

The Ministry of Education, Youth and Sport registered, in accordance with Par. 36 section 2 of Law No. 111/98 Coll., on universities and on the alteration and amendment of further laws (the University Law), on 2 August 2007 under ref. No. 18 184/2007-30 the Study and Examination Regulations of the University of Economics in Prague for study in bachelor and master degree study programmes.

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*Doc. Ing. V. Vinš, CSc.
Director of the Universities Department*

STUDY AND EXAMINATION REGULATIONS OF THE UNIVERSITY OF ECONOMICS IN PRAGUE FOR STUDY IN BACHELOR AND MASTER STUDY PROGRAMMES

CHAPTER ONE BASIC PROVISIONS

Article 1 Introductory Provisions

These Study and Examination Regulations (hereinafter only "Study Regulations") are issued pursuant to Law No. 111/1998 Coll. on Universities and on the alteration and amendment of further laws (the University Law) in the wording of later regulations (hereinafter only the "Law"), as an internal regulation of the University of Economics in Prague (hereinafter only "VŠE") and applies to the students on bachelor and master study programmes realised by the VŠE or its faculties according to the principles of the European Credit Transfer and Accumulation System (hereinafter only "ECTS"), unless another internal regulation of the VŠE stipulates otherwise.

Article 2 Authority of the Rector and the Deans

- (1) Decisions of a dean according to the Study Regulations relate to the students enrolled for study in the study programmes realised by the appropriate faculty of the VŠE.
- (2) In the case that the study programme is realised by the VŠE, the Rector exercises the authority of a dean as stipulated by the Study Regulations.

Article 3 Definition of Concepts

For the purposes of these Study Regulations the following meanings are applied:

- a) Control credits are credits acquired by the successful completion of study obligations and credits acquired by acknowledgement of study obligations that the student completed successfully while studying at a university abroad to which he was sent in the framework of his studies at the VŠE. Not included among the control credits, however, are credits acquired in a semester during which the student had interrupted studies.
- b) A credit is the unit by which all study obligations are evaluated apart from sports activities and which correspond to the study load arising for the student from participation in tuition and preparation for the fulfilment of a study obligation. The student acquires credits by successful completion or recognition of study obligations.
- c) Credit vouchers are units enabling the student to apply for study obligations or have them recognised.
- d) Qualification thesis is the bachelor thesis in the case of a bachelor study programme and diploma thesis in the case of a master study programme.

- e) Average results are the weighted average of the classifications of all successfully and unsuccessfully completed study obligations (including study obligations that the student completed while studying at a university abroad to which he was sent within the framework of his studies at the VŠE) that are completed with an examination. Weights are credited evaluations of study obligations. The decisive moment for the calculation of average results is the end of the semester.
- f) A subject is a study obligation, part of which is tuition. It may be realised by semester, i.e. in the total period of tuition, or extra-semesterially, i.e. in part of the period of tuition or outside it.
- g) Transfer is a change in the study programme or subject of study studied within the VŠE or a change in the form of study.
- h) Application for a study obligation is the student's application to undertake this study obligation according to the regulations set by the dean's measures and the acceptance of this application. If the study obligation is a subject, then instead of the application for a study obligation the expression used is enrolment in the subject.
- i) A study obligation is the obligation of the student given by the study programme and the study plan. A study obligation is, in particular, a subject, the state final examination or a part of it and sports activity.
- j) The study plan is the specification of the required completion of the study obligations of a given study programme.
- k) A minor specialisation is part of the master study programme to the extent of 30 credits awarded within the VŠE and ending with a state examination. The state examination in the minor specialisation and the diploma thesis are neither of them included in this extent.
- l) Tuition means lectures, practice and seminars and also professional practice, consultations and methodological workshops.
- m) The registration paper is a list of the subjects that the student has registered for.
- n) The examination protocol is a report on the classification of a study obligation.

Article 4 The Academic Year

- (1) The academic year begins on 1 September and is divided into the winter and summer semesters. Its schedule is set by the Rector after discussion with the Deans.
- (2) The schedule of the academic year determines the periods of tuition and examinations, the period for enrolment in semestrial subjects and the holiday period.
- (3) The tuition period lasts 13 weeks; the period of examinations in semestrial subjects lasts 6 weeks.

Article 5 Studies

- (1) The accepted applicant becomes a student on the day of enrolment for studies. After enrolment in studies the student must take the academic matriculation oath.
- (2) In the course of his studies the student is obliged to notify the appointed employee of the study department without delay of all changes in contact details (in particular change of name and surname, address or telephone number). In the case that he does not do so, neither the VŠE or any of its component parts is responsible for the consequences ensuing for the student by neglecting to do this.
- (3) Every academic worker is obliged to provide consultations for students. The rules for the provision of consultations are stipulated in the dean's measures.

Article 6
Interruption of Studies

- (1) The Dean may permit a student to interrupt his studies, even repeatedly, on the basis of a request. The student is obliged to submit the application for interruption of studies immediately after the reasons for interruption of studies have arisen.
- (2) The Dean may interrupt the studies of a student of his own accord if the student was obliged to make a payment connected with his studies according to Par. 58 section 3 or 4 of the Law and did not make this payment.
- (3) In the period of interruption of studies the person is not a student. The time limit for the end of interruption of studies is always the same as the end of the semester.
- (4) If a person whose studies have been interrupted does not apply before the end of the interruption of studies for an extension of this interruption, then he again becomes a student on the day of repeated enrolment for study according to Par. 54 section 2 and Par. 61 section 1 of the Law.
- (5) The day of repeated enrolment for study is the first day of the semester following the elapse of the time of the end of interruption of studies. The obligations of the current study plan or study programme then again apply to the student.
- (6) The highest total number of semesters of studies interrupted at the request of the student is equal to the number of semesters of the standard period of study for the study programme. The highest total number of interrupted semesters is equal to three times the number of semesters of the standard period of study for the study programme.

Article 7
Transfer

- (1) The dean of the faculty in which the student is enrolled decides whether to permit a transfer after consent from the dean of the faculty that realises the study programme or field of study to the study of which the student wishes to transfer.
- (2) On the date of the transfer the student forfeits the right to study in the original study programme or field of study and acquires the right to study in the new study programme or field of study. This day is always the beginning of a semester.

CHAPTER TWO
ORGANISATION OF STUDIES

Article 8
The Credit System

- (1) Fulfilment of the requirements of study is assessed through the credit system based on the principles of the ECTS.
- (2) The total number of credits necessary for the completion of studies in a study programme corresponds to thirty times the number of semesters of its standard period of study.
- (3) For a student to apply for a study obligation or have it acknowledged he must have a sufficient number of credit vouchers at his disposal. He then draws on these exclusively as follows:
 - a) On applying for a study obligation the student exhausts as many credit vouchers as correspond to its credit evaluation; in the case of a final state examination or a part of it the credit vouchers are exhausted only for the first attempt at taking the examination,
 - b) Through acknowledgement of a study obligation that the student had recorded when studying at a university abroad to which he was sent within the framework of study at VŠE the student exhausts as many credit vouchers as correspond to its credit evaluation,
 - c) In acknowledgement of another study obligation the student exhaust one fifth more credit vouchers than corresponds to its credit evaluation.

- (4) After enrolling for studies the student receives one fifth more credit vouchers than corresponds to the total number of credits necessary for completion of studies in the study programme.
- (5) The Dean may allocate further credit vouchers.

**Article 9
Control Credits**

- (1) After each semester the student must have acquired in total at least as many control credits as correspond to the number of semesters studied so far, in which he did not have interrupted studies, multiplied by 20 if he is a student with daily attendance studies or by 15 if he is a student of a distance or combined form of study.
- (2) The requirement in paragraph 1 is considered fulfilled if the student has acquired all the credits in the structure prescribed by the study plan, with the exception of credits for the individual parts of the final state examination.
- (3) If the student does not meet the requirement in paragraph 1, credit vouchers of the quantity corresponding to the number of lacking control credits are taken from him.

**Article 10
The Study Plan**

- (1) The study plan may prescribe the completion in one semester of at most 6 study obligations; neither language subjects nor sports activities are included in this number.
- (2) A timetable of study obligations is recommended in the study plan for the daily attendance form of study; for distance and combined forms it is binding with the provision that the only exceptions are repeated attempts at completion of study obligations or studies outside the framework of the study plan.
- (3) The Dean stipulates appropriate minor specialisations from the range offered by faculties of the VŠE for master degree programmes.

**CHAPTER THREE
STUDY OBLIGATIONS**

**Article 11
Accreditation of a Study Obligation**

- (1) Each study obligation, with the exception of sports activities, must be accredited in the VŠE or one of its faculties.
- (2) The accreditation certificate of a study obligation is accessible to the public. It contains its comprehensive characteristics with the following obligatory particulars:
 - a) Identification marking,
 - b) Name in the language in which the study obligation is realised, and in Czech and English,
 - c) The name of the guarantor, who is responsible in particular for the content,
 - d) Credit evaluation,
 - e) Manner of realisation of tuition in the case of a subject,
 - f) The language in which the study obligation is realised,
 - g) The content outline or thematic spheres,
 - h) Tuition methods in the case of a subject,
 - i) Concrete conditions and manner of classification,
 - j) List of basic and recommended literature.
- (3) A change in accreditation must be publicly announced before the start of the period for application for a study obligation. In the case of the final state examination it must be announced at least 6 months before this date.

Article 12
Subjects and Enrolment in Them

- (1) Subjects are realised in the framework of one semester.
- (2) Semestrial subjects are registered for in the time limits set in the schedule of the academic year. As confirmation of the result of registrations the VŠE or its faculty issues a registration paper.
- (3) The student is obliged to check whether the data contained in the registration paper corresponds to reality, doing so in the time limits and in the manner stipulated by the Dean in his measure.
- (4) Students in bachelor study programmes may register, over and above the framework of the study plan, for subjects of study from master degree programmes if they have still at most 30 credits to acquire for the total number of credits necessary for completion of studies in the study programme.

Article 13
Classification of Study Obligations

- (1) Study obligations are completed by a pass or an examination. Only sports activities may be completed with a pass and also language subjects that form a logical series; the last subject in the series, however, must be completed by an examination.
- (2) An examination may be classified by one of the following grades:
 - a) Excellent (1); if the result of the examination is measured in points, then this grade corresponds to at least 90% of the maximum number of points,
 - b) Very good (2); if the result of the examination is measured in points, then this grade corresponds to at least 75%, but less than 90% of the maximum number of points,
 - c) Good (3); if the result of the examination is measured in points, then this grade corresponds to at least 60%, but less than 75% of the maximum number of points,
 - d) Insufficient with the possibility of a repeat attempt (4+); if the result of the examination is measured in points, then this grade corresponds to at least 50%, but less than 60% of the maximum number of points, or else this grade is awarded at the discretion of the teacher, or when the student refuses a better evaluation – it is not possible to award this grade twice running,
 - e) Insufficient (4); if the result of the examination is measured in points, then this grade is given to a student who did not receive even 60% of the maximum points and was also not awarded the grade 4+.

A student classified with the grade of 4+ may use the next term for taking the examination or for re-examination according to the requirements of the accreditation certificate of the study obligation. The grade 4+ cannot be used to classify an examination taken in the last term in the given semester. If a student does not utilise the possibility of a repeat by the end of the semester his temporary classification of 4+ is changed to 4.

- (3) A pass may be classified by one of the following grades:
 - a) Credited; if the result of the pass is measured in points, then this grade corresponds to at least 60% of the maximum points,
 - b) Not Credited; if the result of the pass is measured in points, then this grade corresponds to less than 60% of the maximum points.
- (4) The results of classification are entered by the teacher or examiner in the examination protocol and in the study information system without delay. He acquaints the student with the result within 5 working days; in the case of an oral examination he acquaints him with the result on the same day.
- (5) The student is entitled to have the classification entered in his registration paper or in the study report. The Dean may stipulate in a measure the obligation to have this result recorded.
- (6) After the end of each semester the study information system will also record for the student the result of the relative evaluation of a study obligation according to the ECTS method and according to the rules set by the Rector's measure.

Article 14
Obstacles to Fulfilment of Study Obligations

- (1) If a student could not fulfil a study obligation for serious reasons, he may ask the teacher or examiner for this to be excused, doing so at latest within 3 working days after the date on which it should have been fulfilled, or after the obstacle to fulfilment of a study obligation on the side of the student has passed. The teacher or examiner makes a decision on the excuse without delay. If it is impossible to contact the teacher or examiner the student leaves the request in the secretariat of the appropriate workplace.
- (2) If the teacher or examiner does not acknowledge the reason for the excuse, the student may, within 3 working days, ask to be excused by the head of the appropriate workplace.
- (3) If the obstacle to fulfilment of the study obligation on the side of the student lasts longer than 15 calendar days the student is obliged to inform the appointed employee of the study department about this without delay.
- (4) The credit vouchers for the excused non-fulfilment of a study obligation are returned to the student.

Article 15
Acknowledgement of Study Obligations

- (1) Study obligations that the student has successfully completed at the VŠE or at another university may be acknowledged by the Dean on the basis of his request.
- (2) The student is obliged to request the acknowledgement of all study obligations that he has completed while studying at a university abroad to which he was sent in the framework of study at the VŠE. His successfully completed study obligations are acknowledged. For study obligations unsuccessfully completed the appropriate number of credit vouchers are taken from him. In the case that the student does not request acknowledgement in the course of studies in the semester that follows the last semester of study abroad he loses the number of credit vouchers corresponding to three times the number of semesters of study abroad.
- (3) A student in a master degree programme who has completed studies in a bachelor degree programme at the VŠE or in one of its faculties may request the acknowledgement only of those study obligations from these studies that he completed according to Article 12 section 4.

CHAPTER FOUR
STATE FINAL EXAMINATIONS

Article 16
The State Final Examination

- (1) The state final examination is a comprehensive verification of knowledge to the extent of the study programme and field of study studied.
- (2) Each part of the state final examination is classified separately. In this examination the grade 4+ is not used.
- (3) Each part of the state final examination takes place before an examining board; its course and the declaration of results are public.
- (4) The examining board and its chairman are appointed by the Dean; it has at least two members. The chairman of the examining board is responsible for the activity of the board and the proper course of the state final examination.
- (5) The examining board decides on classification in private on the basis of the votes of its members. In the case of equality of votes the vote of the chairman of the board is decisive.
- (6) If the student has not completed some part of the state final examination successfully he repeats only this part.
- (7) Each part of the final state examination may be repeated only twice. Repeating is possible, with the exception of defence of the qualification thesis, at earliest 1 month following the unsuccessful attempt.

- (8) In the case that the qualification thesis has not been defended the examination board shall decide whether it is possible to present an amended thesis or whether the student must prepare a new thesis on a fresh theme. Repeating the defence is possible at earliest 3 months after the date of the unsuccessful attempt.

Article 17
Parts of the State Final Examination

- (1) The obligatory parts of the state final examination are the state examination in the field of study and the defence of the qualification thesis. In the master degree programme a further obligatory part of the state final examination is a state examination in the minor specialisation.
- (2) The condition for taking the state examination in the field of study is the acquisition of all credits in the structure prescribed by the study plan, with the exception of credits for individual parts of the state final examination.
- (3) The condition for presenting the defence of the qualification thesis is its preparation and regular handing over.
- (4) The conditions for taking the state examination in the minor specialisation is the acquisition of all credits in the structure prescribed for the given minor specialisation.

Article 18
The Qualification Thesis

- (1) Through the qualification thesis the student demonstrates his ability to prepare in written form, systematically and independently, a theme relating to the content of the field of study and to implement knowledge and skills acquired during his studies.
- (2) A student in the master degree programme may select and prepare his diploma thesis also within the framework of the minor specialisation if this choice is permitted in writing by the Dean of the faculty in which the student is enrolled to study.
- (3) Through his measure the Dean determines
 - a) The workplaces in which qualification theses may be prepared,
 - b) The time limits in which the heads of the workplaces determined may announce the themes of the qualification theses and allocate them to the students,
 - c) The manner and particulars of the appointment of the heads and opponents of the qualification theses,
 - d) The formal and content particulars of the qualification theses,
 - e) For students the procedure and manner from the selection of the theme of the qualification thesis and applying for it to the handing in of the qualification thesis and defending it, including the time schedule.
- (4) The head of the qualification thesis is usually an academic employee of the VŠE. The opponent of the qualification thesis must be an expert with university education.
- (5) The qualification thesis is handed in in written form and in electronic form in accordance with the appropriate internal regulation of the VŠE.
- (6) The opponent of the qualification thesis or the head of the work, if so determined by the Dean, prepare a written assessment of the thesis handed in, which must contain the proposed classification of the thesis.
- (7) The defence of the qualification thesis takes place in the workplace where the thesis was prepared. The head of the workplace will enable the student to be acquainted with the assessments of the thesis at latest 3 working days before the date of the defence. The defence takes place even in the case that all assessments are negative.

**CHAPTER SIX
COMPLETION OF STUDIES**

**Article 19
Regular Completion of Studies**

- (1) For the regular completion of studies the student must fulfil all the study obligations stipulated by the study plan.
- (2) A university diploma with distinction is awarded to a graduate who fulfilled in the course of his studies all the study obligations stipulated by the study plan and
 - a) Achieved average results of up to 1.5 inclusive,
 - b) Was evaluated with the “excellent” grade in each part of the state final examination, and
 - c) Completed his studies regularly in the standard time set for study in the study programme; in the case of students who were sent abroad to study within the framework of study at the VŠE, this study is not included in this time.

**Article 20
Other Termination of Studies**

- (1) The Dean will decide on the termination of studies according to Par. 56 section 1 letter b) of the Law for a student who
 - a) Does not have at the end of the semester the number of credit vouchers necessary for the regular completion of studies and the Dean does not award him further credit vouchers,
 - b) Did not pass some part of the final state examination even at the second repetition.
- (2) The date of termination of studies according to section 1 is the day when the decision on termination of studies came legally into force.

**CHAPTER SEVEN
FINAL PROVISIONS**

**Article 21
Manner of Delivering Decisions**

- (1) A decision on the rights and responsibilities of a student is delivered in keeping with Par. 68 of the Law.
- (2) Alternative delivery according to Par. 68 section 3 of the Law means the placing of the decision on an official notice board for the period of 14 days. The delivery date is considered to be the last day of this time limit.
- (3) For decisions concerning students enrolled to study in a study programme realised by the VŠE the appropriate official notice board is that of the VŠE.
- (4) For decisions concerning students enrolled to study in a study programme realised by a faculty the appropriate official notice board is that of the faculty.

**Article 22
Validity and Effectiveness**

- (1) The Study and Examination Regulations of the VŠE for study in bachelor, ensuing master and master study programmes registered by the Ministry of Education, Youth and Sport on 21 June 2006 under ref. No. 15 004/2006-30 (hereinafter only the “preceding Study Regulations”) is cancelled.
- (2) These Study Regulations were approved by the Academic Senate of the VŠE on 28 June 2007.
- (3) These Study Regulations come into effect on the day of their registration by the Ministry of Education, Youth and Sport.
- (4) These Study Regulations apply to students of study programmes realised according to the principles of the European Credit Transfer and Accumulation System from the academic year 2007/2008.

Article 23

Termination of Studies according to the Preceding Study and Examination Regulations

- (1) If the student does not fulfil the requirements arising from Article 9 section 1 he may, within two months of the coming into effect of these Study Regulations, ask the Dean for their dispensation. This dispensation is considered to be the decision on permission for conditional enrolment carried out according to the preceding study regulations, where the condition is the fulfilment of the requirements arising from Article 9 section 1.
- (2) The student is obliged to fulfil the requirements arising from the decision on permission for conditional enrolment carried out according to the preceding study regulations. Non-fulfilment of these is cause for the termination of studies according to Par. 56 section 1 letter b) of the Law.

Prof. Ing. Richard Hindls, CSc., (signed)

Rector