

*These Study and Examination Regulations of the Technical University of Liberec were registered by the Ministry of Education, Youth and Physical Education according to Art. 36 Par. 2 of the Act No. 111/1998 Coll. and the alternations and amendments of other acts (Higher Education Act), on April 19, 2017 under the file number MSMT-9717/2017.*

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**I.**  
**FULL WORDING OF**  
**THE STUDY AND EXAMINATION REGULATIONS OF THE**  
**TECHNICAL UNIVERSITY OF LIBEREC**  
valid from 19 April 2017

**PART 1**  
**INTRODUCTORY PROVISIONS**

**Article 1**  
**General Provisions**

- (1) The Study and Examination Regulations of the Technical University of Liberec (hereinafter referred to as “Study and Examination Regulations”) are internal regulations according to the Act No. 111/1998 Coll., on Higher Education Institutions and on Amending and Supplementing Other Acts (the Act on Higher Education Institutions), as amended, (hereinafter “the Act”), and according to the Statutes of the Technical University of Liberec (hereinafter referred to as “the Statutes”).
- (2) These Study and Examination Regulations set study rules in accredited study programmes conducted by the Technical University of Liberec (hereinafter referred to as “TUL”) or its faculties in all forms of studies. They are binding for all students and academic staff of TUL lecturing in these study programmes and for other experts taking part in lecturing (hereinafter referred to as “lecturer”).
- (3) Studies in Bachelor, Master and Doctoral study programmes can be realized in cooperation with a university abroad which offers a content-related study programme. The conditions of studies are governed by an agreement between the participating universities. The agreement shall be concluded by the Rector on behalf of TUL.
- (4) For studies in study programmes realized by TUL, the specifications can be set by Rector’s directive; for studies in study programmes realized by individual faculties, these can be set by Dean’s directive. These directives must be in accordance with the Act, the Statutes and these Study and Examination Regulations.
- (5) If a study programme is realized by TUL, the decisions according to these regulations are made by the Rector instead of the Dean, if not stated otherwise.
- (6) By Study programmes it is also understood the study fields that have been accredited by 31 August 2016.<sup>1</sup>

**Article 2**  
**Study Programmes, Study Plans and Study Subjects**

- (1) The definition and requirements of the accredited study program are regulated by Art. 44 of the Act.
- (2) The list of study programmes conducted by TUL or its faculties, including their types, profiles, forms of teaching, standard length of study and information about their accessibility for people with disabilities, is published in the public part of the TUL websites.
- (3) The Study Plan sets out the time and content sequence of the study subjects, the form of their study, and the method of verifying learning outcomes.
- (4) Study Subjects (hereinafter referred to as “Subjects”) can have the following statutes:
  - (a) compulsory - their completion is a condition for graduating from a given study programme,
  - (b) compulsory-elective – a student must obtain a given number of credits in the individual blocks of compulsory-elective subjects,
  - (c) optional – other subjects of a study programme and/or subjects of other study programmes.

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<sup>1</sup> Act No. 137/2016 Coll., amending Act No. 111/1998 Coll., On Higher Education Institutions and on Amendments to Other Acts (Higher Education Act), as amended, and other laws.

- (5) In connection with the study plan, the student creates a personal study plan by registering for particular subjects, in the case of Ph.D. students their individual study plan.
- (6) From the point of view of the personal study plan of a student, the subjects offered by a study programme are divided as follows:
  - a) Subjects without restrictions; these can be registered for by any student. The syllabus can state recommended subjects whose completion is a prerequisite for registration.
  - b) Conditioning subjects; these are a necessary condition for the completion of a consecutive subject (the subject for which a conditioning subject is stated). The completion of the conditioning subject is a necessary prerequisite for taking an examination in the consecutive subject.
  - c) Exclusive subjects; if a subject or a group of subjects is marked as mutually exclusive, a student can register for it only when not registering or having not completed any of the exclusive subjects. Exclusive subjects are those of a similar content focus.
  - d) Subjects intended for a specific group of students – this restricted possibility of registration must be stated in the syllabus of the subject.
- (7) A separate part of the description of a study programme comprises the syllabi of individual subjects which are made public in the information system of the study agenda (hereinafter referred to as “IS STAG”). These contain mainly:
  - a) the name of the subject and its abbreviation,
  - b) the extent of instruction, credit value, way of completion,
  - c) the content and the objective of the subject,
  - d) the requirements upon a student regarding the subject completion,
  - e) a list of topics to be covered,
  - f) prescribed study literature,
  - g) the conditions for possible restrictions of the subject’s registration (conditioning or exclusive subjects).

### **Article 3 Organization of Studies**

- (1) The academic year lasts 12 calendar months. Its start is set by the Rector in the Calendar of the TUL academic year.
- (2) The academic year is divided into the winter semester, the summer semester and the holiday period. The semester consists of a teaching period and a lesson-free period. In the lesson-free period, examinations and other activities according to study programmes take place.
- (3) In the Calendar of the TUL academic year, the Rector sets the beginning and the end of instruction in individual semesters, the beginning and the ending of examination periods of individual semesters, the beginning and the ending of holidays, terms of state final examinations and of graduation ceremonies.
- (4) The Faculty Calendar is set by its Dean. In particular, the Calendar includes dates of registration for individual types, forms or years of study, organization of the last semester of study with regard to the dates of the state final examinations.

### **Article 4 Credit System**

- (1) Studies in Bachelor and Master programmes are realized by means of a credit system. In a Doctoral programme, studies are realized by means of a credit system if the study programme is accredited in this way or if the Dean decides so.
- (2) Each subject included in the study programme is assigned a certain number of credits. The same subject has the same credit value for all forms of study of the relevant study programme.
- (3) A student obtains credits after passing the subject; i.e. in the case of subjects concluded by a credit after passing the credit, in the case of subjects concluded by a graded credit after passing the graded credit, in the case of subjects concluded by an examination (or by a credit and an examination) after passing the examination. At the same time, the student must complete the subject in the academic year in which s/he has registered for it, and at the latest within the deadline set in the given academic year's Calendar.
- (4) Credits for each subject (including substituting subjects) can be obtained only once during studies in a particular study programme. This does not apply to Physical Education, which is not a part of the study specialization, and to other skill-based subjects determined by the study programme. The maximum number of credits which can be obtained for these subjects is stated in their respective syllabi.

- (5) According to the study programme, a student must obtain the number of credits equal to at least the standard number of years of studies multiplied by sixty. The credits must be obtained for subjects required by the study programme and the study plan.
- (6) For certain important reasons, the Dean can cancel a compulsory or compulsory-elective subject in the student's personal study programme upon the student's request or on the Rector's own initiative. At the same time, the Rector shall decide which equivalent subject shall replace it.

## **PART TWO BACHELOR AND MASTER STUDY PROGRAMMES**

### **Article 5 Forms of Instruction**

The basic forms of instruction are lectures, practical classes, laboratory practical classes, seminars, studio work, projects, tutorials, field trips, training courses, intensive courses, field practice and self-study. The guarantor of the subject is responsible for the professional level of instruction of the individual subjects. Organizational support is provided by the head of the department / institute which provides the course.

### **Article 6 Organization of Instruction**

- (1) The way in which the instruction is organized in the full time and the combined study forms of studies including field practice, field trips and intensive courses is determined by the Dean's Directive.
- (2) Participation in the instruction is compulsory for the students in the full-time form of studies, with the exception of lectures and tutorials, unless the guarantor stipulates otherwise at the beginning of the semester. Compulsory participation in other forms of instruction can be substituted for by other requirements if thus stated in the subject syllabus.
- (3) Students who for serious reasons cannot attend compulsory instruction can fulfil their study duties in an alternative way set by the tutor within the dates which do not contradict the academic year calendar.
- (4) The details of the organization of the combined study form are set by the Dean before the beginning of the relevant academic year.
- (5) The departments guaranteeing a subject shall specify and make the syllabus of the subject public through the IS STAG in the first week of the teaching period at the latest.
- (6) The declared conditions for awarding the credit and eligibility for taking the examination cannot be changed during the semester. Requirements for passing the subject shall be announced at the beginning of the semester, but not later than the second week of the teaching period.

### **Article 7 Enrolment for studies**

- (1) An applicant becomes a student on the day enrolment for studies.
- (2) A student can be enrolled for the next academic year or semester provided s/he fulfils the conditions for enrolment into the next year or semester of study set out in the relevant study programme and in these Study and Examination Regulations.
- 3) Conditions for enrolment into the following academic year are fulfilled by a student who:
  - a) gained the minimum of 40 credits in the first year of his/her studies for the subjects registered in the relevant academic year; the study programme can state the particular subjects in which a student has to obtain these credits or part of them,
  - b) in other academic years, gained at least 30 credit points for the subjects registered in the relevant academic year,
  - c) pre-registered subjects successfully,
  - d) credits for subjects recognized for previous studies at TUL or other faculties or universities (not applicable to subjects recognized under ERASMUS+) cannot be included in the required number of credits according to (a) and (b).
- (4) The Dean specifies the details of registration, the way of checking correctness, the form and the deadlines of registration for the whole academic year or for the relevant semester. Returning students who register after the interruption of their studies can do so within the maximum of 5 working days of the end of the interruption of studies.

- (5) If a student does not register within a set deadline for the academic year, does not excuse him/herself within 5 working days after the deadline and does not ask for a compensatory registration or for an official interruption of studies, or the Dean does not accept his/her apology, s/he shall have the studies terminated according to Art.56, Par. 1 (b) of the Act.
- (6) The study department of faculty which is in charge of the particular student (hereinafter referred to as "Study Department") is responsible for the student's registration, for the correctness of the student's registration, and for any changes in the registered subjects.

#### **Article 8 Pre-Registration for Subjects**

- (1) A student composes his/her preliminary personal study plan for the following academic year from the Study Plan by means of pre-registration into the IS STAG, i.e. by registration to study particular subjects in the following academic year in the terms given by the schedule of the IS STAG. The Rector shall set the details of the organization of pre-registration.
- (2) During pre-registration, a student selects compulsory and compulsory-elective subjects according to the standard Study Plan of the relevant Study Programme, and optional subjects, so that he/she can obtain 60 credits in the academic year, and at least 30 credits, for passing these subjects; with the exception of first year students where the obligation is to gain a minimum of 40 credits. Credits for subjects recognized from the student's previous studies at his/her faculty, at another faculty of TUL or at another university are not included into this number. (not applicable to subjects recognized under ERASMUS+). In the academic year in which the student shall take the final state examination, the minimum of 30 credits is not required.
- (3) Applicants who have been enrolled into the 1st year of a Bachelor or a Master study programme, which does not follow up a Bachelor study programme (henceforth "non-follow-up study programme"), are registered into the IS STAG by the study department, unless the Dean decides differently.
- (4) The pre-registration is compulsory; without registering a subject into the IS STAG, it is not possible to complete the subject (credit, graded credit, examination in the given semester) and receive credits for its completion.
- (5) The Heads of Departments/institutes providing the subject shall set, with the approval of the Dean, the minimum and the maximum number of students each subject shall be open for. If the limits are not set, it is assumed that the subject will be open for any number of students. A student is obliged to get informed about the result of this decision and make necessary corrections in the pre-registration if needed.
- (6) Changes in the pre-registration after the set term has passed can be made if:
  - a) the particular subject will not be open due to a small number of registered students,
  - b) the student has not been enrolled in the subject because the number of registered students exceeds the limit,
  - c) subjects chosen by the student overlap in the schedule,
  - d) the student had not managed to obtain credits for a conditioning subject in the previous semester,
  - e) a cancelled subject shall be compensated for by a repeated registration of the subject which the student registered for in the previous academic year, but did not successfully complete,
  - f) the change has been approved of by the Dean.
- (7) If a student does not pre-register in the appropriate way within a set deadline, and if this happens for serious reasons, he/she can ask the Dean to excuse him/her from pre-registration. The student is then registered for the following study in a special form of registration. If a student who has not pre-registered does not ask to be excused from pre-registration within 5 days of the pre-registration deadline or his/her apology is not accepted by the Dean, his/her behaviour will be considered to be a reason to terminate his/her studies according to Art.56, Par.1 (b) of the Act.

#### **Article 9 Registration for Subjects**

- (1) A student shall register for subjects in such a way that s/he keeps the study structure given by the Study Programme regarding their status (Art. 2, Par. 4), meets the conditions of subject choice in terms of their character according to the Art. 2, Par.6, and also fulfils the conditions of Art. 8, Par.2 regarding the number of registered credits.
- (2) A student can register any TUL subject as an optional subject within the block of optional subjects provided the Dean of his/her faculty agrees to this and also provided the Head of the Department guaranteeing the subject grants approval based on the number of enrolled students.
- (3) At the beginning of each academic year a student registers for all subjects of his/her study plan in his/her credit book and the study department validates the registration. By registering for the subjects in the academic year or semester, the student's personal study plan is confirmed and it becomes compulsory for the student. Within the

deadlines set by the IS STAG Calendar, a student can modify his/her study plan. Changes in the personal study plan made out of the set deadline must be approved by the Dean upon the student's request.

- (4) In the first year of study in a Bachelor or non-follow-up Master study programme, a student must register for all compulsory subjects of the first year of the standard Study Plan and for such a number of compulsory-elective and optional subjects so that he/she can obtain a sufficient number of credits.
- (5) A student who registers only for one semester after the interruption of studies or for other reasons must register for subjects with a total credit value of at least 15 credits; credits for subjects recognized from the student's previous studies at TUL or at another faculty or university are not included into this number.
- (6) Provisions set in Par. 5 and in Art. 8, Par. 2 do not apply to students who will fulfil the overall subject and credit requirements for duly finishing their studies in the academic year for which they are registered.
- (7) The Dean can cancel a student's registration for a subject:
  - a) for significant health reasons if these prevent the student from completing the subject (especially physical education and training courses);
  - b) upon the announcement of the department that they cannot open a subject in a particular academic year for exceptional reasons;
  - c) if the number of students registered for the subject falls below the minimum limit set by the department/institute which teaches the subject;
  - d) if the subject is taught during the summer semester and the student is not able to obtain credits for prerequisite subjects before the summer semester begins, or if an additional change in the timetable in the student's personal study plan for the summer semester results in an insoluble overlapping of subjects;
  - e) if it is found out that the student registered for the subject contrary to the registration conditions.
- (8) If the number of obtainable credits should decrease as a consequence of cancelling the registration of some subjects according to Art. 9, Par. 7, the student must register for another subject to compensate for the cancelled one so that the condition set in Art. 8, Par. 2 is met.
- (9) If a student does not fulfil the requirements for obtaining credits for a subject, he/she must register for this subject one more time. If the subject is taught in both winter and summer semesters, in the case of failure in one semester, the student can register for it again in the same academic year. The subjects which have to be completed in the first year of study represent an exception (Art. 7, Par. 3 (a)). For courses whose form of instruction is studio work, the first and second sentences apply corresponding to the Dean's decision.
- (10) If a student does not complete the subject even when he/she registered for it for the second time, he/she cannot register again even for an interchangeable subject.
- (11) If a student does not meet the conditions for obtaining credits even when registering for the subject for the second time, in exceptional and justified cases the Rector can decide about the third registration based on the Dean's statement. It is the student's obligation to apply for the third registration of the subject without unnecessary delay after finding out that the student did not complete the subject even during the second registration, and no later than the date set in the TUL Calendar.
- (12) If the conditions for the subject completion are not fulfilled after the second registration and an exception is not granted as per Par. 11, this shall be the reason for termination of the studies according to Art 56, Par 1 (b) of the Act.

#### **Article 10**

##### **The First Semester of Studies in Bachelor and Non-follow-up Master Degree Programmes**

- (1) In the first semester of studies in Bachelor and non-follow-up Master degree programmes, the following rules apply:
  - a) a student must obtain at least the number of credits set by the Dean for their first semester personal study plan by the end of the examination period. The Study Programme can specify from which subjects the student must obtain these credits. Credits for subjects recognized from the student's previous studies at TUL, at another faculty of TUL or at another university are not counted into this number (not applicable to subjects recognized under ERASMUS+).
  - b) attendance at lectures is compulsory in the first semester of studies unless the guarantor of the subject stipulates otherwise.
- (2) Interruption of studies during or immediately after the first semester of studies is possible only exceptionally. The Dean shall decide if the exceptional reasons claimed by the student are acceptable.

#### **Article 11**

##### **Forms and Course of Studies; Study Control**

- (1) The basic forms of Study Control are: a credit, a graded credit, an examination and the Final State Examination.
- (2) A credit is awarded for the completion of the requirements specified by the teacher following the subject's syllabus and according to the instructions of the subject's guarantor.
- (3) Credits are awarded by the teacher of the subject, unless set otherwise by the Head of the Department. If the credit is awarded, the teacher records "započteno" (credited) into the student's credit book, adds the date of awarding the credit and his/her signature.
- (4) If a student is not awarded a credit within the set date, the teacher can set an alternative date. If a credit has not been awarded and upon the student's request in writing, the Head of the Department shall have the case revised by a committee.
- (5) A graded credit is used mainly for the assessment of a seminar, project, graphic and construction work, programming or practical classes for which it is so specified by the Study Programme and in which examinations are not taken. Par. 4 applies to the graded credit.
- (6) If the credit is awarded, the teacher records "započteno" (credited), adds the grade according to Art. 12, the date of awarding the credit and his/her signature.
- (7) By means of examinations, a student's knowledge of the subject matter and the ability to apply this knowledge is tested. The syllabus of the subject specifies the form of the examination (written, oral, combined) and the basic examination requirements.
- (8) For subjects completed, according to the Study Plan, by a credit and an examination, obtaining the credit is a necessary prerequisite for taking the examination.
- (9) A student has the right to retake each examination twice within the dates offered for a particular subject. Examinations taken in the subjects taught in the form of studio cannot be retaken.
- (10) Upon a student's request and upon the statement of the teacher of the subject, the Dean can exceptionally allow the third retake of the examination.
- (11) The Dean can allow an exceptional term for retaking the examination to a student whose examination was evaluated by the grade worse than "excellent", with the exception of studio subjects, but not more than twice during the entire period of study.
- (12) Students are usually examined and re-examined by the teachers who taught the subject. In exceptional cases they can also be examined by other teachers if so specified by the Head of the Department. Upon the student's or the examiner's request, the Dean shall set the second retake of the examination to be held in front of a committee appointed by him/her.
- (13) In all forms of study control, a student has the right to see his/her written work assessed if the testing is made in writing, but not later than 15 calendar days after the testing took place.
- (14) Examinations and remedial examinations are usually organized during the lesson-free period specified by the Calendar of the given academic year. With the teacher's approval, examinations can be taken also during the holidays or during the semester, but at the latest by the deadline specified by the Calendar of the given academic year. The examiner sets the dates of examinations in individual subjects in sufficient number and well in advance and enters them into the IS STAG. An examination is usually taken in one day.
- (15) Registration and deregistration is done through the IS STAG. A student has the right to deregister by the deadline set in the IS STAG. A student who deregisters from an examination in time is considered as if he/she had not registered for the examination.
- (16) If a student withdraws from an examination after it begins, if s/he does not come to an examination without a proper excuse or if s/he violates the examination rules, s/he is classified as "failed" ("nepospěl"). A student can, for exceptional, mainly health reasons, excuse him/herself later, but no later than five days after the examination date. The examiner considers the reasons before accepting them.
- (17) The data about all study results are required to be registered in the credit or examination catalogues and in the IS STAG within 5 days of awarding the credit or taking the examination at the latest.
- (18) The study department is responsible for keeping and the correctness of the central evidence of all study results of the students studying in study programmes realized by the faculty. The check-up is performed by the Department of the Students' Register.
- (19) Credits and examinations not registered in the IS STAG by the date of the check-up of the fulfilment of study obligations at the latest are considered as not taken, unless proved otherwise by the student.
- (20) In relation to childcare, a student has the right to have the time period for fulfilling study duties extended, as well as the deadline to meet the study conditions for advancing into the next semester, year or block of studies based mainly on these Study and Exam Regulations, by the length of time that maternity leave would normally take, provided she does not interrupt her studies during that time.

- (21) The maximum period of study in the study program in which a student is enrolled is twice the standard length of the study programme. If a student fails to complete his/her studies in due form during the maximum period of study, that fact shall be considered as the case referred to in Article 30 (2).

**Article 12**  
**Study Results Evaluation**

- (1) The examiner evaluates both a graded credit and an examination by the following grades: “excellent” (1), “excellent minus” (1-), “very good” (2), “very good minus” (2-), “good” (3), “failed” (4).
- (2) For the assessment of the transcript of records connected with international mobility, this conversion table shall be used:

Grade	Number Value	ECTS Grade
Excellent	1,0	A
Excellent minus	1,5	B
Very good	2,0	C
Very good minus	2,5	D
Good	3,0	E
Failed	4,0	F

- (3) The examiner (or exceptionally the Head of the Department or another staff member authorised by the Head of the Department) shall enter the study result with the exception of grade “failed” into the student’s credit book in the form of a word and adds the date and his/her signature. The grades “excellent minus” and “very good minus” are entered into the credit book as “excellent-m” and “very good-m”.
- (4) A student whose grade is at least “good” has fulfilled the conditions for the completion of the subject and is awarded the particular number of credits.
- (5) The grade “failed” is marked into the IS STAG, and when applicable into the examination catalogue (if introduced by the faculty) but not in the student’s credit book.
- (6) As a criterion for assessing the quality of learning outcomes, a student’s study results are measured by means of a weighted study average, which is calculated for each student in each academic year, or in each semester, and for the whole course of study before taking the State Final Examination.
- (7) The weighted study average is calculated as a sum total of all grades multiplied by the particular credit values and then divided by the sum total of credits that can be obtained for the registered subjects that are completed with an examination in the given period. The weighted study average is rounded to two decimal places according to the rounding rules: 0 to 4 down, 5 to 9 up.
- (8) The weighted study average is used in overall study evaluation according to Art. 15; it can be taken into consideration in various open competitions.

**Article 13**  
**Bachelor and Diploma Theses**

- (1) Studies in a Bachelor study programme are completed by the State Final Examination, a part of which is usually the defence of a Bachelor Thesis. This fact is set by the content of the relevant accredited study programme. Studies in Master study programmes are completed by the State Final Examination, a part of which is the defence of a Diploma Thesis.
- (2) A Bachelor Thesis is assessed by its supervisor and usually also by an opponent. The Diploma Thesis is assessed by its supervisor and an opponent. The opponents of the Bachelor and Diploma Theses are appointed by the Head of the Department that assigned the thesis. The opponents of Diploma Theses are usually not TUL employees.
- (3) The supervisor and of the Bachelor or Diploma Thesis shall create a brief written evaluation of the thesis and the opponent shall create the opponent report of the thesis.
- (4) An opponent report of a Bachelor or a Diploma Thesis includes:
- a) a statement on whether the thesis meets the objectives of the assignment,
  - b) an evaluation of the content and form of the thesis,
  - c) a statement on whether the thesis fulfils the requirements for awarding the appropriate academic degree,
  - d) a statement if the thesis is recommended to be defended,
  - e) the proposed grade: “excellent“ (1), “excellent minus“ (1-), “very good“ (2), “very good minus“ (2-) “good“ (3) or “failed“ (4).

- (5) The supervisor's written evaluation of the Bachelor or Diploma Thesis consists besides the elements of the opponent report also an assessment of the student's attitude towards his/her work in the process of writing the thesis.
- (6) Even if the Bachelor or the Diploma Thesis is not recommended for defence, the student can proceed to the defence or ask the Dean for a new assignment.
- (7) A student has the right to obtain the evaluations and opponent reports of the Bachelor or the Diploma Thesis at the department which assigned the thesis three working days before the defence at the latest.
- (8) The Bachelor or Diploma Thesis together with the opponent reports, the supervisor's evaluation and the results of the defence shall be stored according to the TUL Filing Rules.
- (9) The Bachelor or Diploma Thesis including the reports and defence results are processed in the language, in which the study programme is accredited.

#### **Article 14 State Final Examination**

- (1) The State Final Examination (hereinafter referred to as "SFE") is taken in front of a committee for SFE (hereinafter referred to as "the committee"). The committee can be appointed even for individual parts of the examination.
- (2) The members of the committee and its chairperson are appointed by the Dean in accordance with Art 53, Par. 2 and 3 of the Act. The work of the committee is managed by its chairperson, and during his /her absence, by a person authorised to do so by the chairperson.
- (3) The right to examine at SFE applies only to professors, associate professors and experts approved of by the relevant Scientific, Artistic or Academic Board. The Ministry of Education, Youth and Sports (hereinafter referred to as "the Ministry") can appoint prominent experts in a given branch as other members of the committee.
- (4) The Dean's directive or order, in accordance with the Calendar of the TUL academic year, sets the terms of SFE, its organization, and the way of registration and deregistration as well as the procedure for writing and submitting the Bachelor and Diploma Theses. SFE usually take place twice a year during the lesson-free period.
- (5) A student can sit for SFE or its last part if the following conditions have been met:
  - a) he/she has obtained the number of credits equal at least to the standard number of years of studies multiplied by sixty for subjects set by the Study Programme, and fulfilled all the study obligations set by his/her personal Study Plan,
  - b) he/she has completed his/her Bachelor or Diploma Thesis on a given subject in the required extent and has submitted it within the deadline if this is prescribed by the study programme,
  - c) a student is obliged to hand in his/her Bachelor or Diploma Thesis during the year following the year of his/her fulfillment of all study obligations at the latest, according to the Par.5 (a).
- (6) SFE consists of:
  - a) Bachelor or Diploma Thesis defence if this is a prescribed part of SFE,
  - b) other parts which are: professional discussion, or professional discussion on individual subjects, or oral examination; parts of SFE are set by the Study Programme (Art. 44, Par. 2 (f) of the Act).
- (7) The Bachelor or Diploma Thesis defence is chaired by the chairperson of the SFE committee, or by a member of the committee appointed by their head. At the beginning of the Bachelor or the Diploma Thesis defence, the student shall introduce the subject and the objectives of the thesis to the committee, briefly describe the methodology of the research and introduce the main results. In the following part of the defence, the reports are presented to the committee and the student shall react to the comments they contain and answer the questions related to the subject of the Bachelor or Diploma Thesis asked by the members of the committee.
- (8) Other parts of SFE (Par. 6 (b)) are directed by the chairperson or a member of the committee authorised by the chairperson. Members of the SFE committee ask the student questions relating to his/her field of study. The purpose of the professional discussion is to assess, apart from the level of knowledge, the student's ability to apply his/her theoretical knowledge as well as their argumentation and related scope of knowledge.
- (9) At a closed conference of the final part of the SFE, the committee shall assess the Bachelor or Diploma Thesis defence and other parts of SFE and set the final grade for SFE or its part. If a student fails one part of SFE, the overall grade is "neprospěl" (failed).
- (10) Members of the SFE committee shall vote about the final SFE grade. The committee shall decide on the manner of voting, which may be secret or public. The committee is quorum if at least three of its members, including the chairperson, are present. The committee decides on the basis of the majority of votes. In the case of equal number of votes, the vote of the chairperson shall decide.
- (11) The committee first decides if a student has passed or failed. If he/she has passed, his/her grade is to be agreed on as "excellent" (1), "excellent minus" (1-), "very good" (2), "very good minus" (2-), "good" (3). The final grade is



proposed by the chairperson and it is based on the Bachelor or Diploma Thesis defence and on others parts of SFE separately.

- (12) The committee in front of which a student takes the last part of the SFE also decides on the final assessment of the SFE.
- (13) After the conference of the committee, the student is told if he/she has passed. The final grade is announced by the chairperson.
- (14) The secretary of the committee takes minutes of the result of the SFE in the language in which the programme is accredited.
- (15) A student who has fulfilled the requirements for taking SFE or its last part in a given academic year must take the SFE within the two following academic years at the latest. If this condition is not met, it is the reason to have the studies terminated in accordance with Art. 56, Par. 1 (b) of the Act.
- (16) A student who has fulfilled the conditions under paragraph 5 but did not pass the SFE or the last part of the SZZ in the given academic year, may have the studies interrupted upon their own request, by the Dean's decision, starting from the following academic year, until the date of the next SFE.
- (17) SFE or its part can be retaken once, but immediately in the following academic year after it was taken for the first time at the latest and on the next date of the SFE at the earliest. A student shall retake only the SFE parts in which s/he failed and was graded "neprospěl". However, if one part of the SFE is divided into individual subjects or sub-areas and the student fails in one of the subjects or sub-areas, s/he shall repeat this whole part.

#### **Article 15 Overall Evaluation of Studies**

- (1) The overall evaluation of studies is done after completing the individual parts of the SFE on the basis of the study results and the results of SFE. A student can be assessed as "prospěl s vyznamenáním" (passed with honours), "prospěl" (passed) or "neprospěl" (failed). The Dean can grant "the Dean's award" upon the committee's proposal; the Rector can grant "the Rector's award" upon the Dean's proposal.
- (2) A student passes with honours if his/her weighted study average for the whole duration of studies does not drop below 1.5 and he/she passes SFE with the grade "excellent" (1.0). A student is assessed as "failed", if he/she has not passed SFE within the date set by the Study Programme in accordance with Art. 14, Par. 15 or 17. Other students are assessed as "passed".

### **PART THREE Ph.D. STUDY PROGRAMMES**

#### **Article 16 Studies in Ph.D. Study Programmes**

- (1) Ph.D. Study Programmes (hereinafter referred to as "Ph.D.") are focused on scientific research and independent creative activities in the field of research or development, or on independent theoretical and creative activities in the field of arts. The studies are oriented on scientific work in the given field of study and the level of knowledge is tested by means of the State Doctoral Examination (hereinafter "Ph.D. Examination").
- (2) Studies in Ph.D. are realized in the form of an individual study plan under the guidance of a supervisor and sometimes in cooperation with a consultant. The supervisor and the consultant for a particular student are appointed and removed by the Dean upon the recommendation of the Branch Board.
- (3) An individual Ph.D. study plan shall specify:
  - a) the subjects and their time and content sequence, the way of checking study results of the Ph.D. student in accordance with the Study Programme,
  - b) pedagogical activities set by the head of the supervising department
  - c) the theme of the scientific research or of creative activities in the branch of research or development and in the field of art; rough specification of the theme constitutes the basis of the Ph.D. Thesis,
  - d) possible studies and placement at other workplaces, including those abroad.
- (4) Ph.D. studies consist of:
  - a) a theoretical part completed by means of Ph.D. Examination,
  - b) a scientific and a research or a creative part focused on writing the Ph.D. Thesis and completed by its defence.
- (5) The completion of the theoretical part of the individual study programme shall be demonstrated by the student's passing the examinations prescribed by the accredited Ph.D. programme and Ph.D. Examination. The scientific and research part is completed by means of writing and submitting the Ph.D. Thesis.

- (6) The Ph.D. studies are monitored and assessed by the Branch Board appointed according to Art. 47, Par. 6 of the Act and Art. 18.
- (7) The fulfilment of the individual study plan shall be assessed regularly, at least once a year, by the Branch Board. The result of this assessment is expressed by one of these statements:
  - a) the student is fulfilling the requirements of the individual study plan,
  - b) the student is not fulfilling some parts of the individual study plan without serious reasons,
  - c) the student is not fulfilling some parts of the individual study plan because of serious reasons,
  - d) the student has not fulfilled the requirements of the individual study plan.In the case of letter b) and d) the Dean can terminate the studies in accordance with Art. 30 Par 2 of the Study and Examination Regulations.
- (8) Details about the duties of Ph.D. students are determined by the Dean in the relevant Dean's Directive or the Rector's Directive in the case of Ph.D. students in programmes carried out by TUL.

#### **Article 17**

##### **The Course of Studies in Ph.D. Programmes**

- (1) Part two of these Study and Examination Regulations applies to the course of Ph.D. studies to the appropriate extent. The specifications of the organization, course of studies, the evaluation of studies, Ph.D. Examination, and the defence of the Ph.D. Thesis are set by the Dean's directive of the Rector's directive in the case of a Ph.D. programme carried out by the TUL.
- (2) The full-time form of Ph.D. studies is conducted at a workplace guaranteeing the student's individual study plan and organizing the student's activities and stay at the workplace (hereinafter "supervising workplace"). The combined form of studies is conducted mainly outside the supervising workplace above all on the basis of the student's own preparation.
- (3) A Ph.D. student can take each examination he/she has registered for twice at most, which means he/she has the right to retake the examination once. The examination is taken in front of a committee. The result of the examination is classified as "passed" or "failed" and is entered into the IS STAG, into the credit book and the examination report. The conditions for retaking the examination shall be set by the guarantor of the subject.
- (4) A Ph.D. student has the right to participate in the instruction of any subject taught at TUL.
- (5) The deadline for applying for a dissertation defence in all forms of studies is no longer than six years after enrolment in studies, unless the Dean stipulates otherwise in exceptional cases. The period of interruption of studies is not counted into this term.

#### **Article 18**

##### **Branch Board**

- (1) The study shall be monitored and evaluated by the Ph.D. Branch Board established according to Art. 47, Par. 6 of the Act.
- (2) The Branch Board is the fundamental expert, conceptual, monitoring and evaluating work group for the particular Ph.D. study programme. It is answerable to the Dean for its activity. The Branch Board has at least five members.
- (3) The Branch Board for each Ph.D. programme is appointed and removed by the Dean after a discussion with the Scientific Board of the faculty; in the case of Ph.D. realized by TUL by the Rector after a discussion with the Scientific Board of the TUL.
- (4) The Guarantor of the Ph.D. study programme is the chairperson of the Branch Board.
- (5) The Branch Board shall mainly:
  - a) discuss and announce the proposed topics of Ph.D. Theses,
  - b) comment on the composition of the admission committees for Ph.D. studies,
  - c) comment on the proposed Ph.D. supervisors,
  - d) comment on the proposal of the chairperson and the members of the Examination Committee for the Ph.D. Examination,
  - e) comment on the proposal of the chairperson and the members of the committee for the defence of the Ph.D. Thesis (hereinafter "the committee for the defence"),
  - f) monitor the development of Ph.D. studies and initiate proposals for changes,
  - g) evaluate the course of studies, discuss the annual assessment of a student and submit it to the Dean.
  - h) discuss the individual study plan.

- (6) The Branch Board shall meet upon the decision of its Chairperson as needed, but at least once a year. Copies of the minutes of the Branch Board meeting shall be sent to the Dean.
- (7) In the period between the Branch Board meetings the Board is represented by its chairperson.

#### **Article 19**

##### **Supervisor, Consultant and Study Subject Guarantor**

- (1) A professor, an associate professor or a prominent specialist in a particular branch can become a supervisor after the approval of the relevant Scientific or Artistic Board upon the Dean's proposal. The supervisor is an expert guarantor of a student.
- (2) The supervisor helps the student design his/her individual study plan. He/she expertly and organizationally guides the student in the course of his/her studies, in cooperation with the guarantors of the subjects he/she checks the fulfilment of the student's study obligations and submits the student's annual study assessment to the Branch Board, he/she also comments on the request to interrupt studies. He/she also guides the student during his/her writing of the Ph.D. Thesis. He/she has the right to take part in the student's examinations.
- (3) The Dean can, upon the supervisor's suggestion, appoint a prominent expert in a given branch as a consultant to discuss a selected area of problems of the Ph.D. Thesis with the student.
- (4) In the case of the supervisor's apparent failure in fulfilling his/her duties, or if it is impossible for the supervisor to perform his/her activity, the Dean can replace the supervisor.
- (5) The guarantor of the Ph.D. subject is responsible for the instruction of the subject of the study programme. At the same time he/she is the examiner of the subject. A professor or an associate professor are usually the guarantors of Ph.D. subjects.

#### **Article 20**

##### **Ph.D. Examination**

- (1) Ph.D. examination verifies the student's expert and theoretical knowledge in the given study branch of Ph.D. studies, including the knowledge of the basic methods of scientific work, the ability to acquire new scientific findings, and to evaluate them and use them creatively. As part of the Ph.D. examination, the student defends the submitted outline of the dissertation thesis.
- (2) Ph.D. examination will normally take place within 90 days of the submission of the application for this examination.
- (3) The Ph.D. examination application, including the statement of the supervisor, shall be submitted by the student after fulfilling all the requirements of the theoretical part of studies set by the individual study plan. The application shall be submitted to the study department.
- (4) Together with the Ph.D. examination application form, the student shall submit a written outline of his/her dissertation thesis in the form approved of by the supervisor. The written outline shall include mainly the summary and the evaluation of the findings in the studied field and a list of the student's works related to the field of study.
- (5) Upon the opinion of the Branch Board, the Dean shall decide if and when the Ph.D. examination shall take place. Within 30 days of the submission of the application, the decision of the Dean is announced and the possible negative statement is explained to the chairperson of the Branch Board, the supervisor and the student.
- (6) The committee for the Ph.D. examination consists of the head, the vice-head and at least three other members. At least one member of the committee must be a person outside the TUL academic community. The supervisor is not a member of the committee for the Ph.D. examination.
- (7) The head, the vice-head and the other members of the Ph.D. examination committee are appointed by the Dean upon the proposal of the Branch Board. The Ministry can appoint other members of the examination committee out of prominent experts in a given branch.
- (8) The right to examine at Ph.D. examinations applies only to professors, associate professors and experts approved of by the Scientific Board of the faculty or by the Scientific Board of the TUL in the case of study programmes realized by the TUL, and alternatively by experts appointed by the Ministry.
- (9) For the duration of the Ph.D. examination, the prevailing number of the members of the examination committee, including the head or the vice-head of the committee, must be present.
- (10) At a closed session, the Ph.D. Examination committee evaluates the performance of the student at the examination and votes by secret ballot about the grade which is "passed" or "failed". To achieve the "passed" grade it is necessary that the majority of the votes of the members of the Ph.D. examination committee be positive.
- (11) In its conclusions, the Ph.D. examination committee also evaluates the submitted outline of the dissertation thesis and gives recommendations concerning the student's further work on the dissertation thesis.

- (12) If the candidate fails, the head of the Ph.D. examination committee shall inform the student about the conditions under which the student can retake the examination. A Ph.D. examination can be retaken only once.

### **Article 21**

#### **Ph.D. Thesis**

- (1) The Ph.D. thesis is a result of solving a particular scientific problem; it proves the student's ability to work independently, in a creative way either in the field of science or arts. It must contain original results of scientific or artistic work. The Ph.D. thesis is a complex thesis which contains the published results of the student's scientific and creative work, or results accepted for publishing.
- (2) The Ph.D. thesis is written in a language in which the study programme is accredited, or in English.
- (3) The Ph.D. thesis contains mainly:
- a summary of the current state of research in the area of the subject of the Ph.D. thesis, including the reference to used sources,
  - the objectives of the Ph.D. thesis,
  - the description of the author's solution,
  - the authentic outcomes and their applications, especially in publicly reviewed publications and projects,
  - the evaluation of the results from the viewpoint of the particular branch of science or their practical application,
  - the recommendations for continuing work on the given topic and in the given field,
  - a list of the student's published works and their eventual citations,
  - a list of the sources used,
  - the statement of intellectual property, and when applicable of copyright, which is placed as a separate document at the beginning of the Ph.D. thesis,
  - an abstract, usually in English and another world language.
- (4) The Branch Board can specify the preliminary length of the Ph.D. thesis and other conditions.
- (5) A Ph.D. thesis which comes into existence as a part of a research project solved by a larger team also includes, as a compulsory part, a statement of the submitter and the researchers that the student is the author of the part of the work he/she presents and the percentage of the student's participation in the project.
- (6) Enclosed with the Ph.D. thesis, there is the author's summary which informs the scientific public about the main results of the work. This summary contains the brief contents of the Ph.D. thesis with the emphasis on its outcomes and is structured according to Par. 3. The author's summary is written in Czech or English.

### **Article 22**

#### **Ph.D. Thesis Opponents**

- (1) The Ph.D. thesis is reviewed at least by two opponents appointed by the Dean with the approval of the Branch Board out of prominent experts in the field; at least one of them must be a professor or an associate professor. At least one of the opponents must be a person out of the TUL academic community, as is the case with the committee for the Ph.D. thesis defence. The supervisor and the consultant must not be among the opponents.
- (2) The opponent is obliged to write an independent report of the Ph.D. thesis within one month of the receipt of the appointment as opponent, or announce within 15 days of the receipt of the appointment that s/he cannot write the report. It is not acceptable for an opponent to write the report by stating that he/she agrees with the report of another opponent instead of writing his/her own report.
- (3) The opponent's report must contain mainly:
- the evaluation of the importance of the Ph.D. thesis for the given field,
  - comments on the problem-solving procedure, the methods used and the achievement of the stated objective,
  - an opinion on the results of the Ph.D. thesis and the importance of the author's specific contribution,
  - other statements concerning mainly the evaluation of the method, clarity of structure, layout and the language level of the Ph.D. thesis,
  - comments on the student's publications,
  - the opponent's unambiguous statement whether he recommends the Ph.D. thesis for defence.

**Article 23**  
**The Ph.D. Thesis Defence**

- (1) After passing the Ph.D. examination, the student shall submit an application for the defence of the Ph.D. thesis to the Dean, together with the supervisor's statement containing the recommendation or non-recommendation for the defence of the Ph.D. thesis. The application is enclosed with four copies of the Ph.D. thesis and at least ten copies of the author's summary. It is possible to cancel the application for the defence of the Ph.D. thesis during the preparatory stage before the defence starts, but only once.
- (2) The committee for the defence of the Ph.D. thesis is appointed by the Dean upon the proposal of the Branch Board.
- (3) The committee for the defence of the Ph.D. thesis has at least seven members. It consists of the head, the vice-head and other outstanding academic and scientific staff members employed by TUL, one of its faculties, other universities and research workplaces, or other prominent experts. At least two members of the committee must be non-members of the TUL academic community; at least four members of the committee must be professors or associate professors. The supervisor cannot be a member of the committee for the defence of the Ph.D. thesis.
- (4) The place and the date of the defence of the Ph.D. thesis are made public on the public part of the faculty or TUL websites. All the members of the committee for the defence of the Ph.D. thesis, the supervisor and the student are invited to the defence. Together with the invitation, all of them receive the opponents' reports and the author's summary.
- (5) The defence of the Ph.D. thesis is directed by the head, and if he/she is not present, by the vice-head of the committee for the defence.
- (6) In order for the defence to take place, the presence of the head or the vice-head, at least one of the opponents and at least two thirds of the members of the committee for the defence is necessary.
- (7) The defence of Ph.D. thesis consists of a public part and a closed part.
- (8) The public part of the defence of the Ph.D. thesis is open to the professional public. At first the student is introduced and he/she gives a brief speech about the results of his/her Ph.D. thesis. Then the opponents' reports and the supervisor's evaluation are read and a discussion takes place. The student's duty is to react to the opponents' reports and to answer other questions if such are asked.
- (9) In the closed part of the defence of the Ph.D. thesis, only the members of the committee for the defence, the opponents and the supervisor are present. They vote by secret ballot to decide whether the student has defended the Ph.D. thesis or not. The grades are "passed" or "failed". The student has defended his/her Ph.D. thesis if the absolute majority of the members of the committee for the defence states that he/she has passed.
- (10) The head of the committee for the defence shall announce the result of the defence to the student immediately after the closed part ends.
- (11) A report about the course and the result of the defence of the Ph.D. thesis shall be written according to Par. 8.
- (12) The Ph.D. theses together with the opponents' reports and the results of the defences of Ph.D. theses shall be stored in accordance with the Filing Order of the TUL.
- (13) A student can re-defend his/her Ph.D. thesis after having rewritten it, within the deadline specified by the Dean's Directive.
- (14) A student who has passed the Ph.D. examination and defended his/her Ph.D. thesis is a graduate from Ph.D. studies. The Dean shall notify the graduate in writing of the award of the academic degree, specifying the study programme.

**PART FOUR**  
**COMMON PROVISIONS**

**Article 24**  
**The Students' Rights and Obligations**

- (1) The rights of students are set in Art. 62 of the Act and the obligations of students are set in Art. 63 of the Act.
- (2) Art. 68 and 69 state how decisions about students' rights and obligations should be made. The procedure related to delivery of the decision is stated in the Act and in Art. 3, Par.4 of the TUL Statutes.
- (3) The student is obliged to use the university email address to communicate with TUL.

**Article 25**  
**Admission to Studies**

- (1) Applicants are accepted into study programmes in accordance with Articles 48 to 50 of the Act and Art. 4 of the TUL Statutes. If the study programme is divided into several study branches, applicants can be accepted to

individual branches or groups of branches within the study programme. If an applicant is accepted to a group of branches, the Dean shall decide on the student's enrolment into a specific branch.

- (2) An applicant becomes a student on the day of enrolment at the faculty which implements the study programme, or on the day of enrolment at TUL if the study programme is implemented by TUL (Art. 51, Par. 2 of the Act).

#### **Article 26**

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

- (1) A part of studies or individual credits and examinations (including individual credits and examinations completed at a foreign university) can be recognized by:
  - a) the Dean in the case study programmes implemented by one of TUL faculties,
  - b) the Rector in the case of study programmes implemented by TUL,
- (2) The Rector shall decide on the recognition of studies completed at a university abroad.
- (3) Upon a student's request, the Dean can recognize credits obtained for certain subjects or a part of studies which have been completed:
  - a) in previous or concurrent studies in study programmes implemented by TUL or one of its faculties,
  - b) in previous or concurrent studies at a university in the Czech Republic or abroad,
  - c) in accredited programmes of lifelong learning study programmes according to Art. 60, Par. 2 of the Act.
- (4) When making a decision according to Par. 3, the issues taken into consideration shall be the field of the completed studies or their part, credit evaluation of individual completed subjects of the study programme and study results.
- (5) The whole part of the student's completed studies can be recognised according to Par. 3 (a, b); in the case of studies recognized according to Par. 3 (c) the recognition will cover only up to 60% of the credits needed for completing the studies based on the statement from the guarantor of the study program.
- (6) The subject guarantor shall recommend, or not recommend, to the dean that the results of individual subjects taught at the workplace be recognized.
- (7) A student applying for recognition of his/her studies according to Par. 1 must submit a written application to the department within the first two weeks of the semester in which the subject is taught. The application has to include documents or copies of documents certifying the completion of the subject studied at a university in the Czech Republic or abroad, and providing information about its extent and content. The subject is recorded in the IS STAG by the date of recognition of a credit, graded credit or examination including the grade.
- (8) Upon recognition of completed subjects, the conditions for regular completion of studies can also be set (especially the maximum length of possible interruption of studies).
- (9) All the credits gained at a university abroad are recognised in compliance with the European Credit Transfer System (hereinafter referred to as "ECTS") and with the learning agreement signed for this purpose; the recognised subjects with their credit value are entered in the IS STAG and in credit books.

#### **Article 27**

##### **Interruption of Studies**

- (1) Interruption of studies is regulated by Art. 54 of the Act.
- (2) With the exception of the first semester, a student can ask the Dean, even without giving a reason, to interrupt his/her studies, and shall do so no later than before the beginning of the particular semester. The student has the right to interrupt studies always in connection with pregnancy, childbirth or parenthood, for the entire recognized period of parenthood. The right to interrupt the studies for the given period is also granted to a student in connection with taking a child into care replacing parental care on the basis of a decision of the competent authority under the Civil Code or the legislation governing state social support. The period of interruption of studies after a recognized parental period is not included in the total period of study interruption or the maximum period of study.
- (3) The Dean usually interrupts studies only for the length of whole semesters. For exceptional but not study reasons, the Dean can interrupt a student's studies also in the course of a semester. Interruption of studies is usually terminated so that it coincides with a semester end.
- (4) In exceptional and justified cases the Dean can interrupt a student's studies on his/her own initiative without a student's request.
- (5) On his/her own initiative, the Dean can decide to interrupt the studies of a student who is bound to pay a study-related fee:

- a) according to Art. 58, Par. 3 of the Act when the student does not settle the fee within 90 days of the receipt of the decision on the assessment of the fee.
  - b) according to Art. 58, Par. 4 of the Act when the student does not settle the fee within 30 days of the receipt of the decision on the assessment of the fee.
- (6) If the studies of a student are interrupted during the semester, the credits obtained for subjects completed in the incomplete semester are added to the credits obtained in the semester after the termination of study interruption.
  - (7) If study plans are changed during the interruption of studies, the Dean can prescribe certain study obligations which the student has to fulfil and determine an appropriate time for their accomplishment.
  - (8) When the period of the interruption of studies has expired, a person has the right to be re-enrolled in studies.
  - (9) The total duration of all interruptions of studies within a given study programme must not exceed:
    - a) 12 months in the case of Bachelor study programmes,
    - b) 12 months in the case of a one to three-year Master's study programmes following a Bachelor study programme,
    - c) 24 months in the case of four to six-year non-follow-up Master's study programmes,
    - d) 24 months in the case of three to six-year Ph.D. study programmes.
  - (10) Upon a student's request, for exceptional non-study reasons, the Dean can interrupt the student's studies for the period of up to 36 months; studies interrupted because of unsettled study-related fees do not have a fixed total period of interruption.
  - (11) If the reason for interrupting studies ceases, the Dean can, upon a student's request, terminate the interruption of studies even before the given period of the interruption of studies expires.
  - (12) A person must register to further studies within five days of the termination of the study interruption. If a person does not register to studies within five days of the termination of the study interruption and if he/she does not ask for another registration date or for prolonging the period of interruption of studies, his/her studies shall be terminated according to Art. 56, Par.1 (b) of the Act.
  - (13) The validity of a subject's registration is suspended for the period of the interruption of studies. The Dean can make an exception and allow a student to cancel a registered subject and/or to compensate it with another subject after the period of interruption of studies.
  - (14) The interruption of studies is recorded into the student's credit book at the study department and into the IS STAG.

#### **Article 28**

##### **Regular Completion of Studies**

- (1) The day of the regular completion of studies is the day when the student passes the State Final Examination prescribed to conclude studies, or its last part (Art. 55, Par. 1 of the Act). The day of the regular completion of Ph.D. studies is the day of the successful Ph.D. thesis defence.
- (2) The regular completion of studies is certified by means of a degree certificate and a diploma supplement.

#### **Article 29**

##### **Withdrawal from Studies**

- (1) A student who is going to terminate his/her studies (Art. 56, Par. 1 (a) of the Act) shall announce this fact in a written statement addressed to the Dean. He/she can do so at any time during his/her studies.
- (2) A person who has withdrawn from studies must go to the study department within 15 days of submitting the written statement on withdrawal from studies and present there a document certifying that he/she has settled all his/her obligations toward the TUL.
- (3) The student may request a document proving that they passed examinations, or a study confirmation.

#### **Article 30**

##### **Termination of Studies Due to a Student's Failure to Meet the Requirements of a Study Programme**

- (1) The Dean shall decide on the termination of a student's studies due to the student's failure to meet the requirements of a study programme (Art. 56, Par. 1(b) of the Act) if the student:
  - a) has not appeared for the enrolment within the given deadline, unless he/she apologizes in writing within five days of that date and the apology is accepted according to Art. 7, Par.5,

- b) has not appeared for the enrolment to continue his/her studies within 5 days after the termination of study interruption or does not apply for another date of enrolment or for extension of study interruption according to Art. 27, Par.12 and his/her application is not approved of;
  - c) has not completed a pre-registration in time and in the prescribed manner according to the Art.8, Par.7,
  - d) has not fulfilled the conditions of the first semester of his/her studies set by Art.10, Par.1 (a), or has not met the conditions prescribed for advancing into the next academic year set in Art. 7, Par. 2,
  - e) has not fulfilled the conditions for the subject completion after the second or an approved third registration (Art. 9, Par.12);
  - f) through his/her own fault cannot obtain the required number of credits for a block of compulsory-elective subjects;
  - g) has not met the conditions for submitting the Bachelor or Diploma thesis (Art. 14, Par. 5(b));
  - h) has not passed the state final examination or its last part within the time limit set by Art. 14, Par. 15, or has not passed the re-sit examination as defined by Art. 14, Par.17.
- (2) The Dean shall decide on the termination of a student's studies due to the student's failure to meet the requirements of a study programme besides the cases listed in Par. 1 if a student has not met a condition defined in the study programme, in these Study and Examination Regulations or other TUL regulations and internal standards.
  - (3) A student who demonstrably does not react within 30 days to a notice or a decision sent by the Dean during the instruction or examination periods to the address provided by the student according to Art. 63, Par. 3 (b) of the Act is considered unreachable, and the Dean can decide to terminate his/her studies due to the student's failure to meet the requirements of a study programme for the reasons stated in Paragraphs 1 and 2.
  - (4) Art. 68 of the Act applies to the decision on the termination of studies issued according to Paragraphs 1 – 3. The day of the termination of studies is the day when the decision to terminate studies becomes legally effective.
  - (5) A person whose studies have been terminated by the Dean due to the student's failure to meet the requirements of a study programme must go to the study department within 15 days of the Dean's decision becoming effective and present a document certifying that he/she has settled all his/her obligations toward the TUL.
  - (6) The student may request a document proving that they passed certain examinations, or a study confirmation.

### **Article 31**

#### **Expulsion from Studies**

- (1) A person expelled from studies pursuant to Art. 65, Par. 1 (c) or Art. 67 of the Act must go to the study department within 15 days after the decision on expulsion becomes effective and present a document certifying that he/she has settled all his/her obligations toward the TUL.
- (2) The student may request a document proving that they passed certain examinations, or a study confirmation.

### **Article 32**

#### **Making Bachelor, Diploma and Ph.D. Theses Public and Available**

- (1) Bachelor, Diploma or Ph.D. Theses submitted by the applicant for defence must be made available to the public at the department where the defence is going to take place at least five days in advance. Everybody can make excerpts or copies of the published work on their own expense. The Dean shall guarantee that a record of the people who use the opportunity is made.
- (2) Without gaining any profit, TUL makes public the Bachelor, Diploma, Ph.D. and Rigorousum Theses which have been defended, including the opponents' reports and records of the course and result of the defence. Making results publicly accessible is based on inserting the electronic versions of Bachelor's, Master's, Ph.D. and Rigorousum Theses together with the electronic versions of the opponents' reports, supervisors' evaluations, the results of the defence and records of the course of the defence into the IS STAG and by enabling a database access to the Bachelor's, Diploma's, Ph.D. and Rigorousum Theses online in the University Library of the TUL. Simultaneously, hard copies of the defended theses are stored in the University Library of TUL, including the opponents' reports and records of the course and result of the defence; specifications of the procedure are stated in the Rector's directive.
- (3) Pursuant to Art. 47b (4) of the Act, the TUL may postpone the publication of a Bachelor's, Diploma, Ph.D, or Rigorousum Thesis, for a period of publication impediment, but no longer than for 3 years. The information about the postponement of publication must be published together with the justification in the same place where Bachelor's, Diploma, Ph.D, or Rigorousum Theses are published. TUL shall send without delay one copy of the Bachelor's, Diploma, Ph.D, or Rigorousum Theses, whose publication is being postponed under the first sentence, to the Ministry for preservation.



**Article 33**

**Proceedings for the Declaration of Invalidity of the State Examination or its Part or of the Dissertation Defence**

Proceedings for the declaration of invalidity of the state examination or its part or of the dissertation defence are governed by Art. 47c to Art 47e of the Act.

**PART FIVE  
CONCLUDING PROVISIONS**

- (1) The Study and Examination Regulations of TUL registered at the Ministry of Education, Youth, and Physical Education on 11 June 2012 under the file number 25716/2012-30 as amended shall be repealed.
- (2) These Study and Examination Regulations were approved pursuant to Art. 9, Par. 1 (b3) of the Act by the Academic Senate of TUL on 7 March, 2017.
- (3) These Study and Examination Regulations become valid according to Art. 36, Par. 4 of the Act on the date of their registration at the Ministry.
- (4) These Study and Examination Regulations become effective on 1 September, 2017.

Professor Dr. Ing. Zdeněk Kůs, m.p.  
the Rector