

Pursuant to Section 36(2) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), on 17 July 2017, the Ministry of Education, Youth and Sports registered the Study and Examination Rules for Bachelor and Master Study Programme of Jan Evangelista Purkyně University in Ústí nad Labem under Ref. No. MSMT-19435/2017.

The amendments to the Study and Examination Rules for Bachelor and Master Study Programme of Jan Evangelista Purkyně University in Ústí nad Labem were registered by the Ministry of Education, Youth and Sports under Section 36(2) and (5) of the Higher Education Act on 16 May 2018 under Ref. No. MSMT-13607/2018.

I.
FULL VERSION
OF THE STUDY AND EXAMINATION RULES
FOR BACHELOR AND MASTER STUDY PROGRAMMES
OF JAN EVANGELISTA PURKYNĚ UNIVERSITY IN ÚSTÍ NAD
LABEM
OF 16 MAY 2018

Article 1

General Provisions

1. Jan Evangelista Purkyně University in Ústí nad Labem (hereinafter “UJEP”) and its faculties organise bachelor, master and doctoral study programmes under Section 2 and 23 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), as amended, (hereinafter “the Act”) based on the accreditation of the study programme, or based on the authorisation to organise a study programme arising from the accreditation as an institution.
2. These Study and Examination Rules apply to the study in bachelor and master study programmes (hereinafter “the Study Programme”) organised by UJEP faculties, unless the faculties follow the faculty’s study and examination rules, which is the faculty’s internal regulation (Section 33(2)(f) of the Act).
3. The present Study and Examination Rules apply to students and employees, as well as any other people referred to under the provisions hereof.
4. The details of the terms and conditions of the study organisation in the study programmes organised by the faculty are stipulated in the Dean’s directive. The Dean’s directive that regulates the terms and conditions of the study organisation shall be in compliance with these Study and Examination Rules.
5. The Rector may delegate their power to decide in matters under these Study and Examination Rules in writing to the appropriate Vice-Rector, and Dean to the appropriate Vice-Dean. An exception to this provision concerns decisions on admissions, study suspensions or terminations, which are reserved to the Rector or the Dean under law.
6. If students, or other people within the meaning of Section 3, reach out to the Dean to decide in a matter pertaining to the present Study and Examination Rules, they shall do so in writing through the corresponding faculty's study department.
7. If students, or other people within the meaning of paragraph 3, reach out to the Dean to decide in a matter pertaining to the present Study and Examination Rules, they shall do so in writing through the Dean according to the procedure stipulated in Section 6.

Article 2

Study Programme

1. The study programme includes essentials under 44(2) of the Act.
2. The form of study expresses if it is:
 - a) a full-time study programme organised according to a study plan which assumes the student’s presence in the lecture buildings of UJEP (allows for regular participation in lectures, seminars, tutorials and other educational activities managed by academic staff),

- b) a distance-learning study programme organised according to a study plan that mostly assumes independent preparation of the student using special learning aids and new information and communication technologies (without regular participation in educational activities),
 - c) a combined study programme organised according to a study plan that combines the principles of full-time and distance-learning study.
3. The standard and the maximum lengths of studies are determined for each study programme (Section 44(2) of the Act). The maximum length of study to meet all the requirements arising from the study programme, including the final state examination, is two years longer than the standard length of study for bachelor study programmes (Section 45(1) of the Act) and for master study programmes following bachelor study programmes; the maximum length of study for master study programmes that do not follow a bachelor study programme (Section 46(2) of the Act) is three years longer than the standard length of study.
 4. The basic units of the study programme are the subjects of study (hereinafter “the Subject”), which can be combined into modules. Under the study programme, the subjects are classified, depending on their status, as:
 - a) compulsory, which must be taken for the students to complete their studies under the corresponding study programme,
 - b) elective, which are a part of a module from which the student must select a certain minimum number of subjects, or gain a set minimum number of credits to complete the studies in the study programme in question,
 - c) optional, i.e. the remaining subjects under a given study programme.

The status of each module under the study programme is classified in an identical manner.

5. The study plan determines the sequence, in terms of time and content, of subjects and modules of subjects in the form of a recommended study plan, divided into academic years and semesters. At the same time, the study plan determines the status of the individual subjects, the form of their study, scope, form of study checks, number of assigned credits, status of the individual modules and limits for their passing.
6. The fulfilment of the study programme is determined by a credit system that allows to choose an individual study rate within the corresponding study programme. The adherence to the recommended study plan allows the student to complete the study in the standard length of study.
7. The credit system is based on the principles of the European Credit Transfer System (ECTS). The recommended annual study plan allocation is 60 credits. The number of credits assigned to each subject reflects the average amount of work required to successfully complete the subject in accordance with the ECTS principles.
8. UJEP publishes a list of study programmes it organises on its public website, including their type and profile, form of study, standard length of study, information on accessibility for disabled people, and the name of the faculty that organises the study programme.

Article 3 Academic Year Calendar

1. The academic year has 12 months, the beginning of the year is determined by the Rector under Section 52(2) of the Act.
2. The academic year is divided into the summer and winter semesters. Each semester is divided into a period of education, examination and summer break.
3. The UJEP schedule for the corresponding academic year is announced by the Study Vice-Rector in compliance with the decision of the Rector on the organisation of the academic year and upon agreement with the deans. The UJEP schedule specifically determines the beginning and the end of the individual terms and deadlines that are to be determined by the UJEP schedule in compliance with UJEP internal regulations or standards.
4. The faculty schedule for the corresponding academic year is announced by the Dean in compliance with the UJEP schedule.

Article 4 Study Organisation

1. All study programme plans that the faculty organises in the given academic year are published in the information system of the study agenda (hereinafter “the STAG system”) on a date specified in the UJEP

schedule. The date always precedes the commencement of the electronic enrolment in subjects for the given academic year or semester (Art. 6, Section 4).

2. It is only possible to change study plans within the scope of compulsory subjects and modules that a student has started studying in exceptional cases. The Dean decides upon a change in the study plan within the scope of the first clause.
3. A student may supplement their study plan with subjects from other study programmes organised at UJEP at the same faculty or at other UJEP faculties, or at other universities or faculties in the Czech Republic and abroad. Completing such subjects or subjects in accredited educational programmes at higher vocational schools, or subjects in lifelong education organised in study programmes at university may replace completing the subjects prescribed in the study plan.
4. A student has to request the replacement of a subject prescribed by the study plan under Section 3 and apply for the corresponding number of credits from the Dean in writing.
5. The subjects and credits received in foreign study of a student who has been sent abroad by UJEP shall be recognised as long as the study has been organised in compliance with the study agreement. The administrative procedure for the recognition is stipulated in the Rector's directive.
6. The annotation of all subjects announced by the faculty for the semester in question, the content of the subjects, the requirements for completion, study literature and other study sources shall be published in the STAG system no later than in the first week of education in the corresponding semester. The office organising the education of the subject is responsible for publishing the information.
7. The schedules of all subjects that the faculty announces for the semester in question shall be published in a way enabling remote access no later than one week prior to the commencement of education in the given semester.
8. Education in full-time study is provided in the form of lectures, seminars, tutorials, courses, excursions, studios, workshops, open air workshops, practical training, consultations, independent study and independent creative activity. Participation in seminars, tutorials, studios, workshops, courses, excursions, open air workshops and practical training is required in order to complete the subject. A student who cannot participate in compulsory education for serious reasons may be assigned another method of fulfilment of the requirements for study checks by the lecturer.
9. Education in a combined study is usually provided in the form of group consultations, work seminars, practical training, independent study and independent creative activity. Participation in consultations, work seminars, practical training and other possible forms of direct education is required in order to complete the subject.
10. In the case of a subject taught by several lecturers, the student has the right to choose a lecturer according to their capacity and schedule possibilities.
11. Students who study in study programmes organised in a foreign language under Section 58(4) of the Act are entitled to have the education, checks of the subject study fulfilment, the final state examination, as well as negotiations in the matter of study administration performed in the language of the corresponding study programme.

Article 5 Enrolment in Study Programme

1. A candidate becomes entitled to enrol for the programme once they receive the admission decision.
2. Enrolment in the programme takes place on the dates set by the Faculty schedule.
3. The candidate shall appear in person for the enrolment on the set date. The candidate may submit a written excuse before the set date, and in exceptional circumstances within five days after the date at the latest; if the excuse is found justified, the candidate shall be given a replacement enrolment date. The decision as to whether or not the excuse is justified rests with the Dean.
4. If the candidate does not ask for a replacement date within the set time limit, or if they fail to show up on the replacement date, their right to enrol in the programme expires. This provision shall not be applied if the candidate fails to show up on the replacement date due to particularly serious reasons.
5. Once they enrol for the programme, the candidate becomes a student.

Article 6
Electronic Registration of Subjects

1. A student has the right to choose the subjects and create a personal study plan according to their study programme rules.
2. A student selects a personal study plan for the following academic year or semester in the form of an electronic registration of subjects, i.e., in the form of registering for compulsory, or elective or optional subjects for the following academic year or semester in the STAG system. A registration of subject may be linked to a successfully completed study check of another subject.
3. Only the Dean may permit a correction of an electronic subject registration to students based on their written request.
4. The electronic registration of subjects takes place on a date determined in the faculty's schedule.
5. If a student does not electronically register the subjects for the relevant academic year or semester after the enrolment in the study programme under Art. 5, Section 3 by the deadline and does not provide a written excuse within 5 days, or their excuse is not accepted by the Dean, the Dean shall initiate proceedings to terminate their study in accordance with Section 56(1)(b) of the Act and Art. 12(3)(b). Decisions in this matter shall be subject to Section 68 of the Act.
6. The Dean shall also initiate proceedings to terminate the study in accordance with Section 56(1)(b) of the Act and Art. 12(3)(b) in the case of a student who studies in the second or higher year and who fails to electronically register the subjects for the relevant academic year or semester by the deadline. This provision shall not apply when the student has met the terms and conditions for the completion of the final state examination under Art. 8, Sections 7 and 8.

Article 7
Study Checks

1. The study of the subjects prescribed by the individual study plan is checked using a system of credit tests or exams.
2. A student has the right to take credit tests and exams only in the subjects registered in the STAG system for the corresponding academic year (Art. 6, Section 2).
3. Credit tests are evaluated according to predetermined requirements. When the credit test requires successful passing of a written test, oral or practical exam, a student is entitled to two re-sit dates for such credit test per each registration of the subject provided that the other prescribed requirements have been met, i.e., when the student fails the first time, they are entitled to the first re-sit date, and when the student fails again, they are entitled to the second re-sit date, within the dates announced for the given credit test in the given academic year.
4. Credit tests are usually evaluated by the end of the examination period in the corresponding semester. It is evaluated as: credit awarded - credit not awarded. Awarded credits are registered by the lecturer in the STAG system and also in the study report book, if required by the Dean; it does not affect the student's right to have them registered in the study report book, except in cases where it is prevented by serious reasons. Unawarded credits are only registered in the STAG system by the lecturer. The lecturer shall register the credits in the STAG system within 5 working days after the credits were or were not awarded.
5. For subjects where the study programme prescribes both a credit test and exam, the credit test is required in order to take the exam. The examiner shall check that the condition has been met prior to the exam.
6. When a student registers a subject that is completed with a credit test and exam repeatedly (Art. 8, Section 2), the lecturer may recognise the credit test completed previously, at the student's request.
7. The exam may be oral, written, practical or combined. Each exam is public for the members of the UJEP Academic Community; the number of places for the attending public may be reasonably reduced for capacity reasons.
8. The exam dates are announced by the examiner in the STAG system, unless the Dean determines otherwise. The exam dates shall be announced at least 2 week prior to the commencement of the examination period in the given semester so that the students have the opportunity to evenly distribute the exams during the course of the examination period. The number of dates announced shall be adequate to the number of students. The examiner may also announce exams in other periods of the academic year. When it falls on the summer break, the exam may only be performed with the student's consent.

9. Students shall register for exams in the STAG system. This provision shall not apply when the examiner does not announce exam dates in the system under Section 8.
10. Students are entitled to two re-sit dates for exams per each registration of the subject, i.e., when the student fails the first time, they are entitled to the first re-sit date, and when the student fails again, they are entitled to the second re-sit date, within the dates announced for the given exam in the given academic year. An extraordinary re-sit date for the exam is not allowed. In the case of a subject where several examiners are assigned, the student has the right to choose an examiner according to their capacity possibilities. A re-sit exam within the same subject registration, however, shall take place with the same examiner, unless the head of the department, centre or art studio (hereinafter “the office”) decides otherwise. The exam shall be taken by the end of the corresponding academic year.
11. The exam is evaluated with a grade: excellent (1), very good (2), good (3) and failed (4). A successfully passed exam is registered by the examiner in the STAG system and also in the study report book, if required by the Dean; it does not affect the student’s right to have it registered in the study report book, except in cases where it is prevented by serious reasons. The failed grade is only registered in the STAG system by the examiner. The examiner shall register the exam in the STAG system within 5 working days after the exam took place.
12. A student is entitled to opt out of the exam no later than 24 hours prior to its commencement. Should a student be unable to sit for an exam for serious reasons, they shall provide an excuse to the examiner within five days of the date of the exam. Should a student fail to show up without an excuse, or if their excuse is found unreasonable, the exam shall be regarded as failed. The decision as to whether or not the excuse is justified rests with the examiner.
13. The head of the office determines a re-sit exam before a three-member committee, appointed by the head, at a student’s or examiner’s written request. When the head of the office is the examiner, the committee is appointed by the Dean. The chair of the committee takes over the examiner’s obligations stipulated in Sections 11 and 12. The re-sit exam before the committee is included in the maximum number of re-sit dates admissible under Section 10. The written report of the re-sit exam before the committee is filed in the student’s documentation.
14. Credit tests and exams may also be registered in the STAG system by other employees of the corresponding office, when delegated by the head of the office.
15. The study department of the corresponding faculty follows the records of credit tests and exams that are included in the STAG system.
16. If a student seriously violates the proper course of an exam, they shall be evaluated as failed. Gross violation of the requirements set out for sitting a credit test or an exam may be regarded as a disciplinary infraction within the meaning of Section 64 of the Act.

Article 8 Checking the Course of Study

1. A student who meets all the study checks concerning the subjects prescribed by the study plan is awarded credits that are assigned to the subject (Art. 2, Section 7).
2. When the student fails the conditions for being awarded the credits for the subject under Section 1, the student may only register for the subject once more.
3. To proceed to the following year of study in the case of a student who is enrolled at the Faculty of Arts and Design of UJEP, the following applies:
 - a) the student meets the conditions in order to proceed to the second year of study when they receive at least 54 credits for the subjects registered in the first year of study,
 - b) the student meets the conditions in order to proceed to the third or higher year of study when they only fail to meet three study checks, at the most, prescribed by the recommended study plan for the given year of study.
4. To proceed to the following year of study in the case of a student who is enrolled at the Faculty of Mechanical Engineering of UJEP, or at the Faculty of Environment of UJEP, the following applies:
 - a) the student meets the conditions in order to proceed to the second year of study when they receive at least 30 credits for the subjects registered in the first year of study,
 - b) the student meets the conditions in order to proceed to the third year of study when they receive at least 70 credits for the subjects registered in the first and second year of study,

- c) the student who does not study a follow-up master study programme meets the conditions in order to proceed to the fourth year of study when they receive at least 110 credits for the subjects registered in the first to third year of study.
5. To proceed to the following year of study in the case of a student who is enrolled at an UJEP faculty not included in Section 3 or 4, the following applies:
 - a) the student meets the conditions in order to proceed to the second year of study when they receive at least 45 credits for the subjects registered in the first year of study,
 - b) the student meets the conditions in order to proceed to the third year of study when they receive at least 85 credits for the subjects registered in the first and second year of study,
 - c) the student who does not study a follow-up master study programme meets the conditions in order to proceed to the fourth year of study when they receive at least 125 credits for the subjects registered in the first to third year of study.
6. The Dean's directive may determine a lower number of credits required to proceed to the third or fourth year of study under Section 4 and 5, or a combination of subjects for which the credits are to be obtained may be determined, with the consent of the Academic Senate of the faculty.
7. The overall number of credits determined as the minimum to take the state final examination in the study programme corresponds to sixty times the number of years of its standard length of study.
8. Students shall fulfil all the compulsory subjects and compulsory modules stipulated in the study plan of the corresponding study programme in order to take the final state examination.
9. A student enrolled at the Faculty of Social and Economic Studies of UJEP, or at the Faculty of Health Studies of UJEP, or at the Faculty of Education of UJEP shall meet the condition to proceed to the second semester of studies when the student receives at least 15 credits for subjects registered in the first semester.

Article 8a Special Provisions on the Course of Study

- 1 If a student submits to the Dean a written request for an extension of a deadline for fulfilling their study obligation by a period of time during which they would otherwise be on their maternity leave, provided that they do not suspend their study during such time, the Dean shall comply with the request (Section 54a(1) of the Act). The period of time during which they would normally be on maternity leave as per the first sentence, shall not be counted towards the time limits critical to the assessment of the course of study as per Article 12(3)(c)(e) and (f).
- 2 A student who submits a confirmation of being a sports representative of the Czech Republic in a sports field to the faculty, issued by a sports organisation representing the given sports field in the Czech Republic, is entitled to modifications of the course of study in relation to that fact, to enable the student to participate in the representation and necessary preparation (Section 54a(2) of the Act).

Article 9 Final State Examination

1. The final state examination is taken before an examination committee; the course of the final state examination and the declaration of results are public, the meeting of the examination committee is not public. The final state examination in a bachelor study programme usually includes a defence of the bachelor thesis. The final state examination in a master study programme includes a defence of the master thesis. The contents of the final state examination are determined by the study programmes.
2. The right to examine at the final state examination only pertains to professors, associate professors and experts approved by the corresponding scientific or artistic board. The Ministry of Education, Youth and Sports (hereinafter "the Ministry") may appoint other members of the examination committee for the final state examination from among leading experts in the field.
3. The examination committee for the final state examination in study programmes organised by faculties is appointed by the Dean. The examination committee has at least three members, i.e., it is formed by the chair and at least two members. The Dean may appoint separate examination committees for the individual parts of the final state examination.

4. A student who has met all the terms and conditions stipulated by the study programme for taking the final state examination (Art. 8, Sections 7 and 8) shall take all its parts no later than by the time period remaining until the maximum length of the study.
5. A student shall register for the final state examination and take the final state examination on the date determined in the faculty's schedule. The final state examination dates are usually announced twice a year.
6. A student may submit and defend a bachelor and diploma thesis (hereinafter "the final thesis") in English provided that the head of the office has approved it, or in another foreign language with the Dean's consent. In such cases, the student's final thesis shall contain an abstract in Czech.
7. In accordance with special legal regulations¹⁾, the final thesis put forth for a defence shall be made available to the public at least five working days before the defence taking place, namely at the UJEP office where the defence of the final thesis will take place. In the case of artworks, they shall be made public in the place of their exhibition or another presentation.
8. The final thesis that has been defended, including the opponents' reviews and records of the course and results of the defence, is published, unprofitably, in the UJEP database of final theses in compliance with special legal regulations¹⁾. By submitting their final thesis, the author agrees to the disclosure of their thesis as required by law, regardless of the outcome of the defence; the conditions governing the postponement of making the theses available are set out under Section 47b(4) of the Act.
9. The details of making final theses available and accessible, including the opponents' reviews and records of the course and results of the defence, and the details of the database administration are stipulated in the Rector's directive.
10. The final state examination may be taken in the presence of the chair and at least two members of the examination committee. The individual parts of the final state examination are evaluated with a grade: excellent, very good, good and failed. The examination committee decides upon the final state examination grades in a non-public voting on the day when the relevant part of the final state examination was taken. In the event of parity of votes, the examination committee chair's vote shall prevail.
11. Should a student be unable to sit for the final state examination for serious reasons, they shall provide an excuse within five days of the date of the final state examination. The student should submit the excuse to the Dean through the study department of the corresponding faculty. If the Dean finds the excuse justified, the student shall be assigned a replacement date for taking the final state examination. Should a student fail to show up without an excuse, or if their excuse is found unreasonable, the final state examination shall be regarded as failed.
12. If the student's defence of the final thesis is evaluated as failed, the examination committee shall decide whether or not the student shall rework the thesis or elaborate a final thesis with a new assignment. The examination committee shall justify their decision in the written report on the final state examination.
13. Overall, the final state examination is evaluated with a grade: excellent, very good, good and failed. If any of the parts of the final state examination is evaluated as failed, the overall outcome of the final state examination shall be failed. A student who is evaluated with one very good grade and all the remaining grades of the final state examination are excellent has passed the final state examination with an overall evaluation of excellent. A student who is evaluated with one good grade and all the remaining grades of the final state examination are excellent or very good has passed the final state examination with an overall evaluation of very good. In other cases, students have passed the final state examination with an overall evaluation of good.
14. A student may take the final state examination three times at the most; a student shall only re-sit the part of the final state examination they have failed. An extraordinary re-sit date for the final state examination is not allowed. If a student does not pass the final state examination at the third re-sit date, i.e., fails to successfully pass the final state examination, proceedings to terminate their study shall be initiated with them in accordance with Section 56(1)(b) of the Act and Art. 12(3)(g). Decisions in this matter shall be subject to Section 68 of the Act.
15. The written report on the final state examination is filed in the student's documentation, the electronic version of the recorded course and outcome of the defence is also registered in the STAG system. The study department of the corresponding faculty registers the evaluation of the individual parts of the final state

¹⁾ Act No. 121/2000 Coll., on Copyright, Rights Associated with Copyright and on amendment of certain acts, as amended, Act No. 89/2012 Coll., the Civil Code, as amended.

examination in the STAG system and registers the overall evaluation of the final state examination in the STAG system.

16. The evaluation of the final state examination may also be registered in the STAG system under Section 15 by another faculty office, when delegated by the Dean.
17. If the final thesis is found to violate the basic principles of ethics of independent work (especially those regarding the intentional unauthorised use of someone else's work in gross contravention of laws governing the protection of intellectual property under Section 47c(2) of the Act, or if the thesis has been elaborated by another person), a disciplinary procedure shall be initiated against the student. The defence of such dissertation is not allowed. The provisions of Art. 7, Section 16 shall be applied, *mutatis mutandis*, in the case of a serious violation of the proper course of the final state examination.

Article 10 Overall Study Evaluation

The overall study evaluation expresses the level of a student's success during the course of their studies at the faculty. It is concluded after the completion of the final state examinations and it is classified as: passed with honours, passed, did not pass. A student has passed the studies with honours when the simple arithmetic mean for the entire studies was lower than 1.5, no exam was evaluated as good and the final state examination was passed with an overall evaluation of excellent. A student is evaluated as did not pass when their study has been terminated under Section 56 of the Act. In all other cases, students are evaluated as passed.

Article 11 Suspension of Studies

1. The Dean decides upon the suspension of studies:
 - a) on a student's request under Sections 2 and 3,
 - b) at the Dean's own initiative under Section 4.
2. A student shall lodge a study suspension request in writing, indicating the reason for and length of the study suspension. The following applies to the decision to be made on the request:
 - a) If a student asks for a suspension due to pregnancy, childbirth, or parenting for a period of time corresponding to that of a maternity or parental leave, or due to assuming childcare replacing parental care for a period of time corresponding to a regular maternity or parental leave, the Dean shall comply with the request (Section 54(2) of the Act). The student's studies shall be suspended for a period of full semesters, increased, where relevant, by any amount of time remaining until the end of the semester during which the request was made. The study suspension period as per the preceding sentence shall not be counted towards the overall study suspension period. In this way, the study may even be interrupted repeatedly.
 - b) In other cases, the Dean may suspend a student's studies at the latter's request, on no more than two occasions, for a maximum of two semesters, increased, where relevant, by the time remaining until the end of the semester in which the request was made. The aggregate length of the suspension(s) as per the preceding sentence must not exceed three years. Except for serious, namely medical reasons, it is not possible to suspend one's studies until reaching the number of credits required to proceed in the following year of study (Art. 8(3)(a), (4)(a) and (5)(a)).
3. If the reasons for the suspension subside, the Dean may terminate the suspension at the request of the person whose study has been suspended even before the suspension time has expired.
4. The Dean may suspend a student's studies at the Dean's own initiative when the student becomes liable for a payment of a fee related to the studies under Section 58(3) of the Act. and the student fails to pay the fee (in the amount and by dates stipulated in the final decision after a possible appeal). The studies shall be suspended for a period of one year at the most. When the fee has been paid and the student whose studies have been suspended submits a written request to terminate the suspension of studies, the Dean shall comply with the request and decide upon the termination of the suspension of studies, no later than on the last day of the semester in which the request was submitted. Studies may be suspended repeatedly under this section.
5. Studies may not be suspended retroactively. The person concerned ceases to be a UJEP student on the day of the suspension, or where the student takes part in several study programmes at the same time, on the day of suspension of the last programme. The suspension period shall not be counted towards the standard or maximum length of study.

6. With the expiry of the suspension time, the person concerned acquires the right to re-enrol in their studies. The re-enrolment date shall be set out in the Dean's suspension decision (Section 68(1)(c) of the Act). On the re-enrolment day, the person whose studies have been suspended becomes a UJEP student again.
7. The provisions under Article 5(3) and (4) shall be applied, *mutatis mutandis*, to the re-enrolment. Proceedings to terminate the study pursuant to Section 56(1)(b) of the Act and Article 12(3)(a) shall be initiated with a person who has seen their right to re-enrol for the study expire. Decisions in this matter shall be subject to Section 68 of the Act.
8. UJEP and its faculties do not guarantee that there will not be any changes or cancellations of the study programme during the study suspension. If the study programme accreditation or the authorisation to organise the study programme is terminated, it is UJEP's duty to ensure that the student can resume their study under the same or a similar study programme at UJEP, its faculties, or at another university.

Article 12 **Conclusion of Studies**

1. Studies are properly concluded upon graduation from the respective study programme in accordance with Section 55(1) of the Act. The day of the conclusion of studies is the day when the final state examination prescribed at the end of the studies or its last part was taken.
2. Studies may further be concluded:
 - a) by the student quitting their studies (Section 56(1)(a) of the Act),
 - b) by the student failing to meet the conditions inherent in the study programme as per the Study and Examination Rules (Section 56(1)(b) of the Act),
 - c) by other mechanisms pursuant to Section 56(1)(c) to (h) of the Act.
3. Failure to comply with the requirements inherent in the study programme as per the Study and Examination Rules means:
 - a) failure to show up for re-enrolment on the set date pursuant to Article 11(7), where the person whose studies have been suspended fails to excuse the no-show within five days of the date or if their excuse is not accepted, or on the replacement date pursuant to Article 11(7) in the event that such a replacement date has been set,
 - b) failure to electronically register subjects by the deadline under Art. 6(6) or under Art. 6(5) when the student fails to provide a written excuse within five days after the deadline, or their excuse is not accepted,
 - c) exceeding the maximum length of studies pursuant to Article 2(3),
 - d) failure to meet the requirements of study checks, even in the second registration of the same subject under Art. 8(2),
 - e) failure to meet the terms and conditions of the individual study programmes in order to proceed to the following year of study under Art. 8(3) to (5), unless the Dean determines otherwise in compliance with Art. 8(6),
 - f) failure to meet the terms and conditions in order to proceed to the third or fourth year of study stipulated in the Dean's directive under Art. 8(6),
 - g) failure to comply with the requirements for the final state examination on a re-sit date pursuant to Article 9(14),
 - h) failure to meet the terms and conditions of the individual study programmes in order to proceed to the second semester of studies under Art. 8(9).
4. When assessing the lengths of time referred to under paragraph 3(c), the period of time between the enrolment and the date of commencement of the first tuition period during the student's studies shall be counted towards the overall length of the studies compared to the maximum length of the studies pursuant to Article 2(3) provided that the date of enrolment preceded the latter date.
5. The provisions of Section 3(d) to (f) and (h) shall not apply when the Dean grants the student an exception from the corresponding provisions of Art. 8(2) to (6) and (9).
6. A student who intends to terminate their studies shall communicate this in writing to the Dean via the faculty study department. They may do so at any point during their studies.

7. The studies shall be deemed terminated pursuant to Section 2(a) on the date on which the student's notice of termination of the studies is delivered.
8. The studies shall be deemed terminated pursuant to Section 2(b) on the date of the respective decision coming into force. A decision is deemed to have come into force if it has been announced and no appeal may be lodged against it. A decision is deemed to have come into force on the day following the lapse, in vain, of the time limit for lodging an appeal or on the day the student waives their right to lodge an appeal, or on the day the Chancellor's decision is communicated to them.
9. The study termination date pursuant to paragraph 2(c) is the day determined under Section 56(2) of the Act.

Article 13
Service of Documents,
Appeal Procedure

1. The serving of documents to students and applicants shall be governed by Article 24 of the UJEP Statute.
2. A student may lodge an appeal against a decision of the Dean made in the matter regulated under Section 68(1) of the Act. The appeal proceedings shall be governed by Act No. 500/2004 Coll., the Code of Administrative Procedure, as amended, unless the Act contains a special regulation.

Article 14
Admissions of Candidates under Section 49(3) of the Act

1. The decision to accept the admission of candidates under Section 49(3) of the Act rests with the Dean.
2. A candidate who has completed a portion of their studies, enrolled in the same or a similar study programme, at another university in the Czech Republic or at a foreign university may be admitted to a study programme organised by the faculty. Within the faculty, the student may be allowed to change the form of their studies under the same study programme.
3. The Dean shall decide on the recognition of the results of studies the student completed before being admitted pursuant to paragraph 1, based on the recommendation of the head of the corresponding office. At the same time, the Dean shall award the completed studies with a corresponding number of credits. Based on the evaluation, the student is assigned to a particular year of study and other terms and conditions might be determined.
4. The admission pursuant to Section 1 typically takes place on the date of commencement of the relevant term.

Article 15
Temporary Provisions

For the period during which the division into fields of study is retained in accordance with Article II(4) of Act No. 137/2016 Coll., the provisions of these Study and Examination Rules on the study programmes shall also apply to the fields of study.

Article 16
Final Provisions

1. The Study and Examination Rules applying to the bachelor and master study programmes of UJEP registered by the Ministry on 24 January 2013 under ref. No. MŠMT 5882/2013-30, as amended, are hereby repealed.
2. These Study and Examination Rules have been approved pursuant to Section 9(1)(b)(3) of the Act by the UJEP Academic Senate on 28 June 2017.
3. These Study and Examination Rules come into legal force pursuant to Section 36(4) of the Act on the day of registration by the Ministry.
4. These Study and Examination Rules take effect on 1 September 2017.

The amendments to these Study and Examination Rules were approved pursuant to Section 9(1)(b)(3) of the Act by the UJEP Academic Senate on 25 April 2018.

The amendments to these Study and Examination Rules come into legal force pursuant to Section 36(4) of the Act on the day of registration by the Ministry.

The amendments to these Study and Examination Rules come into legal force on the day of registration by the Ministry, except for Art.8(9) and Art. 12(3)(h), which come into legal force on 17 September 2018.

doc. RNDr. Martin Balej, Ph.D., in his own hand

Rector