

Code of Studies and Examination of the University of Hradec Králové – Applicability on the Faculty of Education of the University of Hradec Králové

Binding of the directive

This directive has been issued in compliance with Art 1 (2) of the Code of Studies and Examination of the University of Hradec Králové (hereinafter referred to as the “CSE UHK”) and Art. 17 (2) of the Statute of the Faculty of Education of the University of Hradec Králové.

The directive is binding for all students studying of the Bachelor's or Master's study programmes or students of the doctoral study programmes and the field of study accredited at the Faculty of Education of the University of Hradec Králové (hereinafter referred to as the “FE UHK”) and to all members of the academic staff who provide instruction in these study programmes and field of study.

PART ONE

Fundamental Provisions

Art. 1

Introductory Provisions (Art. 1 of the SCE UHK)

- (1) The present Dean's directive amends the SCE UHK in provisions for bachelor's study programmes, master's study programmes and doctoral degree programmes and to a reasonable extent for studies in the lifelong learning programme.
- (2) The Code of Studies and Examination of the University of Hradec Králové and this Directive may be further specified and information mainly about organization may be amended through the Dean's decisions.
- (3) Any change of a study form is only possible at the end of the academic year if the FE UHK has approved different admission conditions for that particular study programme for applicants who have completed that study programme or a part of it at a university in the Czech Republic or at a university abroad. If these conditions have not been approved, a change of a study form is only possible within the admission process.

PART TWO

Studies in Bachelor's and Master's Study Programmes

Section 1

ORGANIZATION OF STUDIES

Art. 2

Curricula (Art. 4 of the SCE UHK)

- (1) The content and standard of duration of study programme and study field are the same for all forms of study. The person whose responsibility is to ensure the concordance is the head of the department / the director of the institute.
- (2) In case which are verifiable and supported by evidence, a student may be granted individual fulfilment of study obligations. This is always subject to the possibilities and approval of the department / institute, in compliance with conditions determined by teacher of particular subjects. Individual fulfilment of study obligations may be permitted only for serious health or social reasons. Exceptionally, it may also be allowed for students who encounter verifiable difficulties in meeting study obligations due to international mobility.

Art. 3

Division of Students into Groups

- (1) Through the STAG system and within the deadlines specified by the Dean 's decision, a student registers himself or herself in courses they wish to study and at the same time, he or she registers for specific activities within the courses. Through this process, study groups specific for each course and each activity are created,
- (2) Programme guarantors and course coordinators, along with department schedulers, organise the forming of study groups, while emphasizing the effectiveness of teaching while taking into account the number of registered students, available resources and the nature of the study programmes.

Art. 4

Study Programme Guarantor (Art. 5 of the SCE UHK)

- (1) The proposal for a personal change of the position of the programme guarantor is submitted to the Dean of the Faculty by the head of a department or the director an institute which guarantees the study programme. The programme guarantor can be a member of the academic staff who meets the conditions stipulated in section 44 (6) of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments and Supplements to Other Acts (Higher Education Act), as amended (hereinafter referred to as "Act"). The Dean of the Faculty appoints a new programme guarantor following the consultation with the Academic Council of the FE UHK, consultation with the Council for Internal Evaluation of the UHK and approval by the National Accreditation Bureau for Higher Education.

Art. 5

Forms and Provision of Instruction (Art. 6 of the SCE UHK)

- (1) Each member of the staff of the FE UHK is obliged to offer personal consultation, the minimal period of time is the length of two lessons – this period of time is for full-time employees. By prior agreement with the head of the given department, one hour can be conducted in the distance form.

Art. 6

Completion of the Subject (Art. 8 of the SCE UHK)

- (1) By enregistering in an elective course within the relevant block of elective courses, the completion of such a course is regarded as mandatory for the given study programme. If a student does not receive credit or does not pass an exam in the elective course which they have enrolled in for the second time and the non-completion of which would prevent the fulfilment of the particular block of elective courses, the procedure as stipulated in Art. 12 (6) or in Art 13 (7) of the SCE UHK is followed.

Art. 7

Subject Dossier (Art. 9 of the SCE UHK)

- (1) The proposal for a personal change of the position of the block of profiling subjects guarantor is submitted to the Dean of the Faculty by the head of a department or the director of an institute. The subject guarantor must meet the conditions stipulated in Government Regulation No. 274/2016 Sb., of 24 August 2016 on standards for accreditation in higher education.
- (2) The Dean of the Faculty will inform the Council for Internal Evaluation of the UHK about personal changes of the position of profiling subjects guarantors if they concern more than half of the profiling base subjects and the council will discuss and consider the change.

Section 3

COURSE OF STUDIES

Art. 8

Check of Studies and Conditions for Studies Continuation (Art. 16 and 17 of the SCE UHK)

- (1) In the first year of study, a check on the number of the obtained credits takes place by the last day of the winter semester of the academic year. If a student has not obtained the required number of credits, their studies will be closed. Only in truly exceptional cases, particularly when serious health reasons or severe social situations have prevented the student from meeting the requirements, can the student request an exception for continuation of studies from the dean of the Faculty. The request must be submitted promptly, no later than the last day of the examination period in the winter semester. The application must include justification, along with the original or officially certified copies of documents supporting the stated arguments.
- (2) If a student has not fulfilled the conditions to advance to the next academic year and he or she intends to submit a request for an exception for the conditions set for studies continuation, he or she must do so no later than on June 30, or exceptionally by August 31, if they were registered to take an exam or a credit test in the second part of the examination period. At the same time, this request must be submitted only when it is indisputable obvious from the information system with what results the student completed the particular academic year (i.e. which he or she completed and which, after exhausting all possibilities, he or she was unable to complete). Later request will not be considered. Each request must include a justification, including the original document or officially verified copies of documents supporting the arguments which

were stated. Request without a valid evidence of the fee, in compliance with the valid Dean's decision of fees, will be rejected without further consideration.

- (3) If a student takes part in an international student mobility, instructors will appropriately adjust the requirements set for the successful completion of the course. In the semester when the international mobility takes place, attendance in classes is not required if the necessary competencies can be developed alternatively. If a student takes part in an international study mobility, he or she is obliged to inform all instructors of the courses they are registered for at least 21 days prior to his or her departure via e-mail. If a student has the knowledge that he or she would study abroad within a period shorter than 21 days, he or she is required to notify the instructors promptly.

Art. 9

Studies Interruption (Art. 19 of the SCE UHK)

- (1) A student is required to present evidence the reasons stated in the application for studies interruption if they are not evident from the course of study. An unjustified or undocumented request for studies interruption will be rejected.
- (2) During the period of study interruption, any individual is not considered a student of the FE UHK, loses all student rights, and is therefore not allowed to take exams, credits, or participate in state final exams at the FE UHK.
- (3) After re-enrolling in the programme, a student typically continues his or her studies in compliance with the study plans approved for the respective study program or field at the time of their enrollment. The FE UHK does not guarantee that there will be no changes to the study plans, limitations, or cancellations of the study programme or field during the study interruption.
- (4) The FE UHK does not guarantee the conditions for the successful completion of studies in the same study programme or field if, at the time of the student's re-enrollment, it is not being provided or if the accreditation has expired. In the event that the FE UHK obtains new accreditation for the relevant study programme, a student can be transferred to the newly accredited program with his or her consent, with the obligation to complete subjects that are different. The FE UHK does not guarantee that a student will be able to complete the studies within the standard duration in this case.

Art. 10

Recognition of Part of Studies (Art. 21 of the SCE UHK)

- (1) A subject completed with an examination classified with a grade of D or E will not be recognized. The instructor of the subject, the programme coordinator, or the head of the department/institute may recommend to the dean the recognition of the credit.
- (2) The subject completed more than three academic years ago will not be recognized. Exceptionally, the Dean of the faculty (especially in the case of a five-year continuous master's program) may extend the deadline to five years.
- (3) Subject studied in bachelor's degree study programme are not recognised in follow-up master's degree study programme.

- (4) The results of comprehensive and state examinations, including their parts (including defenses of final theses), are not recognized, regardless of their evaluation.
- (5) The recognition of part of the studies completed abroad within the framework of an exchange study programme organized by the university is governed by specific regulations, with which students are acquainted before participating in the study abroad programme.
- (6) For recognized subjects, in compliance with Art. 14 (3) of the SCE UHK, the verbal expression “recognized” will be used. Recognized exams are not counted towards the number of passed exams for the purposes of merit-based scholarships (they do not have grades A–E).
- (7) In the case of a change in the form of study in compliance with Art. 1, section 6 of the SCE UHK 6, exchange of major and minor programmes according to Article 4 paragraph 7 of the SCE UHK, and in the case of a student transfer to a newly accredited study programme in compliance with section 80 (5) of the ACT, subjects are recognized regardless of the date of completion or the classification with grades D or E. The subjects recognized in this way will include information about the recognition, and the original assessment in compliance with Art. 14 (1) of the SCE UHK will also be registered.

Section 4

STUDIES COMPLETION

Art. 11

Conditions for Studies Completion (Art. 23 of the CSE UHK)

- (1) If a student does not successfully complete the study within the validity period of the accreditation of the relevant study program and field, the FE UHK may, with a student's consent, transfer a student to a newly accredited study programme. In this case, there will be recognition of content-similar subjects in compliance with Art. 10, section 7 of this Directive.
- (2) A student who had had his or her original studies closed but did not manage to complete all parts of the state final examination within the specified period will be transferred to a newly accredited study programme with the obligation to complete subjects that do not have an equivalent in the original programme and cannot be therefore recognized. In the case of a transfer to the Faculty of Science or the Faculty of Arts of the USD, further studies will be governed by the regulations of the respective faculty. State final examinations and their parts (including defenses of final theses) will not be recognized.
- (3) The FE UHK may transfer a student only to the same or a lower type of study programme (i.e. from a five-year master's study programme to a bachelor's study programme).

Art. 12

State Examination (Art. 24 of the SCE UHK)

- (1) On the day of the commencement of the academic year, the head of a department or the director of an institute informs students in the final year of their studies about the organization of the final part of their studies, including the content and arrangement of the sections of the state final examination. The head of a department or the director of an institute may establish a

binding sequence for these individual parts; in that case, the verification of the fulfillment of conditions is the responsibility of the supervising institution.

- (2) If the head of a department or the director of an institute establishes a binding sequence for individual parts of the state final examination or the obligation to complete all parts of the state final examination in one session, a student may, due to serious (especially health-related) and properly documented reasons, submit a written request to the head of a department or the director of an institute for an exception (change in the order of exams, spreading exams over multiple sessions). The request must be submitted at least two months before the planned date of the state final examination or its part. The decision of the head of a department or the director of an institute is final.
- (3) If the academic year schedule establishes two dates for holding state final examinations in one semester, the head of a department or the director of an institute may, by decision, limit the capacity of one of the dates. In this case, the head of a department or the director of an institute is obliged to ensure sufficient capacity for the date that is not restricted. The decision on the capacity limitation of the date must be published no later than November 30 of the particular academic year.
- (4) For each part of the state final examination, students register in the information system STAG no later than 14 days before the scheduled date, except for the state final examinations taking place in August. Students are not individually invited to it, and publicly accessible information about the organization of the state final examination and its parts is available on the website of the Faculty and STAG. If a student registers for an optional or mandatory optional part of the state examination that is not a requirement for completing the study, they must complete this part before the last mandatory part of the state final examination. If they fail to do so, the study will be terminated on the day of completing the last mandatory part of the state final examination.
- (5) In justified cases, a student may withdraw from a part of the state final examination before its commencement, i.e. before the assignment / selection of questions. In this case, it is considered that the student has excused themselves from the state final examination in compliance with Art. 27 (4) of the SCE UHK).

Art. 13

Master's or Bachelor's Thesis

- (1) A student has the right to defend the thesis that has been uploaded to the system and subsequently validated by the supervising department or institute. Submitting a revised thesis is possible only if a student defended the previous version of a thesis unsuccessfully.
- (2) The supervising department or institute may return the thesis for revision only if there has been an unsuccessful defense attempt of the previous version. Returning the thesis due to a negative assessment from the supervisor or opponent is not possible.

Art. 14

State Examination Boards of Examiners (Art. 25 of the SCE UHK)

- (1) If the supervisor and opponent of a bachelor's or master's thesis are not authorized members of the Board of Examiners for the final state examination, during which the defense of the bachelor's or master's thesis takes place, their presence at the defense does not substitute for the mandatory presence of a minimum of three members of the Board of Examiners for the final state examination.

PART THREE

Provisions Relating Studies in Doctoral Programme

Section 1

ORGANIZATION OF STUDIES

Art. 15

State Doctoral Examination, Dissertation Thesis (Art. 42 to 55 of the SCE UHK)

- (1) Protocols regarding the course of a state doctoral examination and the defence of a dissertation thesis are generated by the information system of the faculty.
- (2) The formatting of a dissertation thesis is regulated by the Dean's directive (Regulations for thesis assignment and thesis elaboration).
- (3) A dissertation thesis is submitted in the quantities and forms specified by the valid Rector's Decree.

PART FOUR

Common Provisions

Art. 16

Study Dossier (Art. 58 of the SCE UHK)

- (1) The documentation of the course of study is maintained in the information system (STAG). The instructor is obligated to promptly enter into this system the assessment of credits, graded credits, and exams according to the rules established by the decision of the dean. The conditions for the complaint procedure are determined by the decision of the Dean, and the complaint form is available on the website of the Faculty.

Art. 17

Decision-Making in Matters Relating the Organization of Study (Art. 60a of the SCE UHK)

- (1) Submissions made by students in matters relating to the organization of study are processed through communication. The organization of studies encompasses everything that does not fall under decision-making in compliance with section 68 of the Higher Education Act.
- (2) Submissions made by students in matters relating the organization of studies in compliance with Art. 1, section 6, Art. 4, section 7, Art. 8 section 3 and Art. 16, section 6 of the SCE UHK are handled by the Dean.

- (3) Submissions made by a student relating the organization of study in compliance with section 4 (5) of the SCE UHK are processed by the authorized Vice-Dean. The student may, through the Vice-Dean, request a review of the handling of their submission within 15 days from the date the communication was delivered. The Vice-Dean may approve the request for a review, or transfer the request to the Dean of the Faculty. The Dean of the faculty may approve the request for a review, or reject it. The student is notified of the outcome. The decision of the Dean is final.
- (4) The decision related to the organization of study can be delivered through the electronic information system.

PART FIVE

Transitional and Final Provisions

Art. 18

Final provisions

- (1) Rulings on the rights and obligations of students are regulated by section 68 and section 69 of the Art. The law specifies in which matters decisions must be personally delivered to the student.
- (2) Decisions in matters specified in section 68 (1) (a, b and d) of the Act by which a student's requests are granted, and decisions in matters specified in section 68 (1) (e) of the Act are delivered through the electronic information system of the UHK. Other decisions according to section 68 paragraph (1) of the law can be personally delivered to students at the Study Department of the FE UHK or elsewhere on the faculty premises or by mail. If it is not possible to deliver the decision personally to the student at the address they have provided in the STAG information system - section 63 (3) (b) of the Act. The document is considered delivered by posting a notice of the undelivered shipment on the notice board of the UHK along with information about where it can be picked up for a period of 15 days. The last day of this period is considered the day of delivery.
- (3) This Directive comes into force on the day it is signed.
- (4) The Directive No. 2/2023 from April 13, 2023 is hereby repealed.

In Hradec Králové, on December 20, 2023

prof. PhDr. MgA. František Vaníček, Ph.D.

the dean of the Faculty of Education of the University of Hradec Králové