance with § 47b Paragraph 1 of the Act and with the specific legal regulations⁵⁾.
- (15) TBU can delay the publication of the AMT or a part thereof, and that for the duration of the obstacle to the publication, however, no longer than for a period of 5 years. The information on the delayed publication and the substantiation for it must be publicized in the TBU Digital Library.
- (16) TBU shall use plagiarism checkers to assess the originality of the thesis.

Article 55

Advanced Master's (rigorosum) thesis defence

- (1) The defence of the AMT forms part of the AMSE; it is held in front of an examination board and takes form of a scientific debate among the candidate and the members of the examination board.
- (2) An AMT defence is comprised of a part open to the public and a non-public part. Due to an extraordinary situation at the university, presence at both parts of the defence may take place via distance communication tools without being open to the public. In such a case, an audio and video recording will be made on the course of the defence, and the same shall be archived for 5 years. Solely a public authority shall be provided access to the said recording, and that for the purposes of exercising its powers, at the public authority's request.
- (3) The candidate is entitled to the defence taking place in spite of both external examiners not recommending his/her thesis for a defence; in such a case, at least one of the external examiners must attend the defence.
- (4) In the event that any of the external examiners is unable to attend the defence, the review submitted by the absent examiner shall be read by the Chairperson or by another member of the examination board

⁵⁾ *Act No. 121/2000 Coll., on Copyright, on Rights Related to Copyright, and on Amendments to Selected Acts (Copyright Act), as amended.*

Act No. 89/2012 Coll., Civil Code, as amended.

authorized by the Chairperson.

- (5) The AMT is assessed as “defended” or “not defended”; when giving the final assessment of an AMT, the examination board takes into consideration the proposals included in reviews written by external examiners.
- (6) If the assessment is “not defended”, the examination board must provide grounds for the decision, to be approved by the majority vote, and inform the candidate about the grounds for the decision afterwards. At the same time, the examination board must inform the candidate about its opinion on the possibility that his/her AMT should be rewritten.
- (7) The candidate may repeat his/her attempt to defend his/her AMT upon rewriting the AMT no more than once. If the candidate fails to defend his/her AMT on the date set for a retake, the Chairperson of the examination board shall propose that the advanced Master’s (rigorosum) procedure should be terminated by the Dean.

Article 56

Fee for advanced Master’s (rigorosum) examination procedure

- (1) The amount of the fee for actions related to the acceptance of an application for the AMSE and to the organization of the examination within the AMEP is the double value of the basic amount specified in compliance with § 58 Paragraph 2 of the Act. If the candidate fails to pay the fee within the set deadline, it is deemed that he/she has withdrawn his/her AMSE application.
- (2) The particular amount of the fee for the given academic year announced by the Rector is posted in the part of the TBU website open to the public.
- (3) The fee for the AMEP is not refundable to the candidate.

PART FIVE

COMMON PROVISIONS

Article 57

Documentation on studies

- (1) The documentation on studies is used for enrolments, for storing and processing of data related to studies of individual students and doctoral students.
- (2) The documentation on studies is included in the IS/STAG system and is kept in the language in which the degree programme is accredited, and in the English language.

Article 58

Settlement of liabilities

A student or doctoral student who completed his/her studies is required to settle all his/her liabilities to TBU or to the relevant component part and return his/her student identity card without delay to the relevant Student Affairs Office or to the office responsible for keeping the documentation related to doctoral programmes.

Article 59

Delivery system

- 1) Decision letters relating to:
 - a) Suspension of studies
 - b) Recognition of parts of studies, course credits or examinations
 - c) Termination of studies
 - d) Scholarship eligibility
 - e) Tuition fee

- f) Permission for a student to change from one degree programme to another at TBU
- g) Changes in the mode of study
- a) Other matters related to studies

can be delivered to students and doctoral students via the TBU electronic information system. The TBU electronic information system can also be used to deliver other documents related to studies.

- (2) The document is delivered to the party to the proceedings at the moment when, after the document has been made available to the party to the proceedings in the TBU electronic information system, the party to the proceedings logs in to that system. If the user does not log in to the system within 10 days from the date on which the document was made available to the user in the TBU electronic information system, this document is considered as delivered on the last day of the period set.
- (3) The relevant provisions of another legal regulation⁶ shall apply to the delivery of documents to persons who are not students or doctoral students.

Article 60

Submission of documents to TBU

- (1) A student or a doctoral student may submit a document to TBU only in electronic form via the TBU electronic information system, and such submission is deemed to be signed. The submission is deemed as made after being confirmed in the TBU electronic information system.
- (2) For the purposes of this Article, all actions made by a student or by a doctoral student towards TBU or towards the relevant TBU Faculty, including the submission of Bachelor's/Master's/doctoral theses, shall be deemed as submission of documents.
- (3) Natural persons whose studies have been suspended may communicate with TBU via their private e-mail address, using the assigned student ID number for verification. The possibility of communication in accordance with the Rules of Administrative Procedure is not affected herewith.

Article 61

Day of completion of studies

- (1) In compliance with § 56 Paragraph 1 Letter b) of the Act, the day of completion of studies is defined as the day following the date on which the deadline for submission of an appeal against a decision on termination of studies expired. The request for a review of a decision must be submitted within 15 days of the date of announcement of the decision.
- (2) The date of completion of studies in the event that an appeal against a decision on termination of studies was submitted within the period as set in Paragraph 1 is the day on which the decision of the appeal body (the Rector) rejecting the appeal and confirming the challenged decision became effective. The decision made by the Rector and regarding the appeal is in force if the student has been notified of the decision.
- (3) The day of completion of studies in the initial degree programme is the day preceding the student's enrolment on the continuing degree programme

Article 62

Appraisals and awards

- (1) In accordance with Article 43 Paragraph 4 of the TBU Statute, the Rector decides on the Rector's Award to be made particularly in recognition of a student's or a doctoral student's outstanding academic performance achieved during his/her studies at TBU.
- (2) Rules for awards made in recognition of a student's outstanding academic performance and given by the Faculty or by TBU are specified in the relevant internal regulation issued by the Faculty or by TBU.

Article 63

⁶ *E.g. Act No. 500/2004 Sb., Rules of Administrative Procedure, as amended, etc.*

Proceedings concerning the statement of invalidity of state examinations or parts thereof or of a doctoral thesis defence

- (1) In the proceedings concerning the statement of invalidity of a final state examination or parts thereof, advanced Master's state examination or parts thereof, or the state doctoral examinations or doctoral thesis defence, decision is to be taken by the Rector in compliance with § 47c to § 47e of the Act.
- (2) The composition of the Review Panel, whose opinion forms part of the documents relevant to the statement of invalidity of a state examination or a part thereof or of the doctoral thesis defence, and, furthermore, the procedure to be applied in the proceedings, is specified in the Rules for Proceedings Concerning the Statement of Invalidity of State Examinations or Parts Thereof, or Doctoral Thesis Defence and for Proceedings Concerning the Statement of Invalidity of Appointment as Associate Professor at TBU.

PART SIX

TRANSITIONAL AND FINAL PROVISIONS

Article 64

Transitional provisions

- (1) The provisions of Article 25 Paragraph 1 and of Article 26 Paragraph of the TBU Study and Examination Regulations in the version effective before the effective date of these Regulations shall apply to the requirements set for proper completion of studies and to the FSE to be taken by a student who has enrolled on a degree programme and whose first period of instruction within the given degree programme started to run before 1 March 2025.
- (2) The final state examination of a doctoral student who has enrolled on a degree programme and whose first period of instruction within the given degree programme started to run before 1 March 2025 includes the doctoral state examination, for which the provisions of Part 1, Article 31, Paragraph 1, Article 34 Paragraph 5 Letter l) and m), Article 36, Paragraph 1 and Part 2, Article 44 to 47 of the TBU Study and Examination Regulations in the version effective before the effective date of these Regulations.
- (3) All proceedings in cases as mentioned in § 68 Paragraph 1 of the Act which commenced before the date when these Regulations became effective, the provisions of the TBU Study and Examination Regulations in the version effective at the time of their commencement shall continue to apply.

Article 65

Validity and effect

- (1) The Study and Examination Regulations of TBU registered by the Ministry of Education, Youth and Sports under the Ref. No. MSMT-4978/2017 on 27 February 2017, as amended, are hereby cancelled, except for the provisions stated in Article 64.
- (2) Provisions of internal regulations and of internal rules issued by the Faculties or by TBU that are contradictory to these Regulations cease to be valid.
- (3) These Regulations were approved by the TBU Academic Senate on 30 September 2025.
- (4) These Regulations come into force on the day when registered by the Ministry of Education, Youth and Sports in compliance with § 36 Paragraph 4 of the Act.
- (5) These Regulations become effective on the day when registered by the Ministry of Education, Youth and Sports.

Assoc. Prof. Ing. Martin Sysel, Ph.D. m.p.
Chairperson of the TBU Academic Senate

Prof. Mgr. Milan Adámek, Ph.D. m.p.
Rector of TBU