

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 June 11, 2012 under the file number 25 716/2012-30.

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Director of the Department of Higher Education Institutions

I.
FULL WORDING OF
THE STUDY AND EXAMINATION REGULATIONS OF THE
TECHNICAL UNIVERSITY OF LIBEREC
valid from 11 June 2012

PART 1
GENERAL PROVISIONS

Article 1
Introductory Provisions

- (1) The Study and Examination Regulations of the Technical University of Liberec (henceforth “Study Regulations”) are internal regulations according to the Higher Education Act No. 111/1998 and the alterations and amendments of other acts thereto as amended (henceforth “the Act”), and according to the Statutes of the Technical University of Liberec (henceforth “the Statutes”).
- (2) These Study and Examination Regulations set study rules in accredited study programmes realized by the Technical University of Liberec (henceforth “TUL”) or its faculties in all forms of studies. They are binding for all students and academic workers of TUL lecturing in these study programmes and for other experts taking part in lecturing (henceforth “lecturer”).
- (3) Studies in Bachelor, Master and Doctoral study programmes can be realized in cooperation with a university abroad which offers a similar study programme. The conditions of studies are set by an agreement of the participating universities. The agreement is contracted by the Rector in the name of TUL.
- (4) For studies in study programmes realized by TUL, the specifications can be set by Rector’s measures; for studies in study programmes realized by individual faculties, these can be set by Dean’s measures (henceforth “the Dean”). These measures must be in accordance with the Act, the Statutes and the Study Regulations.
- (5) If a study programme is realized by TUL and a university institute, the decisions according to these regulations are made by the head of the institute instead of the dean (henceforth “the Dean”), if not stated otherwise.

Article 2
Study Programmes, Study Plans and Subjects of Study

- (1) The specifications and requirements of an accredited study programme are given by Art. 44 of the Act. Study programmes can include more study branches.

- (2) The list of study programmes accredited at TUL, including the division into study branches and the lengths of studies, is made public on the Official Board of TUL.
- (3) The standard study plan of a study programme or study branch states time and content sequence of subjects of study (henceforth “subjects”), scope and form of instruction, number of credits assigned to each subject and the way of checking study results, division of subjects in terms of the formation of a personal study plan of a student. Guarantor of a study programme/branch is responsible for the study plan of a study programme/branch.
- (4) Subjects can be:
 - (a) compulsory - their completion is a condition for finishing a given stage of studies or the given study branch,
 - (b) compulsory-elective – a student must obtain a given number of credit points from individual blocks of compulsory-elective subjects,
 - (c) elective – other subjects of a study programme and/or subjects of other study programmes.
- (5) By means of registering for individual subjects, following the standard study plan, a student makes his/her personal study plan; in the case of PhD. 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 recommend subjects the completion of which is a pre-condition for registration.
 - b) Conditioning subjects; these are a necessary condition for the completion of the consecutive subject (the subject for which a conditioning subject is stated). The completion of a conditioning subject is a necessary prerequisite for taking an examination from the consecutive subject.
 - c) Exclusive subjects; if a subject or a group of subjects are marked as exclusive for each other, a student can register for them only when being unregistered for them or having not completed any of the exclusive subjects. Or, students can be registered for them with no right to obtain credit points for the subject completion. Exclusive subjects are those of similar content.
 - d) Interchangeable subjects; a student can obtain credit points only for one of the subjects marked as interchangeable.
 - e) Subjects intended for a specific group of students – this restricted option for registration must be stated in the syllabus of the subject.
- (7) A separate part of the description of a study programme consists of syllabi of individual subjects which are made public in the information system of the study agenda (henceforth “IS STAG”). These contain mainly:
 - a) the name of the subject and its abbreviation,
 - b) the extent of instruction, number of credit points, way of completion,
 - c) the content and the aim 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) conditions for restrictions of the subject registration (conditioning or exclusive subjects).

Article 3
Organization of Studies

- (1) The academic year is twelve months in duration; the beginning date of the academic year is determined by the Rector.
- (2) The academic year is divided into winter and summer semesters; each semester consists of a study period and an examination period, and holidays. Examinations and other activities listed in the study programmes are organised during the examination period.
- (3) In the academic year schedule of TUL 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 Dean sets the academic year schedule of a faculty or university institute. The academic year schedule includes mainly terms of registration for individual types, forms or years of studies, the organization of the last semester of studies with regard to the terms of state final examinations.

Article 4
Credit System

- (1) Studies in Bachelor and Master programmes are realized by means of a credit system. In a PhD. 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 expressing the amount of study time needed for completion of the subject. The same subject has the same credit value for all forms of study of the relevant study programme.
- (3) A student obtains credit points after completion of the subject; i.e. if the subject is finished with a “credit”, students need to meet criteria to get it; if the subject is finished with an examination (or with a credit and an examination), they also need to pass the examination. A student must fulfil the subject requirements in the academic year in which he/she registered for the subject, at the latest by the registration date for the following academic year.
- (4) Credits for a subject (or for the equivalent subject by which it has been replaced) 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 belonging to the student’s study programme upon the student’s application or on his/her own initiative. At the same time, the decision is taken about which equivalent subject will replace it.

**PART TWO
BACHELOR AND MASTER STUDIES**

**Article 5
Forms of Instruction**

The basic forms of educational activities are lectures, seminars, laboratory practice classes, studio work, projects, tutorials, field trips, training courses, field practice and self-study. The level of instruction is guaranteed by the Head of the Department providing 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 and field trips is determined by measures of the Dean.
- (2) Participation in the instruction is compulsory for the students in the full-time form of studies, with the exception of lectures and tutorials, if the lecturer does not specify otherwise. Compulsory participation in other forms of instruction can be substituted for by fulfilling other requirements if the syllabus of the subject allows for this.
- (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 schedule.
- (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 will specify and make public the syllabus of the subject through the IS STAG a week before the instruction starts at the latest.
- (6) The declared conditions for awarding of the credit and eligibility for taking the examination cannot be changed during the semester.

**Article 7
Registration for Studies**

- (1) An applicant becomes a student on the day of a study programme registration.
- (2) A student, who fulfils the terms of registration for the whole year or for the semester stated in a particular study programme and in these Study Regulations, can register for the following academic year or semester.
- 3) The terms of registration for the following academic year are fulfilled by a student who:
 - a) gained the minimum of 40 credit points 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 credit points or their part,
 - b) gained in other academic years at least 30 credit points for the subjects registered in the relevant academic year.
- (4) The Dean specifies the details of registration, the way of accuracy checking, the form and the terms of registration for the whole academic year or for the concrete semester. Returning students who register after the interruption of their studies can do so within maximum 5 working days after their interruption of studies finishes.

- (5) If a student does not register in the established period of time set for the academic year, does not excuse him/herself within 5 working days after this period and does not ask for a compensatory registration or for an official interruption of studies, his/her behaviour will be considered to be the reason to terminate his/her studies according to Art.56, Par. 1 (b) of the Act.
- (6) The study department of a faculty or of a university institute which is in charge of the student is responsible for the accuracy 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 standard study plan of an appropriate study programme by means of pre-registration into the IS STAG, i.e. by registration for particular subjects in the following academic year in the terms given by the schedule in the IS STAG. The Dean sets 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 his/her branch and form of study, then elective subjects, so that he/she can obtain 60 credits in the academic year, but at least 30 credits for these subjects; credit points for subjects recognized from the student's previous studies at his/her faculty, at another faculty of TUL or at another university are not counted into this number.
- (3) The applicants who were enrolled into the 1st year of Bachelor or Master study programmes, which do not follow up the Bachelor study programme (henceforth "non-follow-up study programme"), are registered into the IS STAG by the study department; the choice of subjects according to Par. 2 is compulsory and is determined by the study plan of the study programme.
- (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 credit points for its completion.
- (5) The Heads of Departments providing the subject, with the approval of the Dean set the minimum and the maximum number of students for each subject. 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 given situation and make necessary corrections in the pre-registration if needed.
- (6) A student can make changes in the pre-registration after the set term has passed if:
 - a) the particular subject will not be open due to a small number of registered students,
 - b) the student was not chosen to enrol for the subject because the number of registered students exceeded the limit,
 - c) subjects chosen by the student overlap in the schedule,
 - d) the student did not manage to obtain credits for a prerequisite subject,
 - e) the credit value of a cancelled subject is compensated by a repeated registration of the subject which a 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 an appropriate way in the established period of time, and if this happens for exceptional reasons, he/she can ask the Dean to excuse him/her from pre-registration. The student is then registered for the following studies in a special form of registration. If a student who did not pre-register does not ask to be excused from pre-registration, does not excuse him/herself within 5 days after the pre-registration period or his 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 registers for subjects to keep the study structure given by the study programme and the study field in each period of study in accordance with the Art. 2, Par. 4, to meet the conditions of subject choice in terms of their character according to the Art. 2, Par.6, and also to fulfil the conditions of Art. 8, Par.2 related to the number of registered credits.
- (2) A student can register any subject at other TUL faculties as an elective subject with the permission of his/her Dean if the Head of the Department providing the subject grants approval based on the number of enrolled students. Credits obtained in these subjects are included in the total number of credits.
- (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. In the established periods of time given by the academic year schedule in the IS STAG, a student can modify his/her study plan. Changes in the personal study plan must be approved by the Dean upon a student's request.
- (4) In the first year of studies in a Bachelor or non-follow-up 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 elective subjects so that he/she could obtain 60 credit points.
- (5) A student who registers only for one semester after the interruption of studies or for other reasons must register for at least such a number of subjects that enables him/her to obtain at least 15 credit points; credits for subjects recognized from the student's previous studies at a TUL faculty or at another 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 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 the subject overlaps with another subject in the student's personal timetable for the summer semester;

- e) if it appears that a student did not register for the subject in accordance with the registration conditions.
- (8) If the number of obtainable credits should decrease as a consequence of cancelling the registration of some subjects according to Par. 7, the student must register for another subject to compensate 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 can register for this subject one more time. If the subject is taught in both winter and summer semesters, in 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 (Par.4). The first and second sentences apply to subjects taught in the studio, but they subject 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 fulfil conditions for obtaining credits even during the second registration for the subject, in exceptional and justified cases the Rector can decide about the third registration based on student's application and the Dean's agreement.
- (12) If the conditions for the subject completion are not fulfilled after the second registration and an exception is not granted, this can be a 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, a student must follow these rules:
- a) a student must obtain at least the number of credits set by the Dean for their first semester study plan by the end of the examination period. The study programme can specify from which subjects a student must obtain these credits or part of them,
 - b) attendance at lectures is compulsory in the first semester of studies if it is set so by the Head of the Department providing the subject.
- (2) Interruption of studies during or immediately after the first semester of studies is possible only exceptionally. The Dean decides if the exceptional reasons claimed by the student are acceptable.

Article 11

Forms and Course of Checking the Studies

- (1) The basic forms of assessing students are a credit, a graded credit, an examination, a comprehensive advancement examination, and the Final State Examination.
- (2) Students obtain credits for the completion of the requirements specified by the teacher according to the instructions of the lecturer.
- (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 fulfilment and his/her signature.
- (4) If a student is not awarded a credit by the set date, the teacher can allow the student to fulfil the requirements for the credit in a special term. If requested by a student who was not awarded a credit, the Head of the Department has the case revised by a committee.

- (5) Graded credit is used mainly for assessment of a project, graphic and construction work, programming or practice classes for which it is specified so by the study programme and which are not finished with an examination. 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 fulfilment and his/her signature.
- (7) By means of examinations, students’ knowledge of the subject matter and their ability to apply this knowledge are tested. The syllabus of the subject specifies the form of an examination (written, oral, combined) and the examination requirements.
- (8) For subjects finished according to the study plan with a credit and an examination, obtaining the credit is a necessary precondition for taking the examination.
- (9) A student has the right to retake each examination twice within the terms offered for a particular subject. Examinations taken in the studio cannot be retaken.
- (10) Upon a student’s request, the Dean can exceptionally allow the third retake of the examination, generally based on an agreement of the lecturer teaching the subject.
- (11) The Dean can allow a student, whose examination was evaluated by the grade “good” (3), an exceptional term for retaking the examination, but at most only two of these during the whole period of studies. Retaken examinations in the studio are not allowed.
- (12) Students are usually examined and re-examined by the teachers who taught the subject. In exceptional cases they can also be interviewed by other teachers specified by the Head of the Department. If requested by a student or an examiner, the Dean sets the date of the second retake of the examination in front of a committee appointed by him/her.
- (13) During a semester, lecturers can check the study results mainly by oral questions, written tests, assigning individual tasks and semester papers. In accordance with the syllabus of the subject, the results of the mentioned ways of checking study results can be taken into account for the assessment of the examination.
- (14) In all forms of study, a student has the right to see the assessment of his/her written work. It has to be requested before the results are marked into his/her credit book, but not longer than 15 calendar days after the testing took place.
- (15) Examinations and repeated examinations are organized during the examination period specified by the academic year schedule. With the teacher’s approval, the examinations can be taken also during the holidays or during the semester, but by the deadline specified by the academic year schedule at the latest. The examiner sets the terms of examinations in individual subjects in sufficient number and well in advance and enters them into the platform IS STAG. An examination is usually taken in one day.
- (16) Registration and deregistration is done through the IS STAG. A student has the right to deregister by the day set in the IS STAG. A student who deregisters from the examination in time is considered as if he/she had not registered for the examination.
- (17) If a student decides not to sit for an examination after it begins, if he/she does not come to an examination without an excuse or if he/she violates the examination rules, this is classified as a failure (marked as “nepospěl”). A student can, for exceptional, mainly health reasons, excuse him/herself later, but five days after the examination at the latest. The examiner considers the reasons before accepting them.
- (18) The data about all study results are registered in the credit or examination catalogues and in the IS STAG within 15 days after awarding a credit or taking the examination at the latest.

- (19) Faculty departments are obliged to abide by the rules of the IS STAG in the study programmes, the credit system and in the results of checking of studies, and follow the instructions of the Rector or the Dean of the faculty which realizes the subject.
- (20) The study department is responsible for the 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.
- (21) Credits and examinations not registered in the IS STAG by the date of the check-up of the study requirement fulfilment at the latest are considered as not taken, if not proved otherwise by the student.

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 transcript 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
Fail	4,0	F

- (3) The examiner (or another staff member authorised by the Head of the Department) records the study results with the exception of grade "fail" into students' credit books in the form of a word and adds the date and the signature. The grades "excellent minus" and "very good minus" are marked 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 the credit points.
- (5) The grade "failed" is marked into the IS STAG, but not in the student's credit book.
- (6) 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, in each stage of studies and for the whole course of studies before the Final State Examination is taken.
- (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 finish with an examination in the given period. The weighted study average is rounded to two decimal places according to the rules of rounding: 0 to 5 down, 6 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

B.A. and M.A. Thesis

- (1) Studies in a Bachelor study programme are finished with a State Final Examination, a part of which is usually a B.A. Thesis. This fact is set by the content of the relevant accredited study programme. Studies in Master study programmes are finished with a State Final Examination, a part of which is the defence of an M.A. Thesis.
- (2) The B.A. Thesis is assessed by the supervisor of the thesis and usually also by an opponent. The M.A. Thesis is assessed by the supervisor of the thesis and an opponent. The opponents of the B.A. and M.A. Theses are appointed by the Head of the Department. The opponents of M.A. Theses are usually not employees of TUL.
- (3) The supervisor and the opponent of the M.A. or B.A. Theses work out a brief written evaluation of the thesis.
- (4) The opponent evaluation includes:
 - a) a statement on whether the thesis solves the given problem,
 - b) an evaluation of the content and form of the thesis,
 - c) a statement on whether the thesis fulfils the requirements for the student's being awarded the appropriate academic degree,
 - d) a statement if the thesis is recommended for acceptance to be defended,
 - e) the proposed final grade: "excellent" (1), "excellent minus" (1-), "very good" (2), "very good minus" (2-) "good" (3) or "fail" (4).
- (5) The written evaluations of the M.A. or B.A. Theses consist not only of the opponent evaluation, but they also assess the attitude of the student towards his/her work in the process of writing the thesis.
- (6) If M.A. or B.A. Theses are not recommended for acceptance to be defended, the Head of the Department after the consultation with the supervisor decides about the way of solving the case.
- (7) A student has the right to obtain the evaluations and opponent evaluations of the M.A. or B.A. Thesis at the department which assigned the thesis three working days before the defence at the latest.
- (8) The M.A. and B.A. Theses together with the opponent evaluations and the results of defences are stored according to the Filing and Shredding Order of TUL (Supplement of Bursar's Regulation No.3/09).
- (9) The M.A. and B.A. Theses, the opponent evaluations and defence results are processed in the language, in which a study programme is accredited.

Article 14

State Final Examination

- (1) The State Final Examination (henceforth "SFE") is taken in front of a committee for SFE (henceforth "committee"). A committee can be appointed even for individual components of the examination.
- (2) The members of the committee and its head are appointed by the Dean in accordance with Art 53, Par. 2 and 3 of the Act. The committee is chaired by its chair person, and during his /her absence, by a person authorised to do so by the chair.
- (3) The right to examine at SFE applies only to professors, associate professors and experts approved of by the Scientific Board. The Ministry of Education, Youth and Sports

- (henceforth “Ministry”) can appoint prominent experts in a given branch as other members of the committee.
- (4) The Dean’s measure, in accordance with the academic year schedule, sets the terms of SFE, its organization, and the way of registration and deregistration as well as the procedure for writing and submitting of the B.A. or M.A. Theses. SFE usually takes place twice a year during the period without instruction.
- (5) A student can sit for SFE or its last part based on the following conditions:
- a) he/she has obtained the number of credits equal at least to 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.
 - b) he/she has worked out his/her M.A. or B.A. Thesis on a given subject which he/she has submitted by the deadline if this is prescribed by the study programme. A student is obliged to hand in his/her M.A. or B.A. in the following academic year at latest after fulfilment of requirements according to the Par.5 (a).
- (6) SFE consists of:
- a) M.A. or B.A. Thesis defence if this is a prescribed part of SFE,
 - b) other parts which are: professional discussion, or professional discussion on particular subjects, or oral examination; parts of SFE are set by the study programme (Art. 44, Par. 2 (f) of the Act).
- (7) The M.A. or B.A. Thesis defence is chaired by the head of the SFE committee, or by a member of the committee appointed by the head. At the beginning of the M.A. or B.A. Thesis defence, the student introduces the subject and the aim of the thesis to the committee, briefly describes the methodology of the research and introduces the main results. In the following part of the defence, the evaluations are presented to the committee and the student reacts to the comments contained in them and answers the questions related to the subject of the M.A. or B.A. Thesis asked by the committee.
- (8) Other parts of SFE (Par. 6 (b)) are directed by the chair or a member of the committee authorised by the chair. The 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 the student’s ability to apply his/her theoretical knowledge, argumentation, performance and related scope of knowledge.
- (9) The committee for SFE assesses the M.A. or B.A. Thesis defence and other parts of SFE and sets the final grade for SFE or its part. This conference is not public. If a student fails in one part of SFE, the overall grade is “neprospěl“ (failed).
- (10) The members of the committee for SFE vote about the final SFE grade. The committee decides about the way they will vote (either by ballot or public). The committee is quorate if at least three members, including the head, are present. The committee decides on the basis of majority of votes. In the case of a parity of votes, the head decides. The committee first decides if a student has passed or failed. If he/she has passed, his /her grade is set as “excellent“ (1), “excellent minus“ (1-), “very well“ (2), “very well minus“ (2-), “well“ (3). The final grade is proposed by the head for the M.A. or B.A. Thesis defence and for others parts of SFE separately.
- (11) The committee in front of which a student takes the last part of the SFE also decides on the final assessment of the SFE.
- (12) After the conference of the committee, the student is told if he/she has passed. The final grade is announced by the head.

- (13) The secretary of the committee fills in the report in Czech, eventually in the language in which the programme was accredited.
- (14) A student who has fulfilled the requirements for SFE or its last part in a given academic year must take SFE within the two following academic years at the latest. If this condition is not met, the studies are terminated in accordance with Art. 56, Par. 1 (b) of the Act.
- (15) The Dean can decide about a student's interruption of studies if the student has fulfilled the requirements in accordance with Par. 5, but has not taken SFE or its last part in a given academic year. This interruption starts at the beginning of the next academic year and lasts until the time the student takes SFE.
- (16) 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. A student retakes only the SFE parts in which he/she failed and was graded "neprospěl".

Article 15

Overall Evaluation of Studies

- (1) The overall evaluation of studies is done after SFE on the basis of overall 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 SFE 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 1.50 and he/she passes SFE with the grade "excellent" (1). A student is assessed as "failed", if he/she has not passed SFE within the term set by the study programme in accordance with Art. 14, Par. 14 or 16. Other students are assessed as "passed".

PART THREE

PhD. STUDY PROGRAMMES

Article 16

Study in PhD. Study Programmes

- (1) Doctoral study programmes (henceforth "PhD.") 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 branch and the level of knowledge is tested by means of the State Doctoral Examination (henceforth "PhD. Examination").
- (2) Studies in PhD. are realized in the form of an individual study plan under the guidance of a supervisor and usually 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 PhD. study plan specifies:
 - a) the subjects and their time and content sequence, the way of checking study results of the student of the PhD. studies 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; rough specification of the theme which is the basis of the PhD. Thesis,

- d) studies and placement at other workplaces, including those abroad.
- (4) PhD. studies contain:
- a) theoretical part completed by means of PhD. Examination,
 - b) scientific and research part focused on writing the PhD. Thesis and completed by its defence.
- (5) The completion of the theoretical part of the individual study programme is realized by the student's passing examinations prescribed by the accredited PhD. programme and PhD. Examination. The scientific and research part is completed by means of writing and submitting the PhD. Thesis.
- (6) The PhD. 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 is assessed regularly, at least once a year and approved by the Branch Board. The result of this assessment is expressed by one of these statements:
- a) the student fulfils the requirements of the individual study plan,
 - b) the student does not fulfil some part of the individual study plan without serious reasons,
 - c) the student does not fulfil some part 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 his/her studies.

Article 17 **The Progress of Studies in PhD. Programmes**

- (1) To an appropriate extent, part two of these Study and Examination Regulations applies to the progress of PhD. studies. The specifications of the organization, progress of studies, the evaluation of studies, PhD. Examination, and the defence of the PhD. Thesis are set by Dean's measures.
- (2) The full-time form of PhD. studies is realized at a workplace supervising the individual plan of a student and organizing his/her activities and stay at the workplace (henceforth "supervising workplace"). The combined part-time form of studies is realized mainly outside the supervising workplace and based on independent work of a student.
- (3) A PhD. student can take each examination he/she 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 marked into the credit book, and into the IS STAG. The conditions for retaking the examination are set by the guarantor of the subject.
- (4) A PhD. student has the right to take part in the instruction of any subject taught at TUL.
- (5) The application for the defence of the PhD. Thesis in all forms of study must be submitted within six years after the enrolment into the studies, if not stated otherwise by the Dean. The period of interruption of studies is not counted into this term.

Article 18

Branch Board

- (1) Studies are monitored and evaluated by the PhD. 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 PhD. studies. It is answerable to the Dean. The Branch Board consists of at least five members.
- (3) The Branch Board for each PhD. programme is appointed and removed by the Dean after a discussion with the Scientific Board of the faculty; in the case of PhD. realized by TUL in cooperation with a university institute, it is appointed and removed by the head of the institute after a discussion with the Scientific Board of TUL. Only prominent academic and scientific workers of TUL and other universities and scientific workplaces can become members of the Branch Board.
- (4) The members of the board elect among themselves a head and the vice head of the Branch Board. They must be elected by the prevailing number of votes.
- (5) The Branch Board mainly:
 - a) discusses and announces the topics of PhD. Theses,
 - b) suggests members of admission committees for PhD. studies,
 - c) suggests the PhD. supervisors,
 - d) suggests the head and members of the examination committee for PhD. Examination to the Dean,
 - e) suggests the head and the members of the committee for the defence of the PhD. Thesis (henceforth “the committee for the defence”) to the Dean,
 - f) monitors the development of PhD. studies and initiates changes,
 - g) evaluates the progress of studies, approves the annual assessment of a student and submits it to the Dean.
- (6) The Branch Board meets upon the decision of its head as needed, but at least once a year. Copies of the minutes of the meeting of the Branch Board are sent to the Dean.
- (7) In the period between the meetings of the Branch Board it is represented by its head or vice head.

Article 19

Supervisor, Consultant and Guarantor of the Subject

- (1) A professor, an associate professor or a prominent specialist in a particular branch can become a supervisor. The supervisor is an expert guarantor of a student and is appointed by the Dean.
- (2) The supervisor helps the student to 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 student’s study requirements and submits the student’s annual study assessment to the Branch Board, and he/she expresses his/her recommendations concerning the interruption of studies. He/she also guides the student during his/her writing of the PhD. Thesis. He/she has the right to take part in student’s examinations.

- (3) The Dean can, upon the suggestion of the supervisor, appoint a prominent expert in a given branch as a consultant to discuss a selected area of problems of the PhD. 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 do his/her duties, the Dean can replace the supervisor.
- (5) The guarantor of the PhD. subject is responsible for the instruction of his/her subject of the study programme. At the same time he/she is the examiner of the subject. The guarantor of the PhD. subject is usually a professor or an associate professor.

Article 20

PhD. Examination

- (1) PhD. Examination tests student's expert and theoretical knowledge in the given study branch of PhD. studies, including the knowledge of the basic methods of scientific work, the ability of the student to acquire new scientific findings, and to evaluate and creatively use them. A part of the PhD. Examination is the defence of the submitted written theses for the examination.
- (2) PhD. Examination is usually taken within 90 days from the submission of the application for the examination.
- (3) The PhD. application, including the statement of the supervisor, is submitted by the student after fulfilling all requirements of the theoretical part of studies set by the individual study plan. The application is submitted to the study department.
- (4) Together with the PhD. Examination application form, a student submits the written theses of his/her PhD. Thesis in the form approved of by the supervisor. The written theses include mainly the summary and evaluation of findings in the studied field and a list of student's related works.
- (5) Upon the statement of the Branch Board, the Dean makes his/her decision about organising the PhD. Examination. Within 30 days from the submission of the application, the decision of the Dean is announced, and the potential negative statement is explained to the head of the Branch Board, the supervisor and the student.
- (6) The examination committee for the PhD. Examination consists of the head, the vice head and at least three other members. At least one member of the committee must be a non-member of the academic staff of TUL. The supervisor is not a member of the PhD. Thesis defence committee.
- (7) The head, the vice head and the other members of the PhD. Examination committee are appointed by the Dean upon the suggestion 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 PhD. Examinations applies only to professors, associate professors and experts approved by the Scientific Board of the faculty or by the Scientific Board of TUL in the case of study programmes realized by TUL, and alternatively by experts appointed by the Ministry.
- (9) For the duration of the PhD. 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 PhD. Examination committee evaluates the performance of the student at the examination and votes by secret ballot about the grade which is "passed" or

“failed”. For the “passed” grade, it is necessary to gain the prevailing number of positive votes of the members of the PhD. Examination committee.

- (11) In its conclusions, the PhD. Examination committee also evaluates the submitted written work and gives recommendations concerning student’s further work on his/her PhD. Thesis.
- (12) If the candidate fails, the head of the PhD. Examination committee presents the conditions upon which the student can retake the examination. PhD. Examination can be retaken only once.

Article 21

PhD. Thesis

- (1) The PhD. Thesis is a result of solving a particular scientific problem; it proves 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 PhD. Thesis is a complex thesis which contains published results of scientific and creative work of the student, or results accepted for publishing.
- (2) The PhD. Thesis is written in a language in which the study programme is accredited or in English.
- (3) The PhD. Thesis contains mainly:
 - a) a summary of the current state of the research in the area of the subject of the PhD. Thesis, including the reference to used sources,
 - b) the aims of the PhD. Thesis,
 - c) the description of the author’s solution,
 - d) the previous results and their applications, especially in publicly opposed publications and projects,
 - e) the evaluation of the results from the viewpoint of a branch of science or their practical application,
 - f) the recommendations for the extension of the work in the given theme and field,
 - g) a list of student’s published works and their eventual citations,
 - h) a list of used sources,
 - i) the statement of intellectual property and copyright which is placed as a separate document at the beginning of the PhD. Thesis,
 - j) an abstract, usually in English and another world language.
- (4) The Branch Board can specify the length of the PhD. Thesis and other conditions.
- (5) A PhD. 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 PhD Thesis is the author’s summary which informs the academic community about the main results of the work. This summary contains brief contents of the PhD. Thesis and its structure designed according to Par. 3. The summary is written in Czech or English, and one page of contents in English and another world language are attached. The summary is made public on the web pages of the particular faculty of TUL.

Article 22

Opponents of PhD. Thesis

- (1) The PhD. Thesis is evaluated by two opponents appointed by the Dean upon the suggestion 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 non-member of the academic staff of TUL. The supervisor or the consultant must not be among the opponents.
- (2) The opponent is obliged to write an independent evaluation within one month after receiving the appointment as the opponent of the PhD. Thesis, or announce within 15 days after receiving the appointment that s/he cannot write the evaluation. It is not possible for an opponent to write a statement that he/she agrees with the evaluation of another opponent instead of writing his/her own evaluation.
- (3) The opponent evaluation must contain mainly:
 - a) the evaluation of the importance of the PhD. Thesis for the field of science,
 - b) the evaluation of the procedure of problem solving, the used method and the fulfilment of the set aim,
 - c) the evaluation of the results of the PhD. Thesis and the importance of the author's contribution,
 - d) other statements concerning mainly the evaluation of methodicalness, clarity of structure, layout and the language level of the PhD. Thesis,
 - e) the evaluation of the student's publications,
 - f) a clear statement from the opponent of whether he/she recommends or not the PhD. Thesis for the defence.

Article 23

Defence of the PhD. Thesis

- (1) After passing the PhD. Examination, a student submits to the Dean an application for the defence of the PhD. Thesis together with the statement of the supervisor containing his/her recommendation or non-recommendation for the defence of the PhD. Thesis. The application is enclosed with four copies of the PhD. Thesis and at least ten summaries. It is possible to cancel the application for the defence of the PhD. Thesis during the preparatory stage before the defence starts, but only once.
- (2) The committee for the defence of the PhD. Thesis is appointed by the Dean upon the suggestion of the Branch Board.
- (3) The committee for the defence of the PhD. Thesis is comprised of 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 academic staff of TUL; at least two members of the committee must be professors or doctors of science. The supervisor cannot be a member of the committee for the defence of the PhD. Thesis.
- (4) The place and the date of the defence of the PhD. Thesis are made public on the Official Board of the faculty or TUL. All members of the committee for the defence of the PhD. Thesis, the supervisor and the student are invited for the defence. Together with the invitation, all of them receive the opponent evaluations and the summary.

- (5) The defence of the PhD. Thesis is controlled 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 PhD. Thesis consists of the public and the closed parts.
- (8) The public part of the defence of the PhD. Thesis is open to academic community. At first the student is introduced and he/she gives a brief speech about the results of his/her PhD. Thesis. Then the opponent evaluations and the supervisor's evaluation are read and a discussion takes place. The student's duty is to react to the opponent evaluations and to answer other questions.
- (9) In the closed part of the defence of the PhD. 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 PhD. Thesis or not. The grades are "passed" or "failed". The student has defended his/her PhD. Thesis if the prevailing number of the members of the committee for the defence states that he/she has passed.
- (10) The head of the committee for the defence announces 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 PhD. Thesis is written according to Par. 8.
- (12) The PhD. Theses together with the opponent evaluations and the results of the defences of PhD. Theses will be stored in conformity with the Record and Discarding Order of the TUL (supplement of Bursar's Regulation No. 3/09).
- (13) A student can re-defend his/her PhD. Thesis after having rewritten it only once, at least half a year later.
- (14) A student who has passed the PhD. Examination and defended his/her PhD. Thesis is a graduate from PhD. studies. The Dean informs the student in a written form about being awarded the degree in the particular study programme and study branch.

PART FOUR COMMON MEASURES

Article 24 Rights and Obligations of Students

- (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 Art. 3, Par.4. of the TUL Statutes.

Article 25 Admission for Studies

- (1) Applicants are accepted into study programmes in accordance with Art. 48 to Art. 50 of the Act and Art. 4 of the TUL Statutes. If the study programme is divided into several study branches (henceforth "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 makes the decision about the student's enrolment into the branch.

- (2) An applicant becomes a student on the day of enrolment at the faculty which realizes the study programme, or after being enrolled to TUL if the study programme is realized by TUL (Art. 51, Par. 2 of the Act).

Article 26

Recognition of Completed Parts of Studies

- (1) Upon student's request, the Dean can recognize credits gained for certain subjects or a part of studies completed:
 - a) in previous or concurrent studies in study programmes realized 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.
- (2) When making a decision according to Par.1, the issues taken into consideration will be the field of the completed studies or their part, credit evaluation of individual completed subjects of the study programme and study results.
- (3) The whole part of student's completed studies can be recognised according to Par.1 (a, b); in the case of studies recognized according to Par. 1 (c) the recognition will cover only up to 60% of credits needed for completing studies based on the agreement granted by the Head of the Department which provides the study programme.
- (4) Based on the agreement granted by the Dean, the Head of the Department can recognize student's credits of individual subjects taught at the Department.
- (5) A student applying for recognition of his/her studies according to Par. 1 has to 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.
- (6) After recognition of completed subjects, the conditions for regular completion of studies can also be set (especially the maximum length of possible interruption of studies).
- (7) All student's credits gained at a university abroad are recognised in compliance with the European Credit Transfer System (henceforth "ECTS") and with the learning agreement signed for this purpose; the recognised subjects with their credit evaluations are entered in the IS STAG and in credit books.
- (8) Recognition of a part of studies or individual credits and examinations is provided by:
 - a) the Dean in the case of student's enrolment in the study programmes realized by one of TUL faculties,
 - b) the Rector in the case of student's enrolment in the study programmes realized by TUL,
 - c) the Rector in the case of student's enrolment in the study programmes realized by TUL or one of its faculties when recognizing studies completed at a university abroad; in the case of student's enrolment in the study programmes realized by the faculty, the statement of the Dean is taken into account.

Article 27
Interruption of Studies

- (1) Interruption of studies is set 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, for interruption of his/her studies before the beginning of the particular semester at the latest.
- (3) The Dean usually interrupts studies only for the whole semesters. For exceptional but not study reasons, the Dean can interrupt a student's study course also in the duration of the semester. Interruption of studies is usually terminated so that it finishes at the same time as the semester.
- (4) In exceptional cases the Dean can interrupt a student's course of studies on his own initiative without a student's request.
- (5) On his own initiative, the Dean can decide about interruption of studies of a student who is bound to pay the fee related to his/her studies according to Art.58, Par.3 and 4 of the Act and Art. 7, Par.2 and 3 of the TUL Statutes when the student does not settle the fee within 15 days since the duty comes into force.
- (6) If 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 preceding semester.
- (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) After the period of the interruption of studies expires, 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-year to three-year Master study programmes following a Bachelor study programme,
 - c) 24 months in the case of four-to six-year non-follow-up Master study programmes,
 - d) 24 months in the case of three-to six-year PhD. programmes.
- (10) Upon the student's request, for exceptional non-study reasons, the Dean can interrupt student's studies for the period up to 36 months; studies interrupted because of unsettled study fees do not have a fixed total period of interruption.
- (11) If the reason for interrupting studies is no longer relevant, 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 for his/her studies after the period of the interruption of his/her studies within five days. If a person does not re-enrol for studies within five days after the period of interruption of his/her studies expires or if he/she does not ask for another registration term or for prolonging the period of interruption of studies, his/her studies will 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) An interruption of studies is recorded into the student's credit book by the study department and into the information system STAG.

Article 28
Regular Completion of Studies

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

Article 29
Withdrawing from Studies

- (1) A student who is going to terminate his/her studies announces this to the Dean in a written form. He/she can do so at any time during his/her studies.
- (2) A student who announces termination of his/her studies in writing must hand over his/her student card and a certificate that he/she has settled all his/her claims toward TUL to the study department within 8 days after he/she announces his/her termination of studies at the latest. Then his/her credit book will be concluded and he/she will obtain a certificate of passed examinations or of his/her studies.

Article 30
**Termination of Studies Due to Student's Failure
to Meet the Requirements of a Study Programme**

- (1) The Dean decides on the termination of a student's studies due to student's failure to meet the requirements of a study programme (Art. 56, Par. 1(a) of the Act) if a student:
- a) has not appeared for the enrolment in the given term, in the case he/she does not apologize in writing within five days from that date, or the apology is not accepted according to Art. 7, Par.5,
 - b) has not appeared for the enrolment in following studies within 5 days after interruption of his/her studies or does not apply for another term 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 made a provisional registration on 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 next academic year advancement set in Art. 7, Par. 2,
 - e) has not fulfilled the conditions for the subject completion after the second or third entry permitted (Art.9, Par.13);
 - 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 submission of Master or Bachelor 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. 14, or has not passed even the re-sit examination as defined by Art. 14, Par.16.
- (2) The Dean decides on the termination of a student's study course due to the student's failure to meet the requirements of a study programme apart from 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 an appeal 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 about termination of studies due to 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 about termination of studies made according to Paragraphs 1 – 3. The day of the termination of studies is the day when the decision about termination of studies comes into force.
 - (5) A student whose studies have been terminated by the Dean due to the student's failure to meet the requirements of a study programme must hand over his/her student card and a certificate that he/she has settled all his/her claims toward TUL to the study department within 8 days after the decision about termination of his/her studies comes into force at the latest. Then his/her credit book will be concluded and he/she will obtain a certificate of passed examinations or of his/her studies.

Article 31 Expulsion from Studies

A person expelled from studies according to Art. 65, Par. 1 (c) or Art. 67 of the Act must hand over a certificate that he/she has settled all his/her claims toward TUL, his/her credit book and his/her student card to the study department within 8 days after the decision about his/her expulsion from studies comes into force at the latest. The person will obtain a certificate of passed examinations or of his/her studies.

Article 32 Making B.A., M.A. and PhD. Theses Public and Approachable

- (1) B.A., M.A. or PhD. Theses submitted by the applicant for the 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 Head of the Department guarantees that a record is made of everybody who uses the opportunity.
- (2) Without gaining any profit, TUL makes public B.A., M.A. or PhD. Theses which have been defended, including the opponents' evaluations and records of progress and results of defences. Making results publicly accessible is based on inserting electronic versions of Bachelor's, Master's and PhD. Theses together with electronic versions of reviews of the opponents and the supervisors, the results and procedures of the defence recording in the IS STAG and by enabling a database access to the Bachelor's, Master's and PhD. Theses online in the University Library of TUL. Simultaneously, hard copies of defended theses are stored in the University Library of TUL, including the opponent reviews and records of the process and outcomes of the defence; specifications of the procedure are stated in the Rector's regulation.

- (3) The statements of Paragraph 2 will be used if specific legal regulations about the protection of intellectual property or trade secret¹⁾ do not state otherwise.

**PART FIVE
CONCLUDING MEASURES**

- (1) The Study and Examination Regulations of TUL registered at the Ministry of Education, Youth, and Physical Education on 20 August 2007 under the file number 18 304/2007-30 are not valid.
- (2) These Study and Examination Regulations were approved according to Art. 9, Par. 1 (b) of the Act by the Academic Senate of TUL on 15 May, 2012.
- (3) These Study and Examination Regulations come into force according to Art. 36, Par. 4 of the Act from the date of their registration at the Ministry of Education, Youth, and Physical Education.
- (4) These Study and Examination Regulations take effect on 1 September, 2012.

Professor Dr. Ing. Zdeněk Kůs
the Rector

¹⁾ For example Act No. 121/2000 Coll. ON Copyright and Rights Related to Copyright and on Amendment to Certain Acts (The Copyright Act) as amended,