

The Ministry of Education, Youth and Sports registered the Study and Examination Regulations of Tomas Bata University in Zlín in compliance with § 36 Paragraph 2 of the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act) under Ref. No. MSMT-4978/2017 on 27 February 2017.

The Ministry of Education, Youth and Sports registered the alterations to the Study and Examination Regulations of Tomas Bata University in Zlín in compliance with § 36 Paragraph 2 and 5 of the Higher Education Act under Ref. No. MSMT-1842/2018 on 18 January 2018.

I
FULL VERSION OF THE
STUDY AND EXAMINATION REGULATIONS OF TOMAS BATA
UNIVERSITY IN ZLÍN
as of 18 January 2018

The Academic Senate of Tomas Bata University in Zlín has agreed to adopt the following Study and Examination Regulations of Tomas Bata University in Zlín, in compliance with § 9 Paragraph 1 Letter b) Clause 3 and § 17 Paragraph 1 Letter g) of the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act), as amended:

PART ONE
BASIC PROVISIONS

Article 1

Introductory provisions

- (1) The Study and Examination Regulations of Tomas Bata University in Zlín (hereinafter referred to as “Regulations”) are internal regulations issued by Tomas Bata University in Zlín (hereinafter referred to as “TBU”) in compliance with § 17 Paragraph 1 Letter g) of the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act), as amended (hereinafter referred to as “Act”), and contain rules relating to studies in Bachelor’s, Master’s and doctoral programmes carried out at the TBU faculties or directly at TBU.
- (2) Rules regulating the implementation of a degree programme are included in the relevant TBU internal rule in compliance with Article 4 Paragraph 2 of the TBU Statute, which also specifies the Faculty which students studying Bachelor’s and Master’s programmes (hereinafter referred to as “students”) and students studying doctoral programmes (hereinafter referred to as “doctoral students”) are enrolled at. In case of degree programmes implemented directly by TBU, the internal rule also specifies other TBU component parts participating in the implementation of the TBU degree programmes, particularly the relevant university department.
- (3) If the term ‘Dean’ is mentioned in the Regulations, in case of degree programmes implemented directly by TBU in cooperation with a university department, the Dean’s powers and duties are to be conferred on a senior executive at the respective university department. Exempted from this provision are decisions on admission to studies, suspension of studies and termination of studies, which are within the Rector’s competence in case of degree programmes implemented directly by TBU in cooperation with a university department. In case of degree programmes implemented directly by TBU, it is the Rector who shall exercise the powers and duties.
- (4) Particular requirements and the process of study in degree programmes carried out at a Faculty are specified in the relevant internal regulation in compliance with § 33 Paragraph 2 Letter f) of the Act (hereinafter referred to as the “internal regulation issued by the Faculty”) entitled Rules for the Process of Study in Degree Programmes Carried Out at the Faculty.

- (5) Within these Regulations, the term “internal regulation issued by the Faculty” refers also to an internal regulation issued by the university department and providing for particular requirements and the process of study in a degree programme implemented directly by TBU in cooperation with a university department, or a TBU internal regulation providing for particular requirements and the process of study in a degree programme implemented directly by TBU. The relevant internal regulation as specified in Clause 1 shall be discussed by the TBU Academic Senate.
- (6) In the event that the term “scientific board” is mentioned in the Regulations, in case of degree programmes implemented by the Faculty it refers to the scientific board of the Faculty (Scientific and Artistic Board at the Faculty of Multimedia Communications), in case of degree programmes implemented directly by TBU in cooperation with a university department it refers to the scientific board of the university department if it has been established, in case of degree programme implemented directly by TBU it refers to the TBU Scientific Board.

PART TWO

PROVISIONS RELATING TO STUDIES IN BACHELOR’S AND MASTER’S PROGRAMMES

Volume 1

ORGANIZATION OF STUDIES

Article 2

Academic year and study schedule

- (1) The academic year is divided into a winter semester and a summer semester.
- (2) Each semester usually consists of 14 teaching weeks and, generally, 5 weeks of the examination period.
- (3) Lessons are offered in full-time and part-time mode of study, usually according to weekly timetables.
- (4) For lessons, students may be divided into lecture and study groups. The manner in which the mentioned groups are formed is set in the relevant internal regulation issued by the Faculty.
- (5) Along with announcing the start of a new academic year, the Rector annually determines the study schedule for the relevant academic year at TBU.
- (6) After the study schedule has been determined in accordance with Paragraph 5, the Dean shall determine the study schedule for the relevant academic year at the respective Faculty or university department. The following items are specified in the academic year schedule in particular:
 - a) Enrolment and preliminary enrolment dates
 - b) Start and end dates of the teaching period, of the examination period, of holidays in the individual semesters
 - c) Examination and course credit deadlines in the relevant academic year
 - d) Deadlines for monitoring of students’ performance
 - e) Period in which final state examinations take place, deadlines for submission of applications for final state examinations
 - f) Period for designing a student’s curriculum and deadlines for the enrolment on individual course units included in the curriculum

Article 3 **Curricula**

- (1) The basic teaching module of a curriculum in a Bachelor's or a Master's programme is a one-semester course unit. Course units are further divided into compulsory, compulsorily-optional and optional course units. The compulsorily-optional course units are assigned by the curriculum of the degree programme to one or more groups. The curriculum may also determine that students may select one or more groups from some groups of compulsorily-optional course units (selection of a specialization).
- (2) A group of course units forms a course unit block.
- (3) The Faculty or the relevant university department at which the students are enrolled to study shall publicize a structured list of course units prior to the start of the implementation of a degree programme. The mentioned list:
 - a) groups course units together into blocks, semesters and years, and levels of study, if applicable,
 - b) determines the minimum number of credits that must be obtained to complete a block of compulsorily-optional and optional course units,
 - c) sets out the requirements regarding the continuity of course units and the number of re-enrolments on course units (in accordance with Article 6 Paragraph 2).

Each of the course units included in this list has its own documentation (syllabus) in accordance with Article 8.

A list structured in the above-mentioned manner along with the documentation (syllabuses) of the course units form the curriculum of a degree programme, and shall be publicized in the IS/STAG - Information system for studies administration (hereinafter referred to as "IS/STAG").

- (4) The curriculum determines the continuity of course units as regards time and their content, mode of study thereof and the manner of testing of student academic performance. The following rules apply as follows:
 - a) The chronological continuity expressed by means of allocation of course units to years and semesters within a standard curriculum represents the recommended progress of studies in relation to the standard length of study and the standard study load (60 credits per year);
 - b) The continuity of course units related to their content (in compliance with Article 19 Paragraph 1) is included in the course unit documentation (syllabus) in the IS/STAG system and is obligatory for students.

The curriculum of a degree programme forms a basis for the design of a curriculum of a Bachelor's or a Master's student.

- (5) In exceptional cases and upon the student's written request, the Dean is entitled to grant an exemption from the general rules relating to the design of a curriculum. If the content of the relevant degree programme remains unchanged, it is allowed to alter the process of studies and the deadlines for monitoring of the academic performance of students who intend to spend a part of their studies at another higher education institution, particularly abroad, or who intend to extend their knowledge by participating in a traineeship or by carrying out another similar activity. During the decision-making process, the Dean shall take into consideration in particular the academic performance achieved by the student and the type of activities planned. Exemptions may also be granted for other serious reasons (particularly for health reasons).

Article 4 Degree Programme Board

- (1) The Degree Programme Board (hereinafter referred to as "Board") is appointed for the relevant Bachelor's and Master's programme by the Dean. The Board is primarily responsible for:
 - a) Assessing studies in the relevant degree programme,
 - b) Discussing the proposed curricula of degree programmes, including the content of the final state

examination, and proposed changes to the structure of course units,

- c) Nomination of members of examination boards for final state examinations.
- (2) The Dean may appoint a board whose members are obliged to fulfil the tasks specified in Paragraph 1 for more degree programmes.
- (3) The structure of each Board, its powers and the term of office of Board members as well as a detailed description of their activities shall be determined by the Dean. The guarantor of a degree programme is always a member of the Board. The appointment of a guarantor, his/her powers and responsibilities are regulated by the Rules for the Creation, Approval, Implementation of and Alterations to TBU Degree Programmes.

Article 5 Credit system

A unified credit system based on the European Credit Transfer System (hereinafter referred to as “ECTS”) is used for a quantified assessment of the process of studies in Bachelor’s and Master’s programmes carried out at TBU. The main features of the unified credit system are the following:

- a) One credit represents 1/60th of the average annual study load for the standard length of study.
- b) Each course unit is allocated a number of credits which reflects the relative degree of study load required for successful completion of the relevant course unit.
- c) On successfully completing a course unit, a student shall obtain the number of credits allocated to the given course unit in accordance with Article 6 Paragraph 1.
- d) Credits obtained within one degree programme are added up.
- e) The number of credits obtained serves as a tool for monitoring the students’ academic performance.

Article 6 Manner of completion of a course unit

- (1) A course unit may be completed as follows:
 - a) By obtaining a course credit,
 - b) By obtaining a graded course credit,
 - c) By passing an examination,
 - d) By passing an examination after previously obtaining a course credit.
- (2) If a student has failed to complete a course unit which is compulsory or compulsorily-optional in the academic year when he/she enrolled on the course unit, then the student must re-enrol on the same course unit in the following academic year. Students cannot enrol on a course unit more than twice. Exemptions may only be granted by the Dean. A student is not allowed to re-enrol on a course unit which he/she has already completed.

Article 7 Methods of teaching, teaching arrangements

- (1) The methods of teaching include in particular lectures, seminars, studio work, projects, practical classes, laboratory practical classes, e-learning, workshops, various types of guided tutorials, specialized practical training, and excursions.
- (2) The methods of teaching mentioned in Paragraph 1 are specified as follows:
 - a) Lectures comprise the explanation of basic principles, of the methodology of the respective discipline, of problems and model procedures for dealing therewith.
 - b) Seminars, studio work and projects are teaching methods that lay emphasis upon students’ independent work. The presentation of students’ own work and critical discussions form an important part of these teaching methods.

- c) Practical classes are especially aimed at the practical application of topics dealt with during lectures or assigned for individual study while actively involving students.
 - d) Laboratory practical classes acquaint students with the key facts related to the topics taught; students gain experience in the sphere of methodology of scientific research and handling of materials, devices and other laboratory equipment.
 - e) E-learning is a teaching method that uses information and communication technology to create courses, to distribute teaching and learning materials, to enable communication between a student and a teacher, and to control studies. It is implemented via computer networks and provides unlimited access to education in terms of time and space.
 - f) A workshop is a tool of a modern teaching method, ensuring particularly the use of knowledge from the business and industry sphere. Workshops are usually held under expert supervision from the sphere of business and industry.
 - g) Guided tutorials are used particularly in the part-time mode of study and are focused on consulting the issues discussed during the given course unit and checking tasks assigned for individual completion.
 - h) Specialized practical training is intended for extending the knowledge and skills acquired during studies and for practical application of the knowledge and skills as well as for developing the knowledge and for getting acquainted with the relevant methods of work, and that particularly in external institutions.
 - i) The main function of excursions is to introduce students to the methods of work used in external institutions.
- (3) Teaching methods are supplemented by individual tutorials; the extent and the manner of their provision are set in the relevant internal regulation issued by the Faculty.
 - (4) Assigned tasks and independent work are an integral part of students' study activities.
 - (5) Lecture attendance is recommended, attendance at other lessons is monitored. The extent and the policy of attendance monitoring are determined in the course unit documentation (syllabus) in accordance with Article 8.
 - (6) Lessons are taught by the academic staff as follows:
 - a) Lectures within particular course units are given by the academic staff, and also by other experts with relevant qualifications, if applicable.
 - b) In addition to academics, also doctoral students can participate in conducting seminars, practical classes and laboratory practical classes.
 - (7) The appointed senior executive at the relevant department is responsible for the recruitment of staff and is in charge of the organizational issues regarding the lessons taught by the staff of the same department and is responsible for maintaining their quality. The evaluation of the quality of lessons is also based on results ensuing from the assessment of the teaching process carried out by students. The senior executive at the department is obliged to inform the guarantor of the degree programme about the results of the assessment of the teaching process carried out by students.

Article 8

Course unit documentation (Syllabus)

- (1) The course unit documentation (syllabus) contains in particular:
 - a) Course unit title
 - b) Number of lessons in the course unit (number of lessons per week or per semester allocated according to the teaching method)

- c) Credit assessment of the course unit in the relevant degree programme
 - d) Continuity between the relevant course unit and other course units
 - e) Manner of course unit completion
 - f) Name of the course unit guarantor, who is responsible for the fulfilment of the basic aims of the course unit and for coordination of the teaching of lessons within the course unit, name(s) of the course unit teacher(s), and the name of the department responsible for the teaching of lessons within the course unit.
 - g) Content annotation defining the course unit aims, and the description of knowledge and skills to be acquired
 - h) Course unit outline in relation to the time schedule of the classes
 - i) Bibliography that forms the basis for the course unit and the bibliography of recommended reading for students
 - j) Specification of requirements regarding monitored lessons, the relevant method of teaching, and options to compensate for missed lessons
 - k) System of continuous monitoring of the students' academic performance
 - l) Requirements for awarding of course credits and graded course credits
 - m) Examination types, and the manner of and rules for the final assessment in the course unit
- (2) The course unit documentation (syllabus) is publicized in the IS/STAG system on a publicly accessible part of the website, in the language in which the relevant degree programme has been accredited, and in the English language. The information available shall be certified as accurate by the guarantor of the course unit.

Article 9

Student guidance and counselling

- (1) The guarantor of the degree programme shall provide students with professional counselling necessary for their studies, particularly with counselling related to the design of a student's curriculum.
- (2) In order to ensure the provision of study-related counselling, the respective Faculty or TBU shall create a counselling and information structure which is defined in the relevant internal regulation issued by the Faculty or TBU.

Volume 2

TESTING AND ASSESSMENT OF STUDENT ACADEMIC PERFORMANCE

Article 10

Testing of student academic performance

- (1) The students' academic performance is tested continuously and also upon completion of a course unit which may be conditional on obtaining a course credit, a graded course credit, on passing an examination or on obtaining a course credit and passing an examination.
- (2) Mastery of the knowledge areas included in a course unit block and their context and connections are tested in a comprehensive examination if it is required in the degree programme for the defined stage of study.
- (3) Faculties and departments are required to adhere precisely and consistently to the unified information system used for degree programmes, for the credit system, as well as for course credit and examination results, and are also required to follow the instructions issued by the Rector or by the Dean of the Faculty at which the course unit is taught.

- (4) Data relating to the student's entire academic performance must be obligatorily recorded in the IS/STAG system. The printed record from the IS/STAG system (hereinafter referred to as "examination catalogue") is archived at the relevant Department.
- (5) Student Record Books may be kept in the form of a printed document (hereinafter referred to only as "Student Record Book") or in the form of an extract from the IS/STAG system officially verified by the Student Affairs Office. The form of the Student Record Book is specified in the relevant internal regulation issued by the Faculty.

Article 11

Course credit and graded course credit

- (1) The course credit awarded is a confirmation of the fact that a student has fulfilled all requirements on which the award of the course credit was conditional at the commencement of lessons in the relevant course unit.
- (2) A graded course credit is a course credit which assesses the level of the required activities by means of a grade.
- (3) It is necessary to obtain the relevant course credit or graded course credit no later than the deadline set in the time schedule for the relevant academic year in which the course unit was taught. In exceptional cases, a senior executive at the relevant department which guarantees the tuition in the course unit may extend the period, within the same academic year, upon the student's written request and upon prior approval by the relevant teacher. In the event that the person to award the course credit is the appointed senior executive at the department, the final decision shall be made by the Dean. Detailed information regarding the regular examination dates and resit dates for the course credits or graded course credits shall be specified by an internal regulation issued by the Faculty.
- (4) A student who has not been awarded a course credit or a graded course credit may submit a written request for a review to the Dean. The final decision on the course credit or on a graded course credit to be awarded shall be made by a senior executive at the relevant department that provides tuition in the course unit. In the event that the person to award the course credit is a senior executive at the department, the final decision shall be made by the Dean.
- (5) If a student fails to obtain a course credit or a graded course credit in a course unit the completion of which is compulsory within the relevant degree programme and which is not allowed to be re-enrolled on in accordance with Article 6 Paragraph 2, his/her studies shall be terminated in compliance with § 56 Paragraph 1 Letter b) of the Act. The decision procedure related to this matter adheres to § 68 of the Act.
- (6) The course credit or graded course credit awarded shall be recorded in the study documentation (Article 61). In a degree programme accredited in a foreign language, the course credit awarded shall be entered in the study documentation in the relevant foreign language.
- (7) The teacher or the guarantor of the course unit appointed by a senior executive at the relevant department shall enter the course credit awarded in the IS/STAG system and shall add the date on which the course credit was taken. The deadlines for entering course credits in the IS/STAG system are specified in the relevant internal regulation issued by the Faculty. The examination catalogue shall be signed by the teacher, or by the guarantor of the course unit.
- (8) The teacher or the guarantor shall confirm the course credit awarded by writing the word "započteno" ("passed" – or an equivalent term in the relevant foreign language) accompanied by his/her signature in the Student Record Book in form of a printed document and shall add the date on which the course credit was awarded. For a graded course credit, the relevant ECTS grade along with its verbal equivalent, the date and the signature shall be entered in the column entitled "zápočet" ("course credit"). A course credit or a graded course credit that has not been awarded shall not be entered in the Student Record Book.
- (9) A student is entitled to view his/her corrected written test within 30 days of the date on which his/her

course credit result or graded course credit result was entered in the IS/STAG system if the written test was required for the award of a course credit or of a graded course credit.

Article 12 Examination

- (1) Comprehensive mastery of the knowledge areas specified in the course unit documentation (syllabus) at a level corresponding to the completed part of studies, including the student's ability to apply the acquired knowledge in a creative way, is tested by means of an examination. The teacher assesses the level of the student's knowledge in the relevant field by means of a grade. The examination is taken in the same language in which the course unit was taught.
- (2) The following types of examination are used:
 - a) Written
 - b) Oral (oral examination can take a form of a qualifying examination)
 - c) Combined
- (3) Examinations and re-sits are usually held during the examination period set in the time schedule for the relevant academic year. Upon agreement with the examiner, examinations can also be taken during holidays or throughout the semester, however, no later than the final deadline set in the time schedule for the relevant academic year. Examination dates and rooms set by the examiner must be posted in the IS/STAG system sufficiently in advance. Students must register for an examination through the IS/STAG system. Details on examination arrangements and dates in the relevant academic year shall be specified in the relevant internal regulation issued by the Faculty.
- (4) A student who attains the grade "unsatisfactory" is entitled to re-sit the examination. Details on re-sits shall be specified in an internal regulation issued by the relevant Faculty.
- (5) In exceptional cases, a senior executive at the relevant department may, upon the student's request or on his/her own initiative, decide that an examination should be taken in front of a board appointed by a senior executive at the department. The minimum number of the board members is three. If the senior executive at the department is the examiner, the decision about the examination to be taken in front of the board and about the board members to be appointed shall be made by the Dean of the Faculty at which the relevant course unit is taught. The examination taken in front of the board is not an additional examination and adheres to the provisions of Paragraph 4.
- (6) If a student fails to pass an examination in a course unit the completion of which is compulsory in the relevant degree programme and on which the student is not allowed to re-enrol (Article 6 Paragraph 2), his/her studies shall be terminated in compliance with § 56 Paragraph 1 Letter b) of the Act. The decision procedure related to this matter shall adhere to § 68 of the Act.
- (7) The grade achieved in an examination is recorded in the study documentation (Article 61). In case of a degree programme accredited in a foreign language, the grade achieved in an examination is recorded in the study documentation in the relevant foreign language.
- (8) The examiner or the guarantor of the course unit shall enter the result of the examination (the ECTS grade and its verbal equivalent) in the IS/STAG system, along with the date on which the examination or its final part was taken. The deadlines for entering examination results in the IS/STAG system are specified in the relevant internal regulation issued by the Faculty. The examination catalogue shall be signed by the examiner or the guarantor of the course unit.
- (9) The examiner shall confirm the ECTS grade awarded by writing the grade along with its verbal equivalent and add the date on which the examination or its final part was taken and his/her signature in the Student Record Book in form of a printed document. An "unsatisfactory" grade shall not be entered in the Student Record Book.
- (10) If a student is absent from an examination without having submitted an excuse or his/her excuse has

not been accepted by the examiner, the “unsatisfactory” grade shall be used to assess his/her examination. The final decision on the acceptance of an excuse shall be made by the appointed senior executive at the relevant department. If the senior executive at the relevant department is the examiner, the final decision shall be made by the Dean.

- (11) If, during an examination, a student seriously violated its due process, the “unsatisfactory” grade shall be used to assess his/her performance. A gross violation of the rules is considered a disciplinary offence.
- (12) If any of the student rights were seriously violated during an examination, the student may submit a request for a re-sit to the appointed senior executive at the department which ensures the tuition in the relevant course unit. In the event that a senior executive at the department is the examiner, the final decision shall be made by the Dean of the Faculty which ensures the tuition in the relevant course unit. The final decision as to whether a violation of any of the student rights has occurred shall also be made by the Dean.
- (13) A student is entitled to view his/her corrected written test within 30 days of the date on which his/her examination result was entered in the IS/STAG system if the written test forms part of the examination.

Article 13

Comprehensive examination

- (1) A comprehensive examination tests the student’s overall knowledge and understanding of context and connections in the specified course unit block.
- (2) A comprehensive examination must not substitute for or duplicate examinations in individual course units as regards the examination type and process. In accordance with Paragraph 1, the extent and level of the issues and topics examined as well as the knowledge assessment must correspond with the purpose of the examination, particularly in terms of interdisciplinary context. The process of a comprehensive examination and the announcement of its result are open to the public.
- (3) A student may be exempt from a comprehensive examination; the requirements regarding the exemption of a student from a comprehensive examination shall be specified within the relevant degree programme.
- (4) A comprehensive examination is taken in front of an examination board, to be nominated by the Degree Programme Board and appointed by the Dean. The minimum number of the board members is three. The Chairperson of the board is usually a Professor or an Associate Professor.
- (5) The Chairperson shall chair the meetings of the examination board. The rules of procedure relating to examination boards shall be specified in the relevant internal regulation issued by the Faculty. The board constitutes a quorum if an absolute majority of the members are present.
- (6) In a degree programme accredited in a foreign language, a comprehensive examination is held in the language in which the degree programme has been accredited. Details on arrangements regarding a comprehensive examination shall be specified in the relevant internal regulation issued by the Faculty.
- (7) An official record is kept on a comprehensive examination. The record shall contain the examination topics, the assessment of its process and the grade achieved in accordance with Article 14. If a student’s performance is assessed as “unsatisfactory”, the reasons for such assessment must be stated in the record and the student must be informed about such reasons. The form of the official record shall be specified in the relevant internal regulation issued by the Faculty. In a degree programme accredited in a foreign language, the examination record is made and the grade achieved is recorded in the relevant foreign language.
- (8) A comprehensive examination may be retaken once.
- (9) If a student is absent from a comprehensive examination without having submitted an excuse or

his/her excuse has not been accepted, his/her performance shall be assessed as “unsatisfactory”. The excuse must be submitted to the Dean, who shall make the final decision on the acceptance of the excuse.

Article 14 **Grading scale**

(1) The ECTS grading scale is used to assess the student’s academic performance as follows:

ECTS Grade	Verbal Equivalent	Numerical Grade
A	Výborně/Excellent	1
B	Velmi dobře/Very good	1.5
C	Dobře/Good	2
D	Uspokojivě/Satisfactory	2.5
E	Dostatečně/Sufficient	3
FX	Nedostatečně/Unsatisfactory	-
F	Nedostatečně/Unsatisfactory	-

- (2) If a student’s performance is assessed with the FX grade, the credit awarded to the student is recognized when the student re-enrols on the same course unit. If a student’s performance is assessed with the F grade, the credit is not recognized when the student re-enrols on the same course unit.
- (3) The ECTS grade along with the verbal equivalent of the grade awarded are recorded in the Student Record Book.
- (4) Each ECTS grade is assigned a numerical grade, which is used to calculate the grade point average of a student in accordance with Article 15.

Article 15 **Student’s grade point average**

(1) A student’s grade point average in the relevant part of studies (academic year, years of study completed before taking the final state examination) is expressed by the weighted grade average (VP) defined by the following equation:

$$VP = \frac{\sum K_p \cdot Z_p}{\sum K_p},$$

where

K_p ... represents the number of credits allocated to the course unit p completed with an examination or with a graded course credit,

Z_p ... represents the grade awarded in an examination or in a graded course credit required for the completion of the course unit p ,

where the grades achieved in all course units completed in the relevant part of studies with an examination or with a graded course credit are added up.

- (2) The weighted grade average is in particular used for:
- a) Eligibility for a merit scholarship

- b) Specification of the overall assessment of study prior to passing the final state examination (Article 30)
- (3) Numerical grades valid at the time of completion of the relevant course unit in the required manner are used to calculate the weighted grade average.

Volume 3

PROCESS OF STUDY

Article 16

Prerequisites for progress to next year of study

- (1) In each academic year, it is monitored at the appointed time whether a student has obtained the required minimum number of credits in the relevant part of studies (semester, academic year, years of study completed before taking the final state examination) as specified in the relevant internal regulation issued by the Faculty. If the student fails to meet this requirement, his/her studies shall be terminated in compliance with § 56 Paragraph 1 Letter b) of the Act. The decision procedure related to this matter adheres to § 68 of the Act.
- (2) In the event that the relevant degree programme includes a comprehensive examination and the student is not exempt from taking it, the student can continue his/her studies in the relevant degree programme only after passing the required comprehensive examination.
- (3) In exceptional and justified cases, particularly for health reasons, the Dean may, upon the student's written request, grant a student an exemption from any of the requirements set for the progress to the next year of study. At the same time, the Dean shall set the requirements concerning further process of study.
- (4) Students regardless of gender have the right, due to child care commitments, to apply for an extension of deadlines set for fulfilment of academic requirements as well as of deadlines for fulfilment of the requirements regarding their progress to the next semester, year of study or block of study. This extension shall include the period which the maternity/parental leave taken by the student would have lasted, and that provided that the student does not suspend his/her studies during the mentioned period (§ 54a of the Act). Conditions and rules of the procedure shall be specified in the relevant internal regulation issued by TBU.
- (5) A student is obliged to inform the Dean of the Faculty in writing about the loss of health fitness for study, which was a prerequisite for admission to study in compliance with § 49 Paragraph 1 of the Act.

Article 17

Monitoring of student attendance

Repeated unexcused absence from lessons with monitored attendance during the first semester of a Bachelor's/Master's programme may result in a termination of studies in compliance with § 56 Paragraph 1 Letter b) of the Act. The procedure in this matter adheres to § 68 of the Act. The rules for monitoring student attendance shall be specified in the relevant internal regulation issued by the Faculty.

Article 18

Enrolment for next year of study

- (1) A student who has met the requirements set for the progress to the next year of study or has been granted an exemption in accordance with Article 16 Paragraph 3 and 4 is entitled to enrol for the next year of study. In a degree programme accredited in a foreign language, the enrolment is held in the relevant foreign language.
- (2) The type of enrolment and the enrolment deadlines for the entire academic year or for the relevant semester shall be specified by the Dean.
- (3) During enrolment, a student enrolls on the course units of the relevant degree programme in accordance with the rules set for the same degree programme.

- (4) In the event that a particular course unit is taught by more than one teacher, a student is entitled to choose his/her teacher if the teaching arrangements allow it.
- (5) The course units on which a student has enrolled may be cancelled in accordance with a decision taken by the Dean:
 - a) Upon the student's own request, for serious health reasons that prevent the student from studying the course unit (this applies particularly to sports activities).
 - b) If a senior executive at the relevant department announces that he/she is unable to ensure the teaching in the lessons carried out within the respective course unit in the relevant academic year for serious reasons.
 - c) In the event that the number of students enrolled on the course unit drops below the number announced in advance,
 - d) If the course unit has been enrolled on in the summer semester and the student cannot obtain credits in any of the prerequisite course units prior to the start of the summer semester.
 - e) If it is discovered that the student has enrolled on a course unit contradictory to the requirements regarding the enrolment on the same course unit (Article 19).
- (6) In compliance with § 56 Paragraph 1 Letter b) of the Act, the Dean or the Rector may terminate the studies of a student for the student's failure to meet a particular requirement, i.e. if the student fails to meet the enrolment deadline specified for the relevant academic year in accordance with Paragraph 2 and fails to submit an excuse and to apply for an alternative enrolment date or for a suspension of his/her studies within five working days of the enrolment deadline specified. The decision procedure related to this matter adheres to § 68 of the Act.

Article 19

Rules for design of a student's curriculum

- (1) Student shall design his/her curriculum for the upcoming semester (in compliance with § 62 Paragraph 1 Letter b) of the Act) by submitting a preliminary enrolment on course units and confirming it by the enrolment. As regards the design of a curriculum, the course units listed in the curriculum of a degree programme are divided into the following categories:
 - a) Course units without any compulsory continuity to other course units and without any other restrictions can be enrolled on by any student. The course unit documentation (syllabus) may contain a list of recommended course units to be taken before.
 - b) Course units the completion of which is conditional upon previous completion of the prerequisite course units. Conditional course units cannot be enrolled on before the enrolment on the relevant prerequisite course units takes place. Completion of a conditional course unit is conditional on the termination of the relevant prerequisite course unit.
 - c) Course units the enrolment on which is conditional upon previous completion of another course unit.
 - d) Mutually exclusive course units refer to course units out of which students can enrol on one course unit only.
 - e) Course units reserved for a particular, specific group of students – this restricted enrolment option must be specified in the documentation (syllabus) related to the relevant course unit.
 - f) Course units to be substituted for, which are replaced with other course units in the curriculum of a degree programme (substitute course units). In case of students who completed a course unit to be substituted for, the credit value thereof shall be automatically transferred to the substitute course unit, which is thus considered to be enrolled on and completed. In case of students who enrolled on a course unit to be substituted for but failed to complete it, the previous enrolment on the course unit to be substituted for shall be recorded as an unsuccessful enrolment on a substitute

course unit (Article 6 Paragraph 2).

- g) Equivalent course units - equivalence refers to such a relation between two course units specified by the curriculum when, by completing the first course unit, the second course unit is considered as completed as regards the fulfilment of the curriculum requirements, and, by completing the second course unit, the first course unit is considered as completed as regards the fulfilment of the curriculum requirements. The curriculum may also specify which of the equivalent course units the student should enrol on; or the student may be entitled to choose the course unit preferred.
- (2) A student shall enrol on course units in such a manner as to adhere to the structure of the course units specified in the curriculum of the relevant degree programme in each part of studies (Article 3) and to comply with the requirements regarding the continuity and electivity of course units according to their type in accordance with Paragraph 1 and, in compliance with Article 6 Paragraph 2, re-enrol on a course unit which he/she failed to complete in the previous academic year. The recommended manner of creation of a student's curriculum shall be specified in the relevant internal regulation issued by the Faculty.
- (3) Additional rules for the design of a student's curriculum in the first year of study shall be specified in the relevant internal regulation issued by the Faculty.
- (4) If a student wants to attend a course unit in contradiction with the provisions of Paragraph 1, he/she can do so only with prior consent from the teacher and if the capacity of the course unit permits enrolment of more students; however, the student is not entitled to obtain credits for completion of this course unit. The course unit shall not be recorded in the Student Record Book and shall not be entered in the IS/STAG system. Neither is the course unit included in the weighted grade average.

Article 20

Preliminary enrolment

- (1) A student shall make a preliminary selection of his/her curriculum for the following semester by means of preliminary enrolment, i.e. through the registration for particular timetable events in the following semester. A timetable event refers to a teaching unit related to a course unit, which is usually a lecture, practical class or a seminar, taught at a particular place and time. Detailed arrangements regarding the preliminary enrolment shall be specified by the Dean in accordance with the uniform rules and the study schedule for the relevant academic year at TBU. Preliminary enrolment on a degree programme accredited in a foreign language shall be held in the relevant foreign language.
- (2) Upon approval by the Dean, the relevant department shall determine the minimum and maximum number of students to enrol on individual course units. In the event that the course units are taught at a Faculty for another Faculty, the minimum and maximum student numbers shall be specified by mutual agreement between the Deans of the relevant Faculties. In case of an excessive number of applicants for enrolment, the decision on eligibility shall be made in accordance with the relevant internal regulation issued by the Faculty. It is the student's responsibility to get information about the results of the mentioned decision procedure and to make any corrections necessary to his/her preliminary enrolment.
- (3) Preliminary enrolment on any of the course units available can only be cancelled in the event that:
- a) The relevant course unit will not be offered.
 - b) The student is not eligible to study the relevant course unit due to an excessive number of applicants in accordance with Paragraph 2.
 - c) Course units selected by the student clearly overlap in the time schedule.
 - d) The student failed to obtain credits in any of the prerequisite course units,
 - e) Enrolment on the course unit would be in contradiction with these Regulations, excluding cases specified in Article 19 Paragraph 4.

- f) Cancellation of the course unit for serious reasons has been approved by the Dean after consulting the matter with the senior executive in charge in a department.
- (4) In the event that a student fails to pre-enrol within the set deadline and in the prescribed manner, he/she may, if he/she failed to do so for serious reasons, ask the Dean for an exemption from preliminary enrolment. In such a case, the enrolment for the student's following studies will be carried out as an extraordinary enrolment. If the student who has not pre-enrolled fails to apply for an exemption from preliminary enrolment or fails to submit an excuse within five working days of the scheduled preliminary enrolment date, it will constitute a reason for termination of his/her studies for a failure to meet a particular requirement in compliance with § 56 Paragraph 1 Letter b) of the Act. The decision procedure related to this matter shall adhere to § 68 of Act.

Article 21
Suspension of studies

- (1) Studies may be suspended upon the student's written request. The Dean or the Rector shall determine the period of a suspension of studies so as to adhere to all principles laid down in these Regulations in accordance with the relevant degree programme.
- (2) Suspension of studies is not allowable in a period when a student's failure to meet academic requirements can be expected.
- (3) Suspension of studies during the first semester of a Bachelor's or a Master's programme is allowed in exceptional cases only, in particular due to health reasons.
- (4) Suspension of studies is usually terminated at the start of the relevant semester.
- (5) When the studies of a student are suspended, he/she is required to submit his/her student ID card to the relevant Student Affairs Office. Upon the student's request, a document certifying all examinations passed or a confirmation of study may be issued (confirmation certifying the duration of study completed and an overview of the academic performance achieved).
- (6) The maximum period of time for which studies may be continuously suspended is the half of the standard length of study in the relevant degree programme. Exemptions, particularly for health reasons, may be granted by the Dean or the Rector.
- (7) Studies may be suspended repeatedly. The total duration of the suspension of studies must not exceed the half of the standard length of study in the relevant degree programme. Exemptions, particularly for health reasons, may be granted by the Dean or the Rector.
- (8) If the reasons for the suspension of studies cease to exist, the Dean or the Rector may, upon the student's request, terminate the period of the suspension of studies prior to the date on which the period of suspension expires, and specify the requirements for continuation of studies.
- (9) If during the period of suspension of studies in the relevant degree programme, the student was studying in a degree programme carried out at the same or at another Faculty of TBU or directly at TBU or at another higher education institution, and took examinations and obtained course credits at the relevant institution, he/she may apply for recognition of a part of his/her studies in accordance with Article 24 Paragraph 1.
- (10) In compliance with 56 Paragraph 1 Letter b) of the Act, studies of a person may be terminated if the student fails to meet the set enrolment deadline without submitting an excuse or if his/her excuse is not accepted, within five working days after the period set for the suspension of his/her studies expires. The person to decide on the acceptance of the excuse is the Dean or the Rector. The decision procedure related to this matter shall adhere to § 68 of the Act.
- (11) If suspension of studies expires on the same date on which the relevant academic year ends, the student is required, in accordance with Article 20 Paragraph 1, to attend preliminary enrolment if circumstances allow.

- (12) A student may require suspension of his/her studies also in the event that he/she has failed to pass the final state examination on the scheduled date, and that until a new date of the final state examination.
- (13) Students regardless of gender are entitled to suspend their studies due to pregnancy, childbirth or parenthood, and that during the entire duration of the recognized period of parenthood. A student is eligible for the entitlement to suspend his/her studies for the above-mentioned period of time in the event that he/she has been granted custody of the child to replace parental care in accordance with a decision issued by the relevant body in compliance with the Civil Code or with legal regulations providing for state social assistance. The recognized period of parenthood refers to the period during which the student's maternity/parental leave would otherwise have lasted. The period of suspension of studies during the recognized period of parenthood shall not be included in the entire period of suspension of studies. Detailed conditions and rules for procedure to be followed in the event of suspension of studies due to a recognized period of parenthood shall be specified in an internal regulation issued by TBU.

Article 22

Change to the mode of study

The Dean may grant a written request submitted by a student and regarding a change to his/her mode of study.

Article 23

Withdrawal from studies

- (1) If a student decides to withdraw from his/her studies, he/she shall inform the Dean or the Rector in writing about his/her decision.
- (2) When a student withdraws from studies, he/she is required to settle all liabilities to TBU and submit his/her student ID card to the relevant Student Affairs Office. Upon the student's request, a document certifying all examinations passed or a confirmation of study may be issued (confirmation certifying the length of study completed and an overview of the academic performance achieved).

Article 24

Recognition of part of studies

- (1) Upon the student's written request, completed parts of studies or individual course credits and examinations may be recognized in compliance with § 60 Paragraph 2 of the Act in case of students who have either completed a degree programme or a part thereof, or who are currently studying in another degree programme at a higher education institution in the Czech Republic or abroad, and in case of Lifelong Learning graduates. Examinations or other academic requirements or course units or other comprehensive parts of studies completed within studies in an accredited educational programme at a tertiary technical school may also be recognized. During the decision procedure related to this matter, particularly the following issues are taken into consideration: Specialization of the degree programme completed or of its relevant part completed, credit assessment score of the individual course units completed within a degree programme, academic performance achieved by the student, and the length of time elapsed after completion of the student's previous studies. Detailed requirements regarding the recognition of course credits and examinations may be specified in the relevant internal regulation issued by the Faculty.
- (2) Recognition of any part of studies may be conditional upon taking equivalency examinations.
- (3) Recognized parts of studies or recognized course credits and examinations are allocated the credit assessment score corresponding to the relevant degree programme.
- (4) The period of studies in case of students a part of whose studies has been recognized shall include the number of years corresponding to the total credit assessment score of the recognized part of studies. Such pace of studies is at the same time taken into consideration which results in a completion of the relevant degree programme in the standard period of time.

- (5) Decisions related to the recognition of parts of studies or of individual course credits and examinations shall be made by the Dean taking into consideration the opinion of the degree programme guarantor. The decision procedure related to this matter adheres to § 68 of the Act.

Volume 4

PROPER COMPLETION OF STUDIES

Article 25

Requirements regarding proper completion of studies

- (1) Studies are properly completed with a final state examination (hereinafter referred to as “FSE”). A student is entitled to sit the FSE provided that he/she has fulfilled the following academic requirements:
- He/she has obtained the maximum number of credits in each block of compulsory course units in a degree programme,
 - He/she has obtained the prescribed minimum number of credits in each block of compulsorily-optional course units in a degree programme,
 - He/she has obtained the total number of credits, which must equal at least the sixty-fold number of years for the standard length of study,
 - He/she has submitted his/her Bachelor’s or Master’s thesis for defence.
- (2) In compliance with § 55 Paragraph 1 of the Act, the day of proper completion of studies is the day on which the final state examination (hereinafter also referred to as “FSE”) or the final part thereof was passed.
- (3) TBU shall award degree certificates certifying graduation from the degree programme/degree course completed, including information about the specialization and the degree conferred to Bachelor’s and Master’s graduates; all graduates shall also obtain the Diploma Supplement.

Article 26

Final state examination

- (1) The FSE is usually comprised of two parts. The first part is a Master’s/Bachelor’s thesis defence, and the following parts include examinations in the course units specified for the FSE within the relevant degree programme. The process of the FSE and the announcement of its result are open to the public. In case of a degree programme accredited in a foreign language, the FSE is held in the language in which the degree programme has been accredited.
In case of a degree programme accredited in the Czech language, the examination in the course unit is held in the Czech language, or in the language in which the same course unit was taught. Rules relating to the organization and process of the FSE are set in the relevant internal regulation issued by the Faculty.
- (2) Information on the dates and on the place, i.e. when and where the FSE is to be held, on the manner of registration for the examination and on appointing the examiners must be publicized sufficiently in advance and in an appropriate manner.
- (3) The FSE or any of its parts may be retaken once.
- (4) When retaking the FSE, the student shall retake the part in which he/she has attained the grade “unsatisfactory”.
- (5) The last part of the FSE must be taken no later than during the year in which the period of time equal to a double of the standard length of study passed after the student enrolled on the degree programme. The period of suspension of studies during the recognized period of parenthood shall not be included in this period. In compliance with § 56 Paragraph 1 Letter b) of the Act, studies are terminated if the student fails to pass the FSE within this period of time. The decision procedure related to this matter shall adhere to § 68 of the Act.

- (6) An official record shall be kept on the process of the FSE which shall describe the process and the assessment of a Master's/Bachelor's thesis defence, the assessment score achieved in the FSE course units and the overall assessment score achieved in the FSE in accordance with Article 29. The record also contains the following appendices: a review written by the external examiner(s) and a review written by the Master's/Bachelor's thesis supervisor. The form of the record shall be specified in the relevant internal regulation issued by the Faculty. In a degree programme accredited in a foreign language, the official record shall be kept in the relevant foreign language.
- (7) If a student is absent from the FSE without submitting an excuse or his/her excuse is not accepted, the grade attained in his/her examination shall be "unsatisfactory". The excuse shall be submitted no later than within five days of the date of the FSE to the Dean, who shall make the final decision on the acceptance of the excuse.

Article 27

Final State Examination Board

- (1) The FSE is taken in front of the final state examination board (hereinafter referred to as "examination board"). Its Chairperson and members shall be appointed by the Dean according to nominations made by the Degree Programme Board in compliance with § 53 Paragraph 2 and Paragraph 3 of the Act.
- (2) The minimum number of the members of the examination board for a Bachelor's programme is three. The minimum number of the members of the examination board for a Master's programme is five.
- (3) The Chairperson of the examination board chairs the meetings of the examination board. The rules of procedure for the examination boards and the manner in which their meetings are convened shall be specified in the relevant internal regulation issued by the Faculty.
- (4) The examination board constitutes a quorum if at least three fifths of its members are present. However, the minimum number required to constitute a quorum is three members present.

Article 28

Master's or Bachelor's thesis

- (1) The student demonstrates in his/her Master's or Bachelor's thesis that he/she is able to deal with the topic assigned, to present the same topic orally and in writing and to defend his/her own approach to the manner of dealing with the topic. A Master's thesis differs from a Bachelor's thesis as to the type of the topic assigned, the extent and the profundity to which the topic is dealt with. The writing and the defence of a Master's or Bachelor's thesis is part of the relevant degree programme.
- (2) A senior executive at the relevant department shall draw up a list of topics for Master's/Bachelor's theses. In compliance with § 62 Paragraph 1 Letter f) of the Act, a student is entitled to propose the topic of his/her Master's or Bachelor's thesis. The deadlines for and the manner of proposing and publicizing of the topics of Master's or Bachelor's theses, including the topic selection guidelines, shall be specified in the relevant internal regulation issued by the Faculty.
- (3) The description of the assignment of a Master's or Bachelor's thesis includes in particular a brief characterization of the task and of the aims to be achieved, a basic bibliography, the name of the thesis supervisor, and the thesis submission deadline. The supervisor of a Master's/Bachelor's thesis may also be a non-academic expert. The layout of Master's/Bachelor's theses and the manner of submission shall be specified in the relevant internal regulation issued by TBU, which may be supplemented by internal regulations of the individual faculties.
- (4) With the consent from the thesis supervisor, a Master's/Bachelor's thesis written by a student in a degree programme accredited in the Czech language may be submitted in the English language or, upon approval by the Dean, in another foreign language. In such case, the thesis must include an extended abstract in the Czech language. With the consent from the Dean, the defence of a Master's

or Bachelor's thesis may be held in the English language or in another foreign language.

- (5) The supervisor of a Master's or Bachelor's thesis and its external examiner(s) appointed by a senior executive at the relevant department are required to write reviews on the thesis. In the event that the supervisor of a Master's or Bachelor's thesis is not able to write the review, a senior executive at the relevant department shall ensure that an additional review is written by another external examiner. The review on a Bachelor's or a Master's thesis must include an assessment made in accordance with the ECTS grading scale. The student must be given the opportunity to get acquainted with the reviews no later than three days prior to the date of the thesis defence.
- (6) During the defence of his/her Master's/Bachelor's thesis, the student shall first present the main results of his/her thesis and then he/she shall respond to the comments listed in the assessment given by the thesis supervisor and in the review(s) written by the external examiner(s). This shall be followed by a discussion.
- (7) If a student fails to defend his/her Master's/Bachelor's thesis, the examination board shall decide as to whether the student should supply the thesis with additional information, completely rewrite the thesis or write a new thesis on a different topic. The examination board shall state the grounds for the decision in the FSE examination official record and inform the student about the grounds for the decision.
- (8) If a student fails to submit his/her Master's/Bachelor's thesis within the set deadline without submitting an excuse or his/her excuse is not accepted, his/her thesis is assessed as "unsatisfactory". The excuse shall be submitted in writing to the Dean, who shall make the final decision on the acceptance of the excuse.
- (9) In compliance with § 47b Paragraph 2 of the Act, access to Master's/Bachelor's theses shall be made available for viewing to the general public at least five working days before the defence is scheduled to take place, and that in the IS/STAG portal and at the office of the assistant to the relevant department, at which the defence of the thesis shall take place, and that within hours specified by a senior executive at the relevant department.
- (10) All Master's and Bachelor's theses, including the reviews written by the thesis supervisor and by the external examiner(s) and the process and results of the defence, are registered and available in the Digital Library of Theses entitled the TBU DSpace in compliance with § 47b Paragraph 1 of the Act and with the specific legal regulations.¹⁾
- (11) TBU may delay the publication of the Bachelor's/Master's thesis or a part thereof, and that for the duration of the obstacle to the publication, however, no longer than for a period of 3 years. The information on the delayed publication and the substantiation for it must be publicized in the Digital Library of Theses entitled the TBU DSpace. After the defence of the Bachelor's/Master's thesis to which the delayed publication refers according to Clause One, TBU shall send without undue delay one printed copy of the thesis to the Ministry of Education, Youth and Sports (hereinafter referred to as "Ministry") for archiving purposes.

Article 29

Assessment of the final state examination

- (1) Each part of the FSE is assessed separately. The type of assessment of a student's performance in the FSE is specified in the relevant internal regulation issued by the Faculty. The examination board shall make a decision on the assessment of the student's performance in the particular parts of the FSE at a closed meeting. The grading scale specified in Article 14 is used for the assessment. The

¹⁾Act No. 121/2000 Coll., on Copyright, on Rights Related to Copyright, and on Amendments to Selected Acts (Copyright Act), as amended,
Act No. 89/2012 Coll., Civil Code, as amended.

proposed assessment is accepted if it receives the majority of votes cast by the board members present. In the case of an equality of votes, the Chairperson shall have the decisive vote.

- (2) The overall assessment of the FSE is based on the assessment of its individual parts as follows:
 - a) If the grade attained in any of the FSE parts is “unsatisfactory”, the overall assessment is “unsatisfactory”.
 - b) The overall result of the FSE is assessed as “excellent” if the grade attained in all parts of the FSE is “excellent”.
- (3) If a student attains the grade “unsatisfactory“, the examination board shall agree upon and state the grounds for the decision to be entered in the FSE examination record and inform the student of the grounds for the decision.
- (4) If a student is absent from the FSE without submitting an excuse or his/her excuse is not accepted, the student shall be assessed as if the grade attained in his/her FSE had been “unsatisfactory”.

Article 30

Overall assessment of studies

- (1) The overall assessment of properly completed studies is expressed by the following verbal descriptions:
 - a) Graduated with first-class honours,
 - b) Graduated.
- (2) A student who has graduated with first-class honours shall receive a first-class honours degree certificate.
- (3) A first-class honours degree certificate shall be received by those students whose FSE performance was assessed as “excellent” or “very good” and who achieved an outstanding academic performance throughout the whole duration of the Bachelor’s/Master’s studies leading to the acquisition of an academic degree. The scope of an outstanding academic performance achieved by a student shall be specified in the relevant internal regulation issued by the Faculty.

PART THREE

PROVISIONS RELATING TO STUDIES IN DOCTORAL PROGRAMMES

Volume 1

ORGANIZATION AND IMPLEMENTATION OF DOCTORAL PROGRAMMES

Article 31

Doctoral programme

- (1) A doctoral programme is focused on scientific research and activities carried out in the sphere of research and development, or on independent theoretical and creative activities in the sphere of arts. Studies are focused on research and creative activities in the given specialization, and the level of knowledge acquired is tested in a doctoral state examination. Original scientific and artistic outcomes are included in the doctoral thesis in accordance with Article 48.
- (2) TBU is authorized to carry out accredited doctoral programmes; the list thereof shall be posted on the official board of TBU.
- (3) Studies in a doctoral programme are carried out under the guidance of a supervisor in accordance with an individual curriculum.
- (4) A Faculty may carry out doctoral programmes in cooperation with other Faculties, higher education institutions, and other scientific and research institutions in accordance with agreements concluded.

- (5) For degree programmes accredited in a foreign language, complete documentation and communication shall be provided in the relevant foreign language.

Article 32

Academic year and study schedule

- (1) An academic year in a doctoral programme is not divided into semesters. The study schedule for a doctoral programme is given in the relevant individual curriculum specified in Article 36.
- (2) The Rector shall specify the start of each academic year.
- (3) The work routine and the holiday period shall be specified by the supervisor upon mutual agreement with the doctoral student. The length of the holiday period is specified in the relevant internal regulation issued by the Faculty.

Article 33

Modes of study

- (1) Studies in a doctoral programme are carried out in the following modes:
 - a) Full-time,
 - b) Part-time,
 - c) Or as a combination thereof. The full-time mode and part-time mode combined comprise a part of studies defined as to its duration which is carried out in the full-time mode, and another part of studies defined as to its duration which is carried out in the part-time mode. The modes do not overlap and the related rights and responsibilities correspond to the relevant mode of study.
- (2) The standard length of study in all modes of study in a doctoral programme is no less than three years and no more than four years (§ 47 Paragraph 2 of the Act), in accordance with the relevant accreditation decision.
- (3) In accordance with § 54 of the Act and with Article 41, a period of suspension of studies shall not be included in the period of study.

Article 34

Doctoral Programme Board

- (1) A Doctoral Programme Board specified in § 47 Paragraph 6 of the Act has at least five members, to be appointed and removed from office by the Dean. The Dean shall also specify the number of members of the relevant Doctoral Programme Board, its composition and the term of office of the Board members.
- (2) The Chairperson of the Doctoral Programme Board is the guarantor of the doctoral programme. The appointment of the guarantor, his/her competences and responsibilities shall be specified in the Rules Governing the Creation, Approval, Implementation of and Alterations to Degree Programmes Carried out at TBU.
- (3) Activities of a Doctoral Programme Board adhere to the Board's rules of procedure. The rules of procedure are issued by the Dean after discussing the document at a meeting of the Scientific Board.
- (4) The manner in which a joint Doctoral Programme Board is appointed shall be specified in the relevant agreement in compliance with § 47 Paragraph 6 of the Act.
- (5) A Doctoral Programme Board carries out particularly the following activities:
 - a) Nominates the supervisor for the relevant degree programme and course, and submits the nominations to the Dean.
 - b) Recommends topics proposed for doctoral theses and possible alterations thereto for approval to the Dean.
 - c) Discusses changes in the structure of the course units included in a degree programme.

- d) Submits a proposal for nomination of the members of the entrance examination board for the relevant degree programme to the Dean. The entrance examination board submits its proposals for admission of applicants for study to the Dean.
 - e) Gives its opinion as to the maximum number of doctoral students to be guided by one supervisor.
 - f) Gives its opinion on individual curricula of doctoral students and on any alterations to the curricula.
 - g) Discusses the assessment of doctoral students submitted by their supervisors.
 - h) Recommends that studies of a doctoral student who failed to fulfil his/her duties should be terminated by the Dean; the doctoral student and his/her supervisor are usually invited to discuss the termination of studies.
 - i) Assesses the supervisors' performance and submits the conclusions to the Dean.
 - j) Assesses, at least once per year, the level of implementation of a degree programme and submits the conclusions to the Dean or to statutory representatives of legal entities which participate in the implementation of the relevant degree programme.
 - k) Initiates and discusses proposals for alterations to a degree programme depending on the relevant requirements of the accreditation.
 - l) Recommends to the Dean the extent of a doctoral state examination for approval.
 - m) Recommends, according to nominations proposed by the relevant supervisor, the following officials for approval: Chairpersons and members of doctoral examination boards, and Chairpersons and members of doctoral thesis defence boards.
- (6) Meetings of a Doctoral Programme Board are held as required, following a decision by its Chairperson, however, at least once per year. Copies of the minutes of meetings of the Doctoral Programme Board shall be sent to the Dean.
- (7) In the period between meetings, each Doctoral Programme Board shall be represented by its Chairperson.

Article 35 Supervisor

- (1) A supervisor may be a Professor, an Associate Professor or a renowned expert holding an academic degree in the area which represents the research/artistic orientation of the relevant degree programme. Specific requirements relating to a supervisor may be specified in the relevant internal regulation issued by the Faculty.
- (2) A supervisor in a degree programme accredited in a foreign language must provide a proof of sufficient proficiency in the relevant foreign language, and that by presenting one of the following certificates:
 - a) a certificate at the C1 Level (in accordance with the Common European Framework of Reference for Languages), or
 - b) a confirmation of a long-term stay abroad, or
 - c) a confirmation of active participation in lectures, conferences and seminars held abroad.
- (3) The Dean is the person to appoint the supervisor and remove the supervisor from office, and that after discussing the matter at a meeting of the Scientific Board. The Dean shall also set the supervisor's term of office. The supervisor's status, rights and responsibilities are specified in the Rules Governing the Creation, Approval, Implementation of and Alterations to Degree Programmes Carried out at TBU.
- (4) Doctoral thesis topics proposed by a supervisor must primarily correspond to his/her own research

activities. Nevertheless, the specialization of the supervisor's research unit as well as the specialization of the research unit where the doctoral student is assigned to (hereinafter referred to as "research unit") must be considered as well.

- (5) The supervisor shall design an individual curriculum in cooperation with his/her doctoral student and make alterations to the curriculum in accordance with Article 36 Paragraph 3.
- (6) Upon proposal by the relevant Doctoral Programme Board, the Dean may appoint an expert in the relevant field from TBU or from another institution as a consultant to provide consultancy on the issues related to the topic of the doctoral student's thesis.
- (7) If it is detected without a doubt that a supervisor fails to fulfil his/her supervisor responsibilities or if he/she is not able to carry out the same responsibilities, the Dean may appoint another supervisor upon a proposal by the Doctoral Programme Board and after discussing the matter at a meeting of the Scientific Board.

Article 36 Individual curriculum

- (1) A doctoral student's individual curriculum, according to which the studies in the relevant degree programme are arranged, determines in particular the following specifications for the doctoral student:
 - a) The content specification of his/her independent scientific, research and development activities, or his/her independent theoretical and creative activities in the field of art, and his/her own educational activities with respect to his/her specialization and the topic of his/her doctoral thesis
 - b) Course units that the doctoral student is required to complete
 - c) Activities related to his/her research, development and creative activities, particularly internships and traineeships in other institutions, as well as participation in conferences, seminars and summer schools
 - d) The extent and type of his/her pedagogical activities
 - e) His/her study schedule, which is usually divided into two stages:
 - Initial stage, during which the doctoral student takes the required examinations and simultaneously writes his/her doctoral thesis on the assigned topic; this stage is finished by taking the doctoral state examination
 - Final stage, focused on writing the doctoral thesis; this stage is finished by a successful defence of the doctoral thesis
- (2) The manner in which an individual curriculum must be designed shall be specified in the relevant internal regulation issued by the Faculty.
- (3) An individual curriculum and any alterations thereto shall be made by a doctoral student along with his/her supervisor, who shall submit the curriculum to the Doctoral Programme Board for approval. The individual curriculum and alterations thereto shall be approved by the Dean.

Article 37 Course units included in a doctoral programme

- (1) Course units in a doctoral programme include specialist course units and a foreign language. A doctoral student takes examinations in specialist course units related to the topic of his/her doctoral thesis and an examination in a foreign language.
- (2) Language preparation courses are part of each doctoral programme. If the language preparation course comprises regular lessons taught at TBU, then this fact shall be recorded in the individual curriculum. Regular lessons are held according to the study schedule for the relevant academic year.

- (3) Specialist course units in a doctoral programme are designed in such a manner as to provide doctoral students with sufficient competence corresponding to the current state of knowledge in the field of their degree programme.
- (4) Course units taught in the relevant doctoral programmes are included in lists which shall be publicized in an appropriate manner at the Faculty. Doctoral students are examined in the same specialist course units by Professors, Associate Professors or by other renowned experts in the relevant fields. Examinations may be oral, written or combined and may be based on a written piece of work on a relevant topic submitted by the doctoral student.
- (5) The complete course unit documentation is posted in the IS/STAG system.
- (6) The type of teaching of a course unit (lectures organized for a group of students, seminars or guided independent study with tutorials) is set depending on the number of doctoral students studying the course unit. The minimum number of doctoral students for an organized lesson shall be specified by the Dean.

Article 38

Examination in a course unit included in a doctoral programme

- (1) The date of an examination in a course unit is set by the examiner upon agreement with the doctoral student. The supervisor, who usually participates in the examination, shall always be informed about the examination to be held. In a degree programme accredited in a foreign language, the examination is held in the language in which the degree programme is accredited or in which the relevant course unit is taught.
- (2) An examination in a course unit is open to the public.
- (3) A pass/fail grading system (“prospěl”-“passed”/“neprospěl”-“failed”) (or an equivalent term in the relevant foreign language) is used for assessment of the examination in a course unit.
- (4) A doctoral student who attained the grade “failed” in the examination is entitled to re-sit the examination. If the student fails the examination again, he/she is entitled to take the examination in front of a board. The board is appointed by the relevant Doctoral Programme Board upon proposal by the supervisor. The Chairperson of the board is usually a member of the Doctoral Programme Board; the supervisor and the teacher of the course unit are always members of the board. The date of this examination shall be set by the Chairperson of the board. The examination result is decided upon by the board at a closed meeting. The proposed grade is accepted if agreed upon by the majority of the board members present. A record is kept on an examination taken in front of the board.
- (5) The grade attained in an examination in a course unit shall be entered in the study documentation (in compliance with Article 61). In a degree programme accredited in a foreign language, the grade attained in the examination shall be entered in the study documentation in the relevant foreign language.
- (6) The examiner or the guarantor of the course unit shall enter the result of the examination in the IS/STAG information system, and shall enter the date on which the examination or its final part was taken. The examination catalogue shall be signed by the examiner or the guarantor of the course unit.
- (7) The examiner or the guarantor of the course unit shall enter the result of the examination in the Student Record Book along with the date on which the examination or its final part was taken and his/her signature, and, in the event that the examination was taken in front of the board, the Chairperson’s signature. The assessment “failed” shall not be entered in the Student Record Book.
- (8) A doctoral student may ask for a certificate of his/her examination, to be confirmed by the Dean on the basis of the study documentation.
- (9) If a doctoral student fails an examination in a course unit prescribed in his/her curriculum, also an examination taken in front of a board in accordance with Paragraph 4, his/her studies are terminated

in compliance with § 56 Paragraph 1 Letter b) of the Act. The decision procedure related to this matter adheres to § 68 of the Act.

- (10) If a doctoral student is absent from an examination in a course unit without submitting an excuse or if his/her excuse is not accepted, the result of his/her examination is assessed as “failed”. The final decision on the acceptance of an excuse shall be made by the Chairperson of the relevant Doctoral Programme Board.

Article 39

Assessment and supervision of fulfilment of the individual curriculum

- (1) A doctoral student usually reports annually on the progress in his/her studies, on the results of his/her research tasks and on the preparation of his/her doctoral thesis at his/her research unit.
- (2) A supervisor shall regularly assess as to how his/her doctoral student performs his/her academic duties and shall submit the assessment to the relevant Doctoral Programme Board.
- (3) In the event that a doctoral student receives an unsatisfactory assessment, the supervisor shall propose a termination of the doctoral student’s studies, to be discussed by the relevant Doctoral Programme Board in compliance § 56 Paragraph 1 Letter b) of the Act. The decision procedure related to this matter adheres to § 68 of the Act.

Article 40

Change of the mode of study

- (1) The Dean may grant a doctoral student’s written request regarding a change in the mode of study. The request must contain the opinion of the supervisor and of the guarantor of the course unit.
- (2) In the event that the student transfers to another mode of study in accordance with Paragraph 1, the standard length of study shall be calculated in accordance with Article 33 Paragraph 2.

Article 41

Suspension of studies in a doctoral programme

- (1) The Dean or Rector may approve a suspension of studies upon the doctoral student’s written request and with his/her supervisor’s consent.
- (2) Studies may be continuously suspended for a maximum of two years. Studies may be suspended repeatedly. The total period of a suspension of studies must not exceed two years. Exemptions, particularly for health reasons, may be granted by the Dean or Rector.
- (3) If the reasons for a suspension of studies cease to exist, the Dean or Rector may, upon the doctoral student’s request, terminate the period of the suspension of studies prior to the date on which the approved period of suspension expires.
- (4) If during the suspension of his/her studies the doctoral student was studying at another Faculty or higher education institution and took examinations at the same Faculty or higher education institution, the Dean may, upon the doctoral student’s request recommended by the supervisor and by the Doctoral Programme Board, recognize the corresponding examinations taken by the doctoral student at another Faculty or higher education institution.
- (5) Studies of a doctoral student who fails to enrol within five working days of the date on which the period of suspension of studies expired without submitting an excuse or whose excuse has not been accepted are terminated in compliance with § 56 Paragraph 1 Letter b) of the Act. The decision on the acceptance of an excuse shall be made by the Dean or Rector. The decision procedure related to this matter adheres to § 68 of the Act.
- (6) The Article 21 applies likewise to the suspension of studies in a doctoral programme due to a recognized period of parenthood.

Article 42

Withdrawal from studies in a doctoral programme

If a doctoral student decides to withdraw from his/her studies, he/she shall inform the Dean or Rector about his/her decision in writing. If the doctoral student has accepted any liabilities related to the implementation of projects, or to principal or additional activities defined in his/her contractual relation concluded with TBU, the doctoral student is required to terminate this contractual relation in due form.

Article 43

Recognition of part of studies in a doctoral programme

- (1) Upon the doctoral student's written request, completed parts of his/her studies or individual examinations may be recognized in case of those doctoral students who have completed a degree programme or a part thereof, or are currently studying in another degree programme at a higher education institution in the Czech Republic or abroad. During the decision procedure related to this matter, the following issues are taken into consideration: Specialization of the degree programme completed or of its relevant parts completed, the results of the doctoral student's own research and creative activities and the length of time elapsed after the completion of the doctoral student's previous studies.
- (2) Recognition of any part of studies may be conditional upon taking equivalency examinations.
- (3) Decisions related to the recognition of parts of studies shall be made by the Dean upon a proposal by the supervisor and taking into consideration the opinion of the Doctoral Programme Board.

Volume 2

DOCTORAL STATE EXAMINATION

Article 44

Doctoral state examination

- (1) The aim of a doctoral state examination, the process of which is open to the public as well as the announcement of results thereof, is to test a doctoral student's theoretical knowledge and the required proficiency and knowledge in the field of his/her studies, including scientific methodology for research work. Its content is in particular based on the topic of the doctoral thesis and on the individual curriculum of the doctoral student. In a degree programme accredited in a foreign language, a doctoral state examination is held in the language in which the degree programme is accredited.
- (2) A doctoral state examination comprises a discussion on issues related to the topic of the doctoral thesis based on the doctoral qualifying paper submitted by the doctoral student. The doctoral qualifying paper shall in particular contain the following items: Critical evaluation of the state of knowledge related to the topic of the doctoral thesis, specification of the aims of the doctoral thesis to be achieved, description of the solution methods selected, and the results achieved so far. The extent of the doctoral qualifying paper shall be specified by the Doctoral Programme Board.
- (3) A doctoral examination may be retaken once.
- (4) An official record shall be kept on the process of a doctoral state examination. The form of the record shall be specified in the relevant internal regulation issued by the Faculty or TBU. In a degree programme accredited in a foreign language, the official record shall be kept in the relevant foreign language.

Article 45

Submission of applications for a doctoral state examination

- (1) A doctoral student may apply for a doctoral state examination upon passing examinations in all course units prescribed in his/her individual curriculum.

- (2) Along with a doctoral state examination application submitted on a form issued by the Faculty, a doctoral student shall submit an overview of his/her activities carried out throughout his/her doctoral studies and his/her doctoral qualifying paper, including a list of his/her publications, or his/her engineering products or works of art.

Article 46

Doctoral examination board

- (1) A doctoral state examination is taken in front of the examination board for doctoral examinations (hereinafter referred to as “doctoral examination board”). The board is permanent or appointed on an “ad hoc” basis. The Chairperson and members of the board are appointed by the Dean according to the nomination by the supervisor and upon approval by the Doctoral Programme Board in compliance with § 53 Paragraph 2 and Paragraph 3 of the Act. The supervisor is required to attend the doctoral state examination; however, he/she is not a member of the doctoral examination board.
- (2) The minimum number of the members of the doctoral examination board is five. The Chairperson of the board shall chair the meetings of the board.
- (3) The Chairperson of the doctoral examination board shall authorize one of the board members to prepare and present the doctoral examination board’s opinion on the doctoral qualifying paper submitted by the doctoral student as a supporting document to be discussed at the meeting of the doctoral examination board.
- (4) The doctoral examination board constitutes a quorum if at least three fifths of its members are present.

Article 47

Assessment of a doctoral state examination

- (1) Knowledge requirements to be met by a doctoral student in a doctoral state examination are based on his/her individual curriculum.
- (2) The doctoral examination board shall assess the process of the doctoral state examination and the submitted doctoral qualifying paper at a closed meeting in accordance with Article 44 Paragraph 2 and decide on the assessment in a secret ballot. The supervisor is allowed to be present at the closed meeting.
- (3) A pass/fail grading system (“prospěl”-“passed”/“neprospěl”-“failed” – or an equivalent term in the relevant foreign language) is used for assessment in a doctoral state examination. A doctoral examination is assessed as “passed” if the proposed assessment “passed” receives the majority of votes cast by all the members of the doctoral examination board.
- (4) If a doctoral student has been assessed in the doctoral state examination as “failed”, the grounds for the decision shall be stated in the official record and the doctoral student shall be informed of the grounds for the decision.
- (5) If a doctoral student is absent from a doctoral examination without submitting an excuse or his/her excuse is not accepted, his/her doctoral examination is assessed as “failed”. The excuse is to be submitted no later than within five days of the date on which the doctoral state examination was taken to the Dean, who shall make a final decision on the acceptance of the submitted excuse.
- (6) If a doctoral student fails to pass his/her doctoral state examination on the date set for a retake, his/her studies are terminated in compliance with § 56 Paragraph 1 Letter b) of the Act. The decision procedure related to this matter adheres to § 68 of the Act.

DOCTORAL THESIS AND ITS DEFENCE

Article 48
Doctoral thesis

- (1) A doctoral thesis may be:
 - a) A monograph - an independent study written as specified in Paragraph 2, containing results of the implementation of a research task, or
 - b) A thematically arranged collection of papers published with accompanying texts structured in accordance with Paragraph 2.
- (2) A doctoral thesis comprises particularly the following parts:
 - a) Overview of the current state-of-the-art dealt with in the doctoral thesis
 - b) Aim of the doctoral thesis
 - c) Description of the issue dealt with
 - d) Results of the doctoral thesis including new findings, their analysis and importance for practical implementation or for further development of the relevant scientific discipline
 - e) Bibliography
 - f) List of the doctoral student's own papers related to the topic of his/her doctoral thesis
 - g) Declaration on intellectual property rights or on copyright, which must be stated in the introduction to the doctoral thesis
- (3) A doctoral thesis may also contain the documentation of engineering products or works of art supplemented by a summary written in the Czech and English language, usually a one-page summary.
- (4) A doctoral thesis is usually submitted in the Czech or English language. In a degree programme accredited in a foreign language, a doctoral thesis is submitted in the language in which the degree programme is accredited.
- (5) The layout of a doctoral thesis is set in the relevant internal regulation issued by TBU.
- (6) As long as a collection of papers published in accordance with Paragraph 1 Letter b) contains papers in which the doctoral student was a co-author, his/her share must be specified and attested by a statement made by the co-authors confirming the doctoral student's contribution to the particular papers.
- (7) Doctoral theses shall be made available to view to the public at the office responsible for keeping the documentation relating to doctoral programmes carried out at the relevant Faculty at which the defence is to be held (or directly at TBU) during hours set by the relevant Vice-Dean (or by the person in charge), and that five working days prior to the doctoral thesis defence date. The person to view a thesis must be instructed that the information contained must neither be used for profit-making purposes nor be presented as a study, scientific or any other research and creative activity of any other person than the author.
- (8) All doctoral theses, including the reviews written by external examiners as well as the records on the process of the defence and the defence results are registered and available in the Digital Library of Theses entitled the TBU DSpace in accordance with special regulations.²⁾
- (9) TBU may delay the publication of a doctoral thesis or a part thereof, and that for the duration of the

²⁾ *Act No. 121/2000 Coll., on Copyright, on Rights Related to Copyright, and on Amendments to Selected Acts, as amended, Act No. 89/2012 Coll., Civil Code, as amended.*

obstacle to the publication, however, no longer than for a period of 3 years. The information on the delayed publication and the substantiation for it must be publicized in the Digital Library of Theses entitled the TBU DSpace. After the defence of the doctoral thesis to which the delayed publication refers according to Clause One, TBU shall send without undue delay one printed copy of the thesis to the Ministry for archiving purposes.

Article 49

Application for a doctoral thesis defence

- (1) After passing his/her doctoral examination, a doctoral student submits the required application form for the defence of his/her doctoral thesis.
- (2) Along with an application for a doctoral thesis defence, a doctoral student shall submit the following documents:
 - a) The number of copies of his/her doctoral thesis as required by the Faculty
 - b) The number of copies of his/her doctoral thesis summary as required by the Faculty
 - c) An overview of all his/her activities carried out throughout his/her studies in a doctoral programme, including a list of publications and of papers accepted for publication or a list of his/her engineering products or works of art as well as references to these products and works (i.e. citations)
 - d) Papers published or manuscripts of papers accepted for publication, along with documents certifying the acceptance for publication
 - e) The opinion on the doctoral thesis given by the supervisor of the doctoral student
- (3) The procedure related to a doctoral thesis defence is commenced upon the delivery of the relevant application containing the required appendices.
- (4) If an application for a doctoral thesis defence meets the requirements specified in Paragraph 2, it shall be submitted to the Doctoral Programme Board for further proceedings.
- (5) If an application for a doctoral thesis defence fails to meet the requirements specified in Paragraph 2, the Dean shall suspend the proceedings and ask the doctoral student to remove all deficiencies in a specified period of time; otherwise the proceedings shall be terminated by the Dean.

Article 50

Doctoral thesis summary

- (1) The doctoral thesis summary is aimed to inform researchers and scientists about major results of a doctoral thesis and contains a brief description of basic ideas, methods, results and conclusions of a doctoral thesis which are arranged in the same structure as used in a doctoral thesis. The extent and the form of the doctoral thesis summary are specified in the relevant internal regulation issued by TBU.
- (2) All members of the Doctoral Thesis Defence Board and all external examiners shall receive a copy of the doctoral thesis summary submitted by a doctoral student along with his/her application for a doctoral thesis defence.
- (3) After a doctoral thesis has been successfully defended, the doctoral thesis summary including the comments specified in the conclusions of the Doctoral Thesis Defence Board shall be published in accordance with the relevant internal regulation issued by TBU.

Article 51

Doctoral Thesis Defence Board

- (1) A doctoral thesis defence is held in front of the Doctoral Thesis Defence Board. The Board is permanent or appointed on an “ad hoc” basis. The Chairperson and members of the Board are appointed by the Dean according to the nomination by the Doctoral Programme Board. The

supervisor is required to attend the doctoral state examination; however, he/she is not a member of the Doctoral Thesis Defence Board.

- (2) The minimum number of members of the Doctoral Thesis Defence Board is seven, including at least two external examiners who have the right to vote. At least two members of the Board are persons other than members of the TBU academic community; at least two of the Board members must be Professors or Doctors of Sciences (abbr. DrSc.).
- (3) The Chairperson shall call and chair the meetings of the Doctoral Thesis Defence Board.
- (4) The Doctoral Thesis Defence Board constitutes a quorum if at least two thirds of its members are present. Proposals are accepted if they receive the majority of the votes of all Board members.

Article 52

External examiners of doctoral theses and their reviews

- (1) According to nominations made by the supervisor and upon approval by the Doctoral Programme Board, the Dean shall appoint at least two external examiners for the doctoral thesis; at least one of them must be a Professor and not more than one may be a member of the Faculty or institution where the thesis was written. Neither the doctoral student's supervisor nor his/her immediate superior or subordinate may be appointed as external examiners.
- (2) Within one month of the day on which the doctoral thesis was submitted, an external examiner shall do a written review on the doctoral thesis or he/she shall announce within fifteen days of the submission of the doctoral thesis that he/she is unable to write the review. No external examiner is allowed to substitute his/her written review with an announcement that he/she shares views expressed in the review written by another external examiner.
- (3) The review by the external examiner shall, in particular, assess the following:
 - a) Topicality of the topic of the doctoral thesis
 - b) Fulfilment of the aims set in the doctoral thesis
 - c) Approach to the issue dealt with and to the results of the doctoral thesis including a detailed description of the doctoral student's own contribution
 - d) Importance for practical implementation or for the development of the relevant scientific discipline
 - e) Layout and language level of the doctoral thesis
 - f) Publication or artistic activities of the doctoral student
- (4) A doctoral thesis review must contain a clear statement by the external examiner as to whether he/she recommends the doctoral thesis for defence or not.
- (5) If an external examiner fails to write a doctoral thesis review within the deadline set, the Doctoral Thesis Defence Board may nominate another external examiner to be appointed by the Dean.
- (6) If a doctoral thesis review written by an external examiner fails to meet the requirements set in Paragraph 3 and Paragraph 4, the Doctoral Thesis Defence Board shall ask the external examiner to supply the review with additional information or rewrite the review. In the event that the external examiner fails to do so within the deadline set, the Board shall nominate a new external examiner to be appointed by the Dean.
- (7) Doctoral thesis reviews written by external examiners must be sent to all members of the Doctoral Thesis Defence Board and to the doctoral student no later than fifteen days prior to the date of defence.

Article 53

Doctoral thesis defence

- (1) A doctoral thesis defence is a scientific debate among a doctoral student, external examiners, members of the Doctoral Thesis Defence Board and other participants in the defence.
- (2) A doctoral thesis defence is comprised of a part open to the public and a non-public part. The defence date and the place where the defence is to be held must be posted on the official board of the relevant Faculty at least two weeks in advance.
- (3) A doctoral thesis defence is usually held within six months of the date on which the proceedings were started. The time when the proceedings were suspended is not included in this period.
- (4) A doctoral thesis defence is held in the language in which the doctoral programme is accredited. If the degree programme is accredited in the Czech language and the doctoral thesis is written in the English language, the defence may be held in the English language upon agreement with the Chairperson of the Doctoral Thesis Defence Board. The Board members must be informed about this fact sufficiently in advance.
- (5) A doctoral thesis must be successfully defended no later than on the date on which the period of time equal to a double of the standard length of study elapsed after the student enrolled on the degree programme. The period of suspension of studies during the recognized period of parenthood shall not be included in this period. In the event that the doctoral student fails to defend his/her doctoral thesis within this period, his/her studies shall be terminated in compliance with § 56 Paragraph 1 Letter b) of the Act. The decision procedure related to this matter adheres to § 68 of the Act. In justified cases, the Dean may exceptionally extend this period upon the doctoral student's request recommended by the supervisor and by the relevant Doctoral Programme Board.
- (6) It is the responsibility of the Chairperson of the Doctoral Thesis Defence Board that the defence is held within thirty days of the date on which the reviews written by all external examiners were submitted, supplied with additional information or rewritten. The fact that the period will be exceeded must be announced by the Chairperson to the Dean, who may extend the period adequately to the reasons.
- (7) A doctoral thesis defence must be attended by the external examiners. In the event that any of them is exceptionally unable to attend the defence, the defence may be held on condition that the absent external examiner has submitted a positive review. In this case, the review submitted by the absent external examiner shall be read by the Chairperson of the Doctoral Thesis Defence Board or by another member of the Board authorized by the Chairperson.
- (8) A doctoral thesis defence shall be chaired by the Chairperson of the Doctoral Thesis Defence Board, or, in exceptional cases, by another Board member authorized by the Chairperson.
- (9) A doctoral thesis defence is open to the public and the defence procedure is usually as follows:
 - a) The Chairperson opens the defence, introduces the doctoral student, announces the doctoral thesis topic and provides the Doctoral Thesis Defence Board with a list of research papers published by the doctoral student including the student's engineering products or works of art.
 - b) The doctoral student presents the basic content and major results of his/her doctoral thesis.
 - c) The supervisor informs the Doctoral Thesis Defence Board about his/her opinion on the doctoral student's work and on the doctoral thesis to be defended.
 - d) The external examiners present the basic content of their reviews.
 - e) The doctoral student gives his/her opinion on the reviews written by external examiners, particularly on their objections, comments and queries.
 - f) The Chairperson opens a discussion, which is open to all persons present.
- (10) A doctoral thesis defence usually takes no longer than two hours.
- (11) The Doctoral Thesis Defence Board shall assess a doctoral thesis defence at a closed meeting attended by the external examiners and by the supervisor and decide on the result of the defence in a

secret ballot. A doctoral thesis is successfully defended if the assessment proposal receives the majority of the votes of all Board members. If the decision is negative, the Board must provide grounds for the decision, to be approved by the majority vote, and inform the doctoral student about the grounds for the decision. At the same time, the Doctoral Thesis Defence Board must inform the doctoral student about its opinion on the possibility that his/her doctoral thesis should be rewritten.

- (12) A doctoral student may repeat his/her attempt to defend his/her doctoral thesis upon rewriting the doctoral thesis no more than once and no sooner than one year after the unsuccessful defence. If the doctoral student fails to defend his/her doctoral thesis on the date set for a retake, his/her studies are terminated in compliance with § 56 Paragraph 1 Letter b) of the Act. The decision procedure related to this matter adheres to § 68 of the Act.
- (13) An official record is kept on the process of a doctoral thesis defence, containing the examiners' reviews as appendices. The conclusions of the Doctoral Thesis Defence Board also include the opinion on the doctoral thesis summary and requirements regarding the alterations thereto before publication. The form of the record shall be specified in the relevant internal regulation issued by the Faculty. The official record for a degree programme accredited in a foreign language shall be kept in the relevant foreign language.
- (14) If a doctoral student is absent from the doctoral thesis defence without submitting an excuse or his/her excuse is not accepted by the examiner, his/her examination result shall be "failed". The excuse shall be submitted in writing no later than within five days of the date on which the defence shall take place to the Dean, who shall make the final decision on the acceptance of an excuse.
- (15) The Chairperson of the Doctoral Thesis Defence Board shall inform the relevant Doctoral Programme Board and the Dean about the outcome of the doctoral thesis defence.

Volume 4

PROPER COMPLETION OF STUDIES IN A DOCTORAL PROGRAMME

Article 54

Requirements regarding proper completion of studies

- (1) Studies are properly completed on the day on which the doctoral thesis was successfully defended. In all other cases, the day of completion of studies is specified in § 56 Paragraph 2 of the Act.
- (2) The Dean shall inform the graduate from a doctoral programme in writing about the academic degree awarded in the relevant degree programme immediately after the defence of the doctoral thesis.
- (3) In accordance with a written notification by the Dean, TBU issues each graduate from a doctoral programme with a degree certificate listing the relevant degree programme and the academic degree "Doctor" (abbreviated "Ph.D.", to be placed after the holder's name) signed by the Dean and by the Rector.

PART FOUR

**PROVISIONS RELATED TO ADVANCED MASTER'S
(RIGOROSUM) EXAMINATION PROCEDURE**

Article 55

Advanced Master's (rigorosum) examination procedure

- (1) The advanced Master's (rigorosum) examination procedure is commenced by the submission of an application form including all the formalities in compliance with Article 56 Paragraph 3.
- (2) The advanced Master's (rigorosum) examination procedure is terminated by:
 - a) A successful completion of the advanced Master's (rigorosum) state examination (assessment "passed" in compliance with Article 56 Paragraph 9) and the award of the relevant academic

degree,

- b) failure in the advanced Master's (rigorosum) state examination (assessment "failed" in compliance with Article 56 Paragraph 9, 11 and 12),
 - c) a Dean's decision, if it becomes evident that the information provided by the candidate in the process of the advanced Master's (rigorosum) examination procedure is false,
 - d) a Dean's decision, if the candidate fails to pass the advanced Master's (rigorosum) state examination within two years of the submission of the application for the advanced Master's (rigorosum) state examination,
 - e) a Dean's decision, if the candidate fails to submit his/her advanced Master's (rigorosum) thesis within one year of the commencement of the advanced Master's (rigorosum) examination procedure (Article 58 Paragraph 6), or
 - f) on the basis of a written notice submitted by the candidate.
- (3) In compliance with § 46 Paragraph 5 of the Act, academic degrees are awarded after successful completion of the advanced Master's (rigorosum) state examination (Article 56).

Article 56

Advanced Master's (rigorosum) state examination

- (1) Advanced Master's (rigorosum) state examination (hereinafter referred to as "AMSE") may be taken in the same field of study by those graduates of a Master's programme who have been awarded the academic degree of "Master".
- (2) When preparing for the AMSE the candidate is entitled to use TBU facilities and information technology in accordance with § 46 Paragraph 5 of the Act, and that under conditions specified in an internal regulation issued by the Faculty.
- (3) The written application to the AMSE shall be submitted by a candidate to the Dean. Detailed information on the application deadlines and the related formalities shall be specified in an internal regulation issued by the Faculty.
- (4) The aim of the AMSE is to test the candidate's proficiency and knowledge in the field of study related to the topic of his/her advanced Master's (rigorosum) thesis (hereinafter referred to as "AMT").
- (5) Provisions of these Regulations related to the FSE shall apply appropriately to the AMSE.
- (6) The AMSE takes place in front of an examination board on dates specified in an internal regulation issued by the Faculty. A meeting of the examination board shall be chaired by its Chairperson, or, in exceptional cases, by another Board member authorized by the Chairperson.
- (7) The AMSE is comprised of two parts. The first part is an advanced Master's (rigorosum) thesis defence and the other part include oral examinations in the course units specified for the relevant degree programme.
- (8) The process of the AMSE and the announcement of the results are open to public. An official record is kept on the process of the AMSE. The record shall contain the description of the process and the assessment of the AMT defence, assessment of the oral examination and the overall assessment. The record also contains reviews written by the external examiners as appendices. The form of the official record shall be specified in the relevant internal regulation issued by the Faculty.
- (9) A pass/fail grading system is used to assess the AMSE as a whole. The oral examination is assessed in the same manner. If the candidate fails in one or in both parts of the AMSE, the overall assessment of the AMSE shall be "failed"; if he/she successfully completes both parts of the examination, the final assessment of the AMSE shall be "passed". If the final assessment is "failed", the grounds for the decision shall be stated in the official record.

- (10) The AMSE may be retaken once only. When retaking the AMSE, the candidate shall retake the part of the AMSE in which he/she failed (defence of the AMT or oral examination).
- (11) If a candidate is absent from an AMSE without submitting an excuse or his/her excuse is not accepted by the examiner, his/her examination result shall be “failed”. The excuse shall be submitted in writing no later than within three working days of the day on which the AMSE takes place to the Dean, who shall make the final decision on the acceptance of the excuse. In the event that the excuse is considered reasonable, the Dean shall set a new date for the AMSE or a part thereof and shall inform the candidate about it.
- (12) In the event that the AMSE has been repeatedly assessed as “failed”, the Chairperson of the examination board shall submit a proposal for the termination of the advanced Master’s (rigorosum) examination procedure to the Dean.

Article 57

Advanced Master’s (Rigorosum) Examination Board

- (1) The Chairperson and members of the examination board for the AMSE (hereinafter referred to as “examination board”) are appointed by the Dean according to the nomination by the Degree Programme Board in compliance § 53 Paragraph 2 and 3 of the Act.
- (2) The minimum number of the members of the examination board is five. At least one member of the board is not a member of the TBU academic community.
- (3) The meeting of the examination board is chaired by its Chairperson. The board constitutes a quorum if at least two thirds of its members are present. Details shall be specified in an internal regulation issued by the Faculty.
- (4) The examination board shall assess the AMSE at a closed meeting in a secret ballot; the external examiner of the AMT may attend the closed meeting. The proposed assessment is accepted if it receives the majority of votes cast by all the board members present. In the case of an equality of votes, the Chairperson shall have the decisive vote.
- (5) The decision of the examination board shall be announced by the Chairperson on the date on which the AMSE takes place.

Article 58

Advanced Master’s (rigorosum) thesis

- (1) The AMT is an original specialized document focusing on the relevant topic from the theoretical or empirical perspective evidencing the candidate’s ability to carry out an independent analytical activity in the relevant field; the extent and the profundity to which the topic is dealt with in the said thesis exceeds the scope of a Master’s thesis. The thesis submitted must contain original results or an original treatise dealing with comprehensive issues thematically associated with the field of study which forms the topic of the AMSE.
- (2) It is not allowed to submit an unaltered Bachelor’s, Master’s, doctoral or habilitation thesis written by the candidate as an AMT.
- (3) The description of the assignment of the AMT includes a brief characterization of the aims to be achieved, assumed solutions and a basic bibliography. The candidate is obliged to collect the official description of the assignment of the AMT no later than within sixty days of the delivery of the notification of the approval of the proposed topic of the AMT.
- (4) The AMT comprises particularly the following parts:
 - a) Declaration on intellectual property rights and, if applicable, on copyright
 - b) Overview of the current state-of-the-art dealt with in the thesis
 - c) Aim of the thesis
 - d) Description of the issue dealt with

- e) Results of the thesis including new findings and their analysis
 - f) Bibliography
 - g) Abstract in the Czech and English language
- (5) The AMT is written and shall be submitted in electronic as well as in printed form, and that in hardback (two copies of the thesis) to the relevant department; the two versions must be identical.
 - (6) The candidate is obliged to submit the AMT no later than within one year of the commencement of the AMEP. If he/she fails to do so, the Chairperson of the examination board shall propose termination of the AMEP to the Dean.
 - (7) The Chairperson of the examination board shall appoint two external examiners of the AMT; at least one external examiner must be from a different institution than TBU. An external examiner of the AMT may be an expert with an academic degree in the given field of study.
 - (8) Within one month of the day on which the thesis was submitted, each of the external examiners shall do a written review on the thesis or he/she shall announce within fifteen days of the submission of the thesis that he/she is unable to write the review. The review must contain a clear statement by the examiner as to whether he/she recommends the AMT for defence or not.
 - (9) The review by the external examiner shall, in particular, assess the following:
 - a) Fulfilment of the aims set in the thesis,
 - b) Approach to the problem dealt with and to the results of the thesis including a detailed description of the candidate's own contribution,
 - c) Importance for practical implementation or for the development of the relevant scientific discipline,
 - d) Layout and language level of the thesis.
 - (10) Written reviews must be sent to all members of the examination board and to the candidate no later than fifteen days prior to the date of defence.
 - (11) Reviews written by external examiners of the AMT are publicized in the IS/STAG information system no later than three working days prior to the date of defence.
 - (12) In compliance with § 47b Paragraph 2 of the Act, access to the AMT shall be provided to the general public at least five working days before the defence shall take place, and that in the IS/STAG portal and at the office of the assistant to the relevant department, at which the defence of the thesis shall take place, and that within hours specified by a senior executive at the relevant department.
 - (13) By submitting the AMT, the author gives consent to the publication of his/her thesis regardless of the result of the defence.
 - (14) All AMT, including the written reviews, records on the process of the defence and the defence results, are registered and available in the Digital Library of Theses entitled the TBU DSpace in compliance with § 47b Paragraph 1 of the Act and with the specific legal regulations³⁾.
 - (15) TBU can delay the publication of the AMT or a part thereof, and that for the duration of the obstacle to the publication, however, no longer than for a period of three years. The information on the delayed publication and the substantiation for it must be publicized in the Digital Library of Theses entitled the TBU DSpace. After the successful defence of the AMT to which the delayed publication refers according to Clause One, TBU shall send without undue delay one printed copy of the AMT to the Ministry for archiving purposes.

³⁾ *Act No. 121/2000 Coll., on Copyright, on Rights Related to Copyright, and on Amendments to Selected Acts (Copyright Act), as amended.*
Act No. 89/2012 Coll., Civil Code, as amended.

Article 59

Advanced Master's (rigorosum) thesis defence

- (1) The defence of the AMT forms part of the AMSE; it is held in front of an examination board and takes form of a scientific debate among the candidate and the members of the examination board.
- (2) An AMT defence is comprised of a part open to the public and a non-public part.
- (3) The candidate is entitled to the defence taking place in spite of both external examiners not recommending his/her thesis for a defence; in such a case, at least one of the external examiners must attend the defence.
- (4) In the event that any of the external examiners is unable to attend the defence, the review submitted by the absent examiner shall be read by the Chairperson or by another member of the examination board authorized by the Chairperson.
- (5) The AMT is assessed as “defended” or “not defended”; when giving the final assessment of an AMT, the examination board takes into consideration the proposals included in reviews written by external examiners.
- (6) If the assessment is “not defended”, the examination board must provide grounds for the decision, to be approved by the majority vote, and inform the candidate about the grounds for the decision afterwards. At the same time, the examination board must inform the candidate about its opinion on the possibility that his/her AMT should be rewritten.
- (7) The candidate may repeat his/her attempt to defend his/her AMT upon rewriting the AMT no more than once. If the candidate fails to defend his/her AMT on the date set for a retake, the Chairperson of the examination board shall propose that the advanced Master's (rigorosum) procedure should be terminated by the Dean.

Article 60

Fee for advanced Master's (rigorosum) examination procedure

- (1) The amount of the fee for actions related to the acceptance of an application for the AMSE and to the organization of the examination within the AMEP is the double value of the basic amount specified in compliance with § 58 Paragraph 2 of the Act.
- (2) The particular amount of the fee for the given academic year announced by the Rector is posted in the part of the TBU website open to the public.
- (3) The fee for the AMEP is not refundable to the candidate.

PART FIVE

COMMON PROVISIONS

Article 61

Documentation on studies

- (1) The documentation on studies is used for enrolments, for storing and processing of data related to studies of individual students and doctoral students.
- (2) The documentation on studies is posted in the IS/STAG system and is kept in the language in which the degree programme is accredited, and in the English language.

Article 62

Settlement of liabilities

A student or doctoral student who completed his/her studies is required to settle all his/her liabilities to TBU or to the relevant component part and return his/her student identity card without delay to the relevant Student Affairs Office or to the office responsible for keeping the documentation related to doctoral programmes.

Article 63
Delivery system

Decision letters relating to:

- a) Suspension of studies in accordance with Article 21 or with Article 41
- b) Recognition of parts of studies or examinations in accordance with Article 24 or Article 43
- c) Termination of studies in accordance with Article 11 Paragraph 5, Article 12 Paragraph 6, Article 16 Paragraph 1, Article 17, Article 18 Paragraph 6, Article 26 Paragraph 5, Article 38 Paragraph 9, Article 39 Paragraph 3, Article 41 Paragraph 5, Article 47 Paragraph 6 and Article 53 Paragraph 5 and Paragraph 12
- d) Scholarship eligibility in compliance with § 91 of the Act
- e) Tuition fee imposed in compliance with § 58 Paragraph 3 and Paragraph 4 of the Act

can be delivered to students and doctoral students (as “to be delivered to addressee only”) directly at the relevant Faculty or at TBU or by means of a postal services provider, and that to the delivery address reported by the student or to a data box in compliance with § 63 Paragraph 3 Letter b) of the Act. The decision is considered as delivered on the day on which it is received, or on which the reception of the delivery is denied. In case the decision fails to be delivered, it shall be delivered by means of a public notice in accordance with § 25 of Act No. 500/2004 Coll., Rules of Administrative Procedure. The fifteenth day of the date of posting is considered as the date of delivery.

Decision letters in accordance with Letter b), intended to inform the student on his/her request having been granted, and decision letters in accordance with Letter d) shall be delivered via the TBU electronic information system. In such a case, the first day following the provision of access to the decision for the student in the TBU electronic information system is considered the date of delivery and of the announcement of the decision. The day following after the date of delivery is the first day of the deadline for submission of appeals. Details regarding the method of delivery via the TBU electronic information system are specified in the relevant internal rule of TBU.

Article 64
Day of completion of studies

- (1) In compliance with § 56 Paragraph 1 Letter b) of the Act, the day of completion of studies is defined as the day following the date on which the deadline for submission of an appeal against a decision on termination of studies expired. In accordance with § 68 Paragraph 4 of the Act, the request for a review of a decision must be submitted within thirty days of the date of announcement of the decision.
- (2) In the event that the appeal against a decision on termination of studies was submitted within the deadline as set in § 68 Paragraph 4 of the Act, the day of completion of studies is defined as the day following the date on which a notification given by the Rector is delivered by which the decision on termination of studies is confirmed.

Article 65
Appraisals and awards

- (1) In accordance with Article 43 Paragraph 4 of the TBU Statute, the Rector decides on the Rector’s Award to be made particularly in recognition of a student’s or a doctoral student’s outstanding academic performance achieved during his/her studies at TBU.
- (2) Rules for awards made in recognition of a student’s outstanding academic performance and given by the Faculty or by TBU are specified in the relevant internal regulation issued by the Faculty or by TBU.

Article 66

Proceedings concerning the statement of invalidity of state examinations or parts thereof or of a doctoral thesis defence

- (1) In the proceedings concerning the statement of invalidity of a final state examination or parts thereof, advanced Master's state examination or parts thereof, or the state doctoral examinations or doctoral thesis defence, decision is to be taken by the Rector in compliance with § 47c to § 47e of the Act.
- (2) The composition of the Review Panel, whose opinion forms part of the documents relevant to the statement of invalidity of a state examination or a part thereof or of the doctoral thesis defence, and, furthermore, the procedure to be applied in the proceedings, is specified in the Rules for Proceedings Concerning the Statement of Invalidity of State Examinations or Parts Thereof, or Doctoral Thesis Defence and for Proceedings Concerning the Statement of Invalidity of Appointment as Associate Professor at TBU.

PART SIX

TRANSITIONAL AND FINAL PROVISIONS

Article 67

Transitional provisions

- (1) For the period of validity of accreditation of degree programmes, the provisions of these Regulations providing for the implementation of degree programmes shall apply appropriately to the implementation of degree courses.

Article 68

Validity and effect

- (1) The Study and Examination Regulations of TBU registered by the Ministry of Education, Youth and Sports under the Ref. No. 13 893/2011-30 on 24 June 2011, as amended, are hereby cancelled.
- (2) Provisions of internal regulations and of internal rules issued by the Faculties or by TBU that are contradictory to these Regulations cease to be valid.
- (3) These Regulations were approved by the TBU Academic Senate on 21 February 2017.
- (4) These Regulations come into force on the day when registered by the Ministry of Education, Youth and Sports in compliance with § 36 Paragraph 4 of the Act.
- (5) These Regulations become effective on 1 September 2017.

The alterations in the Study and Examination Regulations of Tomas Bata University in Zlín were approved by the Academic Senate of Tomas Bata University in Zlín in compliance with § 9 Paragraph 1 Letter b) Clause 3 of the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act), as amended, on 9 January 2018.

The alterations in the Study and Examination Regulations of Tomas Bata University in Zlín come into force on the day on which they are registered by the Ministry of Education, Youth and Sports, in compliance with § 36 Paragraph 4 of the Higher Education Act.

The alterations in the Study and Examination Regulations of Tomas Bata University in Zlín registered by the Ministry of Education, Youth and Sports on 18 January 2018 (Alterations No. 1) come into force on 1 September 2018.

Ing. Alena Macháčková, CSc., m.p.

Chairperson of the TBU Academic Senate

Prof. Ing. Petr Sába, CSc., m.p.

Rector of TBU