



Univerzita Hradec Králové

**STUDY AND EXAMINATION CODE
OF THE UNIVERSITY OF HRADEC KRÁLOVÉ**

Under section 36 (2) of Act No. 111/1998 Sb., on higher education institutions and amendments and supplements to some other acts ("the Higher Education Act"), the Ministry of Education, Youth and Sports registered the Study and Examination Code of the University of Hradec Králové on 12 November 2019 under ref. No. MSMT-36347/2019-1.

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Mgr. Karolína Gondková
Director of the Higher Education Department

STUDY AND EXAMINATION CODE OF THE UNIVERSITY OF HRADEC KRÁLOVÉ

PART ONE

Basic Provisions

Article 1

Introductory Provisions

- (1) Under section 17 (1) (g) of Act No. 111/1998 Sb., on higher education institutions and amendments and supplements to some other acts ("the Higher Education Act"), as amended ("the Act"), this Study and Examination Code of the University of Hradec Králové ("the UHK") is an internal regulation of the UHK and contains the rules for studies in Bachelor's, Master's and doctoral degree programmes provided by the UHK.
- (2) Provision of a degree programme by the UHK is regulated by the Act, Articles 20, 23 to 28, and 30 of the UHK Constitution, and by this Study and Examination Code. To implement this internal regulation, faculties may issue implementing decrees, especially in cases they have been authorized to do so by an internal regulation. In integrated degree programmes provided by more faculties, such implementing decree may be issued by the Rector. Such implementing decree must be approved by the Deans of the relevant faculties. Such implementing decrees may not impose on Students other duties, or greater extent of duties or limitations than those imposed by this internal regulation, the degree programme, or the relevant legal regulations.
- (3) For the purposes of this Study and Examination Code:
 - a) "The Home Faculty" means the faculty at which the Student is enrolled into a degree programme;
 - b) "The Faculty" means the faculty instructing the given degree programme, or the Home Faculty responsible for the degree programme if it is instructed by more faculties;

- b) "The Dean" means the dean of the Faculty instructing the degree programme, or the Dean of the Home Faculty responsible for the degree programme if it is provided by more faculties;
- (4) Students of the Bachelor's or Master's degree programmes ("the Student(s)") or Students of the doctoral degree programmes ("the Doctorand(s)") are enrolled into the studies at the Faculty. If the degree programme is accredited at the UHK, the Students or Doctorands are enrolled at the UHK and must follow regulations of that Faculty to which the given degree programme has been delegated by the Rector, unless the Rector's decree specifies otherwise.
- (5) The UHK offers the following forms of studies:
 - a) Full-time studies;
 - b) Distance-learning studies;
 - c) Combined studies (combination of the full-time and distance-learning form).
- (6) The Dean may change the Student's form of studies for serious reasons and upon the Student's written request.
- (7) In Students enrolled at the UHK, actions performed by the Dean under this Code are performed by the Rector and/or by the authorised Dean of the Faculty to which the given degree programme has been delegated by the Rector.

Article 2

Organisation of the Academic Year

- (1) The academic year lasts 12 calendar months and is divided into the winter and summer semesters.
- (2) Each semester consists of instructions, examinations, and vacations.
- (3) A semester usually includes 13 weeks of instruction (minimum 8 weeks) and usually 5 weeks of examination period. The instructions can also be provided in an intense form (blocks, courses) held in a part of a semester.
- (4) The instruction in the full-time form of studies is usually organized according to weekly curricula determined by the Dean.
- (5) One lesson lasts 45 minutes.
- (6) Students may be divided into study groups for the purpose of the instruction.
- (7) The beginning of the academic year and division of individual semesters, particularly the beginning and end of the instruction, examination period, and vacations in the individual semesters is determined by the Rector.
- (8) The Dean determines the academic year schedule for the Faculty in accordance with the individual semester division determined by the Rector. The Dean determines particularly:

- a) Deadlines for the control of studies;
 - b) Period in which the state examinations are held.
- (9) For degree programmes accredited at the UHK, the academic year schedule is announced by the Rector and/or by the authorised Dean of the Faculty to which the given degree programme has been delegated.

PART TWO

Studies in Bachelor's and Master's Degree Programmes

Section 1

ORGANIZATION OF STUDIES

Article 3

Degree Programmes

- (1) The UHK provides:
 - a) Degree programmes for integrated studies;
 - b) Degree programmes with academic specialties; and
 - b) Degree programmes without academic specialties.
- (2) The degree programmes may be provided by:
 - a) One Faculty; or
 - b) In cooperation of more faculties.
- (3) A degree programme provided by one Faculty means the degree programme whose major Subjects and content of the state examinations are provided by the Faculty. This, however, does not exclude the possibility to perform mutual instruction of compulsory Subjects for other degree programmes and/or membership in the state examination committees of other Faculties, or other forms of cooperation between the Faculties.
- (4) Degree programmes provided in cooperation of more Faculties mean the degree programmes whose major Subjects and content of the state examinations are provided by more Faculties.

Article 4

Curricula

- (1) A one-semester study subject ("the Subject") is the basic instruction module of the Bachelor's or Master's degree programme.
- (2) A self-contained set of Subjects forms a block of Subjects.
- (3) Before a degree programme is initiated, the Faculty publishes a structured list of Subjects that must be passed to complete properly the given degree programme. The list:
 - a) Groups the Subjects in semesters and years of studies (a model curriculum);
 - b) Defines the conditions of the Subjects sequence;
 - c) Defines the groups of compulsory, elective, and optional Subjects;

d) Defines the parts of the state examinations.

A dossier under Article 9 is kept about each listed Subject. Such structured list and the Subject dossier form the curriculum of the degree programme.

- (4) Students create their curricula in their Bachelor's or Master's degree programmes on the basis of the degree programme curriculum.
- (5) Students may be granted, in justified cases and upon a written application, the Dean's exception from the general rules for the curriculum making.
- (6) In integrated degree programmes, Students may select both their maior and minor curricula from the offer of Faculties with accredited degree programmes for integrated studies. The variants of the degree programmes for integrated studies are available at the UHK public website.
- (7) Students may study only one minor curriculum at a time. Mutual exchange of maior and minor curricula (change of the degree programme) is allowed in exceptional and justified cases and upon the Student's request. Such request is decided by the Dean of the Faculty where the Student will be enrolled after the curricula exchange, after a previous consent given by the Dean of the Faculty where the Student studied his/her maior curriculum before the change of the curriculum.
- (8) No exchange of the minor curriculum for another minor curriculum is allowed; neither an exchange of the maior curriculum for another maior curriculum is allowed.
- (9) In degree programmes with academic specialties, Students may choose the academic specialty or combination of specialties from the offer of faculties with accredited degree programmes with academic specialties. Account of this choice of an academic specialty/combination of specialties can be taken at the admission procedure by inclusion of a check of the applicant's knowledge, abilities, or skills related to the given academic specialties according to the applicant's choice. In this case, no specialty change is allowed and the Student must pass as many specialties as required by the accreditation of the degree programme to which the Student took the admission procedure and was enrolled. Inclusion of a Student in a curriculum of an academic specialty/combination of specialties is binding for him/her.
- (10) In case the choice of the academic specialty was not taken into account during the admission procedure:
 - a) The Student will choose his/her specialty according to the rules for the given degree programme within the period of time determined by the degree programme accreditation;
 - b) The specialty choice is limited only by the capacity and rules for the selection by the Students for the individual specialties determined by the Dean's decree;
 - c) The academic specialty may be changed upon the Student's request approved by the Dean.

- (11) Inclusion in a specialty/combination of specialties curriculum is not considered enrolment within the meaning of section 51 of the Act. By inclusion in a specialty/combination of specialties curriculum, the Student may participate in all parts of its instruction and other studies activities required to pass it in the given semester.
- (12) Before the instruction in each given semester starts, the heads of departments or the institute directors must ensure that the content of the curricula in the degree programmes relating their department/institute are up-to-date and must publish them through the information system.

Article 5

Degree Programme Guarantor and Board

- (1) Only such member of the UHK academic staff who fulfils the conditions set out by section 44 (6) of the Act and by the government decree No. 274/2016 Sb., on standards for higher education accreditations, can be appointed a guarantor of a Bachelor's and Master's degree programme. The guarantor of a degree programme is appointed by the Dean upon the opinion given by the relevant Research Board.
- (2) The guarantor's tasks include (but are not limited to):
 - a) Monitoring and evaluation of the studies in the given degree programme;
 - b) Proposing the members and chairs of examination committees for state examinations;
 - c) Active participation in the preparation of accreditation materials; their discussion may not be continued without the guarantor's consent with their content.
- (3) If determined so by the Dean, the studies in each Bachelor's or Master's degree programme is monitored and evaluated by a Degree Programme Board.
- (4) The Degree Programme Board has at least three members who are appointed and repealed by the Dean upon consideration with the relevant Research Board. The guarantor of the relevant degree programme must always be a member of the Degree Programme Board. The structure of the Degree Programme Board, its powers, term of office of its members and detailed content of its activity is specified by the Dean.

Article 6

Forms and Provision of Instruction

- (1) The instruction usually includes lectures, seminars, projects, tutorials, consultations, courses, practical training, and field trips; courses, practical training and field trips are complementary forms of instruction. The Subjects can also be instructed through information and communication technologies (e-learning).
- (2) The forms of instruction specified in paragraph 1 are defined as follows:

- a) Lectures have the nature of explanation of the basic principles, methods used in the given discipline, problems, and their sample solutions.
 - b) Seminars and projects are forms of instruction accentuating the Student independent work. Presentations of results of his/her own work and/or professional debates and critical discussions in a colloquium are an important part of this form of instruction.
 - c) Tutorials support practical mastery of the Subject explained at the lectures or assigned for individual studies under the Students active participation.
 - d) Consultations are used mainly to consult and check tasks worked out independently by the Students. This form of instruction prevails in the distance-learning studies.
 - e) Courses are usually short-term one-time forms of instruction used to acquaint the Students with specialized knowledge or to repeat and supplement knowledge in order to cope better with the studies in the given degree programme.
 - f) Practical training (including teaching practices and language studies) are used to deepen the knowledge and skills obtained during the studies, and to check their application in practice. It is also used to supplement the knowledge and acquaint with methods of work particularly in out-of-Faculty institutions.
 - g) Field trips are particularly used to acquaint the Students with the methods of work in out-of-school institutions.
- (3) Individual consultations supplement the instruction. Teachers:
- a) Must publish personal consulting hours, at least one lesson per week, unless the head of the given unit specifies otherwise;
 - b) Can give other personal consultations after a previous agreement with the Student;
 - c) In addition to personal consultations, they can give individual consultations using the computer networks, particularly by means of an e-mail or electronic conference;
 - d) Must publish and continuously update the extent and way of individual consultations providing, both in written form at their department and in an electronic form in the information system.
- (4) Assigned or the Student's own work forms an inseparable part of his/her study activities.
- (5) Participation in lectures is recommended. Participation in other forms of instruction is usually mandatory.
- (6) The department head or the institute director, in cooperation with the degree programme guarantor, is obliged to monitor the instruction provided by the given department or institute and attend to its level. The instruction is also evaluated on the basis of the Students' evaluation.
- (7) The site where the individual Subject instruction is held is published in a schedule which is binding both for the teachers and Students. Responsibility for the schedule drawing

and publishing one week (at the latest) before the instruction commencement at the Faculty in the individual semesters is borne by the Dean.

Article 7

Credit System

A unified credit system is used to quantify the course of studies at the Bachelor's and Master's degree programmes provided by the UHK and its units. The credit system is fully compatible with the European Credit Transfer and Accumulation System („ETCS“) which has the following features:

- a) One credit represents 1/60 of the average annual Student load at standard duration of studies;
- b) Each Subject has a specific number of credits assigned, representing the relative volume of the overall Student's studies load required for successful completion of the given Subject;
- c) When the Student completes the Subject in a way required by Article 8, he/she gets a pre-specified number of credits assigned to the given Subject;
- d) Credits obtained within one degree programme are summed up;
- e) The number of credits obtained is a tool for the studies control.

Article 8

Completion of the Subject

- (1) The Subject is completed:
 - a) By a course credit granting; or
 - b) By a graded course credit granting; or
 - c) By passing an examination; or
 - d) By passing an examination after previous credit granting.
- (2) By completion of the Subject under paragraph 1, the Student gets the number of credits assigned to the Subject.
- (3) The Subjects may be registered twice at the most within the given degree programme, except for the Subjects with approved multiple registration. The Dean may, upon the Student's request in justified cases, allow an extra registration of a Subject without approved multiple registration.
- (4) The Subject completed by the Student may not be re-registered, except for the Subjects with approved multiple registration.

- (5) The Student is obliged to register the Subjects of the given degree programme through the information system within the periods of time determined by the Dean's decree.

Article 9

Subject Dossier

- (1) The Subject dossier includes (but is not limited to):
- a) The Subject title;
 - b) The Subject extent (number of lessons per one week or semester divided according to the way and form of instruction);
 - c) Credits assigned to the Subject;
 - d) The Subject sequences, if any;
 - e) Form of the Subject completion;
 - f) Name of the Subject guarantor who is responsible for meeting the basic aims of the Subject and for coordinating its instruction, and name of the department or institute where the Subject is instructed;
 - g) Annotation of the Subject content, aims and characteristics of knowledge, skills and qualification gained by the Students;
 - h) The Subject syllabus related to the instruction schedule;
 - i) References on which the Subject is based, and references recommended to the Students;
 - j) Demands made on the Students – ways of the continuous control of the studies and rules for the participation in the instruction;
 - k) Methods of assessment – conditions for a course credit or a graded course credit granting, the form of examination (Article 13 (2)), and rules for the final Subject classification.
- (2) The Subject dossier is published through the information system. The content of the Subject dossier mentioned in Article 9 (1) (g-k) can be specified in more details during the first two weeks of the semester at the latest, in a way decided by the teacher.
- (3) Responsibility for the publication of the Subject dossier is borne by the department heads and institute directors.
- (4) The Student is obliged to acquaint him-/herself with the Subject dossier and its more detailed specification, if any.

Article 10

Study Counselling

- (1) The Faculty provides information necessary for the studies to the Students. It also provides counselling in creation of the curriculum by the Student.
- (2) To ensure the activities specified in paragraph 1 above, the Faculty establishes a counselling and information structure. The studies counselling has the following hierarchy:
 - a) Information system;
 - b) Academic staff at departments or institutes;
 - c) Employees of the Faculty Study Department;
 - d) Vice-Dean for the study affairs;
 - e) Dean.
- (3) The Student who asks for counselling proceeds according to the said hierarchy.
- (4) All members of the academic community may use the services of the UHK Counselling Centres.

Section 2

CHECK AND EVALUATION OF STUDY RESULTS

Article 11

Check of Study Results

- (1) The study results are checked continuously and at the Subject completion in the form specified in Article 8 (1).
- (2) Proficiency in a set of Subjects is checked by a comprehensive examination if it is required after a defined part of studies in a degree programme.

Article 12

Course Credit and Graded Course Credit

- (1) The course credit certifies that the Student participated actively in his/her studies during the semester and fulfilled the requirements for the course credit granting laid down at the beginning of the Subject instruction, and/or proved his/her professional competence through a professional debate in a colloquium.
- (2) A graded course credit is a course credit in which the level of required activities (usually of practical nature) is assessed by granting a grade.
- (3) The way of fulfilment of the course credit requirements must be published in the Subject dossier, including the number of attempts allowed to fulfil the course credit requirements.

- (4) The Student who has not been granted a course credit or a graded course credit may ask the department head or the institute director for review. The department head or the institute director decides the credit granting after consulting the teacher who instructs the given Subject. In case of a dispute, all participating parties may ask the Dean for final decision. If the course credit is to be granted by the department head or the institute director, the final decision is made by the Dean.
- (5) The course credit or the graded course credit must be obtained at the latest by the end of the academic year in which the Subject was taught.
- (6) If the Student does not obtain the course credit or the graded course credit in a Subject the completion of which is mandatory for the given degree programme, and if it was either the Student's second registration of the given Subject or re-registration based on the Dean's decision, the Student's studies are closed under section 56 (1) (b) of the Act. The day on which the relevant decision comes into legal force and power is the day of the studies closing. The decision-making procedure is regulated by section 68 of the Act.

Article 13

Examination

- (1) The examination tests the Student's comprehensive proficiency in the facts defined in the Subject dossier. The extent of the proficiency is assessed by the teacher's grading in accordance with Article 14. The teacher can also take account of the actual continuous assessment in the given Subject and to the Student's approach to his/her study duties during the given Subject studies.
- (2) The examination forms are as follows:
 - a) Oral;
 - b) Written;
 - c) Practical;or combined. If the Student fails one part of an examination, the teacher may refuse to invite him/her for the other one and the overall result of examination is classified "Fail".
- (3) The dates and places of examinations and their parts, the way of registering for an examination and the way of determining the number of examiners and tested Students must be published in the information system at least five calendar days in advance. There must be sufficient number of examination dates (taking account of the expected number of Students to be examined) during the whole examination period, usually three at least. The teacher may define which dates are considered to be ordinary and which are considered to be re-sits. Responsibility for the sufficient number of dates is borne by the department head or the institute director. Out of the examination period, the teachers examine only after a previous agreement with the Students. The examinations are public.

- (4) The examiners are usually those members of the academic staff who give lectures or who were charged with the examining by the department head or the institute director.
- (5) The Student who was classified “Fail” may re-sit for the examination in one of the published dates. The Student may re-sit for an examination twice at the most.
- (6) Upon a justified request filed by the Student, or upon the teacher’s suggestion, the department head or the institute director decides to hold the first or second re-sit of an examination before a committee appointed by the department head or the institute director. If the examiner is the department director or the institute director, the decision on the examination holding before of a committee is made by the Dean.
- (7) If the Student fails to pass an examination which is mandatory for the given degree programme and if it was either the Student’s second registration of the given Subject, or re-registration based on the Dean’s decision under Article 8 (3), the Student’s studies are closed under section 56 (1) (b) of the Act. The day on which the relevant decision comes into legal force and power is the day of the studies closing. The decision-making procedure is regulated by section 68 of the Act.
- (8) If the Student fails to appear for an examination without excusing himself/herself duly, withdraws during the examination, or breaches seriously its proper course, he/she has used one examination attempt as is classified “Fail”. The Student must excuse him-/herself to the examiner orally (in person or through another person), electronically, or in writing within maximum five days after the date of the examination. It is the examiner who accepts/does not accept the excuse.
- (9) A serious breach of the examination course means (but is not limited to) swindling and copying and can be considered to be an infringement of disciplinary rules.
- (10) In an oral examination, the Student may, immediately after being told the grading proposed by the examiner, refuse such grading. In a written examination, the Student may refuse the grading within maximum 3 days from the results announcement. In such case, he/she is classified “Fail”.

Article 14

Grading

- (1) The scale A, B, C, D, E, and F is used for grading. The grade “A” is the best one while the grade “F” means that the Student failed.
- (2) The grading scale corresponds to the following textual and numeric classification:

Classification	Textual classification	Numerical classification
A	Excellent	1
B	Very good	1.5

C	Good	2
D	Satisfactory	2.5
E	Sufficient	3
F	Fail	4

- (3) When recognizing a part of the studies or the individual Subjects under Article 21 (1), the word “recognized” can be used instead of grading.

Article 15

Student's Average Grading

- (1) The Student’s average grading in a given part of the studies is expressed in form of a weighted study average P_v which is defined by the formula:

$$P_v = \frac{\sum_{p=1}^n K_p \cdot Z_p}{\sum_{p=1}^n K_p},$$

where K_p is the number of credits for the Subject p closed by an examination or a graded course credit; Z_p is a numerical grading of the exam or graded course credit under Article 14 (2) of a closed Subject p . All Subjects (n) passed by the Student in the given block of studies and closed by an examination or a graded course credit are summed up, i.t. from 1 to n .

- (2) The weighted study average is used (but not limited to) to:
- Award the scholarship for outstanding academic achievement;
 - Make the overall assessment of studies (Article 28).

Section 3

COURSE OF STUDIES

Article 16

Control of Studies and Conditions for Studies Continuation

- (1) A control is performed in pre-set deadlines of each academic year whether or not the Student obtained the number of credits in the given part of his/her studies and whether or not they correspond to the specified degree programme. If the Student does not meet this condition, his/her studies are closed under section 56 (1) (b) of the Act. The day on

which the relevant decision comes into legal force and power is the day of the studies closing. The decision-making procedure is regulated by section 68 of the Act.

- (2) In the first year of studies, two controls under paragraph 1 above are performed. The first one is performed on the last day of the examination period of the winter semester (Article 2 (7)). If the Student fails to obtain at least 15 credits as of the given day, his/her studies are closed under section 56 (1) (b) of the Act. The day on which the relevant decision comes into legal force and power is the day of the studies closing. The decision-making procedure is regulated by section 68 of the Act.
- (3) To complete the academic year successfully, the Student must obtain, from the beginning of the assessed studies, the number of credits equalling at least the twentyfold number of semesters passed (i.e. 40 credits after the first year of studies, 80 credits after the second year of studies etc.).
- (4) The Student of a degree programme with specializations where the specialization is selected during the studies must select his/her specialization within the deadline determine by the Dean's decree. If the Student does not select his/her specialization within the given deadline, his/her studies are closed under section 56 (1) (b) of the Act. The day on which the relevant decision comes into legal force and power is the day of the studies closing. The decision-making procedure is regulated by section 68 of the Act.
- (5) The studies are always controlled on the last day of the academic year, except for the final academic year and except for the control under paragraph 2 above.
- (6) The Dean may, on the Student's written request, in quite extraordinary cases and for justified reasons (mainly due to proven serious health problems), adjust the fulfilment of any of the conditions required for the studies continuation by means of a decision in which the Dean determines the conditions for the studies continuation.
- (7) The Student who takes care of a child has the right for postponement of deadlines for his/her study duties fulfilment and for meeting the conditions to proceed to the next academic year specified in Article 16 (2-4) for the recognized period of parental leave¹⁾ or for the period for which the parental leave would otherwise last, under the condition that the Student does not interrupt the studies during such period of time. The Student asks the Dean in writing for postponement of such deadlines and proves the given facts duly.

Article 17

Control of Participation in Instruction

Physical presence of the Students at tutorials and seminars may be controlled to record the Students' participation in the instruction. The rules for the studies control are

¹⁾ Sections 195, 197, and 198 of Act No. 262/2006 Sb., the Labour Code, as amended.

specified in the Subject dossier (Article 9); more details can be specified by the Dean's decree.

Article 18

Enrolment into the First and Next Year of Studies

- (1) The course of enrolment into the first and next year of studies, especially the place, time and way, is determined by the Dean. Applicants for studies in degree programmes provided by the UHK who have been admitted for studies become Students on the date of their enrolment into the first year of studies under section 61 of the Act. The admitted applicants come for the enrolment in person. In justified cases, the Dean may allow the applicant to enrol on an alternative date, or may allow a representative (with an officially authenticated power of attorney) to enrol the applicant.
- (2) On the day of enrolment, the Student acquires rights under section 62 of the Act and duties under section 63 of the Act.
- (3) The Student who has met the conditions for the studies continuation, or who was exempt under Article 16 (6) must enrol into the next year of studies within the period of time specified by the Dean.
- (4) If the Student does not enrol into the studies on the specified date determined under paragraph (1) above without a justified excuse, his/her studies are closed under section 56 (1) (b) of the Act. The day on which the relevant decision comes into legal force and power is the day of the studies closing. The excuse is submitted to the Dean in writing within maximum five days after the last date of enrolment. The decision-making procedure is regulated by section 68 of the Act.

Article 19

Studies Interruption

- (1) In justified cases, the Dean may approve interruption of studies upon the Student's written application while meeting all principles of this Study and Examination Code in accordance with the relevant degree programme.
- (2) The studies may be interrupted during the first year in quite exceptional cases only, including but not limited to proven serious health condition, or for reasons specified in paragraph 5 below.
- (3) Unless specified otherwise below, the studies are usually interrupted from the beginning of a semester.
- (4) If the Student did not pass the state examination, the Dean may, upon the Student's written request, interrupt the studies until the Student re-sits for it. However, the provision of Article 23 (4) may not be breached and the duration specified in paragraph 7 below may not be exceeded.

- (5) The Student is entitled, upon a duly reasoned written application submitted to the Dean, to studies interruption in respect of pregnancy, delivery, or parental care for the whole period of the recognized duration of parental care.²⁾
- (6) If the reasons for the interruption no longer apply, the Dean may terminate the studies interruption upon the Student's application even before the permitted period of interruption lapses. In such case, the Dean specifies in his/her decision the next course of the studies.
- (7) The studies may be interrupted more than once. The overall period of the studies interruption may not exceed two years (i.e. 24 months). The Dean may decide the studies interruption for a longer period of time, mainly for serious health and personal reasons. In such case, the overall duration of interruption may not exceed 4 years. Interruption for the reasons specified in paragraph (5) above is not included in the permitted duration of interruption.
- (8) During the interruption, the individual does not have the Student status. The individual whose studies have been interrupted must re-enrol into the studies within 10 calendar days from the end of the studies interruption.
- (9) If the individual breaches the duty specified in paragraph (8) above and fails to re-enrol into the studies within the given period of time, he/she loses the right for re-enrolment and his/her studies are closed under section 56 (1) (b) of the Act. The day on which the relevant decision comes into legal force and power is the day of the studies closing.

Article 20

Studies Abandonment

If the Student decides to abandon the studies, he/she delivers his/her written decision to the Dean. The studies are closed on the day the Student's written notification of studies abandonment was delivered to the Dean.

Article 21

Recognition of Part of Studies

- (1) The Dean of the relevant Faculty may, upon the Student's written application, recognize parts of studies or individual course credits and examinations (Subjects) to a Student who has completed (part of) studies in a degree programme, or who has been studying in another degree programme provided by a Czech or foreign higher education institution. In his/her decision-making, the Dean takes account of the Subject area of the completed studies or their part, the number of credits assigned to the Student completed Subjects of

²⁾ The recognized duration of parental care means such period of time for which the Student's maternal or parental leave lasts or would last under Sections 195, 197, and 198 of Act No. 262/2006 Sb., the Labour Code, as amended.

the degree programme, the Student's grading, and the period passed since the completion of the previous studies. The state examination and its parts cannot be recognized.

- (2) Recognition of a part of studies can be conditioned by passing of bridging examinations.
- (3) The individual recognized Subjects are assigned the number of credits corresponding to the given degree programme. The recognized examinations are assessed under Article 14 (1).
- (4) Recognition of a part of studies is decided by the Dean who takes account of the opinions of the teacher in charge of the given Subject, the given degree programme guarantor, and the department head or the institute director.

Article 22

Organization and Course of Studies Provided by the UHK

Articles 3 to 21 apply accordingly to the organization and course of studies and assessment of studies results if a degree programme is provided by the UHK. Matters specified in Articles 3 to 21 are decided by the Rector (instead of the Dean), or by an authorized Dean of the Faculty charged by the Rector with the given degree programme provision.

Section 4

STUDIES COMPLETION

Article 23

Conditions for Studies Completion

- (1) The Student closes his/her studies if he/she obtains the number of credits equalling at least sixtyfold number of years of the standard duration of studies in the specified degree programme and announces he/she does not want to study any other partial Subjects. After closing the studies, the Student may sit for the state examination.
- (2) The Student completes his/her studies properly in accordance with section 55 of the Act if he/she passes successfully the state examination which includes the defence of the Bachelor and Master's thesis in the Bachelor's and Master's degree programme, respectively. The studies in the given degree programme are completed properly under section 55 (1) of the Act on the date of passing the state examination or its last part.
- (3) To complete the integrated studies successfully, the Student must fulfil the requirements of both the maior and minor curriculum according to the accreditations, and also all parts of the state examination specified for both the maior and minor degree programme.
- (4) The Student must complete his/her studies properly, i.e. must pass the state examination or its last part within two years from the date of study closing. For these purposes, the date of study closing means the last day of the academic year in which the study was closed.

Interruption of studies in this period does not extend the said two-year period of time. If the Student does not pass the state examination by that time, his/her studies are closed under section 56 (1) (b) of the Act. The day on which the relevant decision comes into legal force and power is the day of the studies closing. The decision-making procedure is regulated by section 68 of the Act. The Dean may, for especially serious and duly reasoned causes (usually due to health condition), extend the said period of time repeatedly. The overall period of the studies interruption may not exceed two years (i.e. 24 months).

- (5) If the Student takes care of a child, he/she may ask the Dean to extend the period of time specified in paragraph 3 above for the period of parental leave, or for the period for which the parental leave would otherwise last. The Dean grants such application.
- (6) If the state examination consists of several parts, their sequence of passing and conditions of advancing to other parts are determined by the department head or the institute director before the start of the academic year.
- (7) If the Student fails to pass the re-sat state examination, his/her studies are closed under section 56 (1) (b) of the Act. The day on which the relevant decision comes into legal force and power is the day of the studies closing. The decision-making procedure is regulated by section 68 of the Act.
- (8) The Student who terminates his/her studies is obliged to set off immediately all his/her obligations and claims towards the UHK and the Faculty.

Article 24

State Examination

- (1) Division of the state examination to parts and their content is specified in the degree programme dossier. The state examination is oral or written, or oral and written. The Subjects of which the state examination consists are a part of the degree programme dossier and are specified in the individual programme curricula including the definition of required knowledge and recommended literature. The parts of the state examination are defined as compulsory, elective, or optional.
- (2) Organization of the state examination is determined by the Dean's decree. Responsibility for the qualified preparation of the state examination and thesis defence is borne by the department heads or the institute directors. The Student applies for the state examination and the Master's or Bachelor's thesis defence at the Faculty where he/she is enrolled. The fact that the Student has met all requirements resulting from the degree programme and can sit for the state examination (including the Master's or Bachelor's thesis defence) is checked by the Study Department of the Faculty through the information system.
- (3) There must be at least two terms of state examinations scheduled in one academic year, at least one per a semester.

- (4) The state examination or any of its parts may be re-sat only twice. The re-sits are taken according to the academic year schedule announced by the Dean.
- (5) The Student re-sits for such part of the state examination for which he/she was graded "F" ("Fail").
- (6) Records of the state examination including the results of the Master's or Bachelor's thesis defence are kept by the Study Department in cooperation with the administrative employees of departments or institutes. They bear joint responsibility for documents required for the Boards of Examiners. A record is kept about the state examination showing the course and assessment of the Master's or Bachelor's thesis defence and of other parts of the state examination, the overall grading of the state examination under Article 27, and overall grading of the study under Article 28. The reviewer's report on and the supervisor's assessment of the Master's or Bachelor's thesis are attached to the record. Responsibility for the record correctness is borne by the chair of the Board of Examiners.

Article 25

State Examination Boards of Examiners

- (1) The state examination is taken before a Board of Examiners. The Chair and the members of the Board of Examiners are appointed under section 53 (2) and (3) of the Act and under Article 27 (1) of the UHK Constitution.
- (2) At least three members of the Board of Examiners must be present at the state examination or its part.
- (3) The session of the Board of Examiners is chaired by the Board chair or, in his/her absence, by an authorized member of the Board of Examiners. The considerations of the Boards of Examiners and way of their convocation are specified by the relevant Dean's decree.
- (4) The Board of Examiners has a quorum if at least three members are present.

Article 26

Master's or Bachelor's Thesis

- (1) By a Master's or Bachelor's thesis, the Student proves he/she manages to solve and present (both in oral and written form) a task and defend his/her own approaches to its solution. The Master and Bachelor's thesis is submitted in writing; it can include an artistic presentation or another practical part. The Master and Bachelor's thesis differ from each other by the nature of solved problems and extent and depth of their processing. The Master's and Bachelor's thesis drawing is a part of the curriculum.
- (2) The departments and/or institutes announce the topics of the Master's and Bachelor's theses. The Student him-/herself may propose the topic of the Master's or Bachelor's thesis in accordance with section 62 (1) (f) of the Act. Such proposal is approved by the department head or the institute director. The deadlines and way of the topics publishing

and selection of the Master's or Bachelor's thesis by the Student are specified by the relevant Dean's decree. The Student has the right to choose freely his/her thesis topic out of the proposed topics relevant for his/her degree programme. The essentials of the Master's or Bachelor's thesis and the dates and way of its delivery for defence are specified by the relevant Dean's and Rector's decrees. The Rector determines the number of copies delivered for defence.

- (3) The Master's or Bachelor's thesis specification includes a short summary of the problem, tasks and aims that should be reached, name of the thesis supervisor, and/or the basic references. Full professors or associate professors may always be the Master's or Bachelor's thesis supervisors. Other Master's or Bachelor's thesis supervisors must have at least one level higher qualification than the qualification that is to be obtained by the given thesis defence. The Dean may, in justified cases, grant an exemption from the said rule but only if such exemption has not been granted already to the thesis reviewer. Experts who are not the UHK employees may also be the Master's or Bachelor's thesis supervisors or advisors. The Master's and Bachelor's thesis reviewers are appointed in accordance with the same criteria. The Master's or Bachelor's thesis specification is delivered in writing in the form specified in the relevant Dean's decree. Such specification forms a part of the Master's or Bachelor's thesis.
- (4) In a degree programme taught in the Czech language, the Master's or Bachelor's thesis can be submitted (with its supervisor's approval) in a foreign language. In such case, the Master's or Bachelor's thesis must include an expanded abstract in the Czech language. This condition is not applied to theses in the Slovak language.
- (5) The Master's or Bachelor's thesis supervisor and its reviewer or reviewers appointed by the department head or the institute director draw their reports on the thesis. The report includes a conclusion whether they recommend/do not recommend the thesis for defence. The Student must be acquainted with the reports five days before the thesis defence at the latest.
- (6) The Student of an integrated degree programme defends the thesis in his/her major degree programme, i.e. the thesis topic must be related to that degree programme in which the Student is enrolled.
- (7) At the defence of the Master's or Bachelor's thesis, the Student at first presents the main results of his/her work and then comments on the supervisor's and reviewer's/reviewers' comments. Discussion then follows.
- (8) If the Student fails to defend the Master's or Bachelor's thesis, the Board of Examiners decides whether he/she supplements or rewrites the thesis, or writes a thesis on another topic. The Board of Examiners give their reasoning of their decision in the state examination record.

Article 27

Grading of the State Examination

- (1) The individual parts of the state examination are graded separately. The Board of Examiners adopts a resolution on grading of the state examination and its parts in private. Grades under Article 14 are used for grading. The grading proposal is adopted if it gets the majority of votes of the present members of the Board of Examiners. Should there be equality of votes, the Board Chair's vote will decide. The results are announced by the chair of the Board of Examiners.
- (2) The Board of Examiners decides the overall grading on the basis of the grading of the individual parts of the state examination. The overall grading of the state examinations is as follows:
 - a) "A" if the arithmetic mean of all parts of the state examination does not exceed 1.25 and the Master's or Bachelor's thesis is graded "A" and none of the other parts of the state examination is graded less than "B";
 - b) "B" if the arithmetic mean of all parts of the state examination exceeds 1.25 and does not exceed 1.50 (inclusive) and the Master's or Bachelor's thesis is graded "A" or "B" and none of the other parts of the state examination is graded less than "C";
 - c) "C" if the arithmetic mean of all parts of the state examination exceeds 1.50 and does not exceed 2.00 (inclusive) and the Master's or Bachelor's thesis is graded "A", "B", or "C";
 - d) "D" if the arithmetic mean of all parts of the state examination exceeds 2.00 and does not exceed 2.50 (inclusive) and the Master's or Bachelor's thesis is graded "D" at the most;
 - e) "E" if the arithmetic mean of all parts of the state examination exceeds 2.50 and does not exceed 3.00 (inclusive) and the Master's or Bachelor's thesis is graded "E" at the most;
 - f) "F" if the Student is graded "F" in some part of the state examination.
- (3) If the Student is graded "F", the Board of Examiners adopts a resolution on reasoning which is drawn in the record on the state examination. The Student has the right to acquaint him-/herself with the reasoning.
- (4) If the Student does not appear for the state examination without a reasoned written excuse, he/she has used one examination attempt and is considered to have failed the state examination. The excuse must be submitted to the Dean in writing within maximum five days after the date of the examination. The Dean makes decision about its acceptance.

Article 28

Overall Grading of Studies

- (1) The overall study is graded as follows:

- a) Graduated with distinction;
 - b) Graduated.
- (2) The graduate who graduated with distinction gets a higher education diploma with distinction.
- (3) The higher education diploma with distinction will be bestowed upon the graduate who received the grading “A” or “B” for his/her state examination and achieved outstanding study results during the whole study in the given study programme (leading to award of the given academic title). Outstanding study results mean the weighted study average not exceeding 1.50 in each year of studies.

Article 29

State Advanced Master’s Examination

The form, conditions of taking, way of assessment and organization of the state Advanced Master’s (“rigorózní“) examinations taken under sections 46 (5) and 98 (2) of the Act and Article 28 of the UHK Constitution in those Subjects of study in which the Faculty provides the Master degree programmes and has been authorized to take the state Advanced Master’s (“rigorózní“) examinations are specified in the internal regulation of the Faculty titled the Advanced Master’s (“rigorózní“) Examination Code; the Code specifies also the conditions of writing, assessment and defence of the Advanced Master’s (“rigorózní“) thesis.

Article 30

Due Completion of Studies in a Degree Programme Provided by the UHK

If a degree programme is provided by the UHK, provisions of Articles 23 to 28 are applied accordingly to the due completion of study; at that, the Rector and/or the authorised Dean of the Faculty to which the given degree programme has been delegated has the authority to decide instead of the Dean.

Section 5

STUDIES IN COOPERATION WITH A FOREIGN HIGHER EDUCATION INSTITUTION

Article 31

- (1) In case of studies in joint/multiple degree programmes provided in cooperation with a foreign higher education institution under section 47 of the Act, the following exemptions from the rules specified by this Study and Examination Code shall apply:
- a) Change of the form of studies (Article 1 (6));
 - b) Academic year division and schedule (Article 2);

- a) Re-registration of a Subject (Article 8 (3));
 - d) Possibility to re-sit for an examination (Article 13 (5));
 - e) Control of credits required to proceed to the next year of studies (Article 16);
 - f) Enrolment into the first and next year of studies and consequences of the failure to meet this duty (Article 18);
 - g) Interruption of studies (Article 19);
 - h) Total number of credits required to complete the studies (Article 23);
 - i) Board of Examiners (Article 25);
 - j) State examination assessment (Article 27);
 - k) Overall study assessment (Article 28).
- (2) Exemptions from Articles specified in paragraph (1) above may be applied if the given matter is regulated in the agreement with the foreign higher education institution and/or in the given higher education institution or its Faculty regulations.

PART THREE

Provisions Relating Studies in Doctoral Programmes

Section 1

ORGANIZATION OF STUDIES

Article 32

Degree Programmes

- (1) A doctoral degree programme may be guaranteed only by a member of the academic staff of the UHK who meets the conditions for a guarantor stipulated in section 44 (6) of the Act and the government decree No. 274/2016 Sb., regulating the standards for higher education accreditations. The guarantor of a degree programme is appointed by the Dean upon the opinion given by the relevant Research Board.
- (2) Doctoral degree programmes can also be carried out in cooperation with other higher education institutions and their faculties or other legal persons.

Article 33

Doctoral Studies Board

- (1) The Doctoral Studies Board defined in section 47 (6) of the Act has at least 7 members who are appointed and repealed by the Dean upon consideration with the relevant research board of the Faculty. The Dean also sets the number of members of the Doctoral Studies Board and their term of office.
- (2) The Doctoral Studies Board is chaired by the doctoral degree programme guarantor.
- (3) The activities of the Doctoral Studies Board are regulated by a code of procedure. The code of procedure is issued by the Dean upon consideration with the Doctoral Studies Board.
- (4) In jointly accredited degree programmes, the way of establishment and subsequent work of the common Doctoral Studies Board is specified in a relevant agreement between the UHK and the participating higher education institutions or other legal persons.
- (5) The Doctoral Studies Board mainly:
 - a) Approve the proposed topics of dissertations;
 - b) Comment on proposed guarantors;
 - c) Discuss changes in the structure of Subjects that form a part of the given degree programme;
 - d) Comment on individual curricula of Doctorands and their potential changes;
 - e) Discuss assessments of Doctorands submitted by supervisors;

- f) Recommend the Dean to terminate the Doctorand's studies due to failure to fulfil requirements of the degree programme;
- g) Assess the supervisors' activities and submit their conclusions to the Dean;
- h) Assess the level of the degree programme performance at least once in an academic year and submit conclusions to the Dean of the relevant Faculty or to the Deans of other faculties, or to authorized representatives of legal persons who participate in the degree programme;
- i) Initiate proposals on the degree programme amendments in relation to the conditions of accreditation;
- j) Approve the content and extent of state doctoral examinations;
- k) Propose chairs and members of commissions for the state doctoral examinations and for the defences of dissertations;
- l) Discuss the amount of doctoral scholarships and bursaries.

Article 34

Supervisor

- (1) A supervisor is a person important for the personal support of a degree programme from the point of view of its accreditation and its performance by the Doctorand.
- (2) The supervisor who may be a full professor, associate professor or an outstanding expert in the Subject area relating to the degree programme is appointed and repealed by the Dean upon the Doctoral Studies Board opinion. When appointing the supervisor, the Dean defines his/her position and rights.
- (3) If the supervisor is not a full professor or associate professor, he/she may be a supervisor only if approved by the relevant Research Board.
- (4) The topics proposed to the Doctoral Studies Board by the supervisor for approval, and dissertations supervised by him must be in accord with his/her own scientific, research, or artistic activity. Account is also taken of the orientation of the supervisor's worksite and of the worksite whose member the Doctorand becomes ("the Worksite").
- (5) The Doctorand him-/herself may propose the dissertation topic in accordance with section 62 (1) (f) of the Act. Such proposal must be approved by the Doctoral Studies Board.
- (6) The Dean may, upon the Doctoral Studies Board opinion, appoint a dissertation advisor to supervise parts of the dissertation.

Article 35

Individual Curriculum

- (1) The Doctorand's individual curriculum according to which the studies in his/her degree programme are carried out specifies mainly:
 - a) The topic of the dissertation which can be specified more closely during the studies;
 - b) Subjects that must be passed by the Doctorand;
 - c) Activities related to the creative activity, especially the studies and temporary fellowships at other worksites, participation in conferences, seminars, and summer schools;
 - d) The Doctorand's teaching activities;
 - e) The Doctorand's study schedule.
- (2) The form of the individual curriculum is specified by the Doctoral Studies Board.
- (3) The individual curriculum and its potential amendments are drawn by the Doctorand and his/her supervisor who submits the curriculum to the Doctoral Studies Board for opinion. The individual curriculum and its amendments are approved by the Dean.

Article 36

Subjects of a Doctoral Degree Programme

- (1) The doctoral degree programme consists of Subjects allowing the Doctorand to reach, in cooperation with the relevant member of the academic staff, sufficient knowledge corresponding to the state-of-the-art findings in the Subject area of the degree programme.
- (2) The Subjects are taught and examined by full professors, associate professors, or other outstanding experts in the given Subject areas.
- (3) The Subjects are closed by a credit or an examination. The examination is oral and is usually based on the topical paper submitted by the Doctorand. If an examination is taken before the Board of Examiners, the relevant board (consisting of three members at least) is approved by the Doctoral Studies Board. The second re-sit for an examination must be held before the Board of Examiners.
- (4) Records must be kept about the Subjects. Such records include but are not limited to:
 - a) The Subject title;
 - b) The Subject extent;
 - c) Names of the Subject teachers;
 - d) The Subject annotation;
 - e) References on which the Subject is based, and references recommended to the Doctorands.

The Subject records are published through the information system.

- (5) The Subject instruction depends on the number of Doctorands registered for the given Subject. It is either based on lectures organized for a group of Doctorands (the minimum number of Doctorands in a group being determined by the Dean), on seminars, or on independent studies with consultations.

Article 37

Examination in the Doctoral Degree Programme Subject

- (1) The dates of examinations in the Subjects of the doctoral degree programme are determined by the examiners or the chairs of the Board of Examiners in agreement with the Doctorand.
- (2) The examination is public.
- (3) The examination is graded verbally; the Student either “Passes” or “Fails”.
- (4) The Doctorand who failed the examination can re-sit for it up to two times. The second re-sit is taken before the Board of Examiners. The Board of Examiners is appointed by the chair of the relevant Doctoral Studies Board. The Board of Examiners is usually chaired by a member of the Doctoral Studies Board; its members always include the supervisor and teacher of the given Subject. The date of the examination is determined by the chair of the Doctoral Studies Board. The grading of the examination is decided by the Board of Examiners in private. The grading proposal is adopted if it gets the majority of votes of the present members of the Board of Examiners. A record is drawn about an examination held before of a Board of Examiners.
- (5) The result of the examination is recorded in the study dossier under Article 58. The study record shows the result of the examination, date of its holding and the examiner’s signature. If the examination is held before the Board of Examiners, the record is signed by its chair.
- (6) If the Doctorand fails to pass an examination of the Subject he/she is obliged to pass, his/her studies are closed under section 56 (1) (b) of the Act. The day on which the relevant decision comes into legal force and power is the day of the studies closing. The decision-making procedure is regulated by section 68 of the Act.
- (7) If the Doctorand does not appear for the examination without a reasoned written excuse, he/she is considered to have failed it. The excuse is submitted in writing to the examiner or the chair of the Board of Examiners within maximum five days after the date of the examination.

Article 38

Assessment and Control of the Individual Curricula Fulfilment

- (1) The Doctorand reports at his/her Worksite, usually once in academic year, on his/her studies, results of his tasks solution, and on preparation of the dissertation.
- (2) The Doctorand draws annually, by a deadline set by the chair of the Doctoral Studies Board, a written report on the results of his/her activities. The report belongs to documents used by the supervisor to assess the Doctorand.
- (3) The supervisor assesses the fulfilment of the study duties by the Doctorand regularly once in an academic year and submits the assessment to the relevant Doctoral Studies Board.
- (4) If the Doctorand has not fulfilled the duties set in his/her individual curriculum, the supervisor proposes the relevant Doctoral Studies Board (upon the Worksite head's opinion) to discuss the proposal to close the Doctorand's studies under section 56 (1) (b) of the Act. This procedure can also be initiated by the head of the Worksite or the Doctoral Studies Board. The decision-making procedure is regulated by section 68 of the Act. The day on which the relevant decision comes into legal force and power is the day of the studies closing.
- (5) The Doctorand who takes care of a child has the right for postponement of deadlines for his/her study duties fulfilment and for meeting the conditions for proceeding to the next academic year or to the block of studies defined in this Study and Examination Code and related decrees of faculties for the recognized period of parental leave³⁾ or for the period for which the parental leave would otherwise last, under the condition that the Student does not interrupt the studies during such period of time. The Doctorand asks the Dean in writing for extension of such deadlines and proves the given facts duly.

Article 39

Doctoral Degree Programme Interruption

- (1) The Dean may interrupt the Doctorand's studies upon the Doctorand's written application recommended by his/her supervisor.
- (2) The Doctorand is entitled, upon a duly reasoned written application submitted to the Dean, to studies interruption in respect of pregnancy, delivery, or parental care, for the whole period of the recognized duration of parental care.⁴⁾
- (3) If the reasons for the interruption no longer apply, the Dean may terminate the studies interruption upon the Doctorand's application even before the permitted period of interruption lapses.

³⁾ Sections 195, 197, and 198 of Act No. 262/2006 Sb., the Labour Code, as amended.

⁴⁾ The recognized duration of parental care means such period of time for which the Student's maternal or parental leave lasts or would last under Sections 195, 197, and 198 of Act No. 262/2006 Sb., the Labour Code, as amended.

- (4) The studies may be interrupted more than once. The overall period of the study interruption may not exceed two years (i.e. 24 months). The Dean may decide the studies interruption for a longer period of time, mainly for serious health and personal reasons. In such case, the overall duration of interruption may not exceed 4 years. Interruption for the reasons specified in paragraph (2) above is not included in the permitted duration of interruption.
- (5) During the interruption, the individual does not have the Student status. The individual whose studies have been interrupted must re-enrol into the studies within 10 calendar days from the termination of the studies interruption.
- (6) If the individual breaches the duty specified in paragraph (5) above and fails to re-enrol into the studies within the given period of time, he/she loses the right for re-enrolment and his/her studies are closed under section 56 (1) (b) of the Act. The day on which the relevant decision comes into legal force and power is the day of the studies closing.

Article 40

Doctoral Degree Programme Abandonment and Closing

- (1) If the Doctorand decides to abandon the studies, he/she delivers his/her written decision to the Dean. The studies are closed on the day the Student's written notification of the studies abandonment was delivered to the Dean. If the Doctorand has entered into obligations defined by a contract and related to solution of projects, main or supplementary activity of the UHK, he must terminate such contract duly.
- (2) The Dean decides on the failure to meet the requirements under section 56 (1) (b) of the Act upon the Doctoral Studies Board proposal in accordance with Article 33 (5) (g) and Article 38 (4). The studies are closed on the last day of the month in which the Dean issued the decision. The decision-making procedure is regulated by section 68 of the Act. This is without prejudice to the provision of Article 39 (6).

Article 41

Recognition of a Part of a Doctoral Degree Programme

- (1) Parts of studies or individual examinations can be recognized to the Doctorand (upon his/her written application) who has completed (part of) studies in a doctoral degree programme, or who has been studying in another doctoral degree programme provided by a Czech or foreign higher education institution. In decision-making, account is taken of the orientation of the completed (part of) studies, of grades achieved, results of the Doctorand's own creative activity and period lapsed from the previous studies completion.
- (2) A part of study is recognized by the Dean upon the supervisor's proposal and opinion given by the Doctoral Studies Board.

Section 2

STATE DOCTORAL EXAMINATION

Article 42

- (1) At the State Doctoral Examination, the Doctorand is to prove his/her proficiency in theory and required knowledge of the study Subject area, including the methodological foundations of scientific work. The content of the State Doctoral Examination is based mainly on the topic of the doctoral degree programme and the Doctorand's individual curriculum.
- (2) The State Doctoral Examination includes a discussion related to the topic of the dissertation. Such discussion is usually based on a paper submitted by the Doctorand if such paper is required by the Doctoral Studies Board for the given doctoral degree programme. The paper includes mainly the critically assessed state of the art related to the dissertation topic, definition of expected dissertation aims, and characteristics of the chosen methods of solution. The extent of the paper is set by the Doctoral Studies Board.
- (3) The Doctorand may re-sit for the State Doctoral Examination only once, no earlier than six months after the date of the failed examination.
- (4) A record is drawn about the course of the State Doctoral Examination. Its form is regulated by the relevant Dean's decree.

Article 43

Registration for the State Doctoral Examination

- (1) The Doctorand may register for the State Doctoral Examination after having passed all examinations required by his/her individual curriculum.
- (2) A list of professional activities performed during the studies in the doctoral degree programme, a paper under Article 42 (2) (if required), and a list of publications or created engineering works or works of art is attached to the application for the State Doctoral Examination.

Article 44

Boards of Examiners for the State Doctoral Examinations

- (1) The State Doctoral Examination is public and is held before a State Doctoral Examination Board. The State Doctoral Examination Board is either a permanent one or its members are appointed "ad hoc". The chair and members of the State Doctoral Examination Board are appointed by the Dean upon the Doctoral Studies Board proposal under section 53 (2) and (3) of the Act. At least one member of the Board of Examiners must be an external expert. The Doctorand's supervisor takes part in the State Doctoral Examination Board considerations and has only an advisory vote unless he/she has been appointed a member of the Board.

- (2) The State Doctoral Examination Board has five members at least.
- (3) The State Doctoral Examination Board sessions are managed by its chair. A code of procedure of the State Doctoral Examination Board is issued by the Dean.
- (4) The chair of the State Doctoral Examination Board appoints one of the members to prepare and present the opinion to the paper drawn by the Doctorand, if such paper was required. Such opinion serves a basis for the board actions.
- (5) The State Doctoral Examination Board has a quorum if at least three fifths of its members are present, however no less than five members.

Article 45

Grading of the State Doctoral Examination

- (1) The state doctoral examination is graded verbally; the Student either “passes” or “fails”.
- (2) The State Doctoral Examination Board assess the course of the state doctoral examination at a closed session and decide the grading by voting.
- (3) The “Pass” grading proposal is adopted if it gets the majority of votes of the present members of the State Doctoral Examination Board.
- (4) If the Doctorand “Fails” to pass the state doctoral examination, the reasoning is recorded and notified to the Doctorand.
- (5) If the Doctorand does not appear for the state doctoral examination without a reasoned written excuse, he/she has used one examination attempt and is considered to have failed it. The Doctorand must excuse him-/herself in writing within maximum five days after the date of the examination. It is the Dean who accepts/does not accept the excuse.
- (6) If the Doctorand fails to pass the re-sat state doctoral examination, his/her studies are terminated under section 56 (1) (b) of the Act. The day on which the relevant decision comes into legal force and power is the day of the studies closing. The decision-making procedure is regulated by section 68 of the Act.

SECTION 3

DISSERTATION AND ITS DEFENCE

Article 46

Dissertation

- (1) The dissertation is an original independent piece of work drawn in accordance with paragraph 2 below. It contains results of scientific tasks resolved by the Doctorand.
- (2) The dissertation must include but is not limited to the following parts:

- a) Summary of the state of the art related to the dissertation topic;
- b) Aim of the dissertation;
- c) Results of the dissertation, showing the new findings arrived at by the Doctorand, their analysis and importance for implementation into practice or for further development of the given scientific discipline;
- d) List of references used;
- e) List of the Doctorand's own publications related to the dissertation topic.

Documentation of engineering works or works of art created by the Doctorand can also form a part of the dissertation. The dissertation always includes an abstract in the Czech and English (and in any other) language. Each abstract usually has one page.

- (3) As a rule, the dissertation is submitted in the Czech or English language.
- (4) Formal arrangement of the dissertation is set by the Dean's decree.

Article 47

Dissertation Defence

- (1) The Doctorand may defend the dissertation only after having passed the state doctoral examination.
- (2) The Doctorand submits the following papers in addition to the application for the dissertation defence:
 - a) The dissertation in the number of copies specified by the Rector's decree;
 - b) The thesis of the dissertation in the number of copies specified by the Dean's decree and drawn in accordance with Article 48 (1);
 - c) Overview of professional activities performed during the studies in the doctoral degree programme, including the list of publications and papers accepted for publication (plus documents proving their acceptance for publication), or a list of created engineering works or works of art and reactions to them;
 - d) Opinion of the Doctorand's supervisor on the dissertation.
- (3) The way of submitting applications for the defence of the dissertation thesis is specified by the relevant Dean's decree.
- (4) The dissertation defence proceedings are started upon the application delivery.
- (5) If the application for defence of the dissertation meets the essentials under paragraph 2 above, it is passed to the Doctoral Studies Board to continue the proceedings.
- (6) If the application for defence of the dissertation fails to meet the essentials under paragraph 2 above, the Dean discontinues the proceedings and asks the Doctorand to

remove the deficiencies within a specified period of time; the proceedings are otherwise terminated.

Article 48

Dissertation Thesis

- (1) The thesis of the dissertation contains the summary of the basic ideas, methods, results and conclusions of the dissertation. Its structure corresponds to the structure of the dissertation. The thesis has about 25 standard printed pages and is submitted in an A5 format. It includes an overview of the Doctorand's publications related to the dissertation topic and an overview of his/her conference contributions related to the dissertation topic.
- (2) All members of the Dissertation Defence Board and all reviewers get the dissertation thesis that is submitted together with the application for the dissertation defence.
- (3) After a successful defence of the dissertation, the dissertation thesis with incorporated comments given in the conclusion of the Dissertation Defence Board is published in a way specified by the relevant Dean's decree.

Article 49

Dissertation Defence Board

- (1) The dissertation defence is held before a Dissertation Defence Board which is either permanent one or its members are appointed "ad hoc". The chair and members of the Board are appointed by the Dean.
- (2) The Dissertation Defence Board has at least five members. At least two members of the Board must be external experts. The Doctorand's supervisor takes part in the Board considerations and has only an advisory vote unless he/she has been appointed a member of the Board.
- (3) The sessions of the Dissertation Defence Board are chaired by its chair.
- (4) The Dissertation Defence Board has a quorum if at least three fifths of its members are present, however no less than five members. A proposal is adopted upon the majority of votes of all Board members.

Article 50

Dissertation Reviewers and Their Reports on Dissertation

- (1) The Dissertation Defence Board appoints at least two reviewers of the dissertation. At least one of them must be a full professor or associate professor of the given or related specialization and no more than one may come from the Faculty or institute where the

dissertation was created. Neither the supervisor nor the advisor may be the Doctorand's dissertation reviewers.

- (2) The reviewer prepares a written report on the dissertation.
- (3) In his/her report, the reviewer comments mainly on:
 - a) Whether the dissertation has met the given aim;
 - b) The procedure used for the problem solving and results of the dissertation, showing the Doctorand's specific contribution;
 - c) Importance of the dissertation for practice or development of the scientific discipline;
 - d) Formal arrangement of the dissertation and its language quality.
- (4) If the reviewer fails to draw the report within maximum 60 days from the day of appointment, the Dissertation Defence Board may appoint another reviewer.
- (5) If the report fails to meet the conditions specified in paragraph 3 above, the Dissertation Defence Board asks the reviewer to amend or redraw the report. If he/she fails to do that within a specified period of time, the Board appoints another reviewer.
- (6) The reviewers' reports must be sent to all members of the Dissertation Defence Board and to the Doctorand 15 days before the defence at the latest.

Article 51

Dissertation Defence Interruption

If any of the reviewers does not recommend the dissertation for defence, the Doctorand may ask for interruption of the dissertation defence proceedings in order to amend or redraw his/her dissertation. The application is decided by the Dean upon the recommendation of the Dissertation Defence Board and the relevant Doctoral Studies Board.

Dissertation Defence

Article 52

- (1) The defence of dissertation is a scientific debate between the Doctorand and the reviewers, members of the Dissertation Defence Board and other participants in the defence.
- (2) The dissertation defence is public. The date and time of the defence must be announced at least two weeks in advance at official boards of all faculties accomplishing the doctoral degree programme.
- (3) The dissertation defence is usually held within six months from the start of proceedings. The period of the proceedings interruption is not included in this period of time.

- (4) The dissertation defence is graded verbally; the Student either “passes” or “fails”.
- (5) If the dissertation was not defended, a new defence can be held not earlier than one year later. If the dissertation is not defended even for the second time, the Doctorand’s studies are closed under section 56 (1) (b) of the Act. The day on which the relevant decision comes into legal force and power is the day of the studies closing. The decision-making procedure is regulated by section 68 of the Act.
- (6) The dissertation must be defended within seven years from the day of enrolment in the studies. The period for which the studies were interrupted is not included in this period of time. If the Doctorand does not defend the dissertation within the said period of time, his/her studies are closed under section 56 (1) (b) of the Act. The day on which the relevant decision comes into legal force and power is the day of the studies closing. The decision-making procedure is regulated by section 68 of the Act. The Dean may extend the given period of time in exceptional and reasoned cases upon the Doctorand’s application (recommended by the supervisor and the relevant Doctoral Studies Board). The Dean issues a decision about such period (non-)extension.
- (7) If the Doctorand takes care of a child and has not interrupted the studies for this reason, he/she may ask the Dean in writing for extension of the period of time under paragraph 6 above for the period of parental leave or for the period for which his/her parental leave would otherwise last. The Dean grants such application.

Article 53

- (1) The Dissertation Defence Board pay attention to the defence holding usually within 30 days from the delivery of all reviewers’ reports and/or from their amendment or redrawing (Article 50 (5)). The Dean must be informed about the exceeded period of time. The Dean may extend it accordingly based on the reasons.
- (2) The dissertation defence is held in presence of the reviewers. If some of them cannot take part in the dissertation in exceptional cases, the defence may be held if the absent reviewer's report was positive. In such case, the report of the absent reviewer is read.
- (3) The defence is chaired by the chair of the Dissertation Defence Board; exceptionally, it may be chaired by another member of the Board authorized by the chair.
- (4) The procedure at the dissertation defence is usually as follows:
 - a) The chair opens the defence, introduces the Doctorand, advises of the dissertation topic and acquaints the Dissertation Defence Board with the overview of the Doctorand’s publications, or of engineering or creative works created by the Doctorand;
 - b) The Doctorand reports on the main content and results of his/her dissertation;
 - c) The supervisor acquaints the Dissertation Defence Board with his/her opinion to the Doctorand’s work and the defended dissertation;

- d) The reviewers present the main content of their reports;
 - e) The Doctorand takes a stand to the reviewers' reports, especially to objections, comments and questions;
 - f) The chair opens the discussion that may be participated by all attendants and may cover the whole Subject area.
- (5) The dissertation defence does not take more than three hours.
- (6) The Dissertation Defence Board assess the dissertation defence in a closed session in presence of the reviewers and the supervisor and decide the defence result by voting by secret ballots. The member's failure to express his/her agreement means his/her disagreement with the proposal. For successful defence of the dissertation, the majority of positive votes of all members of the Board is required. After making decision on the merits, the Board make a resolution on reasoning of their decision. The resolution is adopted if it gets the majority of votes. The Doctorand is acquainted with the decision and its reasoning.
- (7) A record of the dissertation defence is made; the reviewers' reports are attached to it. The conclusions of the Dissertation Defence Board contain also the opinion to the dissertation thesis and requirement, if any, for amendments necessary for the dissertation results publication.
- (8) The chair of the Dissertation Defence Board informs the relevant Doctoral Studies Board and the Dean about the dissertation defence.

SECTION 4

DUE CLOSING OF STUDIES IN THE DOCTORAL DEGREE PROGRAMME

Article 54

- (1) The day of the dissertation defence is the day of due doctoral degree programme closing.
- (2) The Student who closes his/her studies is obliged to set off immediately all his/her obligations and claims towards the UHK and the Faculty.

Article 55

For a doctoral degree programme provided by more faculties, the relevant faculties make an agreement about such programme.

Article 56

Doctoral Degree Programme Provided by the UHK

If the doctoral degree programme is provided by the UHK, its course and completion is regulated accordingly by Articles 33 to 54; at that, the Rector and/or the authorised Dean of the Faculty to which the given degree programme has been delegated has the authority to decide instead of the Dean. Matters decided by the Faculty Research Board are decided by the UHK Research Board.

SECTION 5

COOPERATION IN THE UHK DOCTORAL DEGREE PROGRAMMES WITH FOREIGN HIGHER EDUCATION INSTITUTIONS

Article 57

- (1) Studies in cooperation with a foreign higher education institution may be implemented, on the basis of an agreement made by the UHK and the foreign higher education institution, in the form of a double-supervised doctoral degree programme.
- (2) For studies implemented under paragraph (1) above, exceptions from the following rules determined by this Study and Examination Code may be applied:
 - a) Assessment and control of the individual curriculum fulfilment (Article 38);
 - b) Boards of examiners for the state doctoral examinations (Article 44);
 - c) State doctoral examination assessment (Article 45);
 - d) Dissertation Defence Board (Article 49);
 - e) Dissertation reviewers and their reports on dissertation (Article 50).
- (3) Exemptions from Articles specified in paragraph (2) above may be applied if the given matter is regulated in the agreement with the foreign higher education institution and/or in the given higher education institution or its faculty regulations.

PART FOUR

Common Provisions

Article 58

Study Dossier

- (1) Data related to studies of individual Students and Doctorands are recorded, archived and processed in a study dossier.
- (2) Course credits, graded course credits, grading of examinations and/or other important facts related to the fulfilment of study duties by the individual Students and Doctorands are recorded by the Study Department of the relevant Faculty in an information system.
- (3) Responsibility for recording of the course credits, graded course credits, and examination grading in the information system is borne by the relevant teachers, departments heads or institutes directors.
- (4) The way and dates of recording the course credits, graded course credits, and examination grading in the information system is regulated by the academic year schedule.

Article 59

Graduation Theses Publication and Filing

- (1) The Bachelor's, Master's, dissertation and advanced Master's ("rigorózní") theses ("the Theses") are archived after the defence in the UHK Archives in accordance with the UHK Code of Filing and Shredding.
- (2) Theses that have been defended, inclusive of the reviewers' reports and the record of the course and results of the defence, are published (for no consideration). Publication means Internet publication, especially through the Theses Catalogue within the UHK web portal.
- (3) The Theses must be published at least five working days before the defence is held. Publication for the purposes of this provision means making the Theses accessible for public inspection in a written or electronic form under section 47b of the Act. Any person may take excerpts from or make transcripts or copies of the Theses at his/her own cost.
- (4) Upon the successful defence of a Thesis to which the delay of publication under section 47b (4) of the Act applies, the Faculty will, without any undue delay, send a copy of such Thesis to the Ministry of Education, Youth and Sports for archiving. Such Thesis will be published after the lapse of the delay period.

Article 60

Powers of Academic Senates of Faculties

Changes of this Study and Examination Code are discussed in advance by the academic senates of the individual Faculties.

Article 61

Delivery

- (1) Documents are delivered to the Students and applicants for studies by the UHK under section 69a of the Act.
- (2) If the applicant is admitted to the studies by a decision issued under section 50 of the Act, he/she may be delivered the decision through the electronic information system of the UHK if he/she has agreed with such form of delivery in advance in his/her application.
- (3) Decisions in matters specified in section 68 (1) (a), (b) and (d) of the Act by which the Student's application is granted, and decisions under section 68 (1) (e) of the Act may be delivered through the UHK electronic information system.
- (4) At enrolment to studies, the Students are given university e-mail addresses within the UHK electronic information system. The Students are obliged to use such e-mail address in communication related to their studies. As a rule, the Study Department sends calls and other necessary communication to such e-mail address.
- (5) If the delivery of a document in proceedings under section 68 of the Act is not successful, it is delivered in form of a public notice "Notification of the Possibility to Collect a Document" on the UHK Official Board.

Article 62

Praises and Awards

- (1) The Rector may award the UHK medal under Article 37 of the UHK Constitution to appraise the Student's or Doctorand's extraordinary results achieved during his/her studies.
- (2) Awards for study results are awarded by the Dean of the relevant Faculty upon his/her decision.

Article 63

Statement of Invalidity of a State Examination, State Doctoral Examination or Their Parts, or of a Dissertation Defence

- (1) The Rector declares a state examination, state doctoral examination or their parts (“the State Examination”), or the defence of a dissertation invalid under sections 47c and 47d of the Act and under Act No. 500/2004 Sb., the Rules of Administrative Procedure, as amended.
- (2) If the Rector does not find reasons for declaring the State Examination or the defence of a dissertation invalid under section 47c (2) of the Higher Education Act, he/she discontinues the proceedings to declare invalidity by his/her resolution.
- (3) The opinion of a seven-member review board serves as the basis for the Rector’s decision. The Rector appoints the members of the review board from among full professors, associate professors, or other experts in the given or related Subject area. One member is appointed from among the Students of the given or related degree programme. The members are appointed subject to their consent and upon consideration with the Dean of the relevant Faculty. The chair or a member of the Board of Examiners that performed the State Examination whose invalidity is discussed is usually appointed as a member of the review board.
- (4) The Rector may request an opinion of the Dean of the relevant Faculty before he/she issues a decision.
- (5) The review board makes resolutions by the majority of votes of all members.

PART FIVE

Transitional and Final Provisions

Article 64

Transitional Provisions

- (1) Rights and duties of the Students who have started their studies before this Study and Examination Code came into effect shall be governed by this Study and Examination Code.
- (2) In case of a conflict of provisions of this Study and Examination Code with the consequences of the previous Study and Examination Code, the more favourable procedure for the Student and/or Doctorand shall be used so as not to cause harm to him/her.
- (3) A “degree programme” means also a study Subject area that obtained accreditation before 1 September 2016.
- (4) The ECTS classification scale under Article 14 is used, commencing from today, for the Students who have started their studies under the effect of the UHK Study and Examination Code registered by the Ministry of Education, Youth and Sports on 13 December 2004 under No. MSMT-32 128/2004-30 and who continue their studies after 1

September 2015. Study results obtained before this day are still recorded in the numerical classification system and ECTS values are assigned to them under Article 14.

Article 65

Final Provisions

- (1) The Study and Examination Code of the University of Hradec Králové registered by the Ministry of Education, Youth and Sports on 31 May 2017 is hereby repealed.
- (2) This Study and Examination Code was approved by the UHK Academic Senate on 2 October 2019 under section 9 (1) (b) of the Act.
- (3) This Study and Examination Code comes into force on the date of its registration by the Ministry of Education, Youth and Sports in accordance with section 36 (4) of the Act.
- (4) This Study and Examination Code comes into effect on the day of its coming into force.

Prof. Ing. Kamil Kuča, Ph.D.

Rector