

**Rules of Study at the Faculty of Arts  
of Charles University  
of 23 June 2017**

*Under sections 27 (1) (b) and 33 (2) (f) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (“the Higher Education Act”), as amended, and under Article 23 of the Constitution of the Faculty of Arts of Charles University, as amended, the Academic Senate of the Faculty of Arts of Charles University has adopted the following Rules of Study at the Faculty of Arts of Charles University as an internal regulation of the faculty:*

**Article 1  
Introductory Provision**

Under Article 19 (2), (3), and (4), and the relevant provisions of the Code of Study and Examination of the University, as amended (the “Code of Study and Examination of the University”), these Rules of Study at the Faculty of Arts of Charles University (the “Faculty” and the “University”) set out the requirements for the programmes of study<sup>1</sup> offered at the Faculty, and stipulate the details of the study rules at the Faculty\*.

**Part I  
Requirements for the Programmes of Study under the Code of Study and  
Examination of the University**

**Article 2  
Units of Bachelor’s and Master’s Programmes of Study**

The units of study in all bachelor’s and master’s programmes of study offered at the Faculty correspond to years of study.<sup>2</sup>

**Article 3  
Specialisations in Bachelor’s and Master’s Programmes of Study**

The names of specialisations in the respective bachelor’s and master’s programmes of study are set out in Appendix No. 1 to these Rules.<sup>3</sup>

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<sup>1</sup> Article 41 (2) of these Rules.

\* Translator’s note: Words importing the masculine include the feminine, and unless the context otherwise requires, words in the singular include the plural and words in the plural include the singular.

<sup>2</sup> Article 4 (6) of the Code of Study and Examination of the University.

<sup>3</sup> Article 5 (4) of the Code of Study and Examination of the University.

#### **Article 4**

#### **Minimum Number of Credits in Bachelor's and Master's Programmes of Study**

1. The minimum number of credits required for registration for the next year of study are as follows<sup>4</sup>:
  - a) in a bachelor's programme of study with the standard length of study of three years:
    - i. 50 credits for registration for the second year of study;
    - ii. 90 credits for registration for the third year of study;
    - iii. 120 credits for registration for the fourth year of study;
    - iv. 150 credits for registration for the fifth year of study;
    - v. 180 credits for registration for the sixth year of study.
  - b) in a master's programme of study (post-bachelor), with the standard length of study of two years:
    - i. 40 credits for registration for the second year of study;
    - ii. 60 credits for registration for the third year of study;
    - iii. 90 credits for registration for the fourth year of study;
    - iv. 120 credits for registration for the fifth year of study.
  - c) in a master's programme of study (post-bachelor), with the standard length of study of three years:
    - i. 40 credits for registration for the second year of study;
    - ii. 60 credits for registration for the third year of study;
    - iii. 90 credits for registration for the fourth year of study;
    - iv. 120 credits for registration for the fifth year of study;
    - v. 150 credits for registration for the sixth year of study.
  - d) in a master's programme of study (long-cycle), with the standard length of study of five years:
    - i. 60 credits for registration for the second year of study (a normal number of credits);
    - ii. 90 credits for registration for the third year of study;
    - iii. 120 credits for registration for the fourth year of study;
    - iv. 150 credits for registration for the fifth year of study;
    - v. 180 credits for registration for the sixth year of study;
    - vi. 210 credits for registration for the seventh year of study;

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<sup>4</sup> Article 5 (6) of the Code of Study and Examination of the University.

- vii. 240 credits for registration for the eighth year of study;
  - viii. 270 credits for registration for the ninth year of study;
  - ix. 300 credits for registration for the tenth year of study.
2. The provisions about the minimum number of credits under paragraph 1 (a) (i), paragraph 1 (b) (i), paragraph 1 (c) (i) do not apply to the registration for the second year of study if the student registers in the first year for subjects worth more than 75 credits. In this case, the student is required to acquire a minimum number of credits to proceed to the second year of study, amounting to 60 credits (a normal number of credits).<sup>5</sup>

### **Article 5**

#### **Proportion of Credits in Optional Subjects for the Purposes of Continuous Assessment of the Course of Study in Bachelor's and Master's Programmes**

1. When assessing whether or not a student acquired a sufficient number of credits for registration for the next unit of study, only such number of credits in optional subjects is taken into account which corresponds to the proportion in a normal number of credits for the specific programmes as set out in Appendix 2 to these Rules.<sup>6</sup>
2. For programmes and combinations thereof which are not included in Appendix 2 to these Rules, the proportion under the previous paragraph is 20%.

### **Article 6**

#### **Registration for a Subject**

1. A student has the right to register for a subject taught at the University via the Student Information System of the University ("SIS") during the time stipulated in a Rector's measure; in the case of subjects taught in the winter semester, the registration may not take place earlier than one week before the beginning of the academic year.<sup>7</sup> The time limit for registration in SIS for the individual semesters of a given academic year is set out in the academic calendar published for each academic year in a Dean's measure (the "academic calendar").
2. Registration for a subject may not be cancelled after the time limit stipulated in the academic calendar. After this time limit, other changes to registered subjects or additional registration may be effected only exceptionally upon on a justified application.<sup>8</sup>

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<sup>5</sup> Article 5 (6) of the Code of Study and Examination of the University.

<sup>6</sup> Article 5 (8) of the Code of Study and Examination of the University.

<sup>7</sup> Article 7 (2) of the Code of Study and Examination of the University.

<sup>8</sup> Article 7 (2) of the Code of Study and Examination of the University.

3. Where, for reasons of capacity<sup>9</sup>, a limit has been placed on the number of students who may register for a particular subject, priority is given to students registering for it in accordance with the recommended course of study in their programme<sup>10</sup>.

#### **Article 7**

#### **Repeated Registration for a Subject**

1. Repeated registration for a subject previously registered for<sup>11</sup> is not possible unless otherwise provided for in the course description of the subject approved by the head of the competent basic unit of the Faculty.
2. If the course description of a subject does not provide for more than one registration for a subject, the Dean may, exceptionally upon the student's application and after the head of the competent basic unit of the Faculty has given his opinion, allow a second registration for a subject previously registered for, provided that this is consistent with the implementation of the curriculum of the respective programme in a given academic year. Under this paragraph, each subject may be registered for only once after the initial registration.

#### **Article 8**

#### **Time Limit for Completing Assessment (Attestation)**

1. An examination in a subject registered for in a particular year of a bachelor's or master's programme must be passed by the end of the academic year immediately following the year in which the student registered for the subject, in accordance with the respective academic calendar.
2. Other types of assessment (attestation) must be completed by the end of the academic year in which the student registered for the subject, in accordance with the respective academic calendar.
3. The head of the competent basic unit of the Faculty offering a particular subject or the teacher, subject to the consent of this head of the competent basic unit of the Faculty, may indicate in the course description that a later completion of the assessment (attestation) is allowed. Exceptionally, the head of the competent basic unit of the Faculty offering a particular subject may, even after instruction has started, allow all students who have registered for the subject to complete the assessment (attestation) later. Students who have registered for the subject are notified accordingly via SIS without delay.
4. The time limit under paragraph 1 does not apply to an examination in a subject called "Foreign Language" which is part of the so-called common basics stipulated in the

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<sup>9</sup> Article 7 (8) of the Code of Study and Examination of the University.

<sup>10</sup> Article 7 (2) of the Code of Study and Examination of the University.

<sup>11</sup> Article 7 (9) of the Code of Study and Examination of the University.

respective curriculum of a bachelor's or master's programme, and this examination may be taken at any time during the study.

5. In the doctoral programme of study, the assessment (attestation) in the subjects registered may be completed at any time during the study in accordance with the individual curriculum.<sup>12</sup>

### **Article 9**

#### **Assessment (Attestation)**

1. If a colloquium, course credit, course test, or graded course credit for a subject is carried out on dates for which students register in the same way as for examination dates, a student may undergo these forms of assessment (attestation) on one regular date and two resits.
2. If a colloquium, course credit, course test, or graded course credit does not comply with the conditions under paragraph 1, the number of dates for assessment is determined by the teacher in the course description of the subject. If the number is not determined in the course description, no resits are allowed.<sup>13</sup>

### **Article 10**

#### **Recognition of Assessment (Attestation)**

1. The basic principles for awarding credits for recognised assessment results are as follows:
  - a) for compulsory and elective subjects, the assessment (attestation) may be generally recognised,
    - i. with credits awarded, if the assessment (attestation) was done as part of other already completed study, above the requirements necessary for completing the study;
    - ii. with credits awarded, if the assessment (attestation) was completed as part of some other already completed study, in exceptional circumstances if it was necessary, for the purposes of the assessment the recognition of which is being requested, to have greater knowledge than prescribed by the current study (the criterion being in particular at least twice as much time allocated to the instruction and approval by the head of the competent basic unit of the Faculty);
    - iii. with credits awarded, if the assessment (attestation) was completed as part of some other study which was terminated before completion;

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<sup>12</sup> Article 8 (3) of the Code of Study and Examination of the University.

<sup>13</sup> Article 8 (7) of the Code of Study and Examination of the University.

- iv. with credits awarded, if the assessment (attestation) was completed as part of either of the two independent<sup>14</sup> studies pursued in parallel and not yet completed;
  - v. with credits awarded, if the assessment (attestation) was completed while the student pursued his study in parallel in two programmes (conjoint study)<sup>15</sup> at the Faculty which overlap in the middle and have not yet been completed;
  - vi. without credits awarded, if the assessment (attestation) was completed as part of some other already completed study;
  - vii. without credits awarded, if the assessment (attestation) was completed as part of some other study pursued, and not yet completed, elsewhere than at the Faculty;
  - viii. without credits awarded, if the assessment (attestation) was completed as part of one of the programmes of conjoint study pursued, and not yet completed, at the Faculty.
- b) for optional subjects, the assessment (attestation) may be generally recognised, with the credits, if the assessment (attestation) was completed as part of:
- i. some other already completed study above the total number of credits necessary for the completion of the study;
  - ii. some other study which was terminated before completion;
  - iii. some other study which was not yet completed, elsewhere than at the Faculty;
  - iv. two studies pursued in parallel at the Faculty.
2. The recognised forms of assessment (attestation) are recorded automatically in SIS by the Student Registry of the Dean's Office (the "Student Registry") within thirty days of the date on which the recognition decision came into legal force, but no later than by the date stipulated in the academic calendar for the fulfilment of study requirements.

## **Article 11**

### **Completing Parts of State Final Examinations**

1. In the case of independent study, in order to be able to sit for the first part of the State Final Examination (the "State Examination"), students are required to acquire the number of credits equal to the standard length of study in years multiplied by sixty, and to comply with other prerequisites under Article 9 (8) of the Code of Study and Examination of the University.<sup>16</sup>
2. In the case of conjoint study, in order to be able to sit for the first part of the State Examination, students are required to acquire the number of credits equal to the standard length of study in years multiplied by thirty, and to comply with other

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<sup>14</sup> Article 12 (1) (a) and Article 41 (3) of these Rules.

<sup>15</sup> Article 12 (1) (b) and Article 41 (3) of these Rules.

<sup>16</sup> Article 9 (9) of the Code of Study and Examination of the University.

prerequisites under Article 9 (8) of the Code of Study and Examination of the University.<sup>17</sup>

3. The defence of a bachelor's (diploma) thesis always forms a part of the State Examination. The parts of the State Examination may be taken independently. If one part of the State Examination is graded as "fail" ("neprospěl/a"), the student is not required to take a resit for the parts already successfully passed.<sup>18</sup>
4. Individual parts of the State Examination may be subdivided into topical areas which may not be taken independently.<sup>19</sup> During a resit of a part of the State Examination, the whole part has to be taken.
5. Appendix 3 to these Rules stipulates the order in which the individual parts of the State Examination are to be taken in the respective programmes of study. No fixed order has been stipulated for programmes of study which are not included in the Appendix.<sup>20</sup>

## **Part II**

### **Detailed Rules of Study in Bachelor's and Master's Programmes of Study**

#### **Article 12**

##### **Independent and Conjoint Study**

1. Study in bachelor's and master's programmes is offered in two forms:
  - a) independent study, i.e., pursuing one programme;
  - b) conjoint study; i.e., pursuing two programmes within single study.<sup>21</sup>
2. A student pursuing conjoint study defends a bachelor's or diploma thesis only in one programme of study.

#### **Article 13**

##### **Curriculum**

1. The curricula of the respective programmes and any specialisations thereof<sup>22</sup> are published as a database on the website of the Faculty.<sup>23</sup> The Accreditation Section of the Student Registry ensures that the curricula, groups of subjects, and compulsory subjects are duly entered in SIS.
2. The head of the competent basic unit of the Faculty ensures that subjects are entered in SIS in a timely manner and in accordance with the curriculum, and that they are subsequently taught. In each academic year, the basic unit of the Faculty responsible for

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<sup>17</sup> Article 9 (9) of the Code of Study and Examination of the University.

<sup>18</sup> Article 9 (5) of the Code of Study and Examination of the University.

<sup>19</sup> Article 9 (5) of the Code of Study and Examination of the University.

<sup>20</sup> Article 9 (9) of the Code of Study and Examination of the University.

<sup>21</sup> Article 41 (3) of these Rules.

<sup>22</sup> Article 4 (7) of the Code of Study and Examination of the University.

<sup>23</sup> See [plany.ff.cuni.cz](http://plany.ff.cuni.cz).

instruction in a particular programme is required to offer subjects corresponding to at least sixty credits for independent study and thirty credits for conjoint study so that a student can fulfil all study requirements prescribed in the curriculum by the end of the standard length of study.

#### **Article 14**

##### **Specification of the Curricula: Schedule and Course descriptions**

1. For each semester, the curricula are specified in schedules. A schedule must be published in SIS in accordance with the Dean's current guidelines, but no later than one day before the start of electronic registration for subjects in SIS, and, where appropriate, also on the website of the competent basic unit of the Faculty and its notice board.
2. For each specific subject offered in the schedule, the teacher or another designated person at the basic unit of the Faculty must draw up a course description. The course description must be published in SIS no later than at the time of the publication of the schedule, and it must include brief information about the content of the subject, both in Czech and in English, a required (or recommended) reading list, as well as assessment (attestation) requirements.
3. The head of the competent basic unit of the Faculty ensures that schedules and course descriptions are accurate and complete, and that they are published in SIS in a timely manner.
4. The head of each basic unit of the Faculty designates at least one person as a local SIS administrator and schedule administrator<sup>24</sup> who is responsible for entering the subjects and relevant details in SIS and for preparing schedules. The local SIS administrator and the schedule administrator may not be students of a bachelor's or master's programme at the Faculty. The head of the competent basic unit of the Faculty ensures that the details of the local SIS administrator and schedule administrator, and any updates, are transmitted to the SIS Section of the Student Registry (the "SIS Section").
5. Training and field trips included in a programme of study may be held at any time during the academic year; the dates are determined by the head of the competent basic unit of the Faculty upon agreement with students. In the case of conjoint study, participation in training or a field trip announced in advance, preventing a student from attending instruction in the second programme of study, may not be used as a bar to successful completion of the subjects registered.

#### **Article 15**

##### **Registration for the Next Year of Study**

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<sup>24</sup> The list of local SIS administrators and schedule administrators at the competent basic units of the Faculty is available at: <http://www.ff.cuni.cz/studium/studijni-informacni-system-sis/kontaktni-osoby/>.



1. Checking study requirements and registration for the next year are carried out electronically via SIS.
2. Electronic registration for the next year is mandatory for students who:
  - a) are registering for any year other than the first year, and at the same time
  - b) are not following an individual curriculum.
3. Students who are not subject to electronic registration under paragraph 2 register for the next year by undergoing an individual check and documentary registration at the Student Registry.
4. A student registers electronically for the next year via the SIS web interface. Detailed instructions for electronic registration are provided on the website of the Faculty.<sup>25</sup>
5. In the application “Exam Results” (“Výsledky zkoušek”), the student checks the number of credits he has acquired. If the check of the number of credits acquired shows that the student does not have enough credits to register for the next year of study, but the student is convinced that he has acquired the necessary number of credits, he follows the instructions available on the Faculty’s website. If the check is successful, the student submits, by clicking on the button “Submit an Application” (“Podat žádost”) in the SIS web interface, a binding application for registration for the next year.
6. An employee of the Student Registry verifies, within four working days, or within ten working days in July and August, that the requirements for registration have been fulfilled, and he registers the student for the next year. If the student finds out that he was not registered for the next year within the time limits stipulated above, he will notify via e-mail an employee in charge (the Student Registry officer) and the head of the Student Registry without delay.
7. The schedule for registration for the next year is set out in the academic calendar.
8. An application for registration for the next year as described above must be submitted by the date prescribed in the academic calendar. For the purposes of proceeding to the next year, only the assessment (attestation) completed and registered in SIS by this date is taken into account.
9. Applications for the recognition of subjects completed within some other study which should be taken into account for registration for the next year must be submitted by the date prescribed in the academic calendar.

## **Article 16**

### **Registration for Subjects at the Beginning of the Semester**

1. At the beginning of each semester, students registered for study register in SIS for the subjects that they wish to complete within the semester.

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<sup>25</sup> [Http://manualy.ff.cuni.cz](http://manualy.ff.cuni.cz).

2. The registration of the subject in SIS is a necessary requirement for the completion of the subject and assessment (attestation). After preliminary registration for subjects, students are required to run a check in SIS for registration of subjects in order to verify whether all requirements for registration for individual subjects have been fulfilled, and to adjust the subjects registered accordingly.
3. The competent basic unit of the Faculty may stipulate in SIS, in accordance with the curriculum, the requirements for registration and completion of a subject under Article 7 (5) of the Code of Study and Examination of the University.
4. Detailed instructions for the registration for subjects are provided on the website of the Faculty.<sup>26</sup>
5. Students who are going to study abroad with the Erasmus+ programme during the subsequent semester(s) must, before leaving, draw up a list of subjects that they wish to complete abroad and that correspond to the subjects of the curriculum stipulated in the accreditation of the programme, and they apply to the coordinator of the Erasmus+ programme at the competent basic unit of the Faculty for approval of this list. On the basis of the approved list, they subsequently register these subjects in SIS or, if that is not possible, they ask the Student Registry to make the registration of these subjects in SIS. The coordinator of the Erasmus+ programme at the competent basic unit of the Faculty decides about the possibility to register the subjects in SIS after the completion of the study abroad.

### **Article 17**

#### **Examinations and Other Forms of Assessment (Attestation)**

1. The academic calendar stipulates a period of time at the end of each semester for taking examinations and other forms of assessment (attestation).<sup>27</sup> In addition, in the summer semester, the examination period includes a period of at least two weeks at the beginning of September.
2. No later than two weeks before the beginning of the examination period, the teacher publishes for each subject in which students may take an examination during this period under Article 8 of these Rules, at least three dates for the examination period following the instruction in the winter semester, and at least two dates for the examination period following the instruction in the summer semester. At least one more date must be published in the examination period following the summer holiday; this date must be published at least two weeks in advance. The dates published for individual subjects may overlap. If the teacher publishes only three dates in the examination period, and the third date is full in terms of its capacity, the capacity must be increased or a new date must be published unless the academic calendar prevents this.

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<sup>26</sup> [Http://manualy.ff.cuni.cz](http://manualy.ff.cuni.cz).

<sup>27</sup> Article 8 (2) of the Code of Study and Examination of the University.

3. The examination dates are published via SIS by the teacher or, where appropriate, by the person designated by the head of the competent basic unit of the Faculty. The head of the competent basic unit of the Faculty ensures that the examination dates are duly published.
4. A student must register for an examination via SIS no later than three working days before the date published, or in a different manner determined by the head of the competent basic unit of the Faculty. The teacher of the subject may allow a shorter time limit than three working days.
5. When invited by a teacher, the student proves his identity by showing the Student Identity Card or another form of identification, in particular, the ID card (“občanský průkaz”).
6. If other forms of assessment (attestation) of a subject registered for in a given year take place on dates for which students must register in the same way as for examinations, paragraphs 2 to 5 apply by analogy.
7. Upon a justified application from a student or a teacher, the head of the competent basic unit of the Faculty may allow replacement of an examiner before any examination date.
8. Upon a justified application from a student or an examiner, the Dean may allow the holding of an examination on a resit date before a board appointed by the Dean. In addition to the application submitted, the Dean requests an opinion from the head of the competent basic unit of the Faculty.
9. The teacher or, where appropriate, a person designated by the head of the competent basic unit of the Faculty, enters the assessment (attestation) result<sup>28</sup> in SIS within nine days of the completion of the assessment (attestation), but no later than by the date stipulated in the academic calendar for the fulfilment of study requirements. The teacher or, where appropriate, a person designated by the head of the competent basic unit of the Faculty, ensures that the data entered in SIS matches the results actually achieved, and that any detected irregularities are remedied without delay.
10. Students who have studied abroad with the Erasmus+ programme apply to the coordinator of the Erasmus+ programme at the competent basic unit of the Faculty for approval of the list of acquired assessment (attestation) results. The coordinator of the Erasmus+ programme at the competent basic unit of the Faculty decides about the possibility to enter in SIS the assessment (attestation) results acquired in subjects other than those previously registered in SIS.
11. The teacher or, where appropriate, a person designated by the head of the competent basic unit of the Faculty, indicates the grade “fail” (“neprospěl/a”) by entering grade “4” for each examination date.
12. If a subject is completed only after several forms of assessment (attestation) have been fulfilled, the credits for its completion are acquired only after the last form of assessment (attestation) has been fulfilled.

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<sup>28</sup> Article 8 (5) and (13) of the Code of Study and Examination of the University.

13. A student checks continuously whether the assessment (attestation) results have been entered in SIS, but at the latest nine days after the date on which the assessment (attestation) took place. In the case of any irregularities (no result/a wrong result/a wrong date was entered for the assessment (attestation), etc.), the student must contact the teacher or, where appropriate, designated persons at the competent basic unit of the Faculty without delay. If the situation is not remedied, the student must contact the head of the competent basic unit of the Faculty and the Vice-Dean for Study.

## **Article 18**

### **Individual Curriculum**

1. In addition to the grounds referred to in the Code of Study and Examination of the University<sup>29</sup>, the Dean permits an individual curriculum primarily on serious health-related and social grounds, for an internship abroad, or for any reasons that are serious or worthy of special consideration. The heads of the competent basic units of the Faculty give their opinions on the applications for an individual curriculum.<sup>30</sup>
2. In the first year of a bachelor's programme, an individual curriculum is permitted for other than serious health-related grounds only in exceptional cases.
3. The Dean of the Faculty may permit an individual curriculum, other than on the grounds set out in the Code of Study and Examination of the University<sup>31</sup>, only for the year of study in which the student is currently registered or, where appropriate, also for the year which immediately follows.
4. With the exception of applications submitted on the grounds set out in the Code of Study and Examination of the University<sup>32</sup>, a student must submit an application for an individual curriculum within two months of the beginning of the respective academic year. After this date, an application for an individual curriculum may be granted only if the reasons for granting an individual curriculum arose only after this date, or if the student was demonstrably prevented by serious health-related or other reasons from submitting an application for an individual curriculum on time. Even in such cases, an individual curriculum must not be permitted for a given year after the regular date for registration for the next year has passed. An application must be always accompanied by documents substantiating the claims on the basis of which the student is applying for an individual curriculum.
5. An individual curriculum may be permitted on the grounds set out in the Code of Study and Examination of the University<sup>33</sup>; in other cases it is usually conditional on the consent of the head of the competent basic unit of the Faculty. When dealing with an application for an individual curriculum, the Dean requests, if necessary, an opinion

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<sup>29</sup> Article 5 (10) of the Code of Study and Examination of the University.

<sup>30</sup> Article 5 (9) of the Code of Study and Examination of the University.

<sup>31</sup> Article 5 (10) of the Code of Study and Examination of the University.

<sup>32</sup> Article 5 (10) of the Code of Study and Examination of the University.

<sup>33</sup> Article 5 (10) of the Code of Study and Examination of the University.

from a relevant expert or advisory centre, or functional diagnosis in the case of students with special needs.

6. An application for an individual curriculum for the purposes of child care for the recognized period of parental leave<sup>34</sup> must be accompanied by one of the following documents: a copy of the child's birth certificate; a copy of a competent body's decision about child custody; and in the case of an expectant mother a copy of a pregnancy certificate supplemented, within 22 weeks of the birth, with a copy of the child's birth certificate.
7. An individual curriculum may take the following forms:
  - a) adjustments to forms of assessment (attestation);
  - b) adjustments to attendance at specific forms of instruction;
  - c) adjustments to the curriculum;
  - d) adjustments to the time limits for the fulfilment of study requirements, including a time limit for the progression to the next year of study.
8. The Student Registry informs the heads of the competent basic unit of the Faculty about the specific form of the individual curriculum permitted.
9. The Student Registry keeps a comprehensible register of individual curricula that have been permitted.

### **Article 19** **State Examination**

1. A student registers for the State Examination<sup>35</sup>, or a part of the State Examination, via SIS on the dates stipulated in the academic calendar. A student of inter-faculty study with a different home faculty applies by submitting an extraordinary printed application to the Student Registry.
2. The student is notified via SIS of the date and venue of the State Examination or a part thereof, at least five days before the beginning of the period designated under the academic calendar for State Examinations, during which the State Examination or a part thereof should take place based on the application submitted.
3. In justified cases the Dean may change the date of the State Examination upon a written application from the head of the competent basic unit of the Faculty or a student, but no later than one week before the new date.
4. When asked to do so by any member of the Board of Examiners, the student must prove his identity by showing the Student Identity Card or another identification document, in particular the ID card ("občanský průkaz").

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<sup>34</sup> S. 54a (1) of the Higher Education Act, Article 5 (10) (a) of the Code of Study and Examination of the University, ss. 195 to 198 of Act No. 262/2006 Sb., the Labour Code, as amended.

<sup>35</sup> Article 9 of the Code of Study and Examination of the University.

5. The course of the State Examination and the announcement of its results or the results of its parts are public.<sup>36</sup> The Board of Examiners decides about the grades in a closed meeting by voting, i.e., by show of hands. If any member of the Board of Examiners so requests, the vote is taken by secret ballot, using ballot papers. The members of the Board of Examiners present may not abstain.<sup>37</sup>
6. The course of the State Examination and the activities of the Board are managed by the Chair of the Board; exceptionally, the Chair may be represented in all his functions by a deputy designated by the Dean and selected from among the appointed members of the Board.
7. A student may register for each part of the State Examination three times at most. An examination date from which the student duly excused himself is not included. The student addresses his excuse to the head of the competent basic unit of the Faculty. The Chair of the Board of Examiners decides whether the excuse is legitimate. If a student fails to appear on the date of the State Examination, the Board of Examiners does not grade the State Examination, but this fact is recorded in the report about the State Examination, including a justified decision of the Chair of the Board of Examiners as to whether or not the student was duly excused.<sup>38</sup>
8. The Chair of the Board of Examiners ensures that a report is drawn up about the State Examination. The head of the competent basic unit of the Faculty ensures that an identical electronic record about the defence is uploaded in SIS and that a printed report is submitted to the Student Registry, within five working days of the State Examination date.

## **Article 20**

### **Announcement, Selection, and Assignment of Topics for a Bachelor's and Diploma Thesis**

1. A student proposes a topic for a bachelor's or diploma thesis (the "thesis") via SIS in collaboration with the basic unit of the Faculty offering the programme in which the student will defend the thesis (the "competent basic unit of the Faculty"). In the case of bachelor's programmes, the topic of the thesis is usually entered in SIS by the end of the fifth semester; in the case of post-bachelor's master's programmes, it is usually entered by the end of the second semester; in the case of long-cycle master's programmes, it is usually entered by the end of the eighth semester. The moment of thesis assignment determines the earliest possible date of the defence, in accordance with Article 22 (1) of these Rules. Information about entering the topic of the thesis in SIS is provided on the website of the Faculty.
2. The basic unit of the Faculty announces the topic of a thesis in at least one of the following ways:

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<sup>36</sup> Article 9 (2) of the Code of Study and Examination of the University.

<sup>37</sup> Article 9 (3) and (4) of the Code of Study and Examination of the University.

<sup>38</sup> Article 9 (12) of the Code of Study and Examination of the University.

- a) on the basis of an agreement between the student and the potential thesis advisor;
  - b) by publishing a list of potential topics for bachelor's and diploma theses.
3. After a student has signed up for a thesis topic, and a designated person at the competent basic unit of the Faculty has confirmed the choice in SIS, the potential thesis advisor enters, in collaboration with the student, the relevant details in SIS ("Thesis Preparation Principles"/"Zásady pro vypracování"; "List of Literature"/"Seznam odborné literatury"). The designated person at the competent basic unit of the Faculty then prints out the thesis assignment, submits it to the head of the basic unit of the Faculty for approval, and subsequently submits the assignment to the Student Registry without undue delay. Next, the Student Registry confirms the approved thesis topic in SIS ("confirmed by the Student Registry"), and the student receives an e-mail generated from SIS as notification. If the head of the basic unit of the Faculty does not approve the thesis topic, the Student Registry will remove the topic in SIS from the student, and the student will have to propose a new topic.
  4. Once the thesis has been confirmed by the Student Registry, the student can change only key words in Czech and English in SIS. In addition, the student can save the thesis, the appendices, and abstracts electronically in SIS.
  5. Once the thesis has been confirmed by the Student Registry, the thesis advisor can, upon agreement with the student, modify the title of the thesis in SIS while retaining the originally assigned thesis topic. Such modifications may involve only minor formal changes to the title or specifications of the topic, rather than changes to the topic itself. Likewise, the thesis advisor may, upon agreement with the student, modify the "Thesis Preparation Principles" ("Zásady pro vypracování") and the "List of Literature" ("Seznam odborné literatury").
  6. The thesis topic does not necessarily need to be identical to the thesis title. The thesis title may specify the topic, and it may be changed, with the thesis advisor's approval, throughout the writing process. By contrast, the thesis topic may be changed only upon written application from the student, using a prescribed form, and subject to the Dean's approval. The thesis advisor and the head of the competent basic unit of the Faculty give their opinion on the application, and approval of the application is usually conditional on their consent.
  7. A bachelor's thesis advisor must at least be a graduate of a master's programme or equivalent. A diploma thesis advisor must be at least a doctoral graduate or equivalent. In justified cases, the Dean may, at the request of the head of the competent basic unit of the Faculty, make an exception to these rules.
  8. Any changes to the thesis advisor or language of the thesis must be approved by the Dean upon written application from the student, and recommended by the head of the competent basic unit of the Faculty.
  9. In exceptional, justified cases the Dean of the Faculty is entitled to replace the thesis advisor upon a proposal made by the head of the competent basic unit of the Faculty,

the thesis advisor, or of his own motion, even without the student's consent. The student is notified thereof without delay.

## **Article 21**

### **Elements and Formal Requirements for a Bachelor's and Diploma Thesis, and Submission of the Thesis**

1. A thesis is usually submitted in a language in which the programme of study has been accredited. A thesis may also be written in English or in a language which is being studied by the student of a philological programme of study or which is justified by the topic of the thesis. A decision that the thesis will be written in a language other than the language of the accredited programme must be stated in the thesis assignment. A thesis topic must be always assigned in Czech, English, and in the language of the thesis; a thesis title must be assigned in the language in which the thesis is to be submitted.
2. A bachelor's thesis must include no fewer than 72,000 characters (i.e., 40 standard pages), and a diploma thesis no fewer than 108,000 characters (i.e., 60 standard pages). This length covers all text except for appendices. Recommended formal requirements for the thesis are detailed in the guidelines published on the website of the Faculty. While following the minimum requirements stipulated by these Rules, the basic units of the Faculty may further specify the extent required and other elements of the thesis.
3. A thesis must include the required formal elements: a table of contents, a bibliography, an abstract in Czech and in English, or in another language if the thesis was drawn up in a language other than Czech or English, key words in Czech and in English, and, where appropriate, other elements stipulated by the competent basic unit of the Faculty.
4. The cover page of the thesis must include the following details:
  - a) name of the higher education institution, Faculty, and the basic unit of the Faculty where the thesis is being submitted for defence;
  - b) designation: bachelor's/diploma thesis;
  - c) programme of study;
  - d) author's name;
  - e) title of the thesis in Czech and in English; if the thesis was written in a language other than Czech or English, the title of the thesis in that language as well;
  - f) name of the thesis advisor, and, where appropriate, other advisors;
  - g) year of submission of the thesis for defence.
5. A separate sheet after the cover page must include the author's statement of originality, confirming that:
  - a) he has prepared the thesis by himself;
  - b) all sources and literature have been properly acknowledged;



- c) the thesis has not been submitted earlier in order to fulfil a study requirement within some other programme of study, nor submitted for defence within some other higher education programme of study, or for obtaining a different or the same degree (except where provided for in agreements regarding “joint degree” or “double degree” programmes).
6. A student must submit his thesis electronically via SIS. The electronic form of the thesis must include the following separate PDF files: the text of the thesis, an abstract in Czech, an abstract in English. The thesis may include other optional appendices. The student is responsible for the completeness of the electronic form of the thesis, including the mandatory appendices. As indicated by the head of the competent basic unit of the Faculty, the student is required to submit no more than two printed copies of the duly submitted electronic form of the thesis, as support for the reviewer and the Board of Examiners.
7. As a rule, the thesis must be submitted no later than one month before the beginning of the period which is according to the academic calendar designated for State Examinations, and during which the thesis is to be defended in accordance with the application submitted. The head of the competent basic unit of the Faculty may stipulate a different deadline for the submission of bachelor’s and diploma Theses, but such deadline must fall within the period of three months to three weeks before the date of the defence. If the head of the competent basic unit of the Faculty wishes to stipulate an earlier date than one month before the period which is according to the academic calendar designated for State Examinations, he must do so no later than at the beginning of the respective academic year.

## **Article 22**

### **Defence of a Bachelor’s and Diploma Thesis**

1. A student may proceed to the defence of the thesis no sooner than six months after the assignment was entered in SIS. This time limit starts after the thesis topic was entered in SIS, i.e., on the date on which the thesis was confirmed for the student in SIS by the designated person at the competent basic unit of the Faculty under Article 21 (3) of these Rules, provided a subsequent confirmation was made by the head of the competent basic unit of the Faculty. Upon a student’s application recommended by the head of the competent basic unit of the Faculty and the thesis advisor, the Dean of the Faculty may, in exceptional circumstances, shorten this time limit.
2. The defence of a bachelor’s or diploma thesis is part of the State Examination, and all the relevant provisions of the Code of Study and Examination of the University apply to it by analogy.<sup>39</sup>
3. The thesis is made available to the public for inspection via an electronic database of theses no later than five working days before the defence, and from the twenty-first day

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<sup>39</sup> Article 9 of the Code of Study and Examination of the University.

after the defence until it is made available via the University Thesis Repository, or at the Student Registry during office hours, unless an application has been submitted to defer the publication of the thesis.

4. Any thesis submitted must be assessed in writing by the thesis advisor and one reviewer. A reviewer is appointed by the head of the competent basic unit of the Faculty. A reviewer may not be an advisor. The thesis advisor and the reviewer may be members of the Board of Examiners. The head of the competent basic unit of the Faculty ensures that the thesis is made available to the thesis advisor and the reviewer, and that it is made available for the defence. Reports are usually drawn up in a language in which the programme of study has been accredited; a different language is used only if approved by the head of the competent basic unit of the Faculty. The thesis advisor's report and the reviewer's report must be made available to the student via SIS no later than five days before the defence of the thesis. The reports must include a proposed grade. The head of the competent basic unit of the Faculty ensures that these formalities are complied with.
5. If both reports propose the grade "fail" ("neprospěl/a"), the student is entitled to withdraw from the defence, but no later than three days before the defence date. A withdrawal notice stating that the student has read the reports, that he acknowledges the reservations expressed, and that based on the advisor's and the reviewer's evaluation he considers it necessary to re-write or supplement the thesis, must be sent by the student within this deadline electronically to the thesis advisor and the head of the competent basic unit of the Faculty, and subsequently it must be sent in printed form and signed to the Student Registry, by the date of the defence. On the basis of this statement, the defence is graded as "fail" ("neprospěl/a").
6. The defence of the thesis is held in a language in which the programme of study has been accredited, or in a language which is being studied by the student of a philological programme of study as stipulated in the curriculum of that programme. The defence may also be held in English or in a different language if this is justified by the language or the topic of the thesis. This change to the language of the defence may be made only upon written application from the student; the application is decided upon by the head of the competent basic unit of the Faculty. The thesis advisor gives his opinion on the application, and an approval of the application is usually conditional on his consent.
7. In the defence, the Board of Examiners takes into account the reports of the thesis advisor and the reviewer. During the defence, the student briefly outlines the thesis and subsequently responds to the questions, comments, and objections raised by the advisor, the reviewer, and the members of the Board of Examiners.
8. If the student fails to appear on the date of the defence, he may not make any changes to the thesis before the next date of the defence, except for *errata*.

### **Part III**

#### **Details about the Study in Doctoral Programmes of Study**

### **Article 23**

#### **Curriculum and Implementation of the Programme of Study**

1. The curricula of programmes of study stipulate the volume and form of study requirements, as well as the form of assessment. They include three parts:
  - a) requirements related to the writing of the dissertation;
  - b) basic study requirements;
  - c) scholarly activities.
2. The curricula of individual programmes of study are published in a database on the Faculty website.<sup>40</sup> The Research Office of the Dean's Office (the "Research Office") ensures that the curricula are properly entered in SIS.

### **Article 24**

#### **Supervisor**

1. Only a professor or an associate professor may be a supervisor. In justified cases, a doctoral graduate or equivalent may be a supervisor as well.
2. A supervisor who is a professor or associate professor may supervise no more than ten students within the Faculty. A supervisor who is not a professor or associate professor may supervise no more than two students within the Faculty. In justified cases, at the request of the Chair of the competent Subject Area Board, the Dean may grant an exception to these restrictions.
3. A supervisor, in particular:
  - a) supervises the student's academic development, integrates the student within research structures of the workplace, and assists with international networking;
  - b) monitors and assesses, on a yearly basis in accordance with the academic calendar, the fulfilment of the student's individual curriculum, and presents this assessment to the Subject Area Board set up for the particular doctoral programme (the "Competent Subject Area Board").

### **Article 25**

#### **Individual Curriculum**

1. The supervisor prepares an individual curriculum (the "IC") in collaboration with the student in SIS. The supervisor then submits the IC draft to the Competent Subject Area Board for consideration and approval.
2. The IC must be based on the basic structure of study requirements provided in the accreditation of the respective programme of study. The IC is so designed to enable the

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<sup>40</sup> See [plany.ff.cuni.cz](http://plany.ff.cuni.cz).

student to fulfil the curriculum requirements during the study in accordance with the accreditation.

3. The study requirements in a full-time doctoral programme are distributed in the IC over the standard length of study; the study requirements in a combined doctoral programme may be distributed over a period extended by two years compared to the standard length of study. Basic study requirements according to the curriculum of the programme must be distributed in the IC, irrespective of the form of study and the standard length of study, over the first three years of study. The completion of the State Doctoral Examination (the “SDE”) must be stipulated in the IC no later than within the first three years of study.
4. The IC includes the following elements:
  - a) a list of all study requirements in accordance with the accreditation of the respective programme of study, or in accordance with the curriculum of the programme of study;
  - b) years of study for the fulfilment of particular basic study requirements and the requirements related to the dissertation;
  - c) a form of assessment (attestation) and any requirements for the assessment;
  - d) the year of study in which the SDE should be passed;
  - e) the topic / title of the dissertation and language of the dissertation if it is different from the language in which the programme of study has been accredited, including the year of study in which the dissertation should be submitted.
5. The IC is managed in SIS.
6. In the case of study offered in collaboration with another, in particular foreign, higher education institution, the IC may reasonably deviate from the elements above in justified cases.

## **Article 26**

### **Change to an Individual Curriculum**

1. Changes to the IC are decided upon by the Competent Subject Area Board upon a written application from the student. The application must be accompanied by documents substantiating the claims on the basis of which the student is applying for a change to the IC, and recommended by the supervisor and the Competent Subject Area Board.
2. If a student fails to fulfil the requirements stipulated in the IC for a particular year, he does not apply for a change to the IC in order to obtain a new date for the fulfilment of the requirement. A new date for the fulfilment of the requirement is determined by the Competent Subject Area Board upon the supervisor’s proposal during the consideration and approval of the assessment of the fulfilment of the IC under Article 10 (8) (a) or (b) of the Code of Study and Examination of the University, unless the Competent Subject Area Board concludes in accordance with Article 10 (8) (c) of the Code of Study and

Examination of the University that the student has not fulfilled the requirements under the IC.

3. An application for a change to the IC for the purposes of child care for the recognized period of parental leave<sup>41</sup> must be accompanied by one of the following documents: a copy of the child's birth certificate; a copy of a competent body's decision about child custody; in the case of an expectant mother, a copy of a pregnancy certificate supplemented, within 22 weeks of the birth, with a copy of the child's birth certificate.

### **Article 27**

#### **The Course of the Study and Assessment**

1. After admission and registration for study, the student does not register any more for the subsequent years of study. However, continuation in the study in subsequent years is conditional upon the fulfilment of the IC which is assessed each year in accordance with the academic calendar by the supervisor and the Competent Subject Area Board under Article 10 (8) and (9) of the Code of Study and Examination of the University.
2. The supervisor draws up an assessment of the fulfilment of the IC and submits it for consideration and approval to the Competent Subject Area Board in accordance with the academic calendar for each year of the student's study. The assessment draws on the data in SIS and information provided in the study report on the previous period submitted by the student via SIS. This includes, in particular, information about the student's scholarly activities and progress with the dissertation. The assessment of the fulfilment of the IC must include an evaluation of how the IC has been fulfilled so far, a list of any unfulfilled requirements and a recommendation for the next year of study, including, where appropriate, any proposed changes to the IC or a detailed justification of a proposal to terminate the study. The supervisor proposes a final assessment result in accordance with Article 10 (8) and (9) of the Code of Study and Examination of the University.
3. Students who, as part of their study, are leaving to study abroad are, irrespective of the source of funding for this study, required to indicate this fact in SIS before their departure. The information about the study abroad must include the time span of the placement, the country, and the name of the host institution where the student will study.
4. A student's request is usually accommodated if approved by the supervisor and the Chair of the Competent Subject Area Board or, where appropriate, a deputy designated by the Chair, unless an internal regulation of the University of Faculty, or a Rector's or Dean's measure provide that the Subject Area Board should give its opinion on the request. The Dean of the Faculty may request an opinion from other persons as well.

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<sup>41</sup> S. 54a (1) of Act No. 111/1998Sb., to regulate higher education institutions, and to change and amend other laws (the Higher Education Act), as amended, Article 8 (2) of the Code of Study and Examination of the University, ss. 195 to 198 of Act No. 262/2006 Sb., the Labour Code, as amended.

**Article 28**  
**Registration for Subjects at the Beginning of Semester**

The Research Office ensures registration for subjects in SIS in accordance with valid ICs. Students may register in SIS for subjects not included in their IC in the period of time stipulated in the academic calendar.

**Article 29**  
**Assessment (Attestation)**

1. A specific date for assessment (attestation) is determined by an examiner or the Chair of the Board of Examiners upon agreement with the student.
2. The examiner or the Chair of the Board of Examiners enters the assessment (attestation) result<sup>42</sup> in SIS by himself, or via the supervisor, or via a person designated by the head of the competent basic unit of the Faculty, within nine days of the assessment (attestation) date, but no later than by the date stipulated in the academic calendar for the fulfilment of study requirements should this date occur earlier. The person who made the record in SIS ensures that the data entered in SIS match the results actually achieved, and that any detected irregularities are remedied without delay.
3. As regards the fulfilment of scholarly activities, the assessment (attestation) is determined by the Chair of the Competent Subject Area Board, usually upon the supervisor's proposal. The assessment (attestation) result is entered by analogy in accordance with paragraph 2. The Chair of the Competent Subject Area Board ensures that the result is entered in SIS.
4. If the student fails the assessment (attestation) on a set date, the examiner or the Chair of the Board of Examiners enters, by himself, or via the supervisor, or via a person designated by the head of the competent basic unit of the Faculty, the result in SIS by indicating grade "N" for each relevant date.

**Article 30**  
**State Doctoral Examination**

1. No later than two months before the envisaged SDE date stipulated in the IC, the student registers for the SDE via the Research Office, for the dates stipulated in the academic calendar, or for other days upon agreement with the supervisor and the Chair of the Competent Subject Area Board. In exceptional, justified cases the Dean may change the deadline for registration. However, the deadline may not be moved to less than one month before the SDE.

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<sup>42</sup> Article 10 (4) and Article 8 (5) of the Code of Study and Examination of the University.

2. The Dean determines the SDE date upon the proposal of the Chair of the Subject Area Board so that the SDE is held within three months of the submission of the application, unless the application states a later date, but no later than on the last day of the maximum length of study.
3. The SDE may be held only if all the basic study requirements in accordance with the IC have been fulfilled.
4. After consultation with the members of the Subject Area Board and the head of the competent basic unit of the Faculty, the Chair of the Competent Subject Area Board submits to the Dean, via the Research Office, proposals for the appointment of the Chairs and members of particular Boards of Examiners, as well as the dates and venues for the SDEs, and the proposed assignment of students to individual Boards of Examiners, no later than 21 days before holding the SDE.
5. The supervisor is always invited to attend the SDE of his student, and, if he is an associate professor or professor, or if he was approved by the Research Board of the Faculty as a specialist entitled to examine SDEs of a particular programme of study, he may participate as a member of the Board of Examiners.
6. The Chair of the Board of Examiners ensures that a record is made of the SDE<sup>43</sup> and voting, and that the original documents and, in the case of a vote on grades by secret ballot, the ballot papers, are delivered to the Research Office within five working days of the SDE. The records are deposited in the study file of the student. The student may request a copy of the record of the SDE at the Research Office.

### **Article 31**

#### **Topic of the Dissertation**

1. The topic of the dissertation is approved by the supervisor based on the student's proposal during the preparation of the IC, on the basis of the dissertation project which was included in the student's application for admission. The dissertation topic is conclusively assigned to the student at the moment when the IC is approved by the Competent Subject Area Board.<sup>44</sup>
2. The topic of the dissertation does not necessarily need to be identical to the dissertation title. The dissertation title may specify the topic, and it may be changed, subject to the supervisor's consent, throughout the writing process while retaining the originally assigned topic. Such changes may involve only minor formal changes to the title or specifications of the topic, rather than changes to the topic itself. By contrast, the dissertation topic may be changed only upon application from the student subject to approval by the Competent Subject Area Board, usually when the assessment of the fulfilment of the IC is being considered for approval.

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<sup>43</sup> Article 11 (13) of the Code of Study and Examination of the University.

<sup>44</sup> Article 10 (6) of the Code of Study and Examination of the University.

3. The IC includes a requirement to determine the language of the dissertation. Usually it is the language in which the programme of study has been accredited. The dissertation may also be written in English or in a language which is justified by the topic of the dissertation. The language of the dissertation may be changed only upon the student's written application which is usually included in the student's comment on the course of his study, on the basis of which the Subject Area Board assesses the fulfilment of the IC in a particular year of study. The Competent Subject Area Board decides on the application. The supervisor gives his opinion on the application and the approval of the application is usually conditional on his consent. The topic of the dissertation must always be assigned in Czech, English, and in the language of the dissertation; the title of the dissertation must be assigned in a language in which the dissertation is to be submitted.
4. Once the dissertation has been conclusively assigned, the student can change only key words in Czech and English in SIS. In addition, the student can save the dissertation, the appendices, and abstracts electronically via SIS.

### **Article 32**

#### **Elements and Formal Requirements for a Dissertation, and Submission of the Dissertation**

1. The student submits his dissertation together with a summary to the Research Office on the dates stipulated in the academic calendar, or on other dates agreed with the supervisor and the Chair of the Competent Subject Area Board, but no later than six months before the end of the maximum length of study. In exceptional, justified cases the Competent Subject Area Board may shorten this time limit upon written application from the student. The application must be submitted well in advance so that a decision can be made at the latest six months before the end of the maximum length of study. If the dissertation is not submitted within the given deadline, the defence of the dissertation will not take place.
2. The dissertation must comply with the methodological standards in the field and must make a distinct contribution to its development. The paper must contain specific formal elements: a table of contents, a bibliography, an abstract in Czech and English, or in another language if the dissertation has been written in a language other than Czech or English, key words in Czech and English, and any other elements stipulated by the Competent Subject Area Board. The formal elements and formal requirements for the dissertation are stipulated in the Dissertation Preparation and Submission Guidelines ("Pokyny k vypracování a odevzdání disertační práce") published on the website of the Faculty.
3. A mandatory background document to be provided for the defence of a dissertation is a summary. The summary must include an overview of publications and scholarly activities of the student. The formal elements of the summary are described on the



website of the Faculty. Mandatory content is stipulated for particular programmes by Competent Subject Area Boards.

4. The cover page of the dissertation and summary must include the following details:
  - a) name of the higher education institution, Faculty, and basic unit of the Faculty where the dissertation is being submitted for defence;
  - b) designation: dissertation;
  - c) programme of study;
  - d) author's name;
  - e) title of the dissertation in Czech and in English; if the dissertation was written in a language other than Czech or English, the title of the dissertation in that language as well;
  - f) name of the supervisor, and, where appropriate name of an advisor;
  - g) year of submission of the dissertation for defence.
5. A separate sheet after the cover page must include the author's statement of originality, confirming that:
  - a) he has prepared the dissertation by himself;
  - b) all sources and literature have been properly acknowledged;
  - c) the dissertation has not been submitted earlier in order to fulfil a study requirement within some other programme of study, nor submitted for defence within some other higher education programme of study, or for obtaining a different or the same degree (except where provided for in e.g., cotutelle agreements).
6. A student must submit his dissertation electronically via SIS. The electronic form of the dissertation must include the following separate PDF files: the text of the dissertation, an abstract in Czech, an abstract in English, the summary. The dissertation may include other optional appendices. The student is responsible for the completeness of the electronic form of the dissertation, including the mandatory appendices. As indicated by the Chair of the Competent Subject Area Board, the student is required to submit no more than two printed copies of the duly submitted electronic form of the dissertation, as support for the reviewers and the Board of Examiners for the defence of the dissertation.
7. The date of submission of the dissertation is recorded in SIS automatically; the submission date is the date on which the last mandatory element of the dissertation was submitted.
8. If the dissertation was published in printed form before the defence, the Dean permits its submission, upon the student's written application, in such form even if it does not comply with all formal requirements under these Rules. However, the dissertation must contain a firmly attached cover page under paragraph 4, and a statement under

paragraph 5 of this Article. A designated worker of the Research Office records this fact in SIS.

### **Article 33** **Defence of a Dissertation**

1. A student may proceed to the defence of the dissertation no sooner than one calendar year after registration for study. In exceptional cases, the Competent Subject Area Board may shorten this time limit upon the student's application recommended by the supervisor.
2. The student submits an application for defence of a dissertation via the Research Office, together with the dissertation, after he has fulfilled all other study requirements. If the student has not passed the SDE yet, in order to apply for defence it suffices if the student has submitted an application for the SDE. It is not possible to proceed to the defence of the dissertation before passing the SDE. After the Research Office receives an application for defence, it checks whether these requirements have been met; if not, the Research Office notifies the Chair of the Subject Area Board accordingly without delay, and invites the student to complete the outstanding requirements within a deadline stipulated. The Dean stipulates the date for the defence upon a proposal from the Chair of the Subject Area Board so that the defence can take place no later than six months after the submission of the application if all the necessary requirements for the defence have been met, but no later than on the last day of the maximum length of study.
3. The dissertation is made available to the public for inspection via an electronic database of theses no later than five working days before the defence, and from the twenty-first day after the defence until it is made available via the University Thesis Repository, or at the Research Office during office hours, unless an application has been submitted to defer the publication of the dissertation.
4. The Research Office ensures that the dissertation is made available to the supervisor and reviewers, and that it is made available for the defence.
5. After consultation with members of the Competent Subject Area Board and the head of the competent basic unit of the Faculty, the Chair of the Competent Subject Area Board submits to the Dean, via the Research Office, proposals for the appointment of the Chairs and members of particular Boards for the Defence of Dissertation, as well as the proposed assignment of students to the particular Boards, and the dates and venues for the defence. Within thirty days of its appointment, the Board for the Defence of Dissertation designates two reviewers to draw up reports on the dissertation. The advisor or supervisor may not serve as reviewers. Reports are usually drawn up in a language in which the programme of study has been accredited; a different language is used only if approved by the Chair of the Board for the Defence of Dissertation. The supervisor, reviewers, and an advisor, if any, who are not members of the Board are

always invited to attend the defence, and they may participate in the meetings of the Board, including its closed meetings, with an advisory vote.

6. After the submission of the dissertation, but no later than fifteen days before the defence of the dissertation, the reviewers and the supervisor, or a designated worker at the Research Office, must have uploaded in SIS electronic files containing the reviewers' reports and the supervisor's report which provides a general assessment of the student's study and his dissertation, so that the student can access them. The reviewers' reports and the supervisor's report must indicate a proposed grade. The Chair of the respective Board ensures compliance with these rules.
7. The student is notified electronically, via his e-mail address provided in SIS, of the date and venue of the defence, no later than fifteen days before the defence.
8. The defence of the dissertation is held in a language in which the programme of study has been accredited, or in a language which is being studied by the student of a philological programme of study as stipulated in the curriculum of that programme. The defence may also be held in English or in a different language if this is justified by the language or the topic of the dissertation. This change to the language of the defence may be made only upon written application from the student which is decided upon by the Competent Subject Area Board. The supervisor gives his opinion on the application, and an approval of the application is usually conditional on his consent.
9. The course of the defence and the activities of the Board are managed by the Chair of the Board; exceptionally, the Chair may be represented in all his functions by a deputy designated by the Dean and selected from among the appointed members of the Board. In the defence, the Board takes into account the reviewers' reports and the supervisor's report. During the defence, the student briefly outlines the dissertation and subsequently responds to the questions, comments, and objections raised by the reviewers, the supervisor, and the members of the Board.
10. The Chair of the Board ensures that a record is made of the defence and voting<sup>45</sup>, and that the original documents are delivered to the Research Office within five working days of the defence, in order to be deposited in the study file of the student. A worker of the Research Office uploads the records in the dissertation file in SIS within ten days of the defence.

## **Part IV Common Provisions**

### **Article 34 Study Credit Book**

The records about subjects, assessment (attestation) results, and state examination results are only kept electronically in SIS. A student may apply to the Student Registry, or, where

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<sup>45</sup> Article 11 (13) of the Code of Study and Examination of the University.

appropriate, to the Research Office, for a confirmed transcript of records from SIS about subjects, assessment (attestation) results, and state examination results, or may obtain this transcript from SIS with the recognised electronic mark of the University on it, provided this is technically possible in SIS. Such transcript is regarded as a study credit book.<sup>46</sup>

### **Article 35**

#### **Recording Assessment (Attestation) Results in SIS**

The head of each basic unit of the Faculty designates at least one person to record assessment (attestation) results in SIS.<sup>47</sup> Such task may also be carried out by the local SIS administrator and schedule administrator, but not by a student. The head of the competent basic unit of the Faculty ensures that the details of designated persons, as well as updates thereof, are transmitted to the SIS Section at the Student Registry of the Dean's Office. Moreover, the head of the competent basic unit of the Faculty ensures that the designated persons are available on the given dates, so that any irregularities in SIS can be corrected during July and August within thirty working days, in September within two working days, and during the rest of the academic year within five working days.

### **Article 36**

#### **Interruption of Study on the Grounds of Pregnancy, Delivery, or Parental Care**

An application for the interruption of study on the grounds of pregnancy, delivery, or parental care or for the purpose of providing substitute parental care upon the decision of relevant bodies under the Civil Code or legislation regulating state social support for the period of time which would otherwise be covered by the maternity or parental leave of the student<sup>48</sup> must be accompanied by one of the following documents: a copy of the child's birth certificate; a copy of a competent body's decision about child custody; and in the case of an expectant mother, a copy of a pregnancy certificate supplemented, within 22 weeks of the birth, with a copy of the child's birth certificate.

### **Article 37**

#### **Theses**

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<sup>46</sup> S. 57 (3) of the Higher Education Act, Article 4 (3) of the Code of Study and Examination of the University.

<sup>47</sup> The list of the persons who record attestations at individual basic units of the Faculty is available at: <http://www.ff.cuni.cz/studium/studijni-informacni-system-sis/kontakti-osoby/>.

<sup>48</sup> S. 54 (2) and (3) of Act No. 111/1998Sb., to regulate higher education institutions, and to change and amend other laws (the Higher Education Act), as amended; the third sentence of Article 5 (2) in conjunction with Article 9 (6) of the Code of Study and Examination of the University; ss. 195 to 198 of Act No. 262/2006 Sb., the Labour Code, as amended.

Technical details about the assignment, submission, archiving, and publication of bachelor's and diploma theses and dissertations are stipulated in a Rector's measure and a subsequent Dean's measure.

### **Article 38**

#### **International Joint Programmes of Study**

If certain issues covered by these Rules are governed by special rules or exemptions under international joint programmes of study, such as joint degree or multiple degree, or special conditions of cotutelle apply to the doctoral study in accordance with a Rector's measure, then the provisions of these Rules do not apply to the extent necessary.

### **Article 39**

#### **Competence to Deal with Students' Submissions regarding the Study Rules**

Unless otherwise provided, the Dean is competent to deal with students' submissions regarding the study rules<sup>49</sup>. The Rector is competent to review the process.

### **Article 40**

The Faculty ensures that comprehensive information about the study rules at the Faculty is published and continuously updated on its website, offering a practical summary of the provisions of the Code of Study and Examination of the University, these Rules, and all effective Rector's and Dean's measures regarding the study rules. This summary is purely informative.

## **Part V**

### **Transitional and Final Provisions**

#### **Article 41**

##### **Transitional Provisions**

1. The rights and duties of students who began their study before these Rules became effective are governed by the Code of Study and Examination of the University and these Rules, unless otherwise provided below. Proceedings started under the previous regulations will be completed under the Code of Study and Examination of the University and these Rules.
2. The right and duty to sit for the advancement examination under the (long-cycle) master's programme of study is governed by the previous regulations.

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<sup>49</sup> Article 17 (3) of the Code of Study and Examination of the University.

3. The assessment (attestation) under Article 8 (2) of these Rules for subjects which the student registered for before these Rules became effective is governed by the previous regulations.
4. Article 4 (1) (b) (i), Article 4 (1) (c) (i), and Article 4 (2) apply for the first time to students of bachelor's and master's programmes who registered for study at the beginning of the 2017/2018 academic year; in the other cases, the minimum numbers of credits necessary for registration for the next year of study are governed by the previous regulations.
5. The provisions of these Rules concerning the implementation of programmes of study apply with the necessary modifications to the branches of study offered in the programmes accredited under the Higher Education Act which was in effect before 1 September 2016.
6. In the case of the programmes which are divided into branches and have been accredited as one-branch, and while their accreditation is in place, independent study means one-branch study. In the case of the programmes which are divided into branches and have been accredited as two-branch, and while their accreditation is in place, conjoint study means two-branch study.
7. Students of bachelor's and master's programmes who registered for study beginning no later than in the 2015/2016 academic year, and doctoral students who registered for study beginning no later than in the 2017/2018 academic year, and who obtained a study credit book in printed form with a photo, may continue using it to prove their identity and for recording assessment (attestation) results and state examination results; they are entitled to have the assessment (attestation) results and state examination results recorded in this study credit book in accordance with the previous regulations. Students of bachelor's and master's programmes who began their study in the 2016/2017 academic year or later, and doctoral students who will begin their study in the 2018/2019 academic year or later, do not obtain a study credit book in printed form with a photo. Compliance of the records entered in the study credit book in printed form with a photo with the electronic records is checked only at the student's request. Only the records entered in SIS are binding. Duplicates of study credit books in printed form with a photo are not issued; in the case of doctoral students the duplicates will no longer be issued as of 1 October 2018.

## **Article 42**

### **Final Provisions**

1. The following acts are hereby repealed:
  - a) Rules of Study at the Faculty approved by the Academic Senate of the University on 28 May 2010, as amended;

- b) Dean's measure No. 14/2014, Organisation of Study in Bachelor's and Master's Programmes of Study at the Faculty of Arts, Charles University, as amended by the Dean's measure No. 11/2016;
  - c) Dean's measure No. 15/2014, Organisation of Study in Doctoral Programmes of Study at the Faculty of Arts, Charles University, as amended by the Dean's measure No. 17/2016.
2. The following appendices are an integral part of these Rules:
    - a) Appendix No. 1 – Specialisations in Programmes of Study;
    - b) Appendix No. 2 – Maximum Proportion of Credits Obtained by a Student in Optional Subjects, for the Purposes of Continuous Assessment of the Course of Study;
    - c) Appendix No. 3 – Order of Parts in the State Final Examination.
  3. This regulation was approved by the Academic Senate of the Faculty on 8 June 2017.
  4. This regulation comes into force on the date of approval by the Academic Senate of the University.<sup>50</sup>
  5. This regulation becomes effective on the first day of the academic year 2017/2018.

.....  
Mgr. Jan Chromý, Ph.D.  
President of the Academic Senate of the Faculty

.....  
Doc. Mirjam Friedová, Ph.D.  
Dean of the Faculty

.....  
PhDr. Tomáš Nigrin, Ph.D.  
President of the Academic Senate of the University

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<sup>50</sup> S. 9 (1) (b) (2) of the Higher Education Act. This regulation was approved by the Academic Senate of the University on 23 June 2017.

**Appendix No. 1**  
**Specialisations in Programmes of Study**

**I. Bachelor's Programmes**

<b>Programme of study</b>	<b>Specialisation</b>
History of Ancient Civilisation	The Culture of Ancient Greece The Culture of Ancient Rome
Indology	Bengali Hindi Sanskrit Tamil
Central European Studies (conjoint study)	Hungarian Polish Slovak
Central European Studies (independent study)	Hungarian Language and Culture Polish Language and Culture Slovak Language and Culture
East European Studies	Lithuanian Latvian Russian Ukrainian
South East European Studies	Albanian Bulgarian Croatian Romanian Slovenian Serbian

**II. Master's Programmes (Post-Bachelor)**

<b>Programme of Study</b>	<b>Specialisation</b>
Anglophone Literatures and Cultures	English Literature American Literature and Cultural Studies Irish Studies British and Commonwealth Cultural Studies Critical and Cultural Theory
Indology	Bengali Hindi Sanskrit Tamil
Russian Language and Literature	Language Literature Culture and History
Central European Studies	Hungarian Studies Polish Studies Romani Studies Slovak Studies
East European Studies	Lithuanian (Literature and History) Lithuanian (Linguistics)



	<p>Latvian (Literature and History)                  Latvian (Linguistics)                  Russian (Literature and History)                  Russian (Linguistics)                  Ukrainian (Literature and History)                  Ukrainian (Linguistics)</p>
South East European Studies	<p>Albanian (Literature and History)                  Albanian (Linguistics)                  Bulgarian (Literature and History)                  Bulgarian (Linguistics)                  Croatian (Literature and History)                  Croatian (Linguistics)                  Romanian (Literature and History)                  Romanian (Linguistics)                  Slovenian (Literature and History)                  Slovenian (Linguistics)                  Serbian (Literature and History)                  Serbian (Linguistics)</p>
Information Studies and Librarianship	<p>Information Science                  Book and Manuscript Studies                  Library Science</p>
Scandinavian Studies	<p>Danish                  Norwegian                  Swedish</p>
History – General History	<p>Civilisation and Culture of Medieval Europe                  Modern History Focusing on International Relations                  Contemporary History Focusing on the History of Europe                  General and Comparative History                  Latin American and Iberian Studies – History of Latin America</p>
History – Czech History in European Context	<p>Early History                  Modern and Contemporary History</p>
History – Economic and Social History	<p>Economic History                  Social History</p>
History	<p>Theory and Methodology in Historical Science                  Czech Modern History                  Czech Early Modern History                  Czech Medieval History                  Social History                  Economic History                  History of Latin America                  General and Comparative History                  Contemporary History Focusing on the History of Europe                  Modern History Focusing on the History of International Relations and World Politics                  Civilisation and Culture of Medieval Europe</p>
Cuneiform Studies	<p>Akkadian                  Avestan                  Hittite</p>
German Language and	<p>Linguistics</p>

Literature	Literature and Culture
Comparative Linguistics	Akkadian Avestan Hittite

**Appendix No. 2**

**Maximum Proportion of Credits Obtained by a Student in Optional Subjects, for the Purposes of Continuous Assessment of the Course of Study (“Proportion of Credits”)**

**I. Bachelor’s Programmes**

<b>Programme of Study</b>	<b>Proportion of Credits</b>
English for Intercultural Communication	25%
Danish Studies	15%
History of Ancient Civilisation	50%
Aesthetics	25%
Philosophy	60%
French for Intercultural Communication	25%
History	15%
History – European Studies	15%
Information Studies and Librarianship	30%
Latin Studies	30%
Latin Language and Literature	30%
Intercultural communication: Czech as a Foreign Language and English	25%
Intercultural communication: Czech as a Foreign Language and French	25%
Intercultural communication: Czech as a Foreign Language and German	25%
Intercultural communication: Czech as a Foreign Language and Russian	25%
Intercultural communication: Czech as a Foreign Language and Spanish	25%
Mongolian Studies	40%
German for Intercultural Communication	25%
German Language and Literature	15%
Dutch Language and Literature	25%
Norwegian Studies	15%
Modern Greek Studies	30%
Modern Greek Studies	30%
General Linguistics (obecná jazykověda)	30%
General Linguistics (obecná lingvistika)	30%
Psychology	15%
Religious Studies	100%
Romani Studies	50%
Russian Language and Literature	30%
Russian for Intercultural Communication	25%
Ancient Greek Studies	30%
Classical Greek	30%
Spanish for Intercultural Communication	25%
Swedish Studies	15%
Tibetan Studies	40%
East European Studies	30%

**Combinations of programmes with the same proportion of credits:**

The proportion of credits equals the proportion of credits for particular programmes.

**Combinations of programmes with a different proportion of credits:**

The proportion of credits equals the proportion of credits in the programme with the higher proportion.

**II. Master's Programmes (Post-Bachelor)**

<b>Programme of Study</b>	<b>Proportion of Credits</b>
History of Ancient Civilisation	50%
Philosophy	60%
History	15%
Information Studies and Librarianship	50%
Latin Studies	30%
Medieval Latin Studies	30%
Mongolian Studies	40%
Dutch Language and Literature	25%
Modern Greek Studies	30%
General Linguistics	30%
Political Theories and Contemporary History	40%
Translation: Czech and English	25%
Translation: Czech and French	25%
Translation: Czech and German	25%
Translation: Czech and Russian	25%
Translation: Czech and Spanish	25%
Psychology	15%
Religious Studies	100%
Romani Studies	50%
Russian Language and Literature	30%
Scandinavian Studies	15%
Ancient Greek Studies	30%
New Media Studies	50%
Tibetan Studies	40%
Interpreting: Czech and English	25%
Interpreting: Czech and French	25%
Interpreting: Czech and German	25%
Interpreting: Czech and Russian	25%
Interpreting: Czech and Spanish	25%
Teacher Training for Latin Language and Literature	30%
East European Studies	30%

**Combinations of programmes with the same proportion of credits:**

The proportion of credits equals the proportion of credits for particular programmes.

**Combinations of programmes with a different proportion of credits:**

The proportion of credits equals the proportion of credits in the programme with the higher proportion.

### **III. Master's Programmes (Long-Cycle)**

<b>Programme of Study</b>	<b>Proportion of Credits</b>
Aesthetics	25%
History	15%
German Studies	15%
Dutch Studies	15%
Psychology	15%
Religious Studies	100%
East European Studies with a Specialisation	30%

#### **Combinations of programmes with the same proportion of credits:**

The proportion of credits equals the proportion of credits for particular programmes.

#### **Combinations of programmes with a different proportion of credits:**

The proportion of credits equals the proportion of credits in the programme with the higher proportion.

**Appendix No. 3**  
**Order of Parts of the State Final Examination**

**I. Bachelor's Programmes**

**Programmes with the Defence of the Bachelor's Thesis as the First Part of the State Final Examination:**

Adult Education and Personnel Management  
English and American Studies  
Danish Studies  
History of Art  
Aesthetics  
Ethnology  
Ethnology with Vietnamese  
History  
History – European Studies  
Musicology  
Ibero-American Studies  
Information Studies and Librarianship  
Japanese Studies  
South East European Studies  
Korean Studies  
Logic  
Dutch Language and Literature  
Norwegian Studies  
Education  
Prehistoric and Early Medieval Archaeology  
Psychology  
Russian Language and Literature  
Chinese Studies  
Sociology with Economics  
Sociology  
Central European Studies  
Swedish Studies  
East European Studies

**II. Master's Programmes (Post-Bachelor)**

**Programmes with the Defence of the Diploma Thesis as the First Part of the State Final Examination:**

Adult Education and Personnel Management  
English Language and Linguistics  
English and American Studies  
Anglophone Literatures and Cultures  
History of Art  
Aesthetics  
Ethnology  
History  
History – Czech History in European Context

Musicology  
Latin American and Iberian Studies – History of Latin America  
Information Studies and Librarianship  
Japanese Studies  
South East European Studies  
Korean Studies  
Logic  
Education  
Prehistoric and Early Medieval Archaeology  
Psychology  
Russian Language and Literature  
Chinese Studies  
Scandinavian Studies  
Sociology  
Social Education  
Central European Studies  
New Media Studies  
Teacher Education  
East European Studies

### **III. Master's Programmes (Long-Cycle)**

#### **Programmes with the Defence of the Diploma Thesis as the First Part of the State Final Examination:**

Danish Studies  
History of Art  
Aesthetics  
Ethnology  
Logic  
Hungarian Studies  
Dutch Studies  
Norwegian Studies  
Psychology  
Romanian Studies  
Slavonic Studies with a Specialisation  
Slovak Studies  
Sociology  
Swedish Studies  
East European Studies with a Specialisation