



**Legality of the Code of Study and Examination of University of Hradec Kralove for the  
Faculty of Education University of Hradec Kralove**

**The scope of legality**

This Regulation is published under Article 1 Section 2 of the Code of Study and Examination of University of Hradec Kralove (hereafter SZŘ UHK) and Article 17 Section 2 of the Constitution of Faculty of Education University of Hradec Kralove.

The Regulation is binding for all students enrolled in bachelor's, master's and doctoral study programmes and specializations accredited at the Faculty of Education University of Hradec Kralove, as well as for academic staff providing lessons in the study programmes and specializations. The Regulation affects lifelong education students proportionately.

**PART ONE**  
***Basic Provisions***

**Article 1**

**Introductory Provisions (Article 1 of SZŘ UHK)**

- (1) This Dean' Regulation amends SZŘ UHK regulations concerning study in bachelor's, master's and doctoral study programmes and proportionately lifelong education study.
- (2) SZŘ UHK and this Regulation may be further specified and amended mainly by information of organizational nature via Dean's Decrees.

**PART TWO**  
***Study in bachelor's and master's study programmes***

*Section 1*

*ORGANIZATION OF STUDY*

**1. Article 2**

**2. Study Plans (Article 4 of SZŘ UHK)**

- (1) Study plans for the internal study form are composed so that the faculty provides on average 17, maximum 20 periodically and non-periodically organized lessons per week during teaching parts of a semester of single specialization programmes, and 19, maximum 24 periodically and non-periodically organized lessons per week of dual departmental specialization programmes, to achieve optimally 30 credits per semester.
- (2) The subject of study and standard length of study of a study programme is identical for all study forms. Its compliance is the responsibility of the head of the department/director of the institute.
- (3) In legitimate and substantiated cases, the student can be permitted to obtain an individual study plan, always in compliance and agreement of the head of the given department, based

on conditions determined by teachers of individual subjects. The individual study plan can be guaranteed only in case of serious healthy or social reasons. Exceptionally, the individual study plan can be permitted to students whose completion of study requirements were provably affected as a result of their international mobility.

### **Article 3**

#### **Division of Students in Study Groups**

- (1) In dates designated by the Dean's Decree each student registers via the Information system STAG subjects they want to study and signs up for particular activities of the registered subjects. Thus study groups, specific for each subject and activity, are formed.
- (2) Guarantors of study specializations and subjects together with the department scheduler organize the creation of study groups with the emphasis on the efficiency of lessons by considering the number of registered students, available resources and character of study programmes.

### **Article 4**

#### **Study Counselling (Article 10 of SZŘ UHK)**

- (1) The fifth article of counselling sequence is created by Vice-Deans of PdF UHK who were guaranteed the given body of authority by the Dean. Office hours of Vice-Deans are published at the Dean's office and on the website of UHK (Departments → Faculty Management). Vice-Deans are addressed by the student who have provably unsuccessfully dealt with previous units of counselling system according to SZŘ UHK v the following order:
  - a) information system,
  - b) academic staff at departments/institute,
  - c) study counsellor or tutor of students with specific needs at departments/institute
  - d) study department officers,
  - e) Vice-Dean.

### *Section 2*

#### *VERIFICATION AND ASSESSMENT OF STUDY RESULTS*

### **Article 5**

#### **Examination (Article 13 of SZŘ UHK)**

- (1) If the student accepts the assessment of the teacher and this assessment is recorded in STAG, the subject is considered to be completed. The level of the achieved final mark of a successfully completed subject cannot be changed by any other repeated examination.

### *Section 3*

#### *THE COURSE OF STUDY*

### **Article 6**

#### **Study Inspection and Requirements for Study Continuation (Articles 16 and 17 of SZŘ UHK)**

- (1) In the first year of study the inspection concerning the number of reached credits is performed by the last day of winter term of the academic year. If the student fails to obtain the required number of credits, their study is discontinued. Only in highly exceptional cases when the student was unable to meet study requirements as a result of serious health reasons or oppressive social reasons, can they apply to the Dean of the faculty for an exceptional continuation in their studies. The application must be submitted immediately, the latest

before the last day of the winter term examination period. The application must include justification including the original or authenticated copies supporting the stated arguments.

- (2) If the student fails to meet the requirements to continue studies in the next academic year of the study, and intends to apply for an exception, they must do so by 30. 6., exceptionally by 31. 8. the latest providing they were registered for an examination or credit assessment in the second part of the examination period. At the same time, the application must be submitted only after it is undoubtedly apparent in the information system which results the student has achieved in the academic year (i.e. which subjects were completed and where they failed after all the possible attempts had been taken). Delayed applications will not be considered. Each application must include justification including the original or authenticated copies supporting the stated arguments. Applications without valid proof of payment according to the effective Dean's Decision concerning payments will be unconditionally declined.
- (3) When necessary, teachers of subjects are obliged to substantiate students' successful completion of study requirements for the period of three years.
- (4) In the case students leave for an international student mobility, teachers adjust accordingly their successful subject requirements. During the term when the student undergoes the mobility, their presence in lessons is not required should their competences be developed in a different way. In the case of an international study stay, the student is obliged to inform all teachers whose subject they have registered for the given semester 21 days prior to their departure the latest. If the student provably learns of their date for international mobility in a period shorter than 21 days prior to leaving, they will contact the teachers immediately.

#### **Article 7**

##### **Interruption of Study (Article 19 of SZŘ UHK)**

- (1) The student is obliged to credibly substantiate reasons stated in the application for the interruption of study if they are not apparent from the course of their study. Unsubstantiated or unreasoned applications for the interruption of study will be declined.
- (2) During the period of interrupted study, the person loses the status of student of PdF UHK, loses student's rights and cannot take examinations, complete credits or sit for final state examinations at PdF UHK.
- (3) After repeated registration for study the student continues studying ordinarily according to study plans which are approved for the given study programme valid in the time of the student's registration after their interruption. PdF UHK provides no guarantee that during the interrupted period study plans will not change, or that a field of study will not be reduced or cancelled. PdF UHK does not guarantee conditions for the successful completion of studies in the case of such programmes which during the time of students' repeated registration are not provided or whose accreditation has terminated. If the student, even under these circumstances, applies for repeated registration and in the current academic year does not successfully complete the standard requirements for the advancement to another year of study, their study is discontinued.

#### **Article 8**

##### **Recognition of Parts of Study (Article 21 of SZŘ UHK)**

- (1) Subjects graded with marks D, E will not be recognized (i.e. not even the credit of the subject).
- (2) Subjects completed more than three academic years ago will not be recognized.
- (3) Subjects from bachelor's programme will not be recognized in postgraduate master's programme.
- (4) Results of comprehensive and state examinations are not recognized regardless of their grades.

- (5) Recognition of parts of study undertaken abroad within an international exchange stay organized by university is guided by specific regulations, with which students are acquainted before they undertake the international stay.
- (6) If a student is awarded the grade “recognized” as a result of their application for the recognition of parts of study, the overall grade of duly completed study may only be “passed.” These subjects are not included in the calculation of results for the scholarship for excellent results.

*Section 4*  
*DULY COMPLETED STUDY*

**Article 9**

**Final State Examination (Article 24 of SZŘ UHK)**

- (1) By the day of the commencement of the academic year the head of the department/director of the institute informs students of the final year of study about the organization of the final part of their study including the subject and organization of the final state examination. The head of the department/director of the institute may establish a binding succession of these partial components; in such a case the inspection of requirement fulfilment belongs to the guaranteeing workplace.
- (2) Students register each part of the final state examination in STAG two weeks before its date at the latest, with the exception of final state examination taking place in August. Students are not invited personally; the source of publically accessible information concerning organization of the final state examination and its parts are university webpages and STAG. If the student registers for an elective or non-mandatory part of the state exam not conditioning the completion of the study, this part must be completed before the final mandatory part of the state examination. If not, their study will be completed by the date when the mandatory part of the state examination was completed.
- (3) In justified cases the student can withdraw from a part of the final examination before its commencement, i.e. before their task is set/drawn. In such a case the student must excuse themselves according to Article 27 (4) of SZŘ UHK.

**Article 10**

**Examination committees for Final State Examinations (Article 25 of SZŘ UHK)**

- (2) If the supervisor and the reviewer of a bachelor/master/dissertation thesis are not authorized members of the final state examination during which the defence of the bachelor/master/dissertation thesis proceeds, their presence does not substitute the presence of the minimum of three members of the final state examination committee.

**PART THREE**

***Provisions for Study in Doctoral Programmes***

*Section 1*  
*ORGANIZATION AND REALIZATION OF STUDY*

**Article 11**

**State Doctoral Examination, Dissertation Thesis (Articles 41 to 55 of SZŘ UHK)**

- (1) Minutes of the proceedings of state doctoral examination and dissertation thesis defence are generated by the information system of the faculty.

- (2) Formal aspects of dissertation thesis are governed by Dean's Decision (Rules for Submission of the Final Thesis and Its Formulation).
- (3) Dissertation thesis is submitted in the form and number of copies as given by valid Rector's Decree (No 05/2017 – Code for Bachelor, Diploma, Rigorous, Dissertation and Habilitation Theses at UHK), which determines the submission of three printed copies and one digital copy which is submitted via web interface eVŠKP.

**PART FOUR**  
***Common Provisions***

**Article 12**

**Documentation of Study (Article 56 of SZŘ UHK)**

- (1) Documentation concerning the proceeding of study is recorded in the information system (STAG). The teacher is obliged to immediately enter the assessment of credits, classified credits, and exams according to rules determined by the Dean's Decision. The student has a right to demand the confirmation of the achieved grade for their personal documentation. The possibility to claim the achieved grade not entered in the electronic system (STAG) is not conditioned by the personal documentation of the student. Conditions for reclamation proceedings are determined by the Dean's Decision; the reclaim form is available at the faculty website.

**PART FIVE**  
***Transitional and Final Provisions***

**Article 13**

**Final Provisions**

- (1) Decisions concerning the rights and responsibilities of students are treated under Section 68 and Section 69 of the Act. The Act determines under which circumstances the student is delivered the decision to their hand.
- (2) Decisions can be delivered to students to their hand at the Study Department PdF UHK or elsewhere on the faculty premises or by post. If the decision concerning Section 68 (3) of the Act fails to be delivered to the student in their hand at the address they bindingly entered in STAG (Section 63 (3) b) of the Act), the document is delivered via the publication of announcement of an undelivered parcel on the office board of UHK alongside the notification where the document can be in the period of 15 days retrieved. The final day of this period is consider to be the delivery date.
- (3) This Regulation takes effect from 1 September 2017.
- (4) By this Regulation coming into legal force, the Dean's regulation No 4/2015 from 1. 1. 2016 loses its effect.

In Hradec Králové on 1 September 2017

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