



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 on 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 under ref. No. MSMT-19133/2025 2 on the day of the registration signature.

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Director, 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 study programmes provided by the UHK.
- 2) Provision of a study 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 study 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 study 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 study programme;

- b) *“The Faculty”* means the faculty instructing the given study programme, or the Home Faculty responsible for the study programme if it is instructed by more faculties;
 - c) *“The Dean”* means the dean of the Faculty instructing the study programme or the Dean of the Home Faculty responsible for the study programme if it is provided by more faculties;
- 4) Students of the Bachelor’s or Master’s study programmes (*“the Student/s”*) or Students of the doctoral study programmes (*“the Doctoral Student/s”*) are enrolled into the studies at the Faculty. If the study programme is accredited at the UHK, the Students or Doctoral Students are enrolled at the UHK and must follow regulations of that Faculty to which the given study 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 study 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.
- 8) For study 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 study programme has been delegated.

PART TWO

STUDIES IN BACHELOR'S AND MASTER'S STUDY PROGRAMMES

Section 1

ORGANIZACE STUDIA

Article 3

Study Programmes

- 1) The UHK provides:
 - a) Study programmes for integrated studies;
 - b) Study programmes with academic specialties; and
 - c) Study programmes without academic specialties.
- 2) The study programmes may be provided by:
 - a) One Faculty; or
 - b) In cooperation of more faculties.
- 3) A study programme provided by one Faculty means the study 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 study programmes and/or membership in the state examination committees of other Faculties, or other forms of cooperation between the Faculties.

- 4) Study programmes provided in cooperation of more Faculties mean the study programmes whose major Subjects and content of the state examinations are provided by more Faculties. The conditions of cooperation shall be regulated by a separate internal regulation or managing act.

Article 4

Curricula

- 1) A one-semester study subject (*"the Subject"*) is the basic instruction module of the Bachelor's or Master's study programme.
- 2) A self-contained set of Subjects forms a block of Subjects.
- 3) Before a study programme is initiated, the Faculty publishes a structured list of Subjects that must be passed to complete properly the given study 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 study programme.

- 4) Students create their curricula in their Bachelor's or Master's study programmes on the basis of the study 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 study programmes, Students may select both their maior and minor curricula from the offer of Faculties with accredited study programmes for integrated studies. The variants of the study 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 study programme) is allowed in exceptional and justified cases and upon the Student's request and/or request of an individual with interrupted studies. 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. Section 54b of the Act shall be applied to this process.

- 8) Any other change of curricula than that specified in Paragraph 7 above is not allowed.
- 9) In study programmes with academic specialties, Students may choose the academic specialty or combination of specialties from the offer of faculties with accredited study 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 part/parts checking 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 study 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 study programme within the period of time determined by the study 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 study programmes relating their department/institute are up-to-date and must publish them through the information system.

Article 5

Study 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 study programme. The guarantor of a study programme is appointed by the Dean upon the opinion given by the relevant Research Board.
- 2) The guarantor's tasks include in particular:
 - a) Monitoring and evaluating studies in the given study programme;
 - b) Proposing the members and chairs of examination committees for state examinations;
 - c) Actively participating in the preparation of accreditation materials; their discussion may not be continued without the guarantor's consent with their content.
- 3) The studies in each Bachelor's or Master's study programme is monitored and evaluated by a Study Programme Board. One Study Programme Board may monitor and evaluate more study programmes.
- 4) The Study Programme Board members are appointed and repealed by the Dean upon consideration with the relevant Research Board. The guarantor of the relevant study programme must always be a member of the Study Programme Board. The structure of the Study Programme Board, term of office of its members and detailed content of its activity is specified by the Rector's managing act discussed by the Internal Evaluation Board.

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 study 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) The instruction is supplemented by individual consultations. 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) The department head or the institute director, in cooperation with the study 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 assessment by the Students.

- 6) 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 study 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 study programme are summed up;
- e) The number of credits obtained serves as 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 study 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 study 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 in particular:
 - 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 Student Affairs 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) 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 study 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 study 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 before the start of the examination period. There must be sufficient number of examination dates during the whole examination period, usually three at least, with an overall capacity of at least 120% of enrolled Students and sufficient interval between the individual dates. 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 Dean 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 Dean, the decision on the examination holding before of a committee is made by the Rector.

- 7) If the Student fails to pass an examination which is mandatory for the given study 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. Students always have the right to reschedule an exam due to pregnancy and childcare.
- 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 assessment within maximum 3 days from the results announcement. In such case, he/she is classified "Fail".
- 11) The head of a department or the director of an institute may decide, upon a justified request filed by the Student or the teacher, that the examination or its part will be held using the distant communication means for reasons considered to be important, mainly in case of the Student's long-term study stay abroad or the Student's serious health or social reasons. At the same time, the head of a department or the director of an institute may decide that the examination or its part will not be public. An audio-visual record of an oral examination shall be made. Details of the audio-visual record making and storing shall be determined by the Rector's measure of management.

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	Failed	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:
 - a) Award the scholarship for outstanding academic achievement;
 - b) Make the overall assessment of studies (Article 28).

Section 3

COURSE OF STUDIES

Article 16

Check of Studies and Conditions for Studies Continuation

- 1) A check 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 study programme and this Code. 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) To complete the academic year successfully, the Student must obtain, in addition to other conditions specified by this Code, 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.). The study check referred to in the previous sentence is always carried out on the last day of the academic year, except for the final academic year in which the check is carried out on the date of completion of studies.
- 3) In the first year of study, in addition to the check referred to in paragraph 2, a check is also carried out on the last day of the winter semester examination period (Article 2(7)). If the Student has not obtained at least 15 credits by this date, their studies are terminated.
- 4) The Student of a study 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 Dean may decide to adjust, on the Student's written request or on the Dean's own initiative, the fulfilment of any of the conditions required for the

studies continuation. This may apply in quite extraordinary cases and for justified reasons, mainly due to proven serious health or social reasons or in case the Student enrolls during the winter semester of an academic year and for this reason, he/she cannot pass successfully the control mentioned in Article 16 (1)-(3). In his/her decision, the Dean determines the conditions for the studies continuation, having regard not to disadvantage other Students in similar position.

- 6) The Student who is pregnant or 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

Check of Participation in Instruction

Physical presence of the Students may be checked to record the Students' participation in the instruction. The rules for the studies control are 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 study 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. Accepted applicants for study enrol in person on site or using means of remote communication or other means enabling remote access. 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.

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

- 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 study 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) The interruption of studies usually begins on the first day of the month following the month in which the decision to interrupt studies becomes legally effective. The minimum period of interruption of studies is one month.
- 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⁾

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.

- 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 overall 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 study programme, or who has been studying in another study 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 the study programme, the Student's grading that may not be worse than "D" (see Article 14), and the period passed since the completion of the previous studies that may not exceed 5 years from the date of completion of

the respective part of studies or the individual credit or examination. State examinations and their 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 study 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 study 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 study programme is provided by the UHK. Matters specified in Articles 3 to 21 are decided by the Rector or a Vice-Rector authorized by the Rector.

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 study 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. The studies in the given study 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 study 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

Final State Examination

- 1) Division of the state examination to parts and their content is specified in the study 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 study 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 study programme and can sit for the state examination (including the Master's or Bachelor's thesis defence) is checked by the Student Affairs 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 Student Affairs 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, if it is a part of the state examination, 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. A member of the Board of Examiners is present at the final state examination even if he/she participates using the distant communication means for reasons considered to be important, if the Chair of the Board of Examiners agrees with it.
- 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, if the defence of the Bachelor's thesis it is a part of the final state examination, 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 study 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 study 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 study programme defends the thesis in his/her major study programme, i.e. the thesis topic must be related to that study 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

State Examination Assessment

- 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. Students always have the right to reschedule an exam due to pregnancy and childcare.

Article 28

Overall Assessment of Studies

- 1) The overall study is assessed 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 (Rigorosum) Examination

The form, conditions of taking, way of assessment and organization of the state advanced Master's (Rigorosum) 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 study programmes and has been authorized to take the state advanced Master's (Rigorosum) examinations are specified in the internal regulation of the Faculty titled the Advanced Master's (Rigorosum) Examination Code; this Code specifies also the conditions of writing, assessment and defence of the advanced Master's (Rigorosum) thesis.

Article 30

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

If a study 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 Vice-Rector authorised by the Rector has the authority to decide.

Section 5

STUDIES IN COOPERATION WITH AN INTERNATIONAL HIGHER EDUCATION INSTITUTION

Article 31

In case of studies in joint/multiple study programmes provided in cooperation with an international higher education institution under section 47a of the Act, the conditions of cooperation shall be regulated by an agreement made with the international higher education institution.

PART THREE

PROVISIONS RELATING STUDIES IN DOCTORAL PROGRAMMES

Section 1

ORGANIZATION AND CONDUCTING OF STUDIES

Article 32

Study Programmes

- 1) A doctoral study 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 study programme is appointed by the Dean upon the opinion given by the relevant Research Board.
- 2) Doctoral study 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 study 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 study 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 Boards, in particular:
 - 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 study programme;
- d) Comment on individual curricula of Doctoral Students and their potential changes;
- e) Discuss assessments of Doctoral Students submitted by supervisors;
- f) Recommend the Dean to terminate the Doctoral Student's studies due to failure to fulfil requirements of the study programme;
- g) Assess the supervisors' activities and submit their conclusions to the Dean;
- h) Assess the level of the study 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 study programme;
- i) Initiate proposals on the study programme amendments in relation to the conditions of accreditation;
- j) Approve the content and extent of final state examinations;
- k) Propose chairs and members of commissions for the final state examinations;
- 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 study programme from the point of view of its accreditation and its performance by the Doctoral Student.
- 2) The supervisor who may be a full professor, associate professor or an outstanding expert in the Subject area relating to the study 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 Doctoral Student becomes (*"the Worksite"*).
- 5) The Doctoral Student 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 Doctoral Student's individual curriculum according to which the studies in his/her study 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 Doctoral Student;
 - 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 Doctoral Student's teaching activities;
 - e) The Doctoral Student'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 Doctoral Student 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 Study Programme

- 1) The doctoral study programme consists of Subjects allowing the Doctoral Student 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 study 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 Doctoral Student. 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 Doctoral Students.

The Subject records are published through the information system.

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

Article 37

Examination in the Doctoral Study Programme Subject

- 1) The dates of examinations in the Subjects of the doctoral study programme are determined by the examiners or the chairs of the Board of Examiners in agreement with the Doctoral Student.
- 2) The examination is public.

- 3) The examination is graded verbally; the Student either “*Passes*” or “*Fails*”.
- 4) The Doctoral Student 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 54. 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 Doctoral Student 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 Doctoral Student 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. Students always have the right to reschedule an exam due to pregnancy and childcare
- 8) The Chair of the Doctoral Study Board or the Chair of the Board of Examiners (in case the examination is held before a Board of Examiners) may decide, upon a justified request filed by the Doctoral Student or the Supervisor and for reasons considered to be important, mainly in case of the Doctoral Student’s long-term study stay abroad or his/her serious health or social reasons, that the examination or its part will be held using the distant communication means. The Chair of the Doctoral Study Board or the Chair of the Board of Examiners (in case the examination is held before a Board of Examiners) may decide at the same time that the examination or its part will not be public. An audio-visual record of the examination or its part shall be made in such case. Details of the audio-visual record making and storing shall be determined by the Rector’s measure of management.

Article 38

Assessment and Control of the Individual Curricula Fulfilment

- 1) Once in a semester, the Doctoral Student reports at his/her Worksite on his/her studies, results of his tasks solution, and on preparation of the dissertation.
- 2) Once in a semester, the Doctoral Student draws, 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 Doctoral Student.
- 3) Once in a semester, the supervisor assesses the fulfilment of the study duties by the Doctoral Student and submits the assessment to the relevant Doctoral Studies Board.
- 4) If the Doctoral Student 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 Doctoral Student'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 Doctoral Student who is pregnant or 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 Doctoral Student asks the Dean in writing for extension of such deadlines and proves the given facts duly.

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

Article 39

Doctoral Study Programme Interruption

- 1) The Dean may interrupt the Doctoral Student's studies upon the Doctoral Student's written application recommended by his/her supervisor. Interruption of studies usually begins on the first day of the month following the month in which the decision to interrupt studies becomes legally effective. The minimum period of interruption of studies is one month.
- 2) The Doctoral 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.⁴⁾
- 3) If the reasons for the interruption no longer apply, the Dean may terminate the studies interruption upon the Doctoral Student's application even before the permitted period of interruption lapses.
- 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 overall 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.

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.

Article 40

Doctoral Study Programme Abandonment and Closing

- 1) If the Doctoral 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 the studies abandonment was delivered to the Dean. If the Doctoral Student 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 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. This is without prejudice to the provision of Article 39 (6).

Article 41

Recognition of a Part of a Doctoral Study Programme

- 1) Parts of studies or individual examinations can be recognized to the Doctoral Student (upon his/her written application) who has completed (part of) studies in a doctoral study programme, or who has been studying in another doctoral study 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 Doctoral Student'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

FINAL STATE EXAMINATION

Article 42

Registration for the Final State Examination

- 1) The final state examination consists of the doctoral thesis defence according to Article 48. The Doctoral Student may register for the Final State 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 study programme, including a list of publications or created engineering works or works of art is attached to the application for the Final State Examination and submitted by the Doctoral Student to the guarantor of the relevant study programme or to a person authorized by him/her. The Doctoral Student further submits:
 - 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 44 (1);
 - c) Overview of professional activities performed during the studies in the doctoral study 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 Doctoral Student's supervisor on the dissertation.
- 3) The way of submitting applications for the Final State Examination is specified by the relevant Dean's decree.
- 4) If the application for Final State Examination meets the essentials under paragraph 2 above, it is passed to the Doctoral Studies Board to continue the proceedings.
- 5) If the application for Final State Examination fails to meet the essentials under paragraph 3 above, the Dean asks the Doctoral Student to remove the deficiencies within a specified period of time.

Article 43

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 Doctoral Student.
- 2) The dissertation must include in particular 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 Doctoral Student, 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 Doctoral Student's own publications related to the dissertation topic.

Documentation of engineering works or works of art created by the Doctoral Student 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 44

Extended Summary of Dissertation

- 1) The extended summary of 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 extended summary has about 25 standard printed pages and is submitted in an A5 format. It also includes an overview of the Doctoral Student'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 extended summary of dissertation that is submitted together with the application for the dissertation defence.

- 3) After a successful defence of the dissertation, the extended summary of dissertation 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 45

Examination Board for Final State Examinations

- 1) The final state examination is public and is held before an examination board for final state examinations. The examination board for final state examinations is either permanent one or its members are appointed "*ad hoc*". The chair and members of the Board are appointed by the Dean on a proposal of the Doctoral Studies Board in accordance with Section 53(2) and (3) of the Act. At least two members of the examination board must be external experts. The Doctoral Student's supervisor takes part in the examination board considerations and has only an advisory vote unless he/she has been appointed a member of the board.
- 2) The examination board for final state examinations has at least five members.
- 3) The sessions of the examination board for final state examinations are chaired by its chair. The rules of procedures of examination boards for final state examinations is issued by the Dean.
- 4) The chair of the examination board for final state examinations instructs one of its members to prepare and present, as a basis for the examination board's deliberations, an opinion on the treatise submitted by the Doctoral Student, if its preparation was required.
- 5) The examination board for final state examinations 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. A member of the examination board for final state examinations is present at the final state examination if he/she participates using the distant communication means for reasons considered to be important, if the chair of the examination board for final state examinations agrees with it.

Article 46

Dissertation Reviewers and Their Reports on Dissertation

- 1) The examination board for final state examinations 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 Doctoral Student's dissertation reviewers.
- 2) The reviewer prepares a written report on the dissertation.
- 3) In his/her report, the reviewer comments in particular 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 Doctoral Student'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 examination board for final state examinations may appoint another reviewer.
- 5) If the report fails to meet the conditions specified in paragraph 3 above, the examination board for final state examinations 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 examination board for final state examinations and to the Doctoral Student 15 days before the final state examination at the latest.

Article 47

If any of the reviewers does not recommend the dissertation for defence, the Doctoral Student 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 examination board for final state examinations and the relevant Doctoral Studies Board.

Article 48

Dissertation Defence

- 1) The defence of dissertation is a scientific debate between the Doctoral Student and the reviewers, members of the examination board for final state examinations and other participants in the final state examination.
- 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 study programme.
- 3) The dissertation defence is usually held within six months from the registration for the final state examination. The period according to Article 47 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 final state examination can be held not earlier than one year later. If the dissertation is not defended even for the second time, the Doctoral 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.
- 6) The dissertation must be defended during the final state examination 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 Doctoral Student 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 Doctoral Student’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 Doctoral Student 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.

- 8) If the Doctoral Student fails to attend the final state examination without a valid excuse, he/she loses the examination date and is assessed as having failed the examination. The Doctoral Student must submit a written excuse no later than five days after the examination date. The Dean decides whether to accept the excuse. Students always have the right to reschedule the exam due to pregnancy and childcare.

Article 49

- 1) The examination board for final state examinations 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 46 (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 during the final state examination in presence of the reviewers. If some of them cannot take part in the dissertation in exceptional cases, the final state examination may be held if the absent reviewer's report was positive. In such case, the report of the absent reviewer is read. A Reviewer is present at the final state examination if he/she participates using the distant communication means for reasons considered to be important, if the chair of the examination board for final state examinations agrees with it.
- 3) The procedure at the dissertation defence during the final state examination is usually as follows:
 - a) The chair opens the defence, introduces the Doctoral Student, advises of the dissertation topic and acquaints the Dissertation Defence Board with the overview of the Doctoral Student's publications, or of engineering or creative works created by the Doctoral Student;
 - b) The Doctoral Student 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 Doctoral Student's work and the defended dissertation;
 - d) The reviewers present the main content of their reports;
 - e) The Doctoral Student 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.
- 4) The dissertation defence during the final state examination does not take more than three hours.

- 5) The examination board for final state examinations 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 Doctoral Student is acquainted with the decision and its reasoning.
- 6) A record of the final state examination is made; the reviewers' reports are attached to it. The conclusions of the examination board for final state examinations contain also the opinion to the dissertation thesis and requirement, if any, for amendments necessary for the dissertation results publication.
- 7) The chair of the examination board for final state examinations informs the relevant Doctoral Studies Board and the Dean about the dissertation defence during the final state examination.

Section 4

DUE CLOSING OF STUDIES IN THE DOCTORAL STUDY PROGRAMME

Article 50

- 1) The day of the final state examination passing is the day of due doctoral study 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 51

For a doctoral study programme provided by more faculties, the conditions of cooperation are regulated by an internal regulation or managing act.

Article 52

Doctoral Study Programme Provided by the UHK

If the doctoral study programme is provided by the UHK, its course and completion is regulated accordingly by Articles 33 to 50; at that, the Rector and/or the Vice-Rector authorized by the Rector has the authority to decide. Matters decided by the Faculty Research Board are decided by the UHK Research Board.

Section 5

COOPERATION IN THE UHK DOCTORAL STUDY PROGRAMMES WITH INTERNATIONAL HIGHER EDUCATION INSTITUTIONS

Article 53

Studies in cooperation with an international higher education institution may be implemented, on the basis of an agreement made by the UHK and the international higher education institution, in the form of a double-supervised doctoral study programme.

PART FOUR COMMON PROVISIONS

Article 54

Study Dossier

- 1) Data related to studies of individual Students and Doctoral Students 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 Doctoral Students are recorded by the Student Affairs 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 55

Availability and Filing of Graduation Theses

- 1) Bachelor's, Master's, dissertation and advanced Master's ("*Rigorosum*") theses ("*the Theses*") that have been defended, inclusive of the reviewers' reports and the record of the course and results of the defence, are made available (for no consideration). Availability means Internet publication, especially through the Theses Catalogue within the UHK web portal.
- 2) The Theses must be made available at least five working days before the defence is held. Availability for the purposes of this provision means making the Theses accessible for public consulting 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.
- 3) For the Thesis to which the delay of publication under section 47b (4) of the Act applies, the Faculty must make available the information on the delay of availability and its justification in the same way as for the Thesis. Such Thesis will be made available after the lapse of the delay period.

Article 56

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 57

Decision-Making in Matters Relating the Organization of Study

- 1) Matters decided by the Dean according to this Study and Examination Code and not decided according to section 68 of the Act mean decision-making in matters relating the organization of study.
- 2) Competence to decide the Student's filings relating the organization of study and to review the decision (if a review is allowed) may be determined by the Dean's measure of management, even by way of exception from this Study and Examination Code.
- 3) If the Dean's measure of management allows to review the decision on the Student's filing, the Student may ask for review of the decision on his/her filing within 15 days from the delivery of the decision. The Student asks for the review through the person who decided the filing.

- 4) Remedy can be provided even by the person who decided the filing if such remedy satisfies fully the Student's filing.
- 5) If the person who decided the filing considers there are no reasons allowing to proceed according to paragraph (4) above, he/she passes the matter (together with his/her opinion) to the person competent to review the decision on the Student's filing. If the decision on the Student's filing is found incorrect, the reviewer charges the person who decided originally with the duty to remedy the situation, or the reviewer him/herself may decide the matter and inform the Student about the decision. If the decision on the Student's filing is found correct, the Student is informed about it.
- 6) The Student's filings relating the organization of study can be received and the relevant decisions, including other related documents, can be delivered through the electronic information system.

Article 58

Delivery

- 1) Documents shall be delivered to parties in proceedings pursuant to Sections 54b and 68 of the Act, including appeal proceedings, via an electronic information system. If, for technical reasons, it is not possible to deliver documents in the manner specified in the first sentence, documents in proceedings pursuant to Sections 54b and 68 of the Act, including appeal proceedings, may be delivered in accordance with Section 69a(5) of the Act and the relevant provisions of Act No. 500/2004 Sb., the Code of Administrative Procedure (in particular Sections 19, 20, and 22 to 26). If a party to the proceedings does not have access to the electronic information system, in particular because their studies have ended, delivery shall be made in the manner specified in the second sentence.
- 2) 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. This e-mail address is used to send information about the availability of documents referred to in paragraph 1 in the electronic information system.
- 3) In addition to receiving information pursuant to paragraph 2, Students are also required to receive other information, particularly operational information related to the activities of the UHK or its constituent parts, via their assigned email address.

Article 59

Submissions to the Higher Education Institution

A student or person whose studies have been interrupted may, in proceedings pursuant to Sections 54b and 68 of the Act, submit a submission to the university in electronic form via the university's electronic information system.

Article 60

Praises and Awards

- 1) The Rector may award the UHK medal under Article 37 of the UHK Constitution to appraise the Student's or Doctoral Student'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 61

Invalidity of a Final Examination or its Part

- 1) The Rector declares a final state examination or its part ("*the State Examination*") invalid under Sections 47c and 47d of the Act and under Act No. 500/2004 Sb., the Code of Administrative Procedure, as amended.
- 2) If the Rector does not find reasons for declaring the State Examination invalid under Section 47c (2) of the Higher Education Act, he/she discontinues the proceedings to declare invalidity by a resolution according to Section 47c (5) of the Act.
- 3) The opinion of a seven-member review board serves as the basis for the Rector's decision. The Rector appoints 6 members of the review board from among full professors, associate professors, honorary professors or other experts in the given or related Subject area. One member is appointed from among the Students of the given or related study 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 62

Transitional Provisions

- 1) Proceedings pursuant to Section 68 of the Act, including appeal proceedings that were initiated before the effective date of this Study and Examination Code, shall be completed in accordance with the provisions of the Study and Examination Code dated 28 June 2021, ref. No. MSMT-18073/2021-1.
- 2) For the proper completion of studies by a Student who enrolled in a study programme and whose first period of instruction within that study programme began before the effective date of Act No. 52/2025 Sb., amending Act No. 111/1998 Sb., on higher education institutions and on amendments and supplements to other acts, as amended, and other related laws, Article 23(2) and Articles 42 to 54 of the Study and Examination Code of 28 June 2021, registered under Ref. No. MSMT-18073/2021-1, shall apply.

Article 63

Final Provisions

- 1) The Study and Examination Code of the University of Hradec Králové registered by the Ministry of Education, Youth and Sports on 28 June 2021 under No MSMT-18073/2021-1 is hereby repealed.
- 2) This Study and Examination Code was approved by the UHK Academic Senate on 11 June 2025 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 1 September 2025.

Assoc. prof. RNDr. Jan Kříž, Ph.D.
Rector