

*Ministerstvo školství, mládeže a tělovýchovy registrovalo podle § 36 odst. 2 zákona č. 111/1998 Sb., o vysokých školách a o změně a doplnění dalších zákonů (zákon o vysokých školách) dne 14. března 2005 pod čj. 14 187/2005-30 Studijní a zkušební řád Technické univerzity v Liberci.*

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*Ing. J. Beneš, CSc.*

*ředitel odboru vysokých škol*

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## **STUDY AND EXAM REGULATIONS AT TECHNICAL UNIVERSITY OF LIBEREC**

valid from 14 March 2005

### **PART 1 GENERAL PROVISIONS**

#### **Article 1 Introductory Provisions**

- (1) The Study and Exam Regulations of the Technical University of Liberec (henceforth "Regulations") apply to all students in Bachelor's, Master's and Doctoral programmes in full-time, distant and combined forms of study realized by the Technical University of Liberec (henceforth "TUL") or by the faculties of TUL. The Regulations are based especially on Institutions of Higher Education Act No. 111/1998, and the alterations and amendments thereto as amended (henceforth "Act").
- (2) The Dean is responsible for organization, administration, and control of studies under a given programme at that particular faculty; the Rector is responsible for organization, administration and control of studies realized by TUL. The Dean's and the Rector's measures must be in accordance with the Act, the Statutes and the Regulations.
- (3) The Dean is responsible for the evaluation of preparation and defence of the Rigorous Thesis and the State Rigorous Exam (Art. 46 par. 5 of the Act) at the particular faculty, the Rector is responsible for the above realized by TUL.

### **PART 2 STUDIES AT BACHELOR'S AND MASTER'S PROGRAMMES**

#### **Article 2 A Student of TUL**

- (1) Applicants are accepted to study programmes in accordance with the Act (Art. 48 –50) and the Statutes of TUL (Art. 4). If the study programme is divided into several study branches (henceforth "branches"), applicants are accepted to individual branches or groups of branches within the study programme. If an applicant is accepted to a group of branches, the Dean makes the decision about the student's enrolment into the branch, if the group of branches belong to study programmes realized by TUL, this decision is made by the Rector. This happens upon the student's application.
- (2) On the day of enrolment, an applicant is enrolled to the faculty which realizes the study programme, or to TUL if the study programme is realized by TUL (Art. 51 par. 2).

### **Article 3 Study Programmes and Study Plans**

- (1) The characteristics and requirements of an accredited study programme are given by Art. 44 of the Act. A study programme is discussed by the Senate of the faculty and approved of by the Scientific Board or Artistic Board of the faculty by which the study programme is realized. If the study programme is realized by TUL, it is discussed by the Senate of TUL and approved of by the Scientific Board of TUL.
- (2) Study programmes and study plans consist of study subjects (henceforth “subjects”) the characteristics and documentation of which are prepared by the department which guarantees the subject.
- (3) Subjects can have the status of:
  - a) compulsory subjects – without their completion a student cannot finish the particular stage of studies or branch;
  - b) compulsory elective subjects – a student must obtain a prescribed number of credits in particular blocks of compulsory elective subjects;
  - c) elective subjects – other subjects offered by the study programme or other study programmes;
  - d) non-compulsory subjects.
- (4) The Dean of the faculty which realizes the study programme or the Rector (if the programme is realized by TUL) can for certain important reasons cancel a compulsory or compulsory elective subject belonging to a student’s study programme upon the student’s application or on their own initiative. At the same time, they decide which equivalent subject will replace it.
- (5) The Dean can for important reasons, especially those related to health, exempt a student from his/her duty to obtain credits (or a number of credits) for a subject or block of compulsory elective subjects upon the student’s application. The student then does not obtain credits for these subjects.
- (6) Syllabi of individual subjects provide an additional description. These further specify the content of the subject, recommended study literature, requirements for the enrolment, subjects which exclude each other, recommended prerequisite subjects, the form of examination and the system of assessment, requirements for obtaining a credit, and assignment requirements. The syllabus is approved of by the Scientific Board of the faculty or, if the programme is realized by TUL, by the Scientific Board of TUL.

### **Article 4 Length of Studies**

- (1) The standard length of studies is set by the particular study programme in accordance with Art. 44 par. 2 letter e) of the Act.
- (2) Studies at a Master’s study programme which does not follow a Bachelor’s study programme (henceforth “non-structured study programme”) is usually divided into two stages whose standard lengths are determined by the study programme;
  - a) the first stage can be finished with a comprehensive advancement examination,
  - b) the second stage is finished with the Final State Examination.

When studying two or more subjects at the Faculty of Education, the division into stages is related to each of the subjects individually.

- (3) The period of interruption of studies is not included in the length of studies.

### **Article 5 Organization of Academic Year**

- (1) The academic year is twelve months in duration; the beginning date of the academic year is determined by the Rector. The beginning and detailed schedule of the semester is determined by the Dean in accordance with the decision of the Vice-Rector responsible for the organization of the academic year.
- (2) The academic year is divided into winter and summer semesters, each semester consists of a study and an examination period, and holidays. The length of each period is determined by the academic year schedule. The examination period usually lasts five weeks. The winter semester usually starts on the Monday of the week which includes 1 October.
- (3) The schedule for a particular academic year is made public on the Official Bulletin Board of the faculty.
- (4) The minimum total length of holidays within an academic year is eight weeks. Compulsory practical training, subject practice and other forms of training organized in blocks can be held during the holidays, if these cannot be realized during the semester. These activities may not make students' free time in the period of summer holidays shorter than four weeks and at least three of these four weeks have to be uninterrupted.

**Article 6**  
**Credit Values of Subjects**

- (1) Each subject included in the study programmes is assigned a certain number of credits expressing the amount of study needed for completion of the subject (Art. 49 par. 1 of the Act). The credit value of a subject does not depend on either the subject status (Art. 3 par. 3 of the Regulations), or on the study programme within which it is possible to enrol for the subject.
- (2) A student obtains credits after completion of the subject; i.e. if the subject is finished with a credit, after obtaining the credit, if the subject is finished with an exam (or with a credit and an exam), after passing the exam. A student must complete the subject requirements in the academic year in which he/she registered for the subject, by the registration date for the following academic year at the latest.
- (3) Credits for a subject (or for the equivalent subject by which it has been replaced) can be obtained only once during studies in a particular study programme. This does not apply to Physical Education which is not part of study specialization and to other skill-based subjects determined by the study programme. The maximum number of credits which can be obtained for these subjects is stated in their respective syllabi.
- (4) According to the study programme, a student must obtain the number of credits equal to at least the standard number of years of studies multiplied by sixty. The credits must be obtained for subjects required by the study programme and the study plan.

**Article 7**  
**Education and Its Organization**

- (1) The basic forms of educational activities are lectures, seminars, practice classes, studio work, projects, tutorials, field trips, training courses, field practice and self-study.
- (2) The aim of lectures is to introduce students to basic knowledge and methodology of their field of study, to enable them to self-study and to prepare them for practical applications of the gained knowledge. Lecturers (professors and associate professors) of particular subjects are appointed by the head of the department which guarantees the subject (upon the approval of the guarantor of the subject). The Dean can, if requested by the head of the department guaranteeing the subject, appoint a senior lecturer or an external expert from outside TUL to give lectures. Lecturers from other faculties of TUL are appointed with the approval of the Dean of their faculty.
- (3) The aim of seminars and practice classes is to extend students' knowledge of theory and methodology and to develop their practical skills gained during lectures and self-study. The department guaranteeing the subject is responsible for the quality of teaching in seminars and practice classes.
- (4) The aim of studio work and projects is to develop students' ability to work independently and creatively on a concrete task.
- (5) The aim of field practice is to reinforce and extend students' knowledge and skills gained through their school-based studies in the field.
- (6) The aim of field trips is to make it possible for the students to verify their theoretical knowledge on realia and to get acquainted with methods used in real life.
- (7) The aim of training courses is to develop students' knowledge and skills.
- (8) Organization and administration of field practice, field trips and training courses is specified by the Set of Dean's Measures and further specified by the heads of departments.
- (9) The aim of tutorials is to direct and help students study effectively in all aspects of their studies. Some other forms of teaching can be replaced by tutorials.
- (10) A student who could not, for exceptional reasons, attend classes, can be assigned a different form of completing his/her duties if this is in accordance with the academic year schedule.
- (11) During the first week of the semester at the latest the department guaranteeing a subject makes the program of the subject public. The programme should contain:
  - a) a brief content of the course with a tentative time schedule,
  - b) study requirements during the course, conditions for gaining credit, exam requirements and specifications,
  - c) recommended literature.

Announced conditions for gaining credit and exam requirements and specifications must not be changed during the semester.

**Article 8**  
**Education Counsellor**

If needed, the Dean can appoint a teacher of the faculty or TUL an education counsellor for individual study groups, stages of studies or fields of studies.

**PART 3**  
**EVALUATION AND ASSESSMENT OF STUDIES**  
**IN BACHELOR'S AND MASTER'S PROGRAMMES**

**Article 9**  
**Evaluation of Studies**

- (1) The basic forms of assessing students are a credit, a graded credit, an exam, a comprehensive advancement examination, and the Final State Exam.
- (2) A student has the right to see his/her corrected written work by the time the result is recorded into his/her credit book, but not later than 30 days after the work is written.
- (3) In the course of the semester, teachers can check students' knowledge by means of discussions, tests, home assignments and projects. If stated in the subject's syllabus, the results of these can be included in the exam result.
- (4) If the subject is finished with both a credit and an exam, obtaining the credit is a necessary precondition for taking the exam.
- (5) Study departments of faculties are responsible for recording study results of students who study in programmes realized by the faculties, they are checked by the Department of Student Register. The Study Department of the Rector's Office is responsible for recording study results of students who study in programmes realized by TUL, it is checked by the Department of Student Register (henceforth "study department"). A student who completes a study programme (Art. 56 par. 1 of the Act) receives a certificate of passed exams, and, if need be, a certificate of studies which can be expressed in the European Credit Transfer System (henceforth "ECTS").

**Article 10**  
**Credit**

- (1) Students obtain credits for the completion of the requirements specified by the teacher according to the instructions of the lecturer. These requirements must be in accordance with the syllabus of the subject.
- (2) Credits are awarded by the teacher of the subject, unless set otherwise by the head of the department. If the credit is awarded, the teacher records "započteno" (credited) into the student's credit book and adds the date of fulfilment and his/her signature. If the credit is not awarded, it is not recorded in the credit book. If requested by a student who was not awarded a credit, the head of the department has the case revised by a commission.
- (3) If a student is not awarded a credit by the set date for exceptional reasons, the teacher can allow the student to fulfil the requirements for the credit later. The Dean can, in specific cases, postpone the date by which the student must fulfil the requirements for the credit.

**Article 11**  
**Graded Credit**

- (1) Graded credit is used mainly for assessment of a project, graphic and construction work, programming or practice classes for which it is specified by the study programme and which are not finished with an exam. Art. 10 applies to graded credit.
- (2) If the credit is awarded, the teacher records "započteno" (credited), adds the grade: "výborně" (excellent), "velmi dobře" (very good), "dobře" (good), and the date of fulfilment and his/her signature. If the credit is not awarded, it is not recorded in the credit book.

## Article 12

### Examinations and Repeated Examinations

- (1) By means of exams students' knowledge of the subject matter and his/her ability to apply this knowledge are tested. The syllabus of the subject specifies the form of an exam (written, oral, combined) and exam requirements.
- (2) A student has the right to retake each exam twice within the terms offered for a particular subject. Exams taken in the studio cannot be retaken.
- (3) Students are usually examined and re-examined by the teachers who taught the subject, in exceptional cases also by other teachers specified by the head of the department (henceforth "examiner"). Depending on the conditions at the department, the head of the department can appoint more teachers, or a commission, to examine a subject. If requested by a student or an examiner, the Dean has the case revised by a commission.
- (4) The results of the exams are graded; "výborně" (excellent), "velmi dobře" (very good), "dobře" (good), and "neprospěl" (failed). The teacher records the grade (with exception of "failed") and the date of the exam in the student's credit book and adds his/her signature.
- (5) Examinations and repeated examinations are taken during the exam period specified by the academic year schedule. Exams can be (if the teacher agrees) also taken during the holidays or the semester, but by the deadline specified by the academic year schedule at the latest. The examiner sets the terms of exams in individual subjects in sufficient number and well in advance. An exam is usually taken in one day. The method by which students should register for exams is set by the department or the faculty. A student who de-registers from the exam is considered as if he/she had not registered.
- (6) A student has the right to de-register from an exam before its beginning at the latest. If a student gives up an exam after it begins or if he/she does not come to an exam without an excuse or if he/she violates exam rules, this is classified as failure ("neprospěl"). A student can, for exceptional, mainly health reasons, excuse him/herself later, but five days after the exam at the latest. The examiner considers the reasons.

## Article 13

### Weighted Study Average

- (1) A student's study results are measured by means of a weighted study average which is calculated for each student in each academic year, or in each semester, in each stage of studies and for the whole of studies before the Final State Exam is taken.
- (2) The weighted study average is calculated as a sum total of all grades multiplied by the particular credit values and then divided by the sum total of credits that can be obtained for registered subjects finished with an exam for the period. Subjects a student registered for and did not finish with a grade of "dobře" at least are calculated in a weighted study average as "neprospěl". If the subject is registered for repeatedly, only the grade obtained for the second attempt is calculated in the weighted study average. The weighted study average is rounded to two decimal places according to the rules of rounding: 0 to 5 down, 6 to 9 up.
- (3) The weighted study average can be taken into consideration in various open competitions.

## Article 14

### Comprehensive Advancement Exam

A comprehensive advancement exam can be part of the first stage of studies in a Master's non-structured study programme. Details are set by the Dean.

## Article 15

### Final State Exam

- (1) Studies in a study programme are duly finished with the Final State Exam (henceforth "SZZ") in accordance with Art. 55 of the Act.
- (2) The Dean announces the terms of administrative acts which are connected with SZZ. Students register for SZZ at particular faculties or departments in terms determined by the academic year schedule. Students' credit books are checked by the study department by the end of the week preceding SZZ at the latest.
- (3) SZZ are usually held twice a year during the exam period.

- (4) A student can register for SZZ or its last part based on the following conditions:
  - a) he/she has obtained the number of credits equal at least to the standard number of years of studies multiplied by sixty. The credits must be obtained for subjects required by the study programme and the study plan.
  - b) he/she has worked out his/her Diploma or Bachelor Thesis on a given subject which he/she has handed in by the deadline and which has been accepted for the defence, if this is part of SZZ.
- (5) SZZ consists of:
  - a) Diploma or Bachelor Thesis defence if this is part of SZZ (Art. 17),
  - b) other parts which are: professional discussion (Art. 18), or professional discussion on particular subjects, or oral exam in accordance with the study programme (Art. 44 par. 2 f) of the Act).
- (6) The committee for SZZ assess the Diploma or Bachelor Thesis defence and other parts of SZZ and sets the final grade for SZZ or its part. This conference is not public. If a student fails one part of SZZ, the overall grade is "neprospěl" (failed).
- (7) The members of the committee for SZZ vote about the final SZZ grade. The committee decide about the way they will vote (either by ballot or acclamation). The committee is quorate if at least three members including the head are present. The committee decide on the basis of majority of votes. In case of parity of votes the head decides. The committee first decides if a student has passed or failed. If he/she has passed, his /her grade is set as ("výborně" (1), "velmi dobře" (2), "dobře" (3)). The final grade is proposed by the head for the Diploma or Bachelor Thesis defence and for other parts of SZZ separately.
- (8) After the conference of the committee the student is told if he/she has passed. The final grade is announced by the head.
- (9) The secretary of the committee fills in the report in Czech, in the language of instruction (English) if the programme is realized in a foreign language.
- (10) A student who has fulfilled the requirements for SZZ or its last part in a given academic year must take SZZ within the two following academic years at the latest. If this condition is not met, the studies are terminated in accordance with Art. 56 par. 1 b) of the Act.
- (11) The Dean can decide about a student's interruption of studies if the student has fulfilled the requirements in accordance with par. a), but has not taken SZZ or its last part in a given academic year. This interruption starts at the beginning of the next academic year and lasts till the time the student takes SZZ or for the shortest possible period of time the student needs for finishing the Diploma of Bachelor Thesis.
- (12) SZZ or its part can be retaken once if the conditions set by Art. 4 are met, but within two years after it was taken for the first time at the latest.

#### **Article 16 Diploma Thesis and Bachelor Thesis Evaluation**

- (1) The Diploma Thesis is assessed by the consultant and the opponent. The Bachelor thesis is assessed by the consultant and usually the opponent.
- (2) The opponent of the Diploma Thesis is usually not an employee of TUL.
- (3) The opponent is appointed by the head of the department.
- (4) The consultant and the opponent of the Diploma or the Bachelor Thesis work out a brief written evaluation of the thesis.
- (5) The evaluation includes:
  - a) a statement on whether the thesis solves the given problem,
  - b) an evaluation of the content and form of the thesis,
  - c) a statement on whether the thesis fulfils the requirements for being awarded the appropriate academic degree,
  - d) the proposed final grade: "výborně" (1), "velmi dobře" (2), "dobře" (3) or "neprospěl" (4).
- (6) In his/her evaluation, the Diploma or Bachelor Thesis consultant briefly evaluates the attitude of the student towards his/her work in the process of writing the thesis.

- (7) A student has the right to obtain the evaluations at the department which assigned the thesis three working days before the defence at the latest.

**Article 17**  
**Defence of Diploma and Bachelor Thesis**

- (1) The Diploma or Bachelor Thesis defence is conducted by the head of the SZZ committee or by a member of the committee appointed by the head.
- (2) At the beginning of the Diploma or Bachelor Thesis defence the student introduces the subject and the aim of the thesis to the committee, briefly describes the methodology of the research and introduces the main results. In the following part of the defence the evaluations are presented to the committee and the student reacts to the comments contained in them and answers the questions related to the subject of the Diploma or Bachelor Thesis asked by the committee.

**Article 18**  
**Professional Discussion**

- (1) The professional discussion is conducted by the head of the SZZ committee or by a member of the committee appointed by the head.
- (2) The members of the SZZ committee ask the student questions relating to his/her field of study.
- (3) The purpose of the professional discussion is to assess the student's ability to apply his/her theoretical knowledge, his/her argumentation, performance and related scope of knowledge.

**Article 19**  
**Overall Evaluation of Studies**

- (1) The overall evaluation of studies is done after accomplishing SZZ on the basis of overall study results and the results of SZZ. A student can be assessed as "prospěl s vyznamenáním" (passed with honours), "prospěl" (passed) or "neprospěl" (failed). The Dean can grant "the Dean's award" upon the SZZ committee's proposal, the Rector can grant "the Rector's award" upon the Dean's proposal.
- (2) A student passes with honours if his/her study average for the whole duration of studies does not drop below 1.50 and he/she passes SZZ with the grade "výborně" (1). A student is assessed as "neprospěl", if he/she has not passed SZZ within the term set by the study programme in accordance with Art.15 par. 10. Other students are assessed as "prospěl".

**PART 4**  
**FULL-TIME STUDY IN BACHELOR'S AND MASTER'S STUDY PROGRAMMES**

**Article 20**  
**Pre-Registration**

- (1) A student makes his/her preliminary personal study plan by means of pre-registration, i.e. registration for particular subjects in the following academic year. The Dean sets the details of the organization of pre-registration.
- (2) The heads of departments with the approval of the Dean set the minimum and the maximum number of students for each subject. If the limits are not set, it is assumed that the subject will be open for any number of students. If the number of students exceeds the limit, the head of the department decides about the enrolment. A student is obliged to get informed about the result of this decision and make necessary corrections in the pre-registration if needed.
- (3) A student can make changes in pre-registration within the term set by the Dean's measures (Art. 1) also if:
  - a) the particular subject will not be open due to a small number of registered students,
  - b) the student was not chosen to enrol for the subject because the number of registered students exceeded the limit (Art. 2),

- c) subjects chosen by the student overlap in the schedule,
  - d) the student did not manage to obtain credits for a prerequisite subject,
  - e) the credit value of a cancelled subject is compensated by repeated registration of a subject which a student registered for in the previous academic year and which he/she did not successfully complete,
  - f) registration for the subject would not be in accordance with these Study and Exam Regulations and the situation is not as described in Art. 23 par. 4,
  - g) the change has been approved of by the Dean or a Vice-Dean.
- (4) If a student does not pre-register in an appropriate way in the established period of time, and if this happened for exceptional reasons, he/she can ask the Dean to excuse him/her from pre-registration. The student is then registered for the following studies in a special form. If a student who did not pre-register does not ask to be excused from pre-registration and does not excuse him/herself within 5 days after the pre-registration period, his/her behaviour will be considered as the reason to terminate his/her studies (Art. 32 par. 1 k)).

### **Article 21 Registration**

- (1) At the beginning of each academic year a student must register in a way established by these Study and Exam Regulations. By means of registration for the academic year or semester the student's personal study plan made in the frame of pre-registration is confirmed. The registration entitles the student to obtain credits for registered subjects if these are successfully completed. During the registration a student writes down all subjects of his/her study plan into his/her credit book and the study department validates this registration.
- (2) The Dean specifies the form and the terms of registration for the whole academic year or for the semester. Students who register after the interruption of their studies can register during the academic year but within 5 working days after their interruption of studies finishes at the latest.

The registration procedure:

- a) A student writes down compulsory and compulsory-elective subjects according to the study plan of his/her branch and form of study and then elective subject so that he/she can obtain at least 30 credits for these subjects (credits for subjects acknowledged for the student's previous studies at his/her faculty or at another faculty of TUL or at another university according to Art. 29 are not counted into this number). A student must follow his/her personal study plan made during pre-registration including changes which Art. 20 para3 allows.
  - b) The number of subjects a student registers for in one academic year in accordance with his/her study plan must enable him/her to obtain at least 30 credits. At least 60% of these credits must be obtained for compulsory and compulsory-elective subjects belonging to the student's study programme.
  - c) A student who registers only for one semester after the interruption of studies or for other reasons must register for at least such a number of subjects that enable him/her to obtain at least 15 credits.
  - d) Letters b) and c) above do not apply to students who will fulfil the overall subject and credit requirements for duly finishing their studies in the academic year for which they are registering. These students must register for subjects of a minimum credit value of 15 for this academic year.
- (3) A student can register for subjects of a maximum credit value of 75 within his/her study programme in one academic year, if the Dean does not set otherwise. The Dean can raise the limit upon a student's request.
- (4) The Dean can cancel a student's registration for a subject:
- a) for significant health reasons if these prevent the student from completing the subject (especially physical education and training courses);
  - b) upon the announcement of the department that they cannot open a subject in a particular academic year for exceptional reasons;
  - c) if the number of students registered for the subject fall below the minimum limit set by the department which guarantees the subject;
  - d) if the subject is taught during summer semester and the student is not able to obtain credits for a prerequisite subjects before the summer semester begins or if the subject overlaps with another subject in student's personal timetable for the summer semester (par. 6);

- e) if it appears that a student did not register for the subject in accordance with the registration conditions (Art. 23).
- (5) If the number of obtainable credits would fall below 30 as a consequence of cancelling the registration of some subjects according to Art. 4, the student must register for another subject to compensate the cancelled one so that the condition set in Art. 2 is met. If the registration of the subject is cancelled in accordance with Art. 4 b) and c), the student can additionally register for another subject without the reason specified in the first sentence.
- (6) A student can make changes in his/her registration in accordance with Art. 4 and 5 before the summer semester begins. During this additional registration a student can register for subjects for which he/she did not register at the beginning of the academic year, if the head of the department which guarantees the subject agrees.
- (7) If a student does not register in the established period of time set in Art. 2 and does not excuse him/herself within 5 working days after this period and does not ask for a compensatory registration, his/her behaviour will be considered as the reason to terminate his/her studies (Art. 32 par. 1 letter k)).
- (8) The study department which is in charge of the student (Art. 2 par. 2) is responsible for the accuracy of the student's registration, and for changes in registered subjects.

#### **Article 22**

##### **Conditions for Registration for Academic Year or Semester**

- (1) An applicant who has been enrolled in a study programme can be registered for the first academic year or semester.
- (4) A student who has the status of a student or a person whose interruption of studies expires by the date of registration can be registered for the following academic year or semester.

#### **Article 23**

##### **Conditions for Registration for Subjects**

- (1) In terms of a student's personal study plan, construction subjects included in the study programme are divided as follows:
- a) Non-restricted subjects (letters b) to d)) can be registered for by any student. The syllabus of the subject may specify recommended prerequisite subjects.
- b) Subjects excluding each other – if a subject is restricted by an excluding subject or a group of excluding subjects, it is possible to register for this subject if the student has not completed any of these excluding subjects, or the student can register for it but he/she cannot obtain credits for its completion. (par. 4).
- c) Interchangeable subjects – a student can obtain credits only for one of the interchangeable subjects. Other interchangeable subjects can be registered for but credits cannot be obtained upon their completion (par. 4).
- d) Subjects determined for a specific group of students – this restriction must be specified in the syllabus of the subject.

The syllabus of the subject can include recommended prerequisite subjects.

- (2) A student must register for subjects so that he/she follows the structure of subjects set by the study programme and branch of studies according to the subject status (Art. 3) in each stage of studies and so that he/she fulfils the requirements of the selection of subjects according to their character (par. 1) and meets the conditions of the number of registered credits according to Art. 3 and Art. 21 par. 2 and 3.
- (3) In the first year of studies a student must register for all compulsory subjects of the first year standard study plan and a minimum number of compulsory-elective and elective subjects so that he/she meets the conditions set in Art. 21 par. 2 letter a).
- (4) If a student wants to register for a subject which is not in accordance with Art. 1, he/she can do so only if the head of the department which guarantees the subject agrees and he/she cannot obtain credits for it. This subject is recorded only in the student's credit book and is not registered in the STAG information system. This subject is not counted in the student's weighted average.

#### **Article 24**

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

- (1) If a student does not fulfil the requirements for obtaining credits for a subject (Art. 6 par. 2), he/she can register for this subject one more time. If the subject is taught in both winter and summer semesters, in case of failure in one semester the student can register for it in the same academic year. The previous two sentences apply to subjects taught in the studio, subject to the Dean's decision. If a student does not complete the subject even when he/she registered for it for the second time, he/she cannot register even for an interchangeable subject.
- (2) The obtained credit is valid for two academic years.

#### **Article 25**

##### **Timetable and Division of the Student into Study Groups**

- (1) TUL or a faculty is responsible for making the timetables including explanatory notes public and for their stability during the semester. Necessary changes in the timetable, except for changes in location and time of a scheduled subject, can be made after the timetable is made public only upon the Dean's approval. The timetable must be constructed in such a way that enables completing compulsory and compulsory-elective subjects of the particular study programme or study branch, if the standard procedure of studies is followed.
- (2) Students are divided into groups for lectures, seminars, practical classes and other forms of instruction upon the measures of the Dean or the head of the department which guarantees the subject. These measures must follow the principles of timetable construction and other, especially safety, regulations.

#### **Article 26**

##### **The First Semester of Studies**

- (1) In the first semester of studies:
  - a) students must register for subjects set by the study plan of their study programme;
  - b) a student must obtain at least 10 credits from their first semester study plan by the end of the exam period (at least 40 credits for the first year of studies altogether). The study programme can specify for which subjects a student must obtain these credits or part of them;
  - c) attendance of seminars and practical classes is compulsory in the first semester of studies.
- (2) Interruption of studies during or immediately after the first semester of studies is possible only exceptionally, for exceptional reasons the exigency of which is considered by the Dean.
- (3) If the structure of the study programme makes it possible, the Dean can allow a student to transfer from a Master's non-structured study programme to a Bachelor's study programme and vice versa:
  - a) during the first semester it is possible only if a student meets the conditions set in par. 1 letter b) in the study programme to which he/she was allowed to transfer;
  - b) after the first semester of studies if the student has met the conditions set in par. 1 letter b).
- (4) The Dean can also allow a student who has not met the conditions set in par. 1 letter b) to transfer from a Master's non-structured study programme to a Bachelor's study programme. In this case, the student's studies are interrupted till the beginning of the following academic year.

#### **Article 27**

##### **Completing the First Stage of Studies**

- (1) A student in a Master's non-structured study programme completes the first stage of studies if he/she obtains the minimum number of credits which equals sixty times the number of years of standard length of the first stage of studies. The structure of subjects for which the student obtains the credits is set by the study programme. If the comprehensive advancement exam is required, the student must also pass this exam. If the study programme includes more specializations, the completion of the first stage of studies is considered for each specialization individually and the standard length of studies and the credit limit for the first stage of studies is set by the study programme. The previous sentence applies only to teacher-training programmes.
- (2) The study department confirms the completion of the first stage of studies into students' credit books.

#### **Article 28**

##### **Completion of Studies**

A student completes his/her studies in the study programme if he/she obtains the minimum number of credits which equals sixty times the number of years of standard length of studies. The structure of subjects for which the student obtains the credits is set by the study programme. He/she also must pass the Final State Exam (SZZ), part of which is the Diploma Thesis defence in Master's study programmes and usually Bachelor Thesis defence in Bachelor's study programmes. The day of the completion of studies is the day when the student passes required SZZ or its last part. The completion of studies is certified by the Diploma and the SZZ grade card.

### **Article 29**

#### **Acknowledgement of Credits, Exams and the First Stage of Studies**

- (1) A student who duly completed his/her studies in a study programme realized by TUL or by faculties of TUL or who studied at TUL before and was accepted again for studies can have some previously completed exams or credits acknowledged by the Dean, and the corresponding number of credits counted in.
- (2) A student who duly completed the first stage of his/her studies in the study programme realized by TUL of a faculty of TUL, but who did not duly completed his/her following studies and who was repeatedly accepted for a study programme realized by TUL or a faculty of TUL can have the first stage of his/her studies acknowledged by the Dean as a whole.
- (3) If the Dean has allowed a student to study another branch (specialization) simultaneously within the student's study programme, or to transfer to another branch, the completed common subjects are counted in also for these studies.
- (4) The Dean can also acknowledge subjects completed at a different university in the Czech Republic or abroad and assign them corresponding credit value:
  - a) if a student who has been allowed to transfer to studies in a study programme realized by TUL or a faculty of TUL;
  - b) if a student studies some subjects simultaneously within another study programme or at a different university and asks the Dean for counting them in;
  - c) if a student has finished his/her studies or their part at a different university and has been accepted for studies in a study programme realized by a faculty of TUL;
  - d) if a student has partly completed his/her studies at another university (Art. 36).
- (5) To be able to make a decision about acknowledging subjects and corresponding credit values according to par. 4 the Dean or the head of the department can require a student to submit certificates of completion of subjects specifying their content.
- (6) The decision about the acknowledgement of credits for previously completed subjects is made upon a student's written request which, at the latest, must be submitted one month after the situation requiring acknowledgement of the subjects occurred (par. 1 to 4).
- (7) Article 26 par. 1 letter b) about obtaining at least ten credits for the first semester does not apply to a student who has been acknowledged in accordance with par. 1 and par. 4 letter c) at least 30 credits for the previous studies.
- (8) When acknowledging the completion of some subjects or the first stage of studies the Dean also sets conditions for duly completing studies (especially the maximum length of possible interruption of studies, inclusion into a stage of studies).
- (9) Subjects and corresponding credit values acknowledged according to par. 1 par. 4 letter a) and c) are counted in as completed during the previous academic year.

### **Article 30**

#### **Interruption of Studies**

- (1) Interruption of studies is set by par. Art. 54 of the Act.
- (2) A student can, with the exception of the first semester (Art. 26 par. 2), ask the Dean, even without giving a reason, for interruption of studies, before the beginning of the particular semester at the latest. The Dean usually interrupts studies only for whole semesters. For exceptional but not study reasons, the Dean can interrupt a student's studies in the duration of semester. In exceptional cases the Dean can interrupt a student's studies on his own initiative without a student's request. Interruption of studies is usually terminated so that it finishes at

the same time as the semester. If student's studies are interrupted during the semester, the credits obtained for subjects completed in the incomplete semester are added to credits obtained in the preceding semester.

- (3) In the duration of the interruption of studies a person is not a student. If their state of health allows it, he/she must hand over his/her student card and a certificate that he/she has settled all his/her claims toward TUL 8 days after receiving the Dean's decision at the latest or immediately after his/her state of health permits it.
- (4) After the period of the interruption of studies expires, a person has the right to be re-enrolled for studies.
- (5) The total duration of all interruptions of studies within a given study programme must not exceed:
  - a) 24 months in case of four-to six-year non-structured Master's study programmes,
  - b) 12 months in case of one-to three-year Master's study programmes,
  - c) 12 months in case of Bachelor's study programmes.The period which a person spends during his/her interruption of studies doing compulsory or alternative military or community service is not counted in the total duration of all interruptions.
- (6) If the reason for interrupting studies is no longer relevant, the Dean can, upon a student's request, terminate the interruption of studies even before the given period of the interruption of studies expires.
- (7) A person must register for his/her studies after the period of the interruption of his/her studies expires. If a person does not re-enrol for studies within five days after the period of interruption of his/her studies expires or if he/she does not ask for another registration term or for prolonging the period of interruption of studies, his/her studies will be terminated according to Art. 32 par. 1 letter k).
- (8) The validity of a subject's registration is suspended for the period of interruption of studies. The Dean can make an exception and allow a student to cancel a registered subject and/or to compensate it with another subject after the period of interruption of studies.
- (9) An interruption of studies is recorded into the student's credit book by the study department.

### **Article 31 Termination of Studies**

- (1) A student who is going to terminate his/her studies announces this to the Dean in written form. He/she can do so at any time during his/her studies.
- (2) A student who terminates his/her studies must hand over his/her student card and a certificate that he/she has settled all his/her claims toward TUL to the study department 8 days after he/she announces his/her termination of studies at the latest. Then his/her credit book will be concluded and he/she will obtain a certificate of passed exams or of his/her studies.

### **Article 32 Termination of Studies Due to Student's Failure to Meet the Requirements of Studies**

- (1) The Dean decides about termination of student's studies if:
  - a) a student has not met the conditions for completion of the first semester of studies (Art. 26 par. 1 letter b);
  - b) a student has not gained at least 40 credits in his/her first year of studies;
  - c) a student has obtained less than 60 credits for subjects of the study of his/her study programme in four subsequent semesters. Semesters are considered subsequent even if a student interrupted his/her studies between them. This does not apply to a student who has met the conditions for taking SZZ or its last part according to Art 15 par. 4;
  - d) a student has not obtained credits for a compulsory or compulsory-elective subject even after he/she registered for it for the second time;
  - e) if a student, through his own fault, cannot obtain the required number of credits for a block of compulsory elective subjects;
  - f) a student has not met the conditions of the comprehensive advancement exam (Art. 14) and has not asked for or has not been allowed to transfer to a Bachelor's study programme (Art. 34 par. 2);
  - g) a student has not met the conditions for completing the first stage of his/her studies (Art. 27 par. 1);

- h) a student has not met the conditions for taking SZZ (Art. 15 par. 4);
  - i) a student has not passed SZZ even for the second time or within the time limit set by Art. 15 par. 12;
  - j) a student has not, even after being reminded by the study department, has not met the condition set in Art 21 par. 2 letter b) concerning registration for at least 30 credits for an academic year;
  - k) a student has not met a condition set by these Study and Exam Regulations.
- (2) The day of termination of studies according to Art. 1 is the day when the decision about termination of studies comes into force.
- (3) A student whose studies have been terminated by the Dean according to Art. 1 must hand over a certificate that he/she has settled all his/her claims toward TUL to the study department 8 days after the decision about termination of his/her studies comes into force at the latest. Then his/her credit book will be concluded and he/she will obtain a certificate of passed exams or of his/her studies.

### **Article 33 Expulsion from Studies**

A person expelled from studies according to Art. 65 par. 1 letter c) or Art. 67 of the Act must hand over a certificate that he/she has settled all his/her claims toward TUL, his/her credit book and his/her student card to the study department 8 days after the decision about his/her expulsion from studies comes into force at the latest.

### **Article 34 Transfers**

- (1) In the duration of his/her studies, a student can ask the Dean to allow him/her to transfer to another form of studies or another branch of studies or another specialisation within the same or in a different study programme.
- (2) The Dean can allow a student, who has completed the first stage of studies with the exception of the comprehensive advancement exam in a non-structured Master's study programme or SZZ in Bachelor's study programme to transfer to a related branch of studies in a Bachelor's study programme. This transfer can be preconditioned by registration for certain compulsory subjects of this branch of studies.
- (3) When making the decision about a student's transfer, the Dean of the faculty which realizes the study programme to which a student transfers, or the Rector if a student transfers to a programme realized by TUL, also decides in accordance with Art 29:
- a) about acknowledgement of the whole stage of a student's studies or some compulsory or compulsory-elective subjects of a chosen study programme;
  - b) about the total number of acknowledged credits;
  - c) about which stage of studies a student should enrol in;
  - d) about credit limits a student must obtain by the end of the academic year and/or by the end of his/her studies.
- (4) A transfer can be allowed only from the beginning of a semester or an academic year. The only exception can be a transfer from studies in a non-structured Master's study programme to a Bachelor's study programme during or after the first semester of studies (Art. 26 par. 3 and 4).

## **PART 5 PARALLEL STUDIES IN FULL-TIME STUDY IN BACHELOR'S AND MASTER'S STUDY PROGRAMMES**

### **Article 35 Parallel Study of Another Branch of Studies**

- (1) Upon a student's request the Dean can accept a student for parallel study of an additional branch in the given study programme or in another study programme (Art. 49 of the Act). These Study and Exam Regulations then apply to this student.
- (2) A student studying in another branch of studies according to Art. 1 registers for subjects in accordance with the corresponding study plan so that he/she can meet all study requirements of this branch of studies including SZZ. Subjects which are identical or interchangeable in a student's former study plan and in the study plan of the

studied branch of studies (Art. 1) are not registered for again, but the credits obtained for their completion are counted in for studies in both branches.

#### **Article 36**

##### **Partial Studies at Another University**

- (1) A student can study a subject or subjects at another university simultaneously with studies in his/her study programme.
- (2) Acknowledgement of subjects completed in accordance with par. 1 at another university and allotting them a corresponding number of credits are set in Art. 29 par. 4 to 9.

### **PART 6**

#### **DISTANT AND COMBINED STUDY IN BACHELOR'S AND MASTER'S STUDY PROGRAMMES**

#### **Article 37**

##### **Distant and Combined Study**

- (1) The distant form of studies is a multimedia form of controlled studies in which tutors and students are most of the time or all the time physically separated. In this form of study instruction is realized mainly by means of specially prepared printed materials with numerous examples which enable students to approach problems connected with the subject actively and to get appropriate feedback, computer interactive programmes on diskettes, CDs or networks, telephone, fax, e-mail. The chosen media should also provide enough opportunities for communication between students and tutors.
- (2) The combined form of study is a combination of the full-time and the distant form of studies. It means that a set amount of time is allotted to full-time study and another set amount of time is allotted to distant study. These two forms of study do not overlap and a student's rights and duties are derived from the corresponding form of study. The time allotted to full-time study, literature, and/or tutorials and individual tasks replacing mainly practical classes and seminars are specified in written form by the department which guarantees the subject at the beginning of the semester. Combined study can be restricted only to an academic year or stage of studies and it can include regular group tutorials or block instruction.
- (3) A student in the combined form of study must visit all departments involved in his/her studies to get his/her study specifications (par. 2) within two weeks after the beginning of his/her studies at the latest.
- (4) The Dean can prescribe concrete compulsory-elective and elective subjects to a student in distant or combined study with regard to their possibility to be completed in the distant form of study.
- (5) These Study and Exam Regulations apply to studies in distant and combined form with the exception of measures dealing with students' attendance in classes in full-time form of study.
- (6) The date and method of distributing study materials to students at the beginning of the semester and other details of organization of distant and combined form of studies are specified by the Dean before the beginning of the academic year.

### **PART 7**

#### **COMMON MEASURES FOR STUDIES IN BACHELOR'S AND MASTER'S STUDY PROGRAMMES**

#### **Article 38**

##### **Alternative Delivery**

If it has not been possible to deliver decisions concerning matters specified in Art. 68 par. 3 letter c) and d) of the Act to the addressee to his/her current on-file address, it is delivered by means of putting it on the Official Bulletin Board of the faculty or TUL for 15 days. The last day of this period is considered the day of delivery.

**PART 10**  
**CONCLUDING MEASURES**

**Article 60**  
**Concluding Measures**

- (1) The Study and Exam regulations of TUL registered at the Ministry of Education, Youth, and Physical Education on 23 September under file number 27 195/2003-30 are not valid.
- (2) These Study and Exam Regulations were approved according to Art. 9 par. 1 letter b) of the Act by the Academic Senate of TUL on 11 January, 2005.
- (3) These Regulations are applicable according to Art. 36 par. 4 of the Act from the date of their registration at the Ministry of Education, Youth, and Physical Education.
- (4) These Regulations take effect on 1 March, 2005.

Prof. Vojtěch Konopa, M. Sc., Ph.D.,  
the Rector